



# MC

2020-2021  
CATALOG

THE FACES OF MOORPARK COLLEGE

# ACADEMIC CALENDAR 2020 - 2021

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

The special deadlines for semester-length classes are listed below for each primary semester; however, the specific length of each course dictates its deadlines (enrollment, drop, refund, etc.). Check online by clicking on the specific Course Record Number (CRN) for additional course information. Contact Admissions & Records for further assistance. Detailed registration information is readily available at [www.moorparkcollege.edu](http://www.moorparkcollege.edu).

## FALL SEMESTER 2020 AUGUST 17 – DECEMBER 16, 2020

<b>August 17</b>	First day of semester-length traditional classes. First day of late registration.
<b>August 28</b>	Last day to add semester-length classes. Last day to drop a class and apply for enrollment, health and parking fee refunds. Last day account credited if dropping classes. No refunds or credits after this date for semester-length classes.
<b>September 4</b>	Last day to drop semester-length classes without a transcript entry.
<b>September 5-7</b>	Labor Day – NO CLASSES
<b>September 18</b>	Last day to declare Pass/NoPass (P/NP). Formerly called CR/NC) grading option for semester-length classes
<b>October 29</b>	At 12 Noon – Last day to apply for Fall 2020 Associate Degree or Certificate of Achievement
<b>November 11</b>	Veterans Day – NO CLASSES
<b>November 20</b>	Last day to drop semester-length classes with a "W" (withdrawal)
<b>November 26-29</b>	Thanksgiving Holiday – NO CLASSES
<b>December 10–16</b>	Final Exam Week for Fall 2020

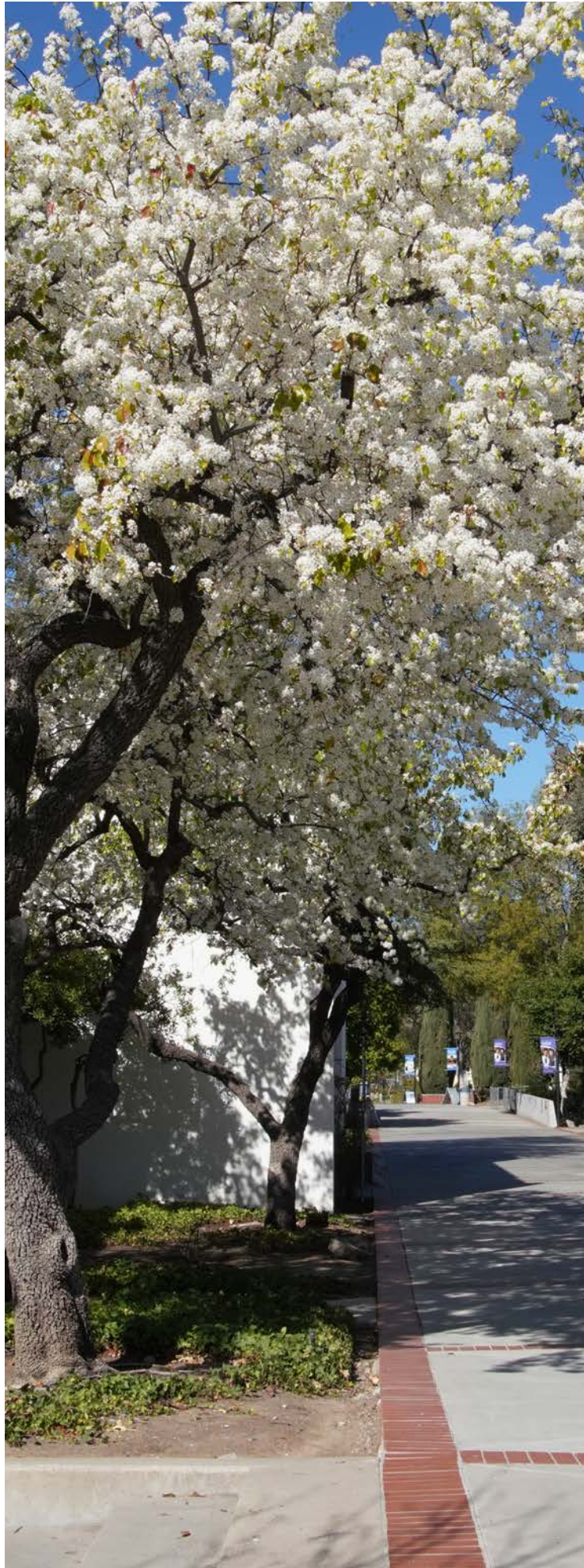
## SPRING SEMESTER 2021 JANUARY 11 – MAY 19, 2021

<b>January 11</b>	First day of semester-length traditional classes. First day of late registration.
<b>January 16-17</b>	Martin Luther King Jr. Day – NO CLASSES
<b>January 22</b>	Last day to add semester-length classes. Last day to drop a class and apply for enrollment, health and parking fee refunds. Last day account credited if dropping classes.
<b>January 29</b>	Last day to drop semester-length classes without a transcript entry.
<b>February 11</b>	Last day to declare P/NP (formerly CR/NC) grading option for semester-length classes
<b>February 12-15</b>	Presidents Day Holiday – NO CLASSES
<b>March 4</b>	At 12 Noon – Last day to apply for Spring 2020 Associate Degree or Certificate of Achievement
<b>March 27-28</b>	Saturday/Sunday classes held
<b>March 29 - April 4</b>	Spring Break – NO CLASSES
<b>April 23</b>	Last day to drop semester-length classes with a "W"
<b>April 27</b>	Self-assigned Flex days – NO CLASSES
<b>May 13-19</b>	Final Exam Week for Spring 2021
<b>May 19</b>	GRADUATION

## SUMMER INTERSESSION 2021

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

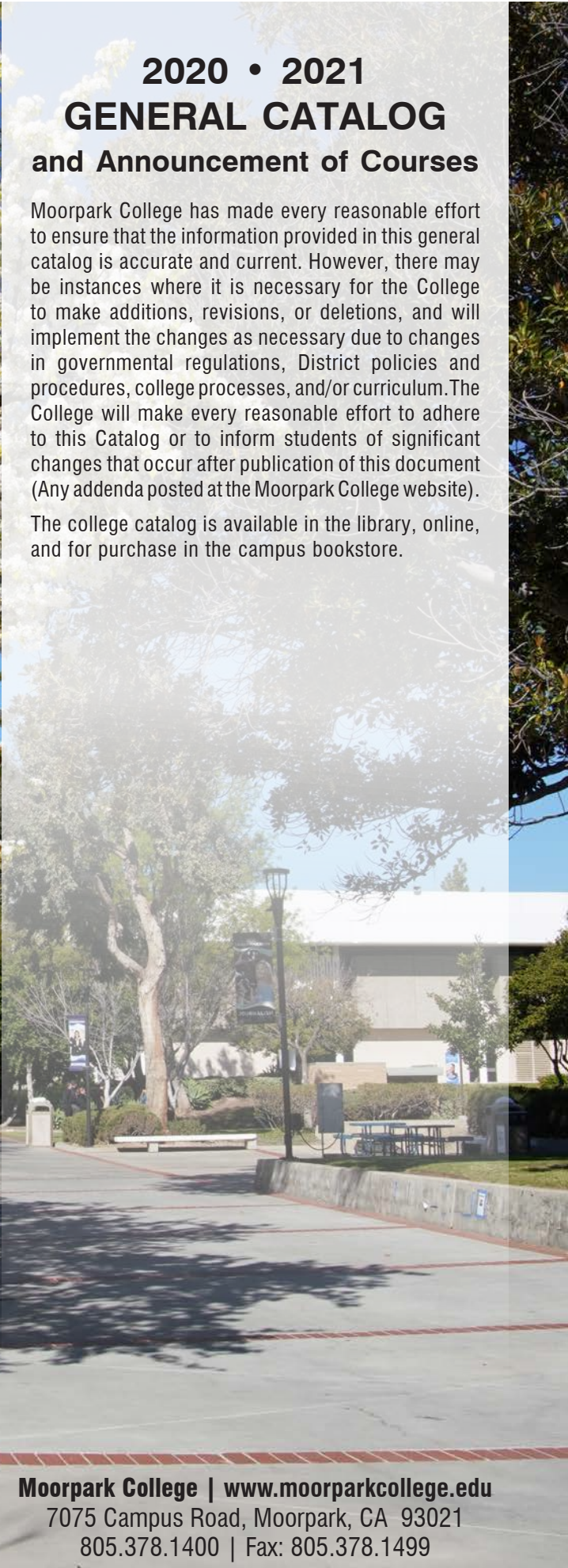




## 2020 • 2021 GENERAL CATALOG and Announcement of Courses

Moorpark College has made every reasonable effort to ensure that the information provided in this general catalog is accurate and current. However, there may be instances where it is necessary for the College to make additions, revisions, or deletions, and will implement the changes as necessary due to changes in governmental regulations, District policies and procedures, college processes, and/or curriculum. The College will make every reasonable effort to adhere to this Catalog or to inform students of significant changes that occur after publication of this document (Any addenda posted at the Moorpark College website).

The college catalog is available in the library, online, and for purchase in the campus bookstore.



**Moorpark College | [www.moorparkcollege.edu](http://www.moorparkcollege.edu)**  
7075 Campus Road, Moorpark, CA 93021  
805.378.1400 | Fax: 805.378.1499



# MESSAGES FROM THE PRESIDENTS

## Welcome to Moorpark College

You have made a wise decision to join our community of learners. We are proud to be ranked the Best Community College in California by The Community College Foundation. So, whether you are a current or prospective student or a visitor to our beautiful campus, a positive experience awaits you here at Moorpark College. Our outstanding faculty, staff, and administrators put "Learner's First" and their various accolades demonstrate Moorpark College's steadfast commitment to academic excellence and student development.



We provide the resources and opportunities needed to support students' academic success. In fact, Moorpark College conferred 1,057 Associate Degrees for Transfer (ADT) in 2016-17, ranking it the first among the 114 California Community Colleges in terms of ADT production. Furthermore, our students excel outside of the classroom by adding value to their communities through service-learning projects. We provide opportunities for students to link their academic knowledge to their career interests through internships and other work-based learning opportunities. The College offers career education programs aligned with changing labor market needs in a safe environment that promotes the wellness of its students, faculty, and staff.

Moorpark College opened in 1967 with 2,500 students and 50 employees. Today, Moorpark College has more than 400 faculty and staff serving over 14,000 students. Our students are primed for success thanks to the foundation laid by our institution's founders and the ongoing efforts of our campus team today. They are highly successful in transferring to four-year institutions, well prepared to enter new careers, and are engaged in the life and work of their communities. I personally welcome and wish you every success in achieving your educational goals at Moorpark College.

Sincerely,

Dr. Julius O. Sokenu

Interim President

## Welcome Home!

Moorpark College will be your temporary home for this part of your academic and professional adventure. Our lives have been changed forever due to recent events and our sincere hope is that you may find shelter, warmth, and support at your Moorpark College home so that you learn to thrive in a changing world. Moorpark's "student's first" philosophy permeates the entire campus, reflected in its high-quality academic programs, supportive student services, and an incredible range of activities and events as part of student life. Faculty are committed to providing the best possible student experience to help you attain your dreams. Please take advantage of all Moorpark has to offer during your time here. We welcome you with open arms to your new home, promising to work hard on your behalf to help you move out and on to the next step in fulfilling your academic and professional goals.

Erik Reese

Academic Senate President



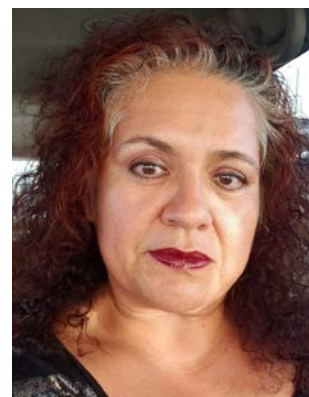
## Welcome to Moorpark College, Home of the Raiders!

As you embark on your educational journey with us, we, the Classified Professionals at Moorpark College, are ready to be of service to you. We have been working very hard to provide you all the necessary services you need, in a safe manner, to be successful at Moorpark College. We take pride in promoting the campus's philosophy of "student's first". As an integral part of the college community, we make sure to actively contribute to the growth and success of the College and all our students. Welcome once again to our campus and we wish you a successful academic year!

Be safe,

Linda Resendiz

Classified Senate President



### Moorpark College Foundation

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

*Though public funds provide support for most of the instructional and related activities and facilities at the college, donations, gifts and bequests provide a significant addition to institutional accomplishments. Private*

*contributions are essential for the support of creative faculty efforts which extend beyond normal institutionally supported areas, including scholarships for incoming honor students and exiting transfer students, necessary physical facilities such as America's Teaching Zoo, the Charles Temple Observatory, Griffin Stadium, and special instructor-created projects which enhance a student's learning experience.*

*For more information, call (805) 553-4761. Write Moorpark College Foundation, 7075 Campus Road, Moorpark, CA 93021. The Foundation is a 501(c)(3) nonprofit corporation recognized by the Internal Revenue Service. Website: [www.moorparkcollege.edu/foundation](http://www.moorparkcollege.edu/foundation).*



# HISTORY OF MOORPARK COLLEGE

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

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

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

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

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

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

In 1997, the Child Development Center and Disabled Students' Center were expanded. Also, graphics professor Ted Phillips created a 30th anniversary logo that featured cypress trees and the fountain.

In 1998, two new conference rooms were built in the Campus Center and an acoustic shell was installed on the Main Stage of the Performing Arts Center.

In 1999, the 27,000 square foot Fred Kavli Science Center opened, housing the math, science and computer studies programs. Also, students were first able to access their academic records and register for classes online at: [www.moorparkcollege.edu](http://www.moorparkcollege.edu).

In 2000, a high school for high potential juniors and seniors opened on the Moorpark College campus. In 2001, the first High School at Moorpark College graduating class numbered 55. In March of 2002, Ventura County voters passed Measure S, a bond that provided \$356 million in construction financing for the Ventura County Community Colleges, of which \$104 million was used to renovate/expand Moorpark College.

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

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

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

In May 2007, the college unveiled a new seal in preparation for adoption of a new logo. The new logo was adopted at the start of the college's 40th year in August 2007. The college uses the seal for ceremonial purposes and official transcript documents, and the logo for other college purposes. In Fall 2007, the old library was renovated, renamed Fountain Hall and opened for classes.

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

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

In February 2015, Luis P. Sanchez, JD, LL.M., became the 10th president of Moorpark College. As of April 15, 2019, Dr. Julius O. Sokenu was appointed Acting President while President Sanchez is on reassignment to Oxnard College as their Acting President. In Fall 2015, the new Veterans and Foster Youth Resources Centers opened. In Fall 2016, the Guided Pathways for Success program was established with a cohort of 150 students. This first year experience program class currently enrolls 247 students. Benefits include special registration priorities, personalized academic counselors, and a personal success coach to help students navigate through the college.

Beginning Fall of 2017 Moorpark College celebrated 50 years of providing high quality education.

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





# IMPORTANT CAMPUS PHONE NUMBERS

<b>MAIN CAMPUS NUMBER.....</b>	<b>(805) 378-1400</b>
Accessibility Coordinator Center & Educational Support Services (ACCESS) .....	378-1461
Admissions & Records .....	378-1429
America's Teaching Zoo .....	378-1441
Associated Students .....	553-1434
Athletic Office .....	378-1457
Bookstore .....	378-1436
Child Development Center .....	378-1401
Counseling .....	378-1428
EOPS .....	378-1464
Facilities, Maintenance & Operations .....	378-1454
Facility Rentals .....	553-4606
Financial Aid .....	378-1462
Help Desk, IT .....	553-4660
International Students .....	378-1414
Library .....	378-1450

Performing Arts Box Office.....	378-1485
Police, Campus.....	378-1455
Scholarships.....	378-1418
Student Activities .....	553-4976
Student Business Office.....	378-1437
Student Health Center .....	378-1413
Transfer and Career Center .....	378-1536

## ADMINISTRATIVE OFFICES

President.....	378-1407
Vice President of Academic Affairs.....	378-1403
Vice President of Student Support .....	378-4131
Vice President of Business Services .....	378-1412

## STUDENT LEARNING DIVISIONS/DEPARTMENTS

### DEAN VACANT

**Arts, Media & Communication Studies**  
AA-101 | (805) 553-4121

#### Performing Arts

Department Chair, John Loprieno, 378-1469

- Dance
- Music
- Technical Theatre
- Theatre Arts

#### Media Arts & Communication Studies

Department Chair, Rolland Petrello, 553-4689

- Communication Studies
- Film Television & Media Arts
- Game Design
- Journalism

#### Visual Arts

Department Chair, Erika Lizée, 553-4170

- Art and Art History
- Photography/Commercial Photography
- Graphic Design
- Multimedia

### DEAN OLEG BESPALOV

**Institutional Effectiveness & Planning**  
A-123 | (805) 553-4176

#### **Institutional Effectiveness**

- Centers of Excellence
- Grants Coordination & Development
- Institutional Research
- Labor Market Research
- Program for Accelerated College Education (PACE)
- Program Review
- SLO Oversight

### DEAN MATT CALFIN

**Athletics, Kinesiology, Mathematics, Student Health & ACCESS**  
A-129 | (805) 378-1448

#### **Athletics/Health/Kinesiology**

Department Chair, Vacant, 378-1482

- Athletics
- Health Education
- Kinesiology

#### **Mathematics**

Department Chair, Phillip Abramoff, 553-4878

- Mathematics

#### **Math Center**

Office, 378-1556

#### **ACCESS**

#### **High School @ Moorpark College**

Principal/Counselor, Ruby Delery, 378-1595

#### Distance Education

### DEAN KHUSHNUR DADABHOY

**A&R, Counseling, Student Life, EOP, Student Health Center**  
HSS-217 | (805) 378-1445

#### Student Support

#### Student Engagement

Department Chair, Jodie Dickey, 553-4615

- Counseling & Articulation

#### **EOPS/CARE**

Coordinator, Marnie Melendez, 378-1464

#### **CalWORKs**

Coordinator, Marnie Melendez, 378-1464

Counselor, Angie Rodriguez, 553-4086

#### **Student Health Center**

Coordinator, Sharon Manakas, 553-4179



## STUDENT LEARNING DIVISIONS/DEPARTMENTS (CONTINUED)

### DEAN HOWARD DAVIS

Behavioral & Social Sciences, Business, Child Development & Languages  
HSS-114 | (805) 553-4133

#### Business

Department Chair, Josepha Baca, 553-4088

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

#### Child Development/Education

Department Chair, Cynthia Sheaks-McGowan, 553-4819

- Child Development/Education
- Registered Behavior Technician

#### Child Development Center

Supervisor, Johanna Pimentel, 378-1549

#### Behavioral Sciences

Department Chair, Danielle Vieira, 553-4196

- Criminal Justice
- Psychology
- Sociology

#### Social Sciences

Department Chair, Hugo Hernandez, 553-4787

- Economics
- History
- Philosophy
- Political Science

#### World Languages

Department Chair, Helga Winkler, 553-4788

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

### VACANT

English & Library  
LLR-314 | (805) 378-1443

#### English/ESL

Department Chair, Sydney Sims, 553-4730

- English
- English as a Second Language (ESL)

#### Learning Communities

Elizabeth Gillis-Smith, 553-4731

#### Teaching and Learning Center (TLC)

Office, 378-1556

#### Writing Center

Tracy Tennenhouse, 378-4737, and

Elizabeth Gillis-Smith, 553-4731

#### Evening/Weekend Activities

Attendant, Paul Mattson, 553-4752

### DEAN CAROL HIGASHIDA

EATM, Health & Life Sciences  
EATM-212 | (805) 378-1459

#### Health Sciences

Department Chair & Nursing Coordinator, Christina Lee 553-4772

- EMT
- Health Sciences
- Nuclear Medicine
- Nursing
- Nutrition
- Optical Technology
- Radiologic Technology

#### Life Sciences

Department Chair, Andrew Kinkella, 553-4714

Assistant Department Chair, Audrey Chen, 553-4722

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

#### Exotic Animal Training & Management

Department Chair, Cynthia Stringfield, 378-1543

- Animal Science
- Exotic Animal Management

#### America's Teaching Zoo

Supervisor, Michlyn Hines, 378-1545

### DEAN ROBERT CABRAL

Physical Sciences & Career Education  
A-137 | (805) 378-1572

#### Chemistry/Earth Sciences

Department Chair, Robert Keil, 553-4647

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

#### Physics/Astronomy/Engineering/Computer Science

Department Chair, Erik Reese, 378-1488

Assistant Department Chair, Scarlet Relle, 553-4162

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

#### Career Transfer Center

#### Work Experience Classes & Internship

### ACCREDITATION

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

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



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# VCCCD MISSION, VALUES, AND VISION

## District Mission Statement

Ventura County Community College District provides students, in its diverse community, with access to comprehensive quality educational opportunities that support student learning and student success.

## District Values Statement

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

We maintain high standards in our constant pursuit of excellence.

We recognize and celebrate creativity, innovation, and entrepreneurship.

We demonstrate integrity and honesty in action and word.

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

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

We promote inclusiveness, and openness to differing viewpoints.

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

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

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

## District Vision Statement

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



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## VCCCD BOARD OF TRUSTEES



Left to right: Vice Chair Joshua Chancer, Trustee Larry Kennedy, Trustee Dianne B. McKay, Chair Bernardo M. Perez, Trustee Gabriela Torres

## DISTRICT ADMINISTRATORS

Dr. Greg Gillespie, Chancellor

Dr. David El Fattal, Vice Chancellor,  
Business & Administrative Services

## COLLEGE PRESIDENTS

Dr. Julius O. Sokenu, Interim President, Moorpark College

Mr. Luis Sanchez, President, Oxnard College

Dr. Kimberly Hoffmans, President, Ventura College

# COLLEGE MISSION, VALUES, AND VISION

## College Mission Statement

With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.

## College Values Statement

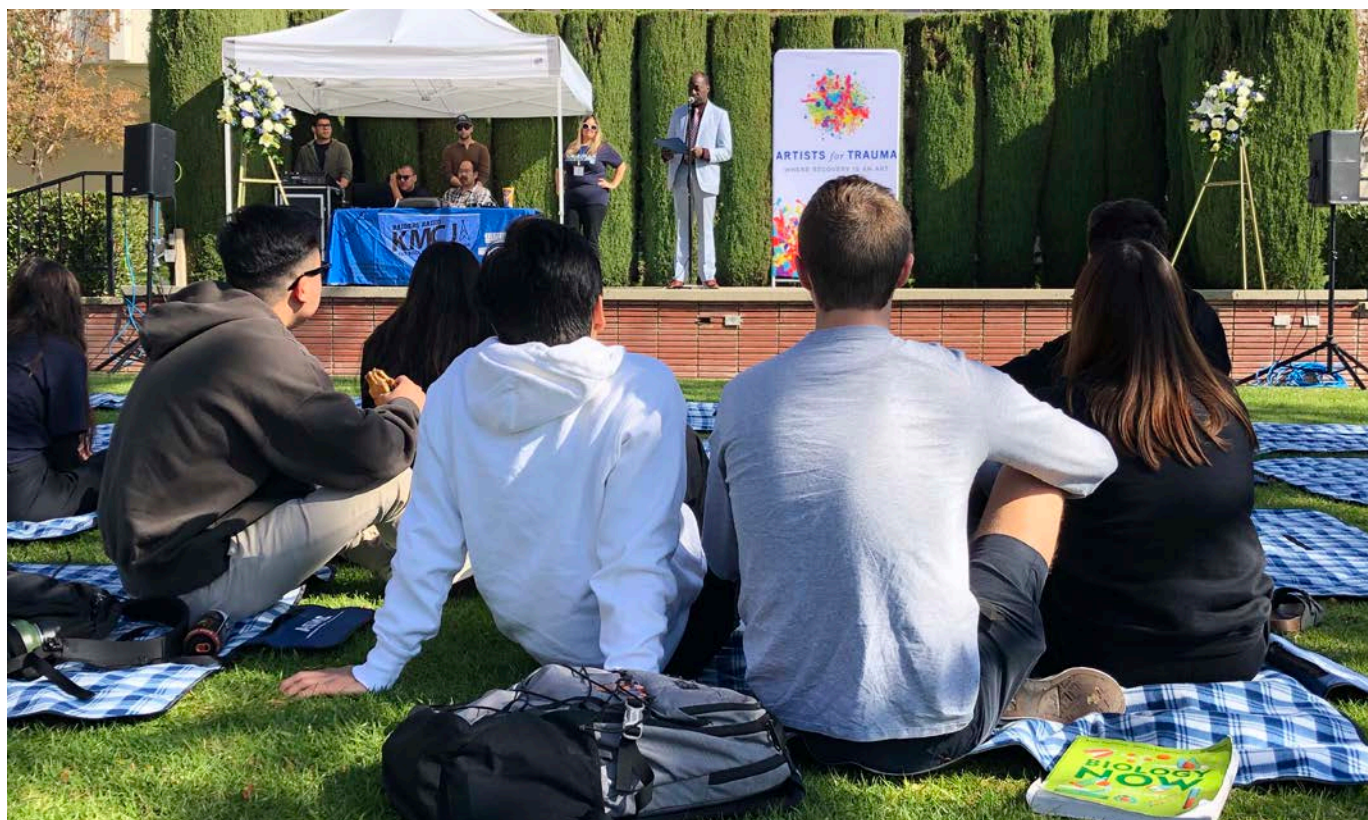
Our actions and decisions are based on the following values:

- **Integrity:** Committing ourselves to honesty and ethics in all individual and institutional conduct.
- **Collegiality:** Cultivating a respectful campus culture that celebrates diversity and is built on a foundation of participatory governance, open dialogue, and varied perspectives.
- **Equity & Success:**
  - 1) Providing ready access to a high-quality education,
  - 2) Helping students identify and achieve their educational goals, and
  - 3) Minimizing equity gaps and empowering students from all walks of life to thrive in our campus community.
- **Excellence:** Continuously improving our individual and collective efforts to help our campus community reach its full potential.
- **Creativity & Innovation:** Supporting new approaches to problem solving, risk taking, and creative expression.

## College Vision

We make the following commitments to our students, our community, and each other:

- We will provide equitable educational opportunities through early intervention initiatives, accessible and clearly mapped curriculum, and robust student support services.
- We will help students explore, identify, and expediently fulfill their transfer and career goals.
- We will foster a love for learning across the broad areas of human knowledge and understanding.
- We will engage with our community and support the local economy.
- We will prepare our students for fulfilling careers and promote economic and social mobility.
- We will nurture a civically-minded campus dedicated to engaging and improving our community and democratic republic through a culture of civil discourse and practice.
- We will respect the Earth by cultivating an environmentally-responsible generation and pursuing campus initiatives that are mindful of our natural resources.
- We will provide a safe and secure learning environment on our campus.
- We will promote wellness through self-awareness, self-care, and support of one another to establish and maintain healthy lifestyles.





# INSTITUTIONAL STUDENT LEARNING OUTCOMES AND CORE COMPETENCIES

## Institutional Student Learning Outcomes

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

### **Awareness**

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

### **Critical Thinking**

- Gather, evaluate, analyze, and synthesize information.

### **Communication Skills**

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

### **Ability to Create**

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

## Moorpark College Core Competencies

### **Language and Information Literacy**

#### ***Students will:***

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

### **Quantitative Literacy**

#### ***Students will:***

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

### **Literacy in the Sciences**

#### ***Students will:***

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

### **Multicultural Literacy and Civic Engagement**

#### ***Students will:***

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

### **Literacy in the Arts**

#### ***Students will:***

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

# CAMPUS PROFILE

## MOORPARK COLLEGE STUDENT PROFILE

**STUDENT POPULATION** ..... 13,476

*Full/Part-Time Status*

Full-Time Students..... 4,113

Part-Time Students..... 9,363

### STUDENT GENDER

Female..... 7,088 (53%)

Male..... 6,203 (46%)

Undisclosed ..... 185 (1%)

### STUDENT AGE

19 and younger.....32%

20-24.....43%

25-29.....11%

30-34..... 5%

35 and over ..... 9%

### STUDENT ETHNICITY

Asian/Filipino/Pacific Islander..... 9%

Black..... 2%

Hispanic ..... 36%

Native American ..... <1%

White.....43%

Two or More Races ..... 5%

Undisclosed ..... 5%

### INTERNATIONAL STUDENTS

Enrollment ..... 102

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

### FACULTY AND STAFF

Full-Time Faculty ..... 169

Part-Time Faculty ..... 386

Student Counselor Ratio ..... 905:1

Classified Staff..... 158

Managers..... 20

Supervisors..... 12

### STUDENT ACHIEVEMENT

*Degrees & Certificates AWARDED\**

Associate Degrees for Transfer..... 1,461

Associate Degrees..... 2,128

Career Technical Education Certificates ..... 302

Transfer to Four-Year Universities..... 1,510

*\*Totals include undergraduate awarded and/or applied.*





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# ADMISSIONS AND REGISTRATION

## Eligibility for Admission

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

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

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

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

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

## Admissions Procedures

New Students to the Ventura County Community College District must complete an application for admission, and complete orientation, assessment and a student educational plan before they can register for classes. The application for admission is available online in the Apply and Enroll page of the Moorpark College website. Printed copies of the application for admission can be downloaded from the College website. Consult the College website for application dates and deadlines. There is no cost to apply.

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

Upon admission to the college, new students will be directed to setup their MyVCCCD portal to gain access to many self-service options.

Returning students who have not attended one of the VCCCD colleges in the last year must complete an application for admission, reactivate their MyVCCCD student portal if necessary, and may be required to complete orientation, assessment, and counseling to develop or revise their educational plan. Returning students who have attended other colleges should make a counseling appointment to have any other college transcripts evaluated for the educational plan.

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

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

## Financial Aid

Moorpark College participates in an array of federal and state financial aid programs. All students are encouraged to apply for financial aid by completing the Free Federal Application for Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Students who qualify under AB540 must complete and submit the California Dream Application at [dream.csac.ca.gov](http://dream.csac.ca.gov). Apply early as some funds may be limited. For further information and deadlines, please visit the financial aid office website or stop by the office located in Fountain Hall.

## Dual Enrollment/Admission of Minors

Pursuant to California Education Code Section 76001, minors may be permitted to take college courses under very specific circumstances. The intent of Dual Enrollment is to provide minors who can benefit from advanced scholastic and vocational education the opportunity to take college-level courses that are not available through their primary school or other alternatives.

- The term "Dual Enrollment Student" refers to concurrently enrolled K-12 students who have been recommended by their principal or designee and have parental permission to attend a community college during any session or term. Parental permission may not be required for Dual Enrollment students who are 18 years of age or older.)

Students admitted under Dual Enrollment may register a maximum of 11.5 units per semester or term, unless the student (either part-time or full-time) is enrolled under the terms of an existing AB 288 College and Career Access Pathway (CCAP) Partnership Agreement effective at the time of enrollment.

Enrollment fees are waived for Dual Enrollment students who are registered in 11.5 units or less. Students under an AB 288 College and Career Access Pathways Partnership (CCAP) dual enrollment agreement with a school district who enroll in up to 15 units (no more than 4 college courses) are exempt from enrollment fees. All other fees apply unless expressly waived by Memorandum of Understanding with partnering school districts.



Dual Enrollees who are determined to be nonresidents may be admitted and classified as nonresidents but exempt from paying additional nonresident tuition per California Ed. Code, Section 76141. Please note the following conditions:

- This exemption only applies to Dual Enrollment students registered in 11.5 or fewer units per semester. The exemption does not apply to full-time Dual Enrollment students unless the student (either part-time or full-time) is enrolled under the terms of an existing AB 288 College and Career Access Pathway (CCAP) Partnership Agreement effective at the time of enrollment.
- This exemption does not apply to categories of students who would not qualify for AB 540 nonresident tuition exemption; i.e., a) students who reside outside of California and enroll via Distance Education and b) students on most nonimmigrant visas.
- Students with T or U visas are eligible for this exemption.
- Students receiving this exemption do not receive resident status for the purposes of tuition or financial aid. Rather, they are exempt from nonresident tuition under this law.

To qualify and register for Dual Enrollment, all students must apply for admission. After the initial application, Dual Enrollment students must present the following documents each semester they register at the college:

- The Dual Enrollment Recommendation & Memorandum of Understanding form signed by a parent/guardian and the high school principal or counselor. In addition, students below the 9th grade must have consent of the college instructor whose class they wish to attend. Students below the 9th grade are not permitted to enroll until the semester begins.
- Home-schooled students must present the completed Private School Affidavit. For more information, visit <https://www.cde.ca.gov/sp/ps/affidavit.asp>

All Dual Enrollment forms are available online at the college website, and at the college Admissions & Records Office. Detailed information on prerequisites clearance is available on-line and in this catalog.

**IMPORTANT NOTE:** Under the Family Educational Rights and Privacy Act of 1974, once a student is attending an institution of postsecondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore, all students, regardless of age, must provide written consent for release of their college transcripts and/or college records. For more information, please refer to "Privacy Rights Regarding Student Records" in this catalog.

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

## Residency Requirements

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

## California Residents

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

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

Non-citizens may be eligible to establish California residency if allowed under the terms of his/her citizenship/immigration status, and upon presentation of acceptable residency documentation. The student will initially be classified as a nonresident and required to present the following items at the Admissions & Records Office:

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

## Nonresidents

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

- Being an actively registered voter in another state
- Petitioning for divorce as a resident of another state
- Attending an out-of-state educational institution as a resident of that state
- Declaring nonresident status for California state income tax purposes
- Maintaining a valid driver's license or registered vehicle in another state.

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

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

1. The student must have:
  - Attended a combination of high school, adult school, and California Community College for the equivalent of three years or more, or
2. The student must have:
  - Graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or
  - Completed an associate degree from a California Community College, or
  - Completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and
3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California, and
4. The student must file an affidavit with the college stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so, and submission of additional documentation as required by the college (e.g. high school transcripts to verify eligibility for exemption requirements).

Students who are nonimmigrants, other than those with T or U visa status, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

A year's equivalence at a California Community College is a minimum of 24 semester units of credit or 36 quarter units of credit. For noncredit courses, a year's attendance is a minimum of 420 hours, 210 hours for a semester, and 140 hours a quarter. Attendance in credit courses at a California Community College towards the attendance requirements shall not exceed two years of full-time attendance.

Full time attendance at a California adult school (established by a county office of education, a unified school district or high school district, or the Department of Corrections and Rehabilitation) means a minimum of 420 class hours of attendance for each school year in classes or courses.

Dual Enrollees (concurrently enrolled K-12 students) determined to be nonresidents may be admitted and classified as nonresidents but exempt from paying nonresident tuition per California Ed. Code, Section 76141. See Dual Enrollment/Admission of Minors section of this catalog for more information.

Nonresident students who are U.S. citizens and who reside in a foreign country will be admitted and classified as nonresidents but exempted from payment of nonresident tuition provided they meet all of the following requirements:

- Demonstrate a financial need for the exemption.
- Has a parent or guardian who has been deported or was permitted to depart voluntarily under the Federal Immigration and Nationality Act.
- Moved abroad as a result of the deportation or voluntary departure.
- Lived in California immediately before moving abroad. Attended a public or private secondary school in California for three or more years.
- Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
- Will be living in California and will file an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.
- Documentation shall be provided by the student as required by the statute as specified in Education Code, section 76140(a)(5).
- Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Rather, they are exempt from nonresident tuition under this law. Application for this exemption is initiated at the Admissions and Records Office on the student's primary campus.

Education Code section 68075.6 grants an immediate nonresident tuition fee exemption to eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the United States. This exemption is granted for one year from the date the student settled in California upon entering the United States. Contact the Admissions and Records Office for additional information on this exemption.

## Reclassification of Residence Status

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

Request for Reclassification may be denied if the student:

- is in California solely for educational purposes.
- possesses a driver's license or vehicle registration or voter registration or selective service registration from a state other than California; such items constitute maintaining residence in another state.
- is claimed as a dependent on out-of-state tax returns (e.g., by parents living in another state).

Other regulations and restrictions apply that may affect the determination of residence status. Questions should be referred to the Admissions & Records Office.

## Military Personnel and Dependents

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

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

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

### MILITARY VETERANS

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

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

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

## Veterans Access, Choice and Accountability Act (VACA)

In accordance with Education Code Section 68075.5(c), a full exemption from the nonresident fee for all students verified to be "covered individuals" per the criteria listed below and that qualify to use Montgomery GI Bill®-Active Duty Post-9/11 GI Bill® education benefits or Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapters 30, 31 and 33, respectively, of Title 38, U.S. Code) while living in California will be eligible for this exemption. A "covered individual" is defined in the VACA Act as:

1. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
2. An individual eligible for transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
3. An individual eligible for transferred Post-9/11 G.I. Bill® benefits while the transferor is on active duty who resides (lives) in California (regardless of his/her formal state of residence).

4. An individual eligible for benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill® benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence).
5. An individual eligible for rehabilitation under 38 U.S. Code § 3102 pursuing a course of education with education assistance from the Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapter 31) education benefits program.
6. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as continuous enrollment is maintained (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.

Students eligible for VA education benefits must provide a "Certificate of Eligibility" (COE) or the Authorization of Entrance into Rehabilitation and Certification (Chapter 31 Referral) by the VA confirming the approved education benefits for the veteran or eligible dependent to basic educational assistance under chapters 30, 31 and 33 of title 38, U.S. Code). The DD Form 214, Certificate of Release or Discharge from Active Duty, generally referred to as a "DD 214", shows the effective date of the veteran's discharge from active service and may also need to be submitted to assist with confirming the "covered individual" status.

## International Students

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

Proof of current visa status must be submitted to determine this eligibility. Contact the International Student Office for more information.

## International Student Admission Requirements and Procedures (F-1 Visa Students Only)

An international student is anyone enrolled in courses in the United States who is neither a permanent resident nor a citizen of the United States. Most international students who intend to study full time in the United States will have an F-1 visa. Persons holding visas should contact the Admissions & Records Office to determine their eligibility for admission to the college, or contact the International Student Program.



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

- International Student Application form for Moorpark College
- Personal essay (in English) describing education background, special interests, goals, and reason for applying to Moorpark College
- Proof of English Proficiency: TOEFL with a score of 45 (IBT) or higher; or other acceptable evidence of proficiency in the English language as approved by the International Student Office.
- Official Translated Transcripts: Transcripts of all High Schools and Colleges previously attended must be translated to English and submitted. College/University coursework must also be evaluated by a school approved evaluation service.
- A \$50 non-refundable Application Processing fee. Check or money order payable in US dollars and made out to "Moorpark College".
- An official bank statement or affidavit of support from a sponsor, to showing proof of sufficient financial support to pay tuition, fees, and living expenses for one year. This cost is estimated to be \$23,556 based on the geographical area of the college. If bank statement is provided from a sponsor other than the student or their parents, they must also provide a notarized Financial Certification (form is available from the International Student Program).
- Students residing with family or friends in the U.S. may submit a financial affidavit in the amount of \$10,056.
- A personal letter of reference from a school instructor, administrator or an employer.

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

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

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

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

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

**Permission to Work (F-1 Visa only):** According to immigration policy, International students may work 20 hours a week, on-campus. Moorpark College allows international students to start working after the successful completion of the first semester of classes. Students must go through the normal competitive hiring process for student workers. After the successful completion of the first full academic year, international students may request permission to work off-campus due to financial hardship. This request needs to be approved by the DSO and USCIS.

Contact the International Students Office for information regarding potential off-campus employment, (805) 378-1414.

## Student ID Numbers

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

Social security numbers will still be collected for such purposes as statistical reporting, financial aid, and Hope Scholarship Tax Credit reporting. The last four digits will appear on your official transcript.

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

## Student Equity and Achievement Program Services

The Student Equity and Achievement Program assists all students in attaining academic success. It is a partnership between the College and the student for the purposes of defining and realizing the student's educational goal. This agreement includes responsibilities for both the college and the individual student, who work together combining several activities and processes to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses that the student must take to achieve his/her educational goals.

The following activities must be completed to be eligible for enrollment priority:

1. An online and/or in-person orientation.
2. Assessment thru multiple measures, including but not limited to testing for Math, English, and English as a Second Language, evaluation of other college coursework, career and interest inventories; which result in course placement recommendations.
3. Counseling advisement resulting in the development of a Student Educational Plan.

Additional requirements and exceptions apply. Consult APPENDIX XII Student Equity and Achievement Program Rights and Responsibilities (pages 305-307) of this catalog for full policy and procedures.

## Registration Procedures

See APPENDIX XV (pages 310-312) for details on Enrollment Priority. Register online through the MyVCCCD ([my.vcccd.edu](http://my.vcccd.edu)) student portal for the earliest and best opportunity to enroll in classes. Registration appointments are posted approximately one month before registration begins. Registration calendars may be viewed through the portal or the college website.

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

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

**Continuing Students** receive enrollment priority based on the number of completed and in-progress degree-applicable units taken at any of the colleges in this district. Transfer units are not used to calculate enrollment priority.

### **Limitations**

- Continuing students who have earned more than 90 units will lose enrollment priority and will register during open registration unless they successfully petition for a waiver that reinstates them to their previous enrollment priority. The petition for reinstatement of enrollment priority is initiated through a counseling appointment.
- Students may petition for reinstatement of registration priority if they are enrolled in a high-unit major or program of study, high-unit transfer major; or are registering for their last semester at the college.
- Continuing students who are placed on academic or progress probation or more serious academic sanction for two consecutive terms will lose enrollment priority and will register during open registration. Students who lose their priority may appeal if they have verifiable extenuating circumstances as defined below; an approved appeal will result in the reinstatement of enrollment priority. The petition to appeal loss of enrollment priority is initiated through a counseling appointment.
- Extenuating circumstances are defined as verifiable cases of accident, illness or other circumstances beyond the student's control. Appeals must be supported by verifiable documentation of circumstances.

**Returning Students** who have not attended in the past year and have completed no more than 90 units within this district, are in good standing in the Ventura County Community College District, and have completed orientation, assessment and an educational plan will have registration priority over returning students who do not meet these criteria.

**Dual Enrollment Students** register after other groups per state mandate on the dates specified each term in the registration calendar. Where the district has an MOU with specific high schools that designate them as partners in a "middle college high school" agreement, the students from those high schools will be afforded priority over other dual enrollment students.

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

- All New students in these groups have completed orientation, assessment, and an educational plan (with the sole exception that a DSPS student may have enrollment priority expressly listed as an accommodation).
- Continuing students who are EOPS, ACCESS (DSPS), CalWORKs, Homeless Youth (through age 24) and active duty or military veterans are in good academic standing, and have not earned more than 90 degree applicable units in the district.

### **Appeals**

Students who have lost registration priority due to having more than 90 earned degree-applicable units, or for being on probation for two consecutive semesters or dismissal, may appeal for reinstatement of their priority due to extenuating circumstance. The appeal must be supported by verifiable extenuating circumstances. See (APPENDIX XV) - Enrollment Priorities (pages 324-326) for more detailed information, or contact the Counseling Office.

### **Prerequisites and Corequisites**

All course prerequisites are strictly enforced at registration. Students must have completed the prerequisite course at this college with a grade of A, B, C or P, or be currently enrolled in the prerequisite class at one of the Ventura County Community College District colleges, or have presented external transcripts to Counseling and received prerequisite clearance.

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

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

### **Waitlists**

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

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

### **Important details about Waitlists:**

- All course prerequisites are strictly enforced at registration. Students must have completed the prerequisite course at this college with a grade of A, B, C or P, or be currently enrolled in the prerequisite class at one of the Ventura County Community College District colleges, or must have presented external transcripts to the Counseling Office and received prerequisite clearance.
- Students who do not meet a course prerequisite through college coursework as evidenced on a college transcript may be eligible to challenge the prerequisite requirement. Challenge petitions must be submitted and approved before registration can occur. Consult the Counseling Office for more information about the challenge requirements and process at the Counseling page of the Moorpark College website.
- Waitlisting is not allowed for corequisite courses. Corequisites require that a student register in both of the linked classes during the same semester.
- Students may not exceed the maximum allowable number of units including the waitlisted course (19.5). Requests for unit overload must be approved by a counselor and filed with the Admissions and Records Office.
- Students may not exceed the maximum allowable number of repeats for any class.
- Students will be informed if the waitlist is full.
- Fees will be assessed when a student is moved from the waitlist and registered in the class (and when Fall fee assessment begins).
- If students wish to remove themselves from a waitlist they may do so by activating the drop code function on their MyVCCCD account.



- Instructors may drop students who are registered or waitlisted but fail to attend the first day of class.
- Students dropped from all enrolled courses due to nonpayment of fees will also be dropped from the priority waitlist.

## My.VC CCD.edu

MyVCCCD is the portal to online services, providing college and district information for current students. New applicants and reapplying returning students will be provided a link to the portal setup in their acceptance email from the college.

MyVCCCD provides access to the following online services and features:

- Registration status, appointments, and calendars
- Registration, add and drop classes
- Financial Aid: Track and manage awards
- Pay fees, purchase parking permits, and MC Student Photo ID cards
- Purchase parking permits (can only be done online!!)
- Sign up for payment plan (can only be done online!!)
- Check progress toward a degree, certificate or transfer requirements using DegreeWorks
- Access online classes
- View/Print unofficial transcript
- Request official transcripts
- View/Print class schedule
- Print official enrollment verification
- Search for classes using the registration "shopping cart" or the "searchable" schedule of classes (find drop deadlines, prerequisites, and more)
- Update personal information (address, phone, emergency contact numbers, major, program of study, educational goal)
- Forward college email to a personal email account (REQUIRED if you want to receive college emails to your personal email account.)
- Change portal password

## Updating Student Records

Once an application has been submitted, any necessary communication with the student is conducted through the contact information provided and through the VCCCD e-mail account given to all students, via phone call or text message to either the contact information or emergency numbers on file in the student's records, or through the MyVCCCD Student Portal. It is important that address, phone, and alternate e-mail address updates or corrections be recorded in student academic records as soon as possible. Students may update this information at any time by logging into the MyVCCCD Student Portal and selecting the MyCollege tab. Name changes must be filed in-person at the Admissions & Records Office on campus, and require that the student present a picture ID (driver's license or California ID card), and at least one other piece of identification bearing the new name.

## Transcript Requirements

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

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

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

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

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

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

## Acceptance of Transfer Coursework

### FROM REGIONALLY ACCREDITED COLLEGES AND UNIVERSITIES

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

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

Coursework presented on official transcripts from regionally accredited colleges and universities will normally be granted lower division credit by Moorpark College. Exceptions may apply. Students seeking exception must schedule an appointment to see a college counselor.

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

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

## FROM FOREIGN COLLEGES AND UNIVERSITIES

Students transferring to the Ventura County Community Colleges from foreign colleges or universities must have their transcripts translated and evaluated as being equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credentials Evaluation Services or one approved by the California Commission on Teacher Credentialing. Evaluations from other professional credentials evaluation services will be reviewed for acceptability on a case-by-case basis. The evaluation must be a detailed or comprehensive evaluation that includes course-by-course descriptions, unit values and/or grade point average, and identification of lower and upper division courses. Evaluations must be mailed directly to Moorpark College from the evaluation service. Contact the Moorpark College Counseling Department for more information regarding credential evaluation criteria.

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

## Credit for Military Service

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

Service personnel may be allowed credit for formal service school courses offered by the United States military service recommended in the Guide to the Evaluation of Educational Experiences in the armed services of the American Council on Education. The credit allowed will be based upon the recommendations specified in the Guide.

Service personnel may be allowed full advanced standing credit for college level courses completed under the auspices of the Defense Activity for Nontraditional Education Support (DANTES) or the United States Armed Forces Institute (USAFI) as recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. Such credit will be treated in the same manner and under the same policies as allowing credit from regionally accredited colleges and universities.

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

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

## Fees

Enrollment fees are set by the state, are subject to change without notice and may be retroactive. All other fees are set by the Ventura County Community College District Board of Trustees and are subject to change by board action. **All fees must be paid immediately (or committed to be paid) to complete a student's registration.** If the registration process is not completed, the student will not be enrolled in classes.

<b>Enrollment Fee</b>	\$46.00 \$23.00 \$11.50	per unit per 1/2 unit per 1/4 unit
<b>Health Fee</b> Waiver forms are available at the Admissions and Records Office.	\$21.00 \$18.00	fall/spring summer
<b>Instructional Materials Fees</b>	<i>varies</i>	
<b>International and Nonresident Domestic Student Surcharge</b>	\$24.00	per unit
<b>International Student Application Fee</b>	\$50.00	
<b>MC Student Photo ID Fee (optional)</b> <i>NOTE: year ends last day of summer session.</i>	\$10.00          \$15.00	per sem (fall only or spring/ summer only)          per year (fall, spring and summer)
<b>Nonresident Tuition: Non-California Resident and International Students</b>	\$265.00	per unit
<b>Student Activities Fee (optional)</b> (Collected at the time of registration.)	\$5.00	per term
<b>Student Center Fee</b> Maximum of \$10 per fiscal year	\$1.00	per unit
<b>Student Representation Fee (optional)</b>	\$2.00	per term
<b>Exam Fee</b>	\$46.00	per unit
<b>International and Nonresident Domestic Student Surcharge</b>	\$10.00	per unit
<b>Audit Fee (non-refundable)</b> <i>NOTE: Auditing students also pay the Health Fee.</i>		
Students enrolled in 10 or <b>more</b> credit units Students enrolled in <b>fewer</b> than 10 credit units	\$0.00 15.00	no charge per unit
<i>Students who owe outstanding fees may not register until their fees are paid and cleared from the computer.</i>		

## Fees/Obligations/Holds

**CALIFORNIA RESIDENTS:** California residents must pay the mandated enrollment fee. California residents and AB 540 students meeting certain criteria may be eligible for a Community College Promise Grant or other financial aid. Contact the Financial Aid Office for more information.

**NON-CALIFORNIA RESIDENTS:** Non-California residents must pay nonresident tuition and the nonresident student surcharge, plus the enrollment fee, health fee, student center fee, student representation fee, and applicable material fees. Students are classified as nonresident if they have lived in California for less than one year and one day prior to the first day of the semester, or are unable to present sufficient documentation to prove they have established California residency. See page 14, California Residents for more information.



**INTERNATIONAL STUDENTS:** International students must pay enrollment fees, health fee, nonresident tuition, student center fee and applicable materials fees, the International student surcharge and an application processing fee of \$50 that covers the cost of federally mandated documentation. The surcharge and the application processing fee may be waived if the student meets one of the following exemptions as listed pursuant to Education Code §76141 and §76142:

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

### Health Fee

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

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. Documentary evidence of such an affiliation is required.
- Students who are attending a community college under an approved apprenticeship training program (see Education Code §76355).

### Instructional Materials Fees

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

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

### Moorpark College Student Photo ID Card

Available for \$10/semester or \$15/year. ID's are based on academic year; a year ID is valid for fall, spring and summer; a semester ID is valid for fall only or spring and summer. Your Moorpark College Student ID card may be purchased through your my.vcccd account when registering for classes. Go to Register/Pay tab at the top – click – then click "purchase photo ID card" (located on the middle right of the screen) – it will walk you through purchasing your photo ID card for the semester or the year. You may also purchase your ID card at the college Student Business Office located inside the first floor of Fountain Hall. Once you have paid for your ID card, bring your printed receipt to the Associated Students Office located inside the Campus Center to have your picture taken and ID card made. There are a variety of benefits to purchasing your college student ID. You will receive discounts to Moorpark College Performing Arts events, become eligible to apply for Associated Students Scholarships, get in free to all Moorpark College home athletic events, and receive discounts from local businesses. For more information, call or stop by the Associated Students office inside the Campus Center (805) 553-4831.

### Non-mandatory Fees

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

### Payment of Fees

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

#### Students must:

- Pay all fees (including any past term fees), or
- enroll in a payment plan, or
- have been awarded financial aid, or
- be sponsored by a third party agency (Veterans, DOR, etc.).

### Student Activities Fee

#### (\$5/optional/collected at time of registration)

This fee provides support to student organizations, student life activities and events and campus department programs including the Associated Students. This fee is authorized by Education Code 70902(b)9, and was approved by the VCCCD Board of Trustees in April 2015. This fee may be waived for any reason up to the drop deadline date by completing and submitting a waiver form in the Student Business Office, located on the 1st floor of Fountain Hall. A credit will be issued to the student waiving this fee.

### Student Center Fee

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

### Student Parking Fee

- Parking permits are required when classes are in session for all vehicles including those with handicapped parking permits and those attending athletic, theater, dance, music, and other college events.
- Daily parking permits may be purchased for \$2 from parking lot permit dispensers.
- All vehicles must park within a marked stall (CVC 21113a)
- Head-in parking required in all diagonal stalls on campus.
- Ventura County Community College District is not responsible for any theft or loss of property while utilizing parking facilities.
- Students with a Department of Motor Vehicles disabled person's plate or placard, or with a current disabled parking decal issued by the Educational Assistance Center (EAC), may park in marked disabled stalls on campus. Drivers with disabilities are subject to the same parking fees as nondisabled drivers. Disabled parking decals may be obtained at the EAC.
- Unauthorized vehicles parked in designated handicapped spaces not displaying distinguishing placards or license plates for physically disabled persons may be towed away at owner's expense. Towed vehicles may be reclaimed by contacting the Campus Police office or by calling (805) 378-1455. (CVC 22652)

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

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

Parking Fees are Subject to Change at the Discretion of the Governing Board		
VEHICLE TYPE	REGULAR SEMESTER	SUMMER SEMESTER
Automobile	\$58.00	\$27.00
Promise Grant Students automobile	30.00	25.00
Promise Grant Students motorcycle	30.00	15.00
Motorcycle	40.00	15.00
Single Day	2.00	2.00
<b>Ridesharing/Carpooling*</b> *To encourage ridesharing and carpooling, the parking permit fee shall not exceed thirty-six dollars (\$36) per Fall and Spring semesters and fifteen dollars (\$15) per Summer semester for a student who certifies that he or she regularly has two or more passengers commuting to the community college with him or her in the vehicle parked at the community college.	40.00	15.00

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

**Financial Aid Students:** Students who receive financial assistance pursuant to any of the programs described in subsection of Education Code §72252(g) shall be exempt from parking fees in excess of thirty dollars (\$30) per semester for one vehicle.

## Student Representation Fee

The student representation fee, of \$2 per semester, provides support for students or representatives, including Student Senate of the California Community Colleges (SSCCC), who share positions and viewpoints before city, county, and district governments, and before offices and agencies of the state and federal governments. This fee may be waived during registration.

## Textbooks and Supplies

By state law, the College is prohibited from furnishing free textbooks or supplies to students. These items may be purchased in the College Bookstore.

## Transcript Fee

Official transcripts are ordered online via Parchment by accessing their ordering site either through the my.vcccd.edu student portal at the Moorpark College website. Students may order up to two transcripts online free of charge. Costs for transcripts vary based upon the delivery method chosen.

Same day, over the counter, official transcript orders can be made in person at Admissions & Records (with a valid photo ID) after payment is made to the Student Business Office on campus for \$15 per transcript.

## Refund Policy

- Student must drop classes by the credit refund deadline as stated in the Academic/Registration Calendar to qualify for a credit or refund of enrollment fees.
- Application for refunds must be made to the Student Business Office after the class or classes have been dropped.
- Credits/refunds will NOT be authorized for drops or withdrawals occurring after the deadline date.
- Refund checks will be mailed by the Ventura County Community College District Office after the Refund Request Form is received and processed at the Student Business Office.
- If payment was made by a credit card the refund will be issued back to the card that was used.
- Enrollment fee refunds are subject, once a semester, to the withholding of a \$10 Administrative Fee.
- A Refund Request Form can be found in MYVCCCD student web portal under “Services for Students” tab, go to “Student Business Office”, “Tuition and Fees”, under Refund Policy.

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

### Full-semester Length Classes

- In first and second week 100% enrollment fee refund

### Short-term Classes and Summer Session

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

\*\*\*No refunds are authorized thereafter.

## Other (Non-Enrollment) Fee Refund Policy

**Audit Fees:** are not refundable

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

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

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

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

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



## Educational Work Load

A student's educational work load generally consists of fifteen (15) units of work per semester in order to make normal progress towards the Associates Degree and/or transfer requirements. For students receiving a Cal Grant award, note that a Cal Grant award is limited to four total years of payment.

Students desiring to take an overload of more than 19.5 units but less than twenty-two (22) must have a counselor's approval. Students desiring to take twenty-two (22) units or more must have the approval of the appropriate Dean or designee in addition to the counselor's approval.

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

Students, especially those who work or participate in extracurricular activities, should consider the following guidelines for planning their courses and unit load:

UNITS	CLASS/STUDY HRS PER WEEK	WORK/EXTRA-CURRICULAR HRS PER WEEK
15 or more	30-36	0-8
12-14.5	24-29	8-15
9-11.5	18-24	15-20
6-8.5	12-18	20-30
5.5 or fewer	6-12	30-40

## Unit Requirements for Benefits and Activities

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

- Veteran and war orphan benefits under GI Bill®: Subsistence payments vary depending on the Chapter of benefits and the amount of units enrolled. Generally payments are prorated for a non-full time student. Summer enrollment status is calculated differently and the payment amounts can be confirmed with VA by calling 1-888-442-4551.
- Automobile insurance discounts and dependent medical insurance: 12 units

### Student Loan Deferments:

Half-time required ..... 6 units or greater

### Financial Aid Enrollment Status:

Full-time ..... 12 units or greater

Three quarter time ..... 9-11.75 units

Half-time ..... 6-8.75 units

Less than half-time ..... 0.25 to 5.75 units

- EOPS Services: 12 units
- Athletic Eligibility: 12 units
- Student Government:
  - Major office ..... 6 units
  - Council members ..... 3 units
- Student Employment: 12 units (generally); 6 units or less if eligible for CalWORKs, ACCESS (DSPS), or EOPS or Federal Work-study funds.

## Selective Service Registration

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

## Courses Open to Enrollment

Each course offered by the Ventura County Community College District and its colleges is open to enrollment and participation by any person who has been admitted to the College and who meets the prerequisites to the class or program, unless specifically exempted by statute.





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# ACADEMIC POLICIES

## Attendance

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

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

Additionally, it is the student's responsibility to become aware of the attendance and absence policies of the instructor for each class in which they are enrolled at the beginning of the semester. When a student's absences exceed 1/9 of the total class contact hours for the session (e.g. absence from the equivalent of two weeks of a regular semester-long class), the instructor may drop the student from the class and record a grade in accordance with the policy for dropping a course.

### Distance Education Drop Policy

For Distance Education classes, specifically those that are fully online, the drop policies of the individual instructor (as stated in the syllabus) may vary but are based upon the following:

- All students are expected to attend the online class regularly, for a minimum number of hours and/or to complete a minimum number of assignments or quizzes as determined by the instructor.
- Students enrolled in online classes must regularly log in and actively participate or they may be considered non-participatory and be dropped.
- Although it is the responsibility of the student to officially withdraw from a class, the instructor has the authority to drop a student for lack of active participation. The instructor is not required to notify the student after having provided students with the drop policy in the course syllabus.
- Specific assignments within an online course can act as attendance or student activity indicators. If the assignment or activity is not completed by a given date, then a student is considered inactive and may be dropped. Attendance assignments or student activity indicators will be determined by individual instructors.
- Attendance assignments or student activity indicators must be clearly defined in the course syllabus and fall into one of the following categories:
  - a. any assignment given before the census or drop dates.
  - b. assignments or activities indicating that the student has begun to participate in the online class.
  - c. completion of assignments and activities by due dates.

### Regular Effective Contact Policy

In a distance education class, "regular effective contact" refers to frequent, substantive interaction between the instructor and his or her students, and among the students themselves, in the district-provided Learning Management System (LMS).

"Substantive interaction" between instructor and students is achieved through regular communication between the two parties. As in a face-to-face course, the instructor and his or her students must be able to initiate and participate in student discussions (or the equivalent) in an online environment via a variety of modalities in the district provided Learning Management System (LMS). The instructor must regularly monitor and moderate any student assignments or activities in the online classroom in which students interact with each other. The instructor must be available to answer students' questions about both the material and the course itself in an efficient and timely manner. The instructor must also provide regular and timely feedback on, and assessment of, student work. For example, the instructor should respond to students' emails within the instructor's stated availability contained in the syllabus; the instructor should provide feedback or grades on assignments within a week or within the instructor's stated availability contained in the syllabus. In the context of a Distance Education (DE) course, the instructor must spend approximately as much time on these interactions as he or she would for a face-to-face course.

The modes that a DE instructor can use to create regular effective contact are almost limitless but should be easily accessible for the students and, when in question, verifiable. Use of the district provided LMS provides both accessibility and verifiability. The district provided LMS and synchronous technologies includes: online chat (scheduled or unscheduled), telephone contact, video conferencing, virtual field trips, virtual meetings, or online presentation platforms. Asynchronous technologies include email and other correspondence, discussion forums or boards, class announcements via a LMS homepage, websites, blogs, podcasts, voicemail, SMS/text messaging, or e-lectures. Neither of these lists is exhaustive, as there are always new student learning technologies available at any given time. Any accessible medium (in compliance with Section 508 and the CCCCO Distance Learning Access Guidelines) is acceptable for facilitating regular effective contact.





## Links to Regulations

California Community Colleges Chancellor's Office Distance Education Guidelines - [http://extranet.cccco.edu/Portals/1/AA/DE/de\\_guidelines\\_081408.pdf](http://extranet.cccco.edu/Portals/1/AA/DE/de_guidelines_081408.pdf)

California Community Colleges Chancellor's Office Distance Education Access Guidelines for Students with Disabilities - <http://extranet.cccco.edu/Portals/1/AA/DE/2011DistanceEducationAccessibilityGuidelines%20FINAL.pdf>

## Grading System and Practices

All course work, not just work that fulfills the requirements for associate degrees, certificates, diplomas, licenses, or baccalaureate level work, is graded based on board policy.

## Units of Credit

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

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

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

## Letter Grading Scale

Courses are graded pursuant to the grading system established by Title V, Section 55023. Grades from a grading scale shall be averaged on the basis of the point equivalence to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive no point, using the following evaluative symbols:

## Evaluative Symbols

**A – Excellent** (4 points per semester unit)

**B – Good** (3 points per semester unit)

**C – Satisfactory** (2 points per semester unit)

**D – Less than satisfactory** (1 point per semester unit)

**F – Failing** (0 point per semester unit)

**P – Pass, at least satisfactory** (units awarded not counted in GPA. Replaced CR effective Fall 2009); used to denote "passed with credit" when no letter grade is given. Credit is assigned for work equivalent to a letter grade of "C" or better

**NP – No Pass, less than satisfactory, or failing** (units not counted in GPA; replaced NC effective Fall 2009)

**SP – Satisfactory Progress** towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)

**CRE – Credit by Exam** (units awarded not counted in GPA; Effective Summer 2015 receive a letter grade)

## Non-Evaluative Symbols

The District Governing Board has authorized the use of the non-evaluative symbols "I," "IP," "RD," "W," "MW," and "EW" defined as follows:

### I - Incomplete

Students who are at the end of a term and have failed to complete the required academic work of a course because of unforeseeable, emergency, and justifiable reasons may receive a symbol "I" (Incomplete) on their records.

The conditions for receiving a letter grade and for the removal of the "I" must be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the "I." This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the "I" is made up) or the time limit is passed.

A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term for which it was assigned. The "I" symbol shall not be used in calculating units attempted or for grade point averages.

### IP – In Progress

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

### RD - Report Delayed

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

### W - Withdrawal

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

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

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

### MW - Military Withdrawal

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

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

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

#### EW – Excused Withdrawal

An EW symbol may be requested by the student at any time during the semester (effective January 2018) and no later than three (3) years after the term in which the course was taken. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- job transfer outside the geographical region;
- illness in the family where the student is the primary caregiver;
- an incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- the student is the subject of an immigration action;
- death of an immediate family member;
- chronic or acute illness;
- verifiable accidents; or
- natural disasters directly affecting the student.

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control.

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request.

## Scholastic Standing and Achievement

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

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

GRADE	UNITS		GRADE VALUE	TOTAL GRADE POINTS
A	3	x	4	12
B	3	x	3	9
C	3	x	2	6
D	3	x	1	3
F	2	x	0	0
<b>TOTAL</b>	<b>14</b>			<b>30</b>
<b>CR</b>	<b>2</b>	<b>x</b>	<b>0</b>	<b>0</b>
<b>30 ÷ 14 = 2.14 Grade Point Average</b> <i>In calculating a student's degree-applicable grade point average, grades earned in nondegree courses shall not be included.</i>				

## Pass/No Pass Grading Option (Formerly Credit/No Credit)

**Pass/No Pass replaced Credit/No Credit effective Fall 2009.**

Colleges of the Ventura County Community College District may offer courses in two pass/no pass ("P"/"NP") options: (1) courses which are offered on a pass/no pass basis only, and (2) courses in which students may elect the pass/no pass option. Pass ("P") is used to denote "passed with credit" when no letter grade is given. Credit is assigned for work of such quality as to warrant a letter grade of "C" or better.

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

The second category of Pass/No Pass options is comprised of courses designated by the college wherein each student may elect by no later than the end of the first 30 (16% for short-term courses) percent of the term or length of the class whether the basis of evaluation is to be Pass/No Pass or a letter grade. Once the 30 (16% for short term courses) percent deadline has passed, the request cannot be withdrawn. It is the student's responsibility to file appropriate form by the 30% (16% for short-term courses) deadline; otherwise a letter grade will be assigned.

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

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

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

## Remedial Coursework Limitations

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

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

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

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

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

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

The Office of Student Learning shall maintain a list for each academic year of remedial courses limited by this policy. Students should be aware that this policy applies to all students enrolled in remedial coursework. Students receiving financial aid may have more restrictive limitations due to federal regulations. The federal rules specify a limitation of one year regardless of units, do not exempt learning skills, and do not provide for a waiver.

## Final Examinations

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

## Grade Changes

Grades are determined and assigned as a result of academic assessment made by the instructor of record of a course. Determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade, and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

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

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

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

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

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

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

When grade changes are made, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

## Availability of Semester Grades

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

## Auditing Classes

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





Petitions to Audit are accepted on or after the last two days of program adjustment as specified in the registration calendar. Laboratory and activity classes are not normally eligible for audit. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course, nor are they permitted to challenge the course at a later date. Students auditing a course are not permitted to take exams in class, nor are they permitted to challenge the course by exam at a later date. Instructors are under no obligation to grade assignments of students auditing a course. Attendance requirements for students auditing courses are the same for all other students as stated in this Catalog. The Petition to Audit is available at the office of Admissions & Records.

## Withdrawal from Class

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

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

An Excused Withdrawal (EW) may be requested by the student at any time during the semester (effective January 2018) and no later than three (3) years after the term in which the course was taken. Excused Withdrawal shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

A grade of "W" is not calculated in the grade point average (GPA). Courses that receive "W" grades are counted as an enrollment attempt and will affect a student's ability to repeat the class. Students will be blocked from repeating any course in which they have already received three W, D, F or NP grades in any combination. See APPENDIX XIV – Course Repetition Policy (pages 322-324) for details. "W" grades are also counted in the determination of a student's academic standing, and excessive "W"s will be cause for placing students on progress probation. Students are encouraged to consult a counselor regarding the full impact of "W" grades.

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

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

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

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

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

## Military Withdrawal

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

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

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

## Course Repetition: Limitation on Enrollments & Withdrawals

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

An enrollment attempt is defined as any enrollment in a course that results in an evaluative (A, B, C, D, F, P, NP, CR, NC) or non-evaluative (W) grade. All of these grades are counted as enrollment attempts when determining a student's eligibility to repeat a course.

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

Petitions for Course Repetition are available in the Counseling Office.

Consult APPENDIX XIV - Repetition Policy (pages 322-324) of this catalog for full policy and procedure information regarding course repetition.

## Academic Renewal Without Course Repetition

Students may petition to have a maximum of 24 semester units of any courses with less than a "C" or equivalent grade taken during any five terms maximum (or any portion thereof) of previous college work disregarded in meeting academic requirements in the colleges of the Ventura County Community College District (VCCCD) when that work is not considered to be reflective of the student's present demonstrated ability and level of performance. Academic renewal is intended to facilitate the completion of requirements necessary for an academic degree, certificate, or transfer.

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

Consult APPENDIX XVI - Academic Renewal Without Course Repetition (page 326) of this catalog for full policy and procedure information regarding academic renewal.

## Probation, Dismissal, and Readmission

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

Consult APPENDIX XIII - Probation, Dismissal, and Readmission (page 321-322) at the end of this catalog for full policy and procedures for Probation, Dismissal and Readmission practices. Continuing and returning students who have been on progress or academic probation for two consecutive terms, or are dismissed, will lose their registration priority.

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

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

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

Students who fail to meet the institution's academic progress standards for two consecutive primary terms (Fall/ Spring) will lose their California College Promise Grant. Students who lose their eligibility may appeal the loss by meeting with an academic counselor. See APPENDIX IX - Financial Aid Programs (pages 313-318) and the college website for more information.

## Academic Dishonesty

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

## Dean's List

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



## Graduation with Honors

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

## Use of Listening or Recording Devices

State law in California prohibits the use by anyone in a classroom of any electronic listening or recording device without prior consent of the instructor and school administration. Any student who has need to use electronic aids must secure the consent of the instructor. Students who need to use recording devices as an authorized disability accommodation must receive verification through campus Accessibility Coordination Center & Educational Support Services (ACCESS) and must provide this verification to the instructor prior to use.



## Use of the Internet

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

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

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

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

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

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

## 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. Course and unit credit can be obtained either through the Credit for External Exam Process (AP/IB/CLEP) or credit for Internal Exam Process, also known as locally administered exam. Please refer to page 95 for further information.



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# STUDENT & INSTRUCTIONAL SUPPORT SERVICES

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

## **Accessibility Coordination Center & Educational Support Services (ACCESS)**

Moorpark College provides support services for all eligible students with disability-related needs. Students with learning disabilities, attention deficit/hyperactivity disorder, psychological disabilities, vision, health, hearing, speech, acquired brain injury, or other documented disabilities can find the services they require through ACCESS. By registering with ACCESS, students are assured of accessibility to the Moorpark College curriculum and facilities.

### ***Students will:***

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

The ACCESS Center is located in the LMC. For more information, contact ACCESS by phone (805) 378-1461, Videophone: (805) 222-4583 or fax (805) 378-1594.

## ***Appropriate Accommodations***

Reasonable and appropriate academic accommodations ensure equal accessibility to the college curriculum and programs for all students. Moorpark College is fully compliant with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with questions or concerns regarding disability related accommodations can contact ACCESS directly at (805) 378-1461. The Moorpark College ADA/504 Facilitator is the Vice President and can be reached at (805) 378-1403

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

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

### ***Examples of services available through ACCESS:***

- Academic, Career, and Disability Counseling
- Alternate Media Formats
- ASL Interpreters
- Assessment for Learning Disabilities
- Assistive Equipment
- Electronic Text

- Note Taking Assistance
- Real-time Captioning
- Registration Assistance
- Specialized Learning Skills Courses
- Testing Taking Accommodations, such as extra time or a distraction reduced environment

## **Admissions & Records**

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

## **Athletics**

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

Every sport enjoys equal status at Moorpark College. This philosophy is clearly demonstrated by the College's successes in the Western State Conference Athletic Supremacy race, which awards the conference's best overall athletic program. Moorpark has been a consistent contender in this competition with outstanding performances in all sports. The Athletic Department prides itself on outstanding classroom success of its student athletes. The 2015 men's volleyball and 2016 men's basketball and Football were state recipients as was the 2017 men's and women's track & field teams and men's volleyball in 2018 Men's cross country and men's soccer were recognized as state scholar teams.

To compete in intercollegiate athletics, students must meet the eligibility requirements of the California Community College Athletic Association (CCAA). First time participants must be actively enrolled in 12 units of study, 9 of which must be academic classes and part of the student's educational plan. Second year participants must have passed 24 units with a minimum grade point average of 2.0 of which 18 units must be academic. All teams require an advanced degree of skill. Student athletes must be willing to devote extra time to traveling to contests and practice. Several years of data shows that Moorpark College student athletes earn higher grades and complete their degrees at a much higher rate than non-athletes.

Watch Moorpark College's Raider teams in action. For game schedules call (805) 378-1457 or visit the athletics page at the Moorpark College website.

## Behavior Intervention Team (BIT)

Going to college can be a big change for many of our students and may present challenges that become a cause for concern or create disruptions for others. BIT is a diverse member team that addresses these concerns in an efficient and holistic approach focused on student care and campus safety.

Be it a concern for a student's emotional or physical well-being or a potential violation of the Student Code of Conduct, the BIT Team may provide guidance, assistance, consultation or referral to a variety of student services, or, if appropriate, disciplinary action. For any college-related conduct, behavior, or safety concern that may impact a student's ability to achieve his or her educational goals, BIT is available for students, faculty and staff to seek assistance by contacting the Dean of Student Learning at 805-553-4848.

## College CalWORKs

Students who participate in the College CalWORKs program will identify a program of study and an educational goal to develop a comprehensive educational plan and acquire skills to prepare them to enter the job market. The Moorpark College CalWORKs program serves CalWORKs students by providing educational and career opportunities combined with an array of support services that enables them to complete their educational goals, find meaningful employment, and successfully transition into the workforce.

### Available services include:

- Academic counseling, career planning
- Early registration
- Internships (paid or unpaid)
- Individual Training Plans (ITP)
- Workshops: Resume writing, interview preparation, life skills, time- management, financial education, and study skills, job & career forum and fair
- Backpack and some school supplies
- Computer lab

### Students will:

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

### College CalWORKs Eligibility Criteria

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

- Must be parent(s) of minor children
- Receiving TANF (public assistance)
- County approved activities with a commitment to a welfare to work program that combines 20-30 (35 for couples) hours a week of school

For additional information about College CalWORKs at Moorpark College, call (805) 553-4055 or come by the office in building SSA-107A.

### Units of Credit

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

- For every lecture hour that a student spends in class each week, the Carnegie Unit Model calls for a student to spend two hours outside of class reviewing the material from lecture, reviewing notes, reading, and/or completing required homework.

- In courses that are "hands-on" and include lab time incorporated into the instruction, such as a word processing course or automotive repair course, there is very little homework involved. Because of the "hands on" nature of this type of instruction, the required weekly hours for such a course or program are typically on-site at the colleges. The scheduled hours are posted within the printed college schedule for the given semester. In addition, every course and program offered by the three colleges is described in each of the respective college catalogs. The course and program descriptions clearly specify whether a course/program is straight lecture or lab based.
- In cases where you have a College CalWORKs participant with learning or physical disabilities, extra time may be needed in order to accommodate the special student success needs of such students. College counselors and/or Accessibility Coordination Center & Educational Support Services (ACCESS) staff will advise and/or assist County case workers with estimation of weekly schedules for any student with special needs.

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

<b>VCCCD</b> <b>Based on Carnegie Unit Model</b> Total Weekly Number of Hours Based on Number of Lecture Units Being Pursued by a Student		
<b>Academic Units for In-Class Lecture Time</b>	<b>Two-to-One Ratio of Hours for Outside Class Study Time, i.e., Reading Time, Homework</b>	<b>Total Number of Weekly Hours that a CalWORKs Student Will be Actively Dedicated to Educational Program</b>
1 Unit	2	3
2 Units	4	6
3 Units	6	9
4 Units	8	12
5 Units	10	15
6 Units	12	18
7 Units	14	21
8 Units	16	24
9 Units	18	27
10 Units	20	30
11 Units	22	33
12 Units	24	36
13 Units	26	39
14 Units	28	42
15 Units	30	45
<b>In-Class Lab Formula (i.e. "Hands-on Training" Programs)</b>		
20 Lab-based Instructional Hours	*20 All Work Typically Performed by Student In-Class, Lab, Shop, Unless Required Otherwise by Instructor or Program	20 Weekly Hours



<b>VCCCD</b> <b>Based on Carnegie Unit Model</b> Total Weekly Number of Hours Based on Number of Lecture Units Being Pursued by a Student		
<b>Academic Units for In-Class Lecture Time</b>	<b>Two-to-One Ratio of Hours for Outside Class Study Time, i.e. Reading Time, Homework</b>	<b>Total Number of Weekly Hours that a CalWORKs Student Will be Actively Dedicated to Educational Program</b>
<b>NOTE:</b> The weekly hourly schedule described above does not include any time that a CalWORKs participant may be required to conduct extra-curricular activities (i.e. field trips), student services orientations outside of class, counseling sessions, tutoring sessions, or travel time to and from campus, etc. Credit for acceptable activities will have to be determined as such by County personnel who, ideally, will discuss any related concerns with appropriate college staff.		
*There are some training programs, such as Film Television Media at Moorpark College that utilize both the straight lecture formula and the lab-based formula to deliver their instruction to students.		

## Career Transfer Center

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

### **Students will:**

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

### **Services include:**

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

- events such as Transfer Day (fall), Career and Internship Expo (spring), Transfer Recognition events (spring), Major/Career and Undecided workshops (varies), and University Specific events (varies)
- posting of job and internship opportunities from local employers and the community.
- collaboration with local employers and the community for assessing work place needs, and posting of job and internship opportunities.
- posting of a Career Transfer calendar that indicates planned activities, university representative and employer visits, and important deadlines.

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

The Career Transfer Center is located in Fountain Hall. For more information or to verify hours and location, call (805) 378-1536, email: [mcctc@vccd.edu](mailto:mcctc@vccd.edu)

## **ASSIST: A Link to Transfer Information**

ASSIST is a computerized transfer information system that can be accessed online from any computer, including those available for use in the Career Transfer Center. This system reports how course credits earned at one California Community College or university can be applied when transferred to another. As the official repository of articulation for California's Community College and universities, ASSIST provides the most accurate and up-to-date information available about student transfer to public universities in California. Questions about ASSIST or how it works can be answered in the Career Transfer Center. ASSIST can be accessed online at [www.assist.org](http://www.assist.org).

## **Child Development Center**

The Child Development Center offers an exemplary early care and education experience for children aged 2 through 5 years. The program is accredited by the National Association for the Education of Young Children, and offers experiences to enhance children's intellectual, social, emotional, and physical development. Affiliated with the college Child Development Department, the Center serves as a practicum and observation site for members of the Moorpark College community. Part time morning and afternoon program options are available for student, staff, and community families, as well as full day, year round care for children ages 3 through 5. A Toddler program for children 2 and up is offered for part time care. Phone the Center at (805) 378-1401.

## **Counseling Services**

Getting an education is not a "do-it-yourself" project. Counselors are available to help students progress through college and meet their goals in the most effective and efficient way for each individual. Counseling services are available to Moorpark College students online as well as on a day and evening basis. Through a coordinated guidance program, counselors assist students with academic planning as well as career and personal matters. Although any counselor can help any student, most counselors have particular expertise in specific majors. Students are encouraged to develop a working relationship with an individual counselor. Consistent counselor contact and follow-up is essential for maximum educational success. For more specific information visit counseling page at the Moorpark College website.

**Students will:**

- work in coordination with a counselor, at appropriate times throughout their educational cycle at Moorpark College to:
  - set initial educational/career/exploration goal and develop a Comprehensive Ed Plan prior to the completion of 15 credit units.
  - use their Ed Plan to select appropriate classes for each semester.
  - prior to the completion of 30 credit units, meet with a counselor to explore options and/or review and/or revise Ed Plan as needed to adapt to developing educational and career goals.
  - access Student Services appropriate to their specific needs at each stage of educational development.

**Academic Counseling**

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

Students who have not selected a major field of study are especially encouraged to meet with a counselor to develop an educational plan that will allow them to explore educational options while selecting classes that will be the most versatile.

Students may arrange for academic counseling by requesting an appointment online by visiting the counseling page at the Moorpark College website, making an appointment at the Counseling Office in Fountain Hall, or by calling (805) 378-1428.

**Career Counseling**

Students are encouraged to use the resources in the Career Transfer Center, located in Fountain Hall, for computerized career assessments as well as for research on local, state, and national job markets. See the Career Transfer Center section for more information.

**Personal Counseling**

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

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

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

EOPS was established in 1969 with the intent to encourage local community colleges to establish and implement programs directed at identifying low income and educationally disadvantaged students and increasing these numbers of students to be served by the colleges. At

Moorpark College, the EOPS Program is designed to give EOPS eligible students the opportunity and assistance necessary to successfully complete their academic transfer and/or Career and Technical Education program. EOPS supplements the regular educational programs and encourages students to participate in other college programs and to maximize usage of their services. EOPS support services assist students in overcoming the many obstacles that a new environment, a new school, or a new setting can present.

Cooperative Agencies Resources for Education (CARE) is a cooperative effort under the umbrella of EOPS involving the State Employment Development Department, State Department of Social Services, local county welfare departments and the Chancellor's Office of the California Community Colleges. It is a special outreach and support effort targeted specifically to CalWORKs recipients. The program provides services to EOPS eligible students, single heads of households, with at least one child that is receiving cash aid.

**EOPS/CARE students will:**

- understand the range of EOPS/CARE services available for underrepresented, economically, and educationally disadvantaged students.
- use the college's educational resources, and financial aid.
- use specialized counseling and guidance to ensure successful completion.
- be empowered with information to make informed decisions on educational, career and life goals.

**EOPS/CARE Support Services**

- Priority Registration
- Academic/Career Counseling
- Tutoring and/or Tutoring Referrals\*
- EOPS/CARE Book Grants\*
- Parking Vouchers/Bus passes\*
- Laptop and Calculator Loan Program\*
- Health Services Referrals
- Cap and Gown Vouchers\*
- Transfer Assistance

*\*Based on funding.*

**EOPS/CARE Eligibility Criteria**

- Be a California resident or AB540 (Dream Act),
- Be a full-time student (12 units),
- Have completed no more than 45 units of college course work,
- Eligible for California College Promise Grant and meet the qualifying income standards for one of the methods below:
  - **Method "A"** - You, or your parents if applicable, must be currently receiving benefits from CalWORKs, TANF, SSI/SSP, or General Relief. Bring proof of your benefits to the Financial Aid Office.
  - **Method "B"** - You, and your parents if applicable, must meet the following income standards for the school year in which you are applying, based upon your Total Family Income. Your income must be equal to or less than the amount indicated for your household size.

- Meet at least one of the following EOPS educational condition: (Transcripts Required)
  - non-high school graduate.
  - high school G.P.A. below 2.5.
  - have been previously enrolled in remedial courses.
  - not eligible to enroll in MATH M03.
  - not eligible to enroll in ENGL M01A.
- CARE ONLY- at least 18 years old and a single head of household, current recipient of assistance from CalWORKs/TANF for themselves or their dependents.

### ***EOPS Application Procedure***

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

### ***Maintaining Eligibility***

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

For further information call (805) 378-1464 or visit the EOPS/CARE Office in building SSA-107A.

## **Financial Aid and Scholarships**

### ***Financial Aid***

The Financial Aid Office at Moorpark College participates in a variety of Federal and State financial aid programs designed to assist undergraduate students in meeting college costs. To be considered for these programs, complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov), or the California Dream Act at <https://dream.csac.ca.gov/>, or a Community College Promise Grant [CCPG] for each academic year. For the best source of current information and guidelines, please contact our office or refer to our financial aid page at the Moorpark College website. \*Note\* additional forms are required for state aid programs. Please see Appendix IX for more information regarding the application filing requirements and priority filing deadlines for state aid.

Due to limitations in funding, the Financial Aid Office may not offer sufficient financial aid to cover the entire cost of education. Adhering to the priority filing deadlines and responding promptly to requests for additional information from the Financial Aid Office is a critical component to receiving the most financial aid. For additional information regarding the types of financial aid programs that Moorpark College participates in, and for important policies that affect financial aid recipients, please refer to Appendix IX.

The Financial Aid Office is located on the 2nd floor of Fountain Hall.

### ***Financial Aid Goals and Objectives:***

- Provide student centered service, information, and identify financing options to students seeking financial assistance
- Maintain efforts to minimize the student loan default rate

- Identify, outreach to, and increase both financial aid participation and student access to locally defined un-served and under-served student populations
- Increase awareness on campus and at local high schools of financial aid

### ***Students will:***

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

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

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

### ***Scholarships***

The Moorpark College Scholarship Office with the support of the Moorpark College Foundation and our community donors, provides hundreds of students with the financial assistance, recognition and encouragement needed to realize their academic goals. Scholarships are awarded on the basis of academic excellence and the promise of future achievement, as well as additional criteria established by the scholarship donor.

For more information about scholarships, call (805) 553-4187.

## **Library and Learning Resources**

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

### ***Library***

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

### ***Students will:***

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

### ***Library Hours***

The library is open weekdays and evenings. Please call the Circulation Desk at (805) 378-1450 to verify current hours or consult the library's page at Moorpark College website.



## **The Collection**

The library collection includes approximately 112,000 volumes, and more than 250 periodical subscriptions. The collection also includes almost 60 electronic databases as well as microfilm, music and books on CDs, and DVDs. Library materials can be located by using the library's online catalog, which can be accessed via the library's website by selecting the link "Library Resources."

Electronic resources, which include ebooks, streaming videos, newspaper and magazine articles, as well as scholarly journal articles, and literary criticism are available through the library's website from on-campus computers and through the MyVCCCD page from off-campus.

## **Library Services**

**Reference services:** The library's Reference Desk is staffed by faculty librarians. Students may consult with librarians for assistance and instruction in using library resources in person, by phone, or by email. Librarians also provide instruction sessions to classes at the instructor's request. For more information, please call the Reference Desk at (805) 378-1472 or email at [mreference@vccd.edu](mailto:mreference@vccd.edu).

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

**Computers, Printing and Photocopying:** The library is equipped with more than 100 computers which have access to the internet, Microsoft Office, and additional educational software. Use of the computers is free, but there is a \$0.10 per page charge for printing. Payment for printing may be made by credit card, debit card, or by buying a copy for \$1.00. Photocopies also may be made on the printers and cost \$0.10 per page. Wireless Internet access (Wi-Fi) is available in the LLR building; instructions for connecting to the network are available at the Reference Desk.

**Study areas:** Tables, individual study carrels, and group study rooms are available on the second floor of the LLR building. Selected carrels and study rooms are equipped with video monitors and DVD/ Blu-ray players for viewing audiovisual resources. Headphones, calculators, and such supplies as white-board markers, are available and can be checked out from the Circulation Desk.

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

### **Interlibrary Loan:**

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

## **Learning Resources**

### **The Teaching and Learning Center**

The Teaching and Learning Center (TLC) at Moorpark College provides academic support to students and professional support for instructors in order to improve student retention and success. Academic Support for students is available through the Learning Center, and College strategies courses. To receive tutoring in any of the following areas, currently registered students need to enroll in COL M05 (Supervised Tutoring Across the Curriculum), a zero (0) unit course, free to Moorpark College students. This process is initiated at the time of the first tutoring session.

**Location:** 3rd floor of Library Learning Resources building

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

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

### **Subject Tutoring**

The Learning Center offers tutoring in math, writing, and general study skills applied across all disciplines. Additionally, the Learning Center offers tutoring in many subjects in the social sciences, languages, communication studies, and biological sciences. All subject tutoring is conducted on a drop-in basis.

### **Math and Science Center**

The Math and Science center is the part of the Teaching and Learning Center that offers tutoring for students in all levels of math, statistics, physics, chemistry, biology, accounting, and computer science (C++). Special care is taken to help those students in the Basic Skills level math classes. Tutors specializing in mathematics are available during every hour the Center is open. Tutors specializing in other subjects have varying schedules, which may be found on the student services page at the Moorpark College website.

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

- drop-in tutoring for all levels of mathematics courses;
- workshops and study sessions;
- Internet and software resources.

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

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

## **Writing Center**

The Writing Center specializes in the writing, reading, and study skills needed for success in all levels of course work and in preparation for professional life. Writing Center faculty and tutors provide support and instruction in the following formats:

- individual tutoring
- online tutoring (via e-mail)
- workshops
- poetry readings, guest writers, and special events

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

All services are free to currently enrolled Moorpark College students. Appointments are required and can be made through the online appointment scheduling system linked to the Writing Center website. Tutoring sessions are 45 minutes.

For complete information on the Writing Center, including up-to-date hours, workshop calendars, and resources

## **Writing Center Learning Outcomes**

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

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

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

Students may enroll in credit-based courses to improve learning skills or to acquire tutoring and peer-mentoring skills. “College” courses support and augment the academic services provided by the Teaching and Learning Center.

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

## **Computer Labs**

The Open Access Lab on the 1st floor of the LLR building has 140 computers, and additional computers are available on the 2nd and 3rd floors. These labs are open to all currently enrolled students, and they offer Internet access, printing, scanning, Office software, and course-specific software. Some departments also offer specialized computer labs for their students. When computers are in high demand, academic use takes precedence over personal use. Assistive Technology is available for students with special needs. More information is available from the Access Office at (805) 378-1461.

- Use of the Internet while on Campus - Wired and wireless Internet access is provided by the college to enable students to complete educational pursuits in conjunction with class assignments and general research. It is expected that all campus Internet users will act in an ethical and lawful manner. All users need to adhere to district policy AP 3720-A on Computer and Network Use. Details are available at: <http://www.vcccd.edu/departments/information-technology/use-agreement-ap-3720>
- Privacy on the Internet - Be aware that any electronic mail sent or received over the Internet is not truly private. Moorpark College reserves the right to monitor and access any information sent or received via college-provided access to the Internet.
- General Responsibility - Through the Internet, Moorpark College provides access to public and private networks and sites, which furnish electronic mail, information services, bulletin boards, conferences, etc. Be advised that Moorpark College does not assume any responsibility for the contents of any of these outside networks.

## **Language Center**

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

## **Outreach Office**

The Moorpark College Outreach Office assists students and the college community in general, in achieving their higher education goals, by providing information and access to the academic and student service programs available on campus. Through outreach efforts at our local feeder high schools and surrounding communities, the Outreach Office facilitates the transition from high school to college providing information regarding certificate, degree, and transfer program options. Additionally, the Outreach Office works with the Students Success Committee to support its programs and initiatives.

The Outreach Office assists students with the application process, Student Success and Support Processes (Orientation, Assessments, and Educational Plans). It also coordinates on-campus high school and community events as well as conduct campus tours and visits.

The Outreach Office is located in Fountain Hall (FH) Room 118. For more information please contact (805) 378-1409 or email [mcoutreach@vcccd.edu](mailto:mcoutreach@vcccd.edu).

## **Student Activities**

The Student Activities Office encourages student life on campus by overseeing the Associated Students and student organizations in addition to hosting and sponsoring campus events. These extracurricular activities allow students to learn leadership, civic responsibility, and appreciation of diversity while providing them with skills and experiences to enhance their employability. All students have the opportunity to get involved in campus life by participating in student organizations, student government, being a student representative on college committees or attending campus activities. Students who get involved in campus life will discover their own uniqueness and potential through practical applications of critical thinking, civic responsibility, and leadership. Find out how to get involved by stopping by the Student Activities Office (inside the Campus Center, across from the Bookstore), calling (805) 378-1434, or visiting us at [www.moorparkcollege.edu/departments/student-services/student-activities](http://www.moorparkcollege.edu/departments/student-services/student-activities).

### ***Associated Students***

Every registered student at Moorpark College is a member of the Associated Students. Each spring semester the student body elects its officially recognized student government, the Associated Students of Moorpark College (ASMC) Board of Directors. This Board consists of eleven students elected to represent Moorpark College students on campus, district, and statewide participatory committees. ASMC's mission is to give Moorpark College students a voice for their ideas and concerns. ASMC provides leadership opportunities and encouragement for students to get involved on campus through student organizations, campus events, and extracurricular activities. ASMC inspires students towards critical thinking, civic responsibility, advocacy, and leadership. The ASMC Board of Directors funds campus events that are sponsored by student organizations and the college to develop student life on campus beyond the classroom. The ASMC Office is located inside the Campus Center in Room 152.

### ***Student Organizations***

There are over 45 student organizations to choose from at Moorpark College. These organizations make up the Inter-Club Council, which is designed to encourage students to get involved in campus life beyond the classroom. Some of the existing organizations include the Business Students Association, FLeX Club, Chemistry Club, Engineering Club, Mock Trial Club, Psychology Club, Phi Theta Kappa Honor Society, SPACE Club, and the Student Nurses Association, among many others. These organizations host a variety of campus activities throughout the year and provide personal and professional enrichment opportunities. For more information about student organizations or how to start a student organization at Moorpark College, stop by Student Activities in the Campus Center, or visit the MC Clubs & Organizations page at the Moorpark College website.

### ***Campus Activities***

#### ***Charles Temple Observatory***

Moorpark College's on-campus observatory is situated in an area with minimal light pollution to enhance viewing. Students taking astronomy labs explore the night sky by guiding simple-to-use telescopes themselves at the site. The observatory is periodically opened for public events hosted either by the college or the Ventura County Astronomical Society. For information on public astronomy programs, contact the Ventura County Astronomical Society at (805) 529-9666 or go online at [www.vcas.org](http://www.vcas.org).

#### ***America's Teaching Zoo***

America's Teaching Zoo is one of two community college teaching zoos in the United States. The 5-acre zoo serves as student support for the Exotic Animal Training and Management Program. The zoo is open to the public for shows and tours every weekend from 11:00 am-5:00 pm. During the weekdays, pre-approved Moorpark College classes, school programs and special events may be scheduled. For information, call (805) 378-1441 or visit the Moorpark College website.

#### ***Forensics Team (Speech and Debate)***

Moorpark College Forensics proudly owns the top record of any team in America at the National Championships. Forensics team participants regularly transfer to the finest schools across the country in their respective majors. The experience provided by the team has also enabled many to go on to become successful in a variety of fields including politics, law, and film/TV/theatre. Whether your interest is in debate, public speaking, or acting, no experience is necessary. Students who are interested in participating should contact Rolland Petrello in the Communication Studies Department ([rpetrello@vcccd.edu](mailto:rpetrello@vcccd.edu)).

### ***Multicultural Day***

Multicultural Day at Moorpark College is an annual spring event organized by faculty, staff, and students as a creative and experiential day of teaching and learning. A day of alternative instruction, Multicultural Day was established in 1990 with the goal of enhancing the college mission of preparing students to appreciate the value of diverse cultures, both local and worldwide. Instruction features insightful lectures, breathtaking performances, amazing exhibits, thought-provoking presentations, exciting demonstrations, energetic panel discussions, innovative storytelling, inspiring music, rhythmic dance, dramatic theater, and experiential exercises. For more information about the event (including dates, scheduling, and programs), please visit our Moorpark College website.

#### ***One Campus One Book (OCOB)***

The OCOB program invites all Moorpark College students, faculty, staff, and community members to participate in this campus-wide program that encourages reading, thinking, and the exchange of meaningful ideas while fostering a sense of community through the shared experience of reading and discussing important ideas generated by a common book. For the current selection and related events, please visit the Moorpark College website.

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

The Moorpark College Performing Arts Center is the home for our Theatre Arts, Music and Dance programs. Performance opportunities for students abound at Moorpark College!

**Theatre Arts:** Students interested in Theatre Arts are offered a wide variety of classes, performance opportunities, and technical experiences in our two state-of-the-art theaters for students interested in both transfer and direct career preparation (CTE). The ambitious Theatre Arts program mounts classical drama, comedy, musical theatre (partnering with Music and Dance) productions, as well as student-written one-act plays, monologues and improvisational comedy performances.

**Music:** Among the many outstanding musical groups performing regularly at Moorpark College are the Symphony Orchestra, Wind Ensemble, Choral Ensembles, and Jazz Ensembles.

**Dance:** The Dance Department offers a wide variety of classes and levels to suit the needs of our dance students in their educational and career pathways. Each semester Dance offers a main stage production (Speaking Movement in the Fall and Motion Flux in the Spring), the "Evening of Dance" (a culminating concert featuring students from Dance classes), and, for the advanced dancer, the Moorpark College Modern Touring Ensemble.

The Communications Building, just next door, is the home of Moorpark College's Film, Television and Media program.

**FTMA:** This transfer and career preparation (CTE) program boasts a fully equipped sound stage and television studio offering additional classes and production opportunities for students interested in acting and directing, as well as the technical aspects of television, film and audio production, and digital asset management. It is also the home of KMCJ the new Moorpark College Radio Station training the radio engineers, technicians and on-air talent of tomorrow.

These organizations and groups are active throughout the academic year with over thirty annual productions in Dance, Music, Theatre and Film/Television extending into the summer. For the most up-to-date scheduling information or to purchase ticket for upcoming events, check out the website or call the Performing Arts Box Office at (805) 378-1485. Purchase tickets online at the Moorpark College website and you can enjoy a special discount.



## Publications

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

- ***The Student Voice*** is an award-winning student news publication of the Journalism program at Moorpark College that is produced continuously online throughout Fall and Spring, with corresponding print editions each semester. Written, edited, photographed, video-captured, and produced entirely by students, the StudentVoiceOnline.com and the Student Voice in print provide factual and fair accounts of news, features, and sports for and about the students, faculty, and staff of Moorpark College. In addition to providing traditional text stories with news and feature photos and illustrations, the Student Voice also provides photo galleries and essays, multimedia slideshows with audio, video stories, and more. Students in this program are enrolled in JOUR M10A or M10B and work under the guidance of the instructor and Student News Media Adviser. Students also benefit from the support and input provided by the Student Voice Advisory Board, a group of committed media professionals who lend their time and expertise to ensure that the program is preparing students with vital, relevant, and employable knowledge and foundational skills for careers in the media and dozens of related fields. For more information, check out [www.facebook.com/StudentVoiceOnline](http://www.facebook.com/StudentVoiceOnline)
- ***Moorpark Review and Moorpark Review Online***, the campus creative arts journals, publish original student writing and art each spring. To join the staff, take ENGL M47. For more information, including how to submit materials, go to the Moorpark College website.
- ***Student Essay Anthology (SEA Magazine)*** publishes faculty-nominated student essays each spring online at [moorparkcollege.edu/review](http://moorparkcollege.edu/review). Essays considered for the Student Writing Awards are submitted to SEA for publication; final selections are chosen and edited by students in ENGL M47. For more information, visit the English Department page at the Moorpark College website.

## Student Health Center

Program Purpose: to provide physical and mental health services which support students in reaching their academic goals. We serve students from diverse backgrounds with respect to ethnicity, race, socioeconomic backgrounds, sexualities, and genders. We are committed to serving all of our students with respect and dignity. We are here to listen, support, educate and empower.

### ***Students will:***

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

## Medical Services

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

## Mental Health Counseling

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

## Medical Withdrawals

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

## Optional Health Insurance

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

## Campus-Related Accidents

College-related student accidents need to be reported within 72 hours of occurrence. It is the student's responsibility to report the accident to an instructor, college staff, or directly to the Student Health Center. All student accident reports and insurance claims are processed through the Student Health Center. The Student Health Center will help students complete accident report, insurance claims, and will answer any questions.

Appointments preferred, call (805) 378-1413 or visit us in the Administration Building, room 111.

## Veterans Educational Benefits

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

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

Official transcripts of all previous coursework taken at colleges or universities, including military education (SMART transcripts) must be submitted by the second semester and are filed with the V.A. Certifying Official in the Veterans Resource Center.

DD214 discharge documents and Certificate of Eligibility are filed with the V.A. Certifying Official in the Veterans Resource Center.

A Veteran Educational Plan is required every semester, then filed with V.A. Certifying Official in the Veterans Resource Center.

Registration for all classes in the semester to be certified.

V.A. Certifying Official must be notified of any changes in academic program, marital or dependent status, or address. The Moorpark College V.A. Certifying Official is located in the Veterans Resource Center and can be reached at (805) 553-4106 or online at [studentsandveteranservices.com](http://studentsandveteranservices.com)

page at the Moorpark College website. The California Department of Veteran Affairs can be reached directly at 1 (800) 952-5626 or [www.cdva.ca.gov](http://www.cdva.ca.gov). The Department of Veteran Affairs can be reached at 1 (888) 442-4551 or [www.va.gov](http://www.va.gov).

### Veterans Benefits and Transition Act of 2018

For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. All persons seeking enrollment must meet the general admissions policies. Those seeking to use VA Education Benefits must submit all prior transcripts for a transfer evaluation and submit one of the following a 22-1990, 22-1995, 22-5490, or a 22-5495 to the VA.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

## High School at Moorpark College

### Mission Statement

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

### The School

The High School @ Moorpark College is Middle College program where students take high school and college courses to fulfill the requirements for graduation and potentially earn an Associates (AA) Degree from Moorpark College. HS@MC is accredited by the Western Association of Schools and Colleges. It is one of California's more than sixty-five Early and Middle College High Schools that prepares college bound students in a rigorous program of academic excellence. Students from over 25 different Ventura County, San Fernando Valley and Los Angeles County public, private and home schools come together to create a dynamic learning community. HS@MC is open to students in the 9th, 11th and 12th grades. 10th grade will be added in the 2020 academic school year.

Students attend high school and college classes Monday through Friday. Students in the 9th grade take English, Math, Social Studies, Physical Education, and Freshmen Advisory at the high school level. At the college level, 9th graders take Health, World Languages, and College and Career Counseling. Students in the 11th and 12th grades take English, Social Studies, Junior Advisory or Senior Project at the high school level. All other graduation requirements, Math, Science, World Languages and electives, are completed at Moorpark College. All grade levels earn high school and college credit. This process allows students to graduate high school with a year or more of college credits and an opportunity to earn their Associates (AA) Degree.

The High School at Moorpark College is dedicated to assisting students with reaching their full potential and getting a head start on their future. The expectation is that students representing HS@MC will perform academically and behave like college students. HS@MC is not a charter school or a credit recovery program, and does not graduate students early. It is expected that students will earn their high school diploma from the high school and possible their Associates (AA) degree from Moorpark College. For further information, please contact High School at Moorpark College Principal, Mrs. Ruby Delery at [rdelery@mrpk.org](mailto:rdelery@mrpk.org).

### Grading

The High School @ Moorpark College operates on a semester calendar with an A-F grading system. One extra point is given for honors and college courses. One college semester course represents ten high school credits or an entire year. Students are issued one progress grade report per semester; however, only semester grades appear on the student's permanent record at the end of each semester, in December and May. A 4.0 grading scale is used as follows: A = 95%, B=85%, C=75%, D=67%.

### Graduation Requirements

Each semester high school course earns five credits. A college unit of 3.0 or high equals two semesters of high school credit. Students are required to complete 10 hours of community service for every year in Moorpark Unified School District and 230 credits in the following areas:

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

### Translation of College Units to High School Credits

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





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# EDUCATIONAL OPPORTUNITIES & CAMPUS SERVICES

## Educational Opportunities

To meet the varying needs of students, courses are offered in different scheduling patterns and alternative forms of delivery. Most are traditional full term courses, but many are condensed in time to better match busy schedules. Some classes start a few weeks later than the full term classes and meet for 14 weeks; these options approximate public-school and four-year school calendars. Other courses can be completed in shorter time frames, including first eight weeks, last eight weeks and one or two day seminars. Courses are available mornings, afternoons and evenings Monday through Friday, as well as on weekends. Most courses are offered on campus but courses are also available through distance education (online and partially online) and at local high schools, requiring minimal trips to campus.

Moorpark College's goal is to be responsive to the many scheduling needs of students as they juggle jobs and family obligations. To match specific scheduling needs with the course offerings, students can consult each semester's online Schedule of Classes. These schedules are available at [www.moorparkcollege.edu](http://www.moorparkcollege.edu). Each course entry notes the length of the course, when it meets, and where. The special enrollment and refund deadlines for all classes are available by clicking on the Course Record Number (CRN) for each specific course. The length of each specific course determines the deadlines (enrollment, drop, refund, etc.). Up-to-date information is available online by clicking on the Course Record Number (CRN) in the online schedule.

## Honors Program

The Honors Program is designed for high-achieving students. It aims:

- to provide an enriched learning experience in an environment that nurtures growth of the whole student, intellectually, socially and emotionally;
- to promote a community of learners that is supportive of independent thought and creative ideas;
- to promote critical reading, writing, thinking, and leadership skills as necessary tools for continued academic support; and
- to prepare students for competitive transfer to four-year institutions.

The Honors Program offers a series of intellectually challenging courses in different disciplines that invites students to explore topics in depth, often by working in a seminar-type class with other motivated students. In addition, Honors students benefit from more one-on-one interactions from instructors and counselors. Students can take an Honors course or two in a favorite discipline, or they can graduate from the Honors Program after completing 15 units of honors courses, making at least one formal scholarly presentation before a body of their peers, attending four extracurricular activities and earning a GPA of 3.25 in all honors courses as well as an overall GPA of 3.25.

Students requiring Honors certification for transfer must have earned a 3.25 GPA by the time of certification and completed a minimum of two semesters in the Program. Entrance into the Honors Program is based on a high school GPA of 3.25 or college GPA of 3.0 with 12 units of transferable college-level courses. Admission to the Program is granted once application with GPA documentation is received and approved, and applicant has attended a mandatory orientation.

There are many rewards of the Honors Program. Students completing the Program enjoy enhanced transfer consideration and/or other benefits with schools that are our transfer partners. They may include guaranteed or priority acceptance consideration, special scholarships, housing priority, pre-transfer library privileges, recognition of honors program completion as an indicator of academic rigor, and a range of other academic, cultural, and social benefits.

For more information about the Moorpark College Honors Program, call the Social Science Division Office at (805) 378 1445, or refer to the Moorpark College website at <http://www.moorparkcollege.edu/departments/student-services/honors-program>.

## UCLA Transfer Alliance Program (TAP)

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

## Distance Education

Distance education means instruction in which the instructor and student are separated by distance and interact through the Internet. This definition includes both hybrid and fully online courses.

ONLINE courses are 100% online. Course content is delivered through the Canvas learning management system. Internet access is required. Access to the Internet is available throughout campus, and may be accessed through the Library Open Access Computer Lab. Students must bring their own headphones for courses with video and audio components. Current Library Learning Resources hours are posted at [www.moorparkcollege.edu/library](http://www.moorparkcollege.edu/library).

Students in HYBRID courses are required to attend on-campus meetings. Students can access information regarding required on-campus meetings by clicking on the CRN next to the course in the online Schedule of Classes available at [moorparkcollege.edu](http://moorparkcollege.edu). CRN notes also include instructor contact information and critical course dates. Students should check their [my.vcccd.edu](mailto:my.vcccd.edu) email for information from their instructors regarding the course before the course begins. All students, both registered and on the waitlist, are expected to attend the first class meeting. For online classes, the first meeting is considered the day the course begins, or the date designated by the instructor.

Prior to starting a distance education course, students should check the settings on their computers to ensure compatibility with the learning management system. Please look at the SYSTEM MINIMUM REQUIREMENTS [www.moorparkcollege.edu/dehelp](http://www.moorparkcollege.edu/dehelp). High-speed DSL or cable Internet access is highly recommended. Trouble shooting instructions are available at [www.moorparkcollege.edu/dehelp](http://www.moorparkcollege.edu/dehelp) or by calling the District Help Desk at (805) 652-7777.

## Internship

Internship courses provide students with the opportunity to earn graded college credit by working in a volunteer or paid internship position that is related to their career goal and/or major. Students receive one unit of credit for each 60 hours of unpaid work or 75 hours of paid work, and may enroll each semester for up to 4 units. The student may be able to accumulate up to 16 units by taking the Internship courses multiple times. The student must submit a current resume, attend an orientation, develop learning objectives, complete a related project or report, and maintain signed verification of hours. The student meets with an assigned faculty advisor who supervises the experience, visits the worksite, and evaluates assignments.

These opportunities for on-the-job learning are advertised and coordinated through the Career Transfer Center. The Career Transfer Center is located in Fountain Hall. Call (805) 378-1536, email [mcctc@vcccd.edu](mailto:mcctc@vcccd.edu), or visit our website under Services for Students at [www.moorparkcollege.edu/internships](http://www.moorparkcollege.edu/internships) for more information. Course descriptions are listed in the "Course and Program Descriptions" section in the Catalog under each discipline that offers an internship.

## Independent Study

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



## Campus Services

Campus Services include the Bookstore, Student Business Office, Copiers, Lost and Found, and Public Transportation.

### Bookstore

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

### Student Business Office

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

### Copiers

Copy machines are available for student use at a minimal fee in Fountain Hall and Library. Students also have the ability to purchase reusable print cards in each of these areas.

### Lost and Found

If an item has been lost (or found), please check with Campus Police. Campus Police serves as the collection point for lost and found items. Students can contact the Campus Police at (805) 378-1455 or drop by the office in the lower level of the three story parking structure across from the Gym.

### Public Transportation

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





# GRADUATION REQUIREMENTS

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# CREDIT PROGRAMS: AWARDS, CERTIFICATES, AND DEGREES

## Planning Your Education

### COUNSELING SERVICES

**Dr. Khushnur Dadabhoy**

Dean of Student Learning

Student Engagement

### FULL-TIME COUNSELING FACULTY

Traci Allen

Daniel Aguilar

Lydia Basmajian

Eddie Beltran

Wendy Berg

Chuck Brinkman IV

Esmeralda Camarena (EOPS)

Pablo Diaz

Jodi Dickey (Department Chair)

Anitra Evans-Tykeson

Cristina Garcia

Jolie Herzig (ACCESS)

Trevor Hess

Pamela Kennedy-Luna

Ashley Lajoie

Letrisha Mai (Articulation Officer)

### INSTRUCTIONAL PROGRAM

Counseling (COUN)

Marnie Melendez (EOPS)

Kellie Porto-Garcia

Giselle Ramirez

Danita Redd

Angie Rodriguez

Trulie Thompson

Samantha Zaldivar

### Make Educational Choices to Support Your Goals

#### Why are you attending Moorpark College?

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

#### Planning is Critical

You may already know what you want to accomplish while enrolled at Moorpark College or you may be unaware of your options and what is necessary to reach your goals. The Counseling faculty at MC are available to help you identify your goals and to create a Student Education Plan (SEP) that will help you achieve those goals. Counselors also assist undecided students in clarifying what their goals are. It is to the student's advantage to develop a SEP as soon as possible.

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

#### Proof of Your Success

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

- **Associate Degree for Transfer (ADT)** are Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees and are awarded to students who successfully complete 60 semester units of required general education (either the CSU GE-Breadth, CSU GE-Breadth for STEM, IGETC, or IGETC for STEM pattern) and a specific set of lower-division major preparation coursework. Students graduated with an ADT are guaranteed admission into a CSU in a program deemed similar to that degree and will have the opportunity to complete their Bachelor's degree upon completion of the additional 60 semester upper-division units.
- **Associate in Science for University of California (UC) Transfer Pathway (AS-UCTP)** are degrees awarded to students who successfully complete a UC Transfer Agreement Guarantee (TAG) along with the required major and general education requirements. Students with an AS-UCTP degree will receive guaranteed admission to a UC campus but not necessarily to a particular UC campus or major of their choice. Note, not all majors have an approved AS-UCTP and not all UCs will accept the AS-UCTP degree.
- **Associate Degrees** are awards that are broader in scope than certificates because they require coursework in an array of disciplines to broaden your learning experience and strengthen your critical thinking skills. This is referred to as General Education. See a MC counselor to assist you in determining which pattern you should follow.
- **Certificates of Achievement** require concentrated study in a specific skill or knowledge area.
- **Proficiency Awards** show that you have successfully completed one or more courses in a targeted career or skills area.

### What do you want to accomplish at Moorpark College?

- Prepare to transfer to a four-year college or university while earning an Associate Degree for Transfer.
- Earn an Associate Degree in a specific major or in General Studies with an area of emphasis.
- Gain skills for a job placement or advancement through a Certificate of Achievement or Proficiency Award.

# Choose an Educational Goal

## Which Educational Program is the Right Fit For You?

The information below shows the different opportunities available at Moorpark College to prepare you for your chosen career and the type of recognition you will receive for completing these programs. Schedule an appointment with a MC counselor to help you choose your specific educational goals. A list of all courses, awards and degrees offered at Moorpark College can be found on pages 52.

### Transfer to a 4-Year Institution

Moorpark College offers students the opportunity to complete their Associate degree while completing courses that are required for transfer and apply toward their Bachelor's Degree, whether that is a University of California (UC), California State University (CSU), Independent or out-of-state institutions.



### Associate Degree for Transfer to the CSU

California Community Colleges (CCC) are now offering Associate Degrees for Transfer (ADTs) to the California State University (CSU). These include Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees. These degrees are designed to provide students with a clear pathway to a CSU major and baccalaureate degree by completing 60 CSU transferable semester units at the community college and 60 units at a CSU campus. Moorpark College currently offers 32 ADTs. Please meet with a counselor to see if one of these ADTs is appropriate for you and meets your transfer educational goal. See pages 52 and 75 for more information and a complete list of requirements for earning an Associate Degree for Transfer.



### Associate Degree

In any economy, it is advantageous to have a college degree. Most Associate degree majors at Moorpark College are applicable to the local job market. An Associate in Arts (A.A.) or an Associate in Science (A.S.) degree requires the completion of 60 degree-applicable units including courses in general education and courses in a chosen major. Moorpark College also offers General Studies degrees that allows students to choose an area of emphasis from a group of disciplines rather than a specific major. See page 53 for a complete list of requirements for earning an Associate degree.



### Certificate of Achievement

Certificates of Achievement require concentrated study in specific skill or knowledge areas. Certificates require more units and generally provide more in-depth than a proficiency award. Completion of a Certificate of Achievement makes a student eligible to participate in the spring graduation ceremony and is reflected on the student's transcript. See page 61 for a complete list of requirements for earning a Certificate of Achievement.



# Choose an Educational Goal

## Which Educational Program is the Right Fit For You?

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

### Proficiency Award

Proficiency Awards are given to students who have satisfactorily completed a course or a sequence of courses designed to lead them to specific types of employment or to enhance their skills. These awards are not recorded on student transcripts. See page 62 for a complete list of requirements for earning a Proficiency Award.



### Certificate of Competency-Noncredit Certificate

A Certificate of Competency is awarded to students who have demonstrated achievement in a set of competencies that prepares them to progress in a career path or to take non-degree applicable or degree-applicable credit courses. See page 62 for a complete list of requirements for earning a Certificate of Competency.



### Certificate of Completion-Noncredit Certificate

Certificates of Completion are given to students who have satisfactorily completed a sequence of noncredit courses designed to improve employability or job opportunities. See page 62 for a complete list of requirements for earning a Certificate of Completion.





# CURRICULUM: COURSES, DEGREES, CERTIFICATES, AND AWARDS

**COURSES = C**

**ASSOCIATE DEGREE FOR TRANSFER = ADT**

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

**ASSOCIATE DEGREE = AA/AS**

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

**CERTIFICATE = COA**

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

**PROFICIENCY AWARD = PA**

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

CURRICULUM	C	ADT	AS-UCTP	AA / AS	COA	PA
<b>ANIMAL SCIENCE</b>	X					
<b>ANTHROPOLOGY</b>	X	X		X		
• ARCHAEOLOGY				X		
<b>ART</b>	X			X		
• ART HISTORY	X	X				
• STUDIO ARTS		X				
<b>ASTRONOMY</b>	X					
<b>BIOLOGICAL SCIENCES</b>				X		
• ANATOMY	X					
• ANATOMY/PHYSIOLOGY	X					
• BIOLOGY	X	X				
• BOTANY	X					
• MICROBIOLOGY	X					
• PHYSIOLOGY	X					
• PRE-ALLIED HEALTH					X	
• ZOOLOGY	X					
<b>BIOTECHNOLOGY</b>	X			X	X	
• BIOMEDICAL DEVICE MANUFACTURING					X	
• BIOTECHNOLOGY-MANUFACTURING OPERATOR					X	
<b>BUSINESS</b>	X					
• ACCOUNTING	X				X	X
• BUSINESS ADMINISTRATION		X		X	X	
• TAXATION						X
<b>CHEMISTRY</b>	X		X	X		
<b>CHILD DEVELOPMENT</b>	X			X	X	
• ASSOCIATE TEACHER					X	
• CHILD AND ADOLESCENT DEVELOPMENT		X				
• EARLY CHILDHOOD EDUCATION		X				
• REGISTERED BEHAVIOR TECHNICIAN	X					X
• TRANSITIONAL KINDERGARTEN					X	
<b>CHINESE</b>	X					
<b>COLLEGE STRATEGIES</b>	X					
<b>COMMUNICATION STUDIES</b>	X	X				
• ORGANIZATIONAL COMMUNICATION					X	
<b>COMPUTER INFORMATION SYSTEMS</b>	X					
<b>COMPUTER NETWORK SYSTEMS ENGINEERING</b>	X			X		

CURRICULUM	C	ADT	AS-UCTP	AA / AS	COA	PA
• ADVANCED NETWORK SPECIALIST					X	
• BASIC NETWORK SPECIALIST						X
• CISCO SYSTEM NETWORK ASSOCIATE						X
• CYBERSECURITY				X		
• CYBERSECURITY ADMINISTRATION					X	
• CYBERSECURITY PENETRATION TESTER						X
• TECHNICAL SUPPORT SPECIALIST					X	
• WINDOWS ADMINISTRATION						X
• WINDOWS ENGINEERING					X	
<b>COMPUTER SCIENCE</b>	X	X				
• COMPUTER PROGRAMMING					X	
• MOBILE APP DEVELOPER (IOS)						X
• WEB DEVELOPMENT						X
<b>COUNSELING</b>	X					
<b>CRIMINAL JUSTICE/ ADMINISTRATION OF JUSTICE</b>	X	X		X	X	
• FUNDAMENTALS OF LAW					X	
• LAW, PUBLIC POLICY AND SOCIETY		X				
<b>CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION - BREADTH (CSU GE-BREADTH)</b>					X	
<b>DANCE</b>	X			X		
• COMMERCIAL DANCE						X
<b>ECONOMICS</b>	X	X				
<b>EDUCATION</b>	X					
• ELEMENTARY TEACHER EDUCATION		X				
<b>EMERGENCY MEDICAL TECHNICIAN</b>	X					X
<b>ENGINEERING</b>	X			X		
• ENGINEERING COMPUTER AIDED DESIGN AND DRAFTING					X	
<b>ENGLISH</b>	X	X				
<b>ENGLISH AS A SECOND LANGUAGE</b>	X					
<b>ENVIRONMENTAL SCIENCE</b>	X	X		X		
• ENVIRONMENTAL STUDIES				X		
• PHOTOVOLTAIC TECHNOLOGY						X
<b>EXOTIC ANIMAL TRAINING MANAGEMENT</b>	X			X	X	
<b>FILM STUDIES</b>	X					
<b>FILM TELEVISION MEDIA (FTVM)</b>	X	X		X		

# CURRICULUM: COURSES, DEGREES, CERTIFICATES, AND AWARDS

**COURSES = C** **ASSOCIATE DEGREE FOR TRANSFER = ADT** **ASSOCIATE DEGREE = AA/AS** **CERTIFICATE = COA** **PROFICIENCY AWARD = PA**

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

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

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

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

CURRICULUM	C	ADT	AS-UJCTP	AA / AS	COA	PA
• FTMA: AUDIO					X	
• FTVM PRODUCTION					X	
• FTVM: DIRECTING						X
• FTVM: EDITING						X
<b>FRENCH</b>	X					
<b>GAME DESIGN</b>	X			X	X	
<b>GENERAL STUDIES: ARTS &amp; HUMANITIES (PATTERNS 2/3)</b>				X		
<b>GENERAL STUDIES: HUMANITIES (PATTERN 1)</b>				X		
<b>GENERAL STUDIES: LIBERAL STUDIES (PATTERNS 2/3)</b>				X		
<b>GENERAL STUDIES: NATURAL SCIENCES (PATTERN 1)</b>				X		
<b>GENERAL STUDIES: NATURAL SCIENCE OR MATHEMATICS (PATTERNS 2/3)</b>				X		
<b>GENERAL STUDIES: SOCIAL &amp; BEHAIORAL SCIENCES (PATTERN 1)</b>				X		
<b>GENERAL STUDIES: SOCIAL &amp; BEHAVIORAL SCIENCES (PATTERNS 2/3)</b>				X		
<b>GEOGRAPHIC INFORMATION SYSTEMS</b>	X					
<b>GEOGRAPHY</b>	X	X				
<b>GEOLOGY</b>	X	X		X		
<b>GERMAN</b>	X					
<b>GRAPHIC DESIGN</b>	X			X	X	
• DESIGN FUNDAMENTALS						X
• DIGITAL FABRICATION					X	
<b>HEALTH EDUCATION</b>	X					
<b>HEALTH INFORMATION MANAGEMENT</b>	X					
• MEDICAL CODING					X	
<b>HEALTH SCIENCES</b>	X					
<b>HISTORY</b>	X	X				
<b>HOSPITALITY MANAGEMENT</b>	X	X			X	
<b>HUMANITIES</b>	X					
<b>INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)</b>					X	
<b>ITALIAN</b>	X					
<b>JAPANESE</b>	X					
<b>JOURNALISM</b>	X	X				
• DIGITAL JOURNALISM						X

CURRICULUM	C	ADT	AS-UJCTP	AA / AS	COA	PA
<b>KINESIOLOGY</b>	X	X				
• EXERCISE SCIENCE				X		
• EXERCISE SCIENCE: FITNESS SPECIALIST					X	
• INTERCOLLEGIATE ATHLETICS	X					
<b>LEARNING SKILLS</b>	X					
<b>LATIN</b>	X					
<b>MATHEMATICS</b>	X	X				
<b>MULTIMEDIA</b>	X			X	X	
<b>MUSIC</b>	X	X				
• MUSIC TECHNOLOGY					X	
<b>NURSING SCIENCE</b>	X			X		
<b>NUTRITIONAL SCIENCE</b>	X					
• NUTRITION AND DIETETICS		X				
<b>OPTICAL TECHNOLOGY</b>	X			X		
<b>PHILOSOPHY</b>	X	X		X		
<b>PHOTOGRAPHY</b>	X			X	X	
• COMMERCIAL PHOTOGRAPHY	X					
• STUDIO LIGHTING						X
<b>PHYSICAL SCIENCE</b>	X					
<b>PHYSICS</b>	X	X	X			
<b>POLITICAL SCIENCE</b>	X	X				
• ASIAN STUDIES				X		
<b>PSYCHOLOGY</b>	X	X				
<b>RADIOLOGIC TECHNOLOGY</b>	X			X		
• NUCLEAR MEDICINE					X	
<b>SOCIOLOGY</b>	X	X				
<b>SPANISH</b>	X	X				
<b>THEATRE ARTS</b>	X	X				
• ACTING				X	X	X
• AUDIO						X
• COSTUMES						X
• DIRECTING					X	
• LIGHTING						X
• MAKE-UP						X
• PERFORMING ARTS MANAGEMENT						X
• PLAYWRITING						X
• TECHNICAL THEATRE	X			X	X	X
<b>WORK EXPERIENCE AND INTERNSHIPS</b>	X					

# EDUCATION PATHWAYS

## EARN AN ASSOCIATE DEGREE FOR TRANSFER (ADT)

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

Students who have completed an AA-T or AS-T and are admitted to a CSU major that has been deemed similar are guaranteed admission at junior standing, and the opportunity to earn complete a baccalaureate degree with 60 additional semester (or 90 quarter) units. AA-T and AS-T degrees are recognized by both the CCC and CSU system as a measure of preparation and readiness for transfer to upper-division course work at the CSU. Students should be aware that an ADT will guarantee an admission to a CSU school but not necessarily the school the students have chosen.

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

1. Choose an Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T).
  - AA-T or AS-T in a specific major, see list below.
2. Complete **(60)** semester units or 90 quarter units that **are eligible for transfer** to the CSU, including both of the following:
  - C. The California State University General Education-Breadth (CSU GE-Breadth) pattern (see page 78-79 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC - CSU) pattern (see page 87 for more information).
  - D. Obtain a **minimum of 18 semester units** or 27 quarter units in a major or area of emphasis, determined by the college and detailed in the **Course and Program Descriptions** section of the catalog. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 §55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a letter grade (A,B, or C).
5. Earn a cumulative CSU transferable grade point average (GPA) of 2.0. While a minimum of 2.0 is deemed eligible for transfer into a CSU program, some majors may require a higher GPA. Please consult the *assist.org* website and/or with a counselor for more information.
6. Complete requirements in **Residency**. For students in the Ventura County Community College District, a minimum of 12 units must be completed in residence at the college granting the degree.

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

- |  |   |                                    |
|--|---|------------------------------------|
| 1. Administration of Justice (AS-T)        | 12. English (AA-T)                                | 23. Music (AA-T)                   |
| 2. Anthropology (AA-T)                     | 13. Environmental Science (AS-T)                  | 24. Nutrition and Dietetics (AS-T) |
| 3. Art History (AA-T)                      | 14. Film, Television, and Electronic Media (AS-T) | 25. Philosophy (AA-T)              |
| 4. Biology (AS-T)                          | 15. Geography (AA-T)                              | 26. Physics (AS-T)                 |
| 5. Business Administration (AS-T)          | 16. Geology (AS-T)                                | 27. Political Science (AA-T)       |
| 6. Child and Adolescent Development (AA-T) | 17. History (AA-T)                                | 28. Psychology (AA-T)              |
| 7. Communication Studies (AA-T)            | 18. Hospitality Management (AS-T)                 | 29. Sociology (AA-T)               |
| 8. Computer Science (AS-T)                 | 19. Journalism (AA-T)                             | 30. Spanish (AA-T)                 |
| 9. Early Childhood Education (AS-T)        | 20. Kinesiology (AA-T)                            | 31. Studio Arts (AA-T)             |
| 10. Economics (AA-T)                       | 21. Law, Public Policy, and Society (AA-T)        | 32. Theatre Arts (AA-T)            |
| 11. Elementary Teacher Education (AA-T)    | 22. Mathematics (AS-T)                            |                                    |

*Program requirements are subject to change. Additional majors are being developed. Please see a MC counselor for more information.*

*For the latest information on Associate Degrees for Transfer (ADT), go to [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) or [www.sb1440.org](http://www.sb1440.org)*

*Reference: AP 4100 Graduation Requirements for Degrees and Certificates - Last reviewed and approved by the Board in May, 2020.*



# EARN AN ASSOCIATE DEGREE

An Associate degree is an undergraduate academic degree consisting of a minimum of 60 degree-applicable semester units including general education (GE) requirements, major or emphasis requirements, and electives, if necessary. Associate degrees may be earned in academic disciplines and/or career technical areas.

1. **Major/Area of Emphasis and General Education:** Choose from these two options and complete the required **General Education (GE) and Major or an Area of Emphasis** (18 units minimum):
  - Associate in Arts (A.A.) or Associate in Science (A.S.) in a specific major (see page 54).
  - Associate in Arts (A.A.) in General Studies, Patterns I, II, or III (see pages 55-57).
2. **Units:** Satisfactorily complete at least 60 semester units of degree-applicable college credit coursework (General Studies Patterns II and III require all 60 units to be CSU transferable units)
3. **Grades:** Earn a grade of "C" or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063) in every course in the major or area of emphasis. Even though a grade of "P" is allowed, it is highly recommended that students complete all their major or area of emphasis coursework for a letter grade (A, B or C). **NOTE:** Universities have limitations on the number of units that can be taken "pass-no-pass" and therefore it is strongly recommended that students take all major coursework for a letter grade.
4. **GPA:** Achieve a cumulative grade point average of no less than 2.0 in degree-applicable college credit coursework.
5. **Competency:** Demonstrate competency in reading, written expression, and mathematics.
  - a. **Reading** – Minimum competency in reading is satisfied by completion of the requirements for the associate degree.
  - b. **Written Expression** – Minimum competency in written expression is satisfied by one of following:
    1. Successful completion (A, B, C, or P) of a college English Composition course at the freshmen composition level; or
    2. Successful completion (A, B, C, or P) of an equivalent English Composition course from a regionally accredited institution; or
    3. A score of 3 or higher on the Advanced Placement (AP) Language and Composition; or
    4. A score of 3 or higher on the Advanced Placement (AP) Literature and Composition; or
    5. A score of 5 or higher on the International Baccalaureate (IB) English HL exam; or
    6. A score of 50 or higher on the College Level Examination Program (CLEP) exam.
  - c. **Mathematics** – Minimum competency in mathematics is satisfied by one of the following:
    4. Successful completion (A, B, C, or P) of a college mathematics course in Intermediate Algebra; or
    5. Successful completion (A, B, C, or P) of a course offered by the college mathematics department with an Intermediate Algebra or higher prerequisite; or
    6. Successful completion (A, B, C, or P) of a course offered by a different department with an enforced prerequisite of Intermediate Algebra or higher; or
    7. A score of 3 or higher on the AP Calculus AB or Calculus BC exam; or
    8. A score of 3 or higher on the AP Statistics exam; or
    9. A score of 4 or higher on the IB Mathematics HL exam; or
    10. A score of 50 or higher on the CLEP College Mathematics or Precalculus exam; or
    11. Successful passing of the VCCCD math competency exam; or
    12. Successful completion (A, B, C, or P) of any course offered by the college's math department, or approved by the math department if offered by another department, which includes demonstrated ability in all of the following:
      - Simplify rational expressions and solve rational equations
      - Solve problems and applications involving systems of equations in three variables
      - Graph systems of inequalities in two variables
      - Simplify expressions involving positive, negative, and rational exponents
      - Perform mathematical operations on radical expressions and solve radical equations
      - Solve quadratic equations and their applications using multiple methods
      - Graph and evaluate elementary functions. Use definitions, domain and range, algebra and composition of functions on related applications.
      - Solve elementary exponential and logarithmic equations and related applications.
6. **Residency:** Complete a minimum of 12 semester units in residence at the college granting the degree. The VCCCD Board of Trustees may make exceptions to the residency requirements in any instance in which it is determined that an injustice or hardship would otherwise be placed upon an individual student.

*References: AP 4025 Philosophy and Criteria for Associate Degree and General Education, last reviewed May 2017  
AP 4100 Graduation Requirements for Degrees and Certificates - Last reviewed May, 2020.*

# ASSOCIATE DEGREE IN SPECIFIC MAJORS

## Associate in Arts (A.A.) or Associate in Science (A.S.) Degree in Specific Major Requirements

### 1. Complete Moorpark College's General Education Requirements (areas A-E) on page 68.

- B. Natural Sciences** - a minimum of 6 semester units
  - Biological Science - one (1) course
  - Physical Science - one (1) course
- C. Social and Behavioral Sciences** - a minimum of 6 semester units
  - American History and Institutions - one (1) course
  - Social and Behavioral Sciences - one (1) course
- D. Humanities** - a minimum of 6 semester units
  - Fine Arts/Performing Arts - one (1) course
  - Humanities - one (1) course
- E. Language and Rationality** - a minimum of 6 semester units
  - English Composition - one (1) course
  - Communication Analytical Thinking - one (1) course
- F. Health and Physical Education/Kinesiology**
  - Health Education – one (1) course
  - Physical Education, Kinesiology, Intercollegiate Athletics, or Dance activity - one (1) activity course

### 2. Choose a major from the following list and complete the courses required for that major.

Courses for the major must be completed with a grade of C or better, or a "P" if the course is taken on a "pass-no pass" basis (Title 5 § 55063). Even though a "pass-no pass" is allowed, it is recommended that students complete all their major coursework for a letter grade (A, B or C).

**NOTE:** Universities have limitations on the number of units that can be taken "pass-no pass" and therefore it is strongly recommended that students take all major coursework for a letter grade.

- |  |  |
|--|--|
| 1. Anthropology                                | 17. Exotic Animal Training and Management (EATM) |
| 2. Archaeology                                 | 18. Film Television Media Arts (FTMA)            |
| 3. Art   | 19. Game Design                                  |
| 4. Asian Studies                               | 20. General Studies                              |
| 5. Biological Sciences/Biology                 | 21. Geology                                      |
| 6. Biotechnology                               | 22. Graphic Design                               |
| 7. Business Administration                     | 23. Kinesiology: Exercise Sciences               |
| 8. Chemistry                                   | 24. Multimedia Design                            |
| 9. Child Development                           | 25. Nursing Science                              |
| 10. Computer Network Systems Engineering       | 26. Optical Technology                           |
| 11. Criminal Justice/Administration of Justice | 27. Philosophy                                   |
| 12. Cybersecurity                              | 28. Photography                                  |
| 13. Dance                                      | 29. Radiologic Technology                        |
| 14. Engineering                                | 30. Theatre Arts: Acting                         |
| 15. Environmental Science                      | 31. Theatre Arts: Technical Theatre              |
| 16. Environmental Studies                      |  |

- 3. Complete a total of **60 semester units** of degree-applicable college coursework (including general education, major, and electives if necessary).
- 4. **Demonstrate competency in reading, written expression, and in mathematics** as defined in Title 5 section 55063 for the appropriate catalog year (see page 53).
- 5. Achieve a cumulative **grade point average of no less than 2.0** in degree-applicable college credit coursework. (see page 53).
- 6. Complete a minimum of **12 semester units in residence** at the college granting the degree. Exceptions to the residency requirement can be made by the Board when an injustice or undue hardship would result. (see Residency on page 53).
- 7. **Apply for the Associate Degree in the Counseling Office by the published deadline dates.** All of your official transcripts and test scores (such as AP, IB, or CLEP) must be on file with the Admissions and Records Office. see graduation requirements on pages xx

AP 4025 Philosophy and Criteria for Associate Degree and General Education, Last reviewed May 2017.

AP 4100 Graduation Requirements for Degrees and Certificates, Last reviewed May 2020.

# ASSOCIATE DEGREE IN GENERAL STUDIES PATTERN I

## Associate in Arts Degree in General Studies Pattern I

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

1. Complete Moorpark College's General Education Requirements to include areas A-F (see page 68)
2. Choose an area of emphasis from one of three categories listed below:
  - Humanities Emphasis
  - Natural Sciences Emphasis
  - Social and Behavioral Sciences Emphasis
3. Complete a minimum of **18 units in the chosen area of emphasis (6 of the 18 units must be within a single discipline)** with a grade of "C" or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no pass" grade is allowed, it is recommended that students complete all their major coursework for a letter grade (A, B or C). (**NOTE:** Universities have limitations on the number of units that can be taken "pass-no-pass" and therefore it is strongly recommended that students take all major coursework for a letter grade.) Courses in the area of emphasis may also be used to fulfill general education requirements but the units may count only once.
4. Complete a minimum of 60 degree-applicable units.
5. Complete the college's other graduation requirements in competency (mathematics and English), scholarship, and residency.
6. Apply for the A.A. degree in the Counseling Office

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

## Areas of Emphasis

### Humanities Emphasis

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

**ART** M30, M70; **ARTH** M100, M100H, M110, M120, M130, M150; **CHIN** M01, **COMM** M05, M26; **DANC** M01, M01H, M03, M10A, M11A, M12A, M31; **ENGL** M01B, M01BH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M16, M17, M20, M29A, M29B, M30A, M30B, M40; **FTMA** M101, M103, M104, M105, M106, M107, M108, M109, M110, M115; **FREN** M01, M02; **GERM** M01, M02; **GR** M10, M10H, M11, M11H, M30; **HIST** M150, M152, M160, M162, M164, M170, M180; **HUM** M07, M10A, M10B, M11, M14; **ITAL** M101, M102; **JAPN** M01, M02; **JOUR** M05; **LAT** M01; **MUS** M01, M02A, M04, M04H, M08, M09A, M09AH, M09B, M09BH; **NS/RADT** M17; **PHIL** M01, M01H, M02, M02H, M03, M08, M11, M12, M13, M14, M21, M22; **PHOT** M10, M40; **SPAN** M01, M02, M03, M04; **THA** M01, M01H, M02A, M04, M04H

### Natural Science Emphasis

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

**ANAT** M01; **ANPH** M01; **ANSC** M17; **ANTH** M01, M01H, M01L; **AST** M01, M01L; **BIOL** M01, M02A, M02AH, M02B, M02C, M03, M05, M16, M17, M18; **BOT** M01, M06; **CHEM** M01A, M01AH, M01B, M07A, M07B, M11, M12, M13; **EATM** M17; **ENSC** M01, M01L, M02, M03; **GEOG** M01, M01L, M05; **GEOL** M02, M02H, M02L, M03, M03L, M05, M61, M121; **MICR** M01; **PHSQ** M01, M01H; **PHSC** M01, M01L; **PHYS** M01, M01L, M10A, M10AL, M10B, M10BL, M20A, M20AL, M20B, M20BL, M20C, M20CL; **PSY** M02, M02H; **ZOO** M01

### Social and Behavioral Sciences Emphasis

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

**ANSC** M09; **ANTH** M02, M03, M06, M07, M08, M09, M11, M13, M14, M15, M16, M17; **BUS** M30; **CD** M02, M03, M03H, M05; **CJ** M01, M01H, M02, M03, M08; **COMM** M04, M12, M13; **EATM** M09; **ECON** M170, M201, M202, M202H; **FTMA** M100, M108; **JOUR** M01; **GEOG** M02, M03, M03H, M10; **HIST** M25, M25H, M130, M131, M133, M135, M137, M137H, M140, M141, M143, M145, M150, M152, M160, M162, M164, M170, M180; **PHIL** M03, M22; **POLS** M01, M02, M03, M03H, M04, M05, M06, M09; **PSY** M01, M01H, M03, M04, M05, M06, M07, M08, M10, M13, M14, M16; **SOC** M01, M01H, M02, M03, M04, M08, M10, M12, M15, M16, M18



# ASSOCIATE DEGREE IN GENERAL STUDIES PATTERNS II & III

## Associate in Arts (AA) in General Studies Pattern II

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

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

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

## Associate in Arts (AA) in General Studies Pattern III

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

- Complete CSU GE-Breadth (see page 77) or IGETC (see page 87).

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

**2. Complete local graduation requirements to include:**

- **Health Education** (one course/no unit minimum): **CD** M23; **HED** M01, M03, M05, M07; **NS** M35; **NTS** M01, M07
- **Physical Education/Kinesiology** (one course/no unit minimum): **CJ** M09A; Any **ICA/KIN** (**except** KIN M01, M13, M13L, M16, M17, M18) or any Dance activity course (**DANC** M10A - M55D, **except** M24, M26, M31, M51, M53, M56)
- **Ethnic/Gender Studies:** (a minimum of 3 units) **ANTH** M02, M07, M09, M13; **ARTH** M130; **CD** M05; **COMM** M12, M13; **DANC** M31; **ENGL** M30A, M30B; **FTMA** M108; **GEOG** M02, M03, M03H; **HIST** M131, M133, M135, M137, M137H, M141, M145, M164; **PSY** M14; **SOC** M08, M10

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

- Complete a minimum of 18 units in the chosen area of emphasis with a grade of "C" or a "P" if the course is taken on a "pass-no pass" basis (Title 5 § 55063). Even though a "pass-no pass" is allowed, it is recommended that students complete all their major coursework for a letter grade (A, B or C). **NOTE:** Universities have limitations on the number of units that can be taken "pass-no pass" and therefore it is strongly recommended that students take all major coursework for a letter grade (A,B, or C).
- Complete a minimum of 6 of the 18 units within a single discipline.
- Select courses that fulfill major preparation requirements for the chosen transfer institution. CSU and UC articulation can be found at [www.assist.org](http://www.assist.org). If no articulation exists with the intended transfer institution, you may obtain guidance from recruitment counselors, the transfer institution's departmental advisors in your major, and [their catalog/website](#).

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

**5. Complete competency requirements in mathematics and English** (see page 53 for options in meeting competencies).

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

**6. Achieve a cumulative grade point average of no less than 2.0 in applicable college coursework.**

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

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

# ASSOCIATE DEGREE IN GENERAL STUDIES PATTERNS II & III

## Area of Emphasis for Pattern II and III

It is recommended that student selects courses that fulfill major preparation requirements for the chosen transfer institution. CSU and UC articulation can be found on [www.assist.org](http://www.assist.org). Schedule an appointment with a Moorpark counselor for assistance.

### Arts and Humanities Emphasis

The Arts and Humanities area of emphasis will examine the cultural activities and artistic expressions of human beings. The courses are designed to develop students' awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and to develop students' aesthetic understanding and ability to make value judgments. This emphasis enables the student to take courses that will satisfy lower division major preparation requirements for areas within the fields of Fine Arts, Performing Arts, English, Ethnic Studies, Foreign Languages, Music, Philosophy, Photography, and Theatre Arts.

**ART** M20, M23, M30, M32, M43; **ARTH** M110, M120; **CHIN** M01; **DANC** M01, M01H, M10A, M10B, M10C, M10D, M12A, M12B, M12C, M12D, M20A; **ENGL** M10A, M13A, M13B, M15A, M15B, M17; **FTMA** M101, M105, M106, M108; **FREN** M01, M02; **GERM** M01, M02; **ITAL** M101, M102; **JAPN** M01, M02; **LAT** M01; **MUS** M02A, M02AL, M02B, M02BL, M02C, M02CL, M02D, M02DL, M09A, M09AH, M09B, M09BH, M25A, M25B; **PHIL** M01, M01H, M02, M02H, M05, M07, M09, M13, M14; **PHOT** M10, M20, M30A, M40; **SPAN** M01, M02, M03, M04; **THA** M01, M01H, M02A, M02B, M02C; **TTHA** M20, M27A

### Liberal Studies Emphasis

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

**ARTH** M100, M100H, M110, M120, **MUS** M08; **THA** M01, M01H; **BIOL** M01; **CD** M02 or **PSY** M04; **COMM** M01, M01H; **ENGL** M01A or M01AH (fulfills English Composition); **ENGL** M01B, M01BH, M13A, M13B, M15A, M15B, M30A, or M30B (fulfills English Literature); **ENGL** M01C, M01CH, **PHIL** M05, or M07 (fulfills English Critical Thinking); **GEOG** M02, M03, or M03H; **HIST** M130 (fulfills US History); **HIST** M150 (fulfills World History); **MATH** M10; **PHSC** M01 and M01L; **POLS** M03 or M03H

### Natural Sciences or Mathematics Emphasis

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

**ANTH** M01, M01H, M01L; **ANAT** M01; **ANPH** M01; **AST** M01, M01L; **BIOL** M02A, M02AH, M02B; **CHEM** M01A, M01AH, M01B, M07A, M07B, M11, M12, M13; **ENSC** M01, M01L, M02; **GEOL** M02, M02H M02L, M03, M03L, M04, M121; **MATH** M05, M06, M07, M15, M15H, M16A, M16B, M25A, M25AH, M25B, M25C, M31, M35; **MICR** M01; **PHSO** M01, M01H; **PHYS** M10A, M10AL, M10B, M10BL, M20A, M20AL, M20B, M20BL, M20C, M20CL

### Social and Behavioral Sciences Emphasis

The courses that fulfill the Social and Behavioral Sciences area of emphasis will examine people as members of society. The courses are designed to develop students' awareness of the method of inquiry used by the social and behavioral sciences; to stimulate critical thinking about the ways people respond to their societies; and to promote appreciation of how societies and social subgroups operate. This emphasis enables the student to take courses that will satisfy lower division major preparation requirements for areas within the fields of Anthropology, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, and Sociology.

**ANTH** M02, M03; **ECON** M201, M202, M202H; **GEOG** M01, M02, M03, M03H, M05; **GIS** M01; **HIST** M130, M140, M150, M160, M170, M180; **MATH** M15, M15H, M16A, M25A, M25AH; **POLS** M01, M03, M03H, M04; **PSY** M01, M01H, M02, M02H, M06, M07, M16; **SOC** M01, M01H, M02, M03, M15

### NOTES:

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

# OTHER GRADUATION INFORMATION

## Graduation Requirements

As authorized by the California Code of Regulations, Title 5 (Education) section 55063 (credit coursework) and Title 5 section 55150 (noncredit coursework), the Ventura County Community College District (VCCCD) Governing Board confers the Associate in Arts degree, the Associate in Science degree, Associate in Arts for Transfer degree (AA-T), the Associate in Science for Transfer degree (AS-T), Certificates of Achievement, Proficiency Awards (Title 5, section 55070), Certificates of Completion and Certificates of Competency (Title 5 section 55072) to students who:

- provide required transcripts from any institutions attended, and
- satisfy the respective major and/or area of emphasis requirements listed in the college catalog, and
- for Associate degrees, satisfy the General Education (GE) requirements set forth by Title 5 of the California code of Regulations to include the VCCCD GE, CSU GE Breadth, CSU GE Breadth for STEM, IGETC, IGETC for STEM, and GE pattern for intended transfer institution, and
- file with the appropriate college office an application for a degree and/or Certificates of Achievement, and/or Proficiency Awards.

Only those courses which have been designated as appropriate to the associate degree in accordance with Title 5, Section 55063 and that meet the standards and criteria described in Title 5, Section 55002, Title 5 section 55002.5, and Title 5 section 55064 and have been properly approved pursuant to this section, shall be applied to any degree or credit certificate awarded by the district. Degree-applicable credit courses completed at regionally accredited institutions other than a California community college, are expected to meet or exceed the same standards of section 55002(a). District policies and procedures regarding general education and program requirements must be published in the college catalog (Title 5 section 55060) and courses and programs, with the exception of Proficiency Awards, must be chaptered or approved by the California Community College Chancellor's Office (CCCCO).

Graduation requirements for the Degrees, Certificates, and Proficiency Awards are listed on page 53 of this catalog. Graduation requirements for the Associate Degree for Transfer (ADT) are listed on page 52. Graduation requirements for Certificates of Achievement are listed on page 61.

## Academic Year

The fall semester is the first term of an academic year. A summer term, whether one or more sessions, constitutes the last term of an academic year.

## Student Responsibility

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

## Catalog Rights/Continuous Enrollment

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

Catalog rights/continuous enrollment are defined as attendance in at least one term each calendar year. Any academic record symbol entered on a transcript (A-F, CRE, P, NP, SP, I, IP, RD, W, EW, MW and prior to fall 2009: CR and NC) shall constitute enrollment or attendance.

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

Students should be made aware that other governing agencies may impose more restrictive limitations 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 who may be affected by more restrictive guidelines include students receiving financial aid, veterans and alien students.

## Multiple Majors

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

## Course Substitution for Local Major and/or General Education Requirements

Occasionally, a student may have difficulty in completing exact major and/or general education requirements as specified in the college catalog due to circumstances of class schedule conflicts, class cancellation, related but nonequivalent coursework taken outside of this college district, or circumstances beyond the control of the student. Under such circumstances, a student may file a Petition for Course Substitution/Petition for Variance for Major and/or General Education Requirements to seek approval from the appropriate college officials to substitute one or more courses in a designated major, an area of emphasis, and/or in general education. The petition forms are available in the Counseling Office/Center.

## Reciprocity for Local General Education Requirements

The College shall apply courses taken at other regionally accredited colleges or universities toward general education (GE) requirements in the areas where the student would have received credit at the institution where they were originally taken, or in the area where the college granting the degree places, or meets our GE criteria/description, or would place a comparable course, whichever best facilitates the student's degree completion. (ASCCC Resolution 09.02 spring 2010)



## Double Counting for Credit Course

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes within sections areas A through D of the District general education pattern(s). A course may not satisfy more than one requirement within a major and/or area of emphasis, even if it is an option in more than one section of either a major and/or an area of emphasis. However, a course may be used to satisfy both a general education requirement and a major or an area of emphasis requirement. A credit course may also be used to satisfy requirements in two (2) or more different majors, whether for an Associate degree, Associate degree for Transfer, Certificate of Achievement, or Proficiency Award. The units, however, may never be counted more than once toward the units required for the specific degree, certificate, or proficiency award.

## Double Counting for a Noncredit Course

If a noncredit course is prescribed in more than one Certificate of Completion program, it may also be double counted to satisfy requirements in two (2) or more different Certificate of Competency or Certificate of Completion programs.

## Unit Transferability

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

## Reciprocity for CSU GE-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) Requirements

Students who are required to complete CSU GE-Breadth or IGETC for their particular degree, such as General Studies Patterns II/ III, or Associate Degrees for Transfer, shall have their courses evaluated for reciprocity according to the rules set forth by either Executive Order (EO) 1065, EO 1100 Revised, or in the most recent version of the IGETC Standards

## Course Substitution within approved Associate Degrees for Transfer (AA-T/AS-T)

While the C-ID system establishes course-to-course reciprocity, where C-ID descriptors are not in place or where the substitution does not involve deeming two courses comparable, substitution decisions must be informed by the judgment of counseling or discipline faculty. When an AA-T or AS-T degree is being conferred, any substitutions made must result in the awarding of a degree that is consistent with the parameters defined by the Transfer Model Curriculum (TMC). The colleges are encouraged to apply courses successfully completed as part of a TMC-aligned degree at one college for requirements within their own degrees to the greatest extent deemed possible and reasonable, but substitutions should only be made in instances

where the TMC allows flexibility, as the local AA-T or AS-T degree awarded must remain consistent with parameters of the TMC for the specific discipline. (ASCCC Resolution 15.01 Spring 2011 and ASCCC Statements on Reciprocity, Course Substitution and Credit by Exam - in light of AA-T and AS-T degrees September 2013, and ADT Substitution Guidelines with Scenarios.)

## Graduation Application Procedure

1. Students must file a petition for a degree and/or a Certificate, and/or a Proficiency Award through the appropriate college office granting the degree and/or certificate.
2. District Colleges offer three graduation dates: fall semester, spring semester, and summer term.
3. Graduation ceremonies are conducted at the end of the spring semester.
4. Graduation petition deadline dates are locally announced at each District College.

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

Any District College will award additional associate degrees, associate degrees for transfer, certificates of achievement, proficiency awards, certificates of completion, and certificates of competency to students under certain criteria which follow below.

Students seeking an associate degree(s) and who have a previous degree from a regional accredited institution will only be required to complete (1) residency, (2) competency, (3) general education minimum Title 5 requirements, (4) major and (5) scholarship requirements. There will be no additional local GE or health/PE requirements (see below).

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

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

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

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

- **Residency Requirements:** Students must complete a minimum of 12 semester units at the community college granting the degree.
- **Competency Requirements:** In reading, written expression and mathematics as defined by Title 5 section 55063. Students pursuing an AA-T or AS-T will have met these competency requirements by completion of either CSU GE-Breadth or IGETC.
- **General Education:** Title 5 minimums include 18 units of General Education with:
  - 3 semester units of Natural Sciences
  - 3 semester units of Social and Behavioral Sciences
  - 3 semester units of Arts and Humanities
  - 3 semester units in English Composition
  - 3 semester units in Communication and Analytical Thinking
  - 3 additional semester units in one of the five areas above.
- **Major Requirements:** Students must complete all required courses listed in the college catalog for the appropriate year for the specific major, Associate Degree for Transfer, area of emphasis or area of option for the additional degree(s).
- **Scholarship:** Students must meet the standards of scholarship in effect for the catalog year covering the additional degree(s) including the following:
  - Courses for Associate degree majors must have a grade of "C" or "P" or better beginning fall 2009.
  - Courses for Certificates of Achievement must have a grade of "C" or "P" or better beginning fall 2012.
  - Courses for Proficiency Awards must have a grade of "C" or "P" or better beginning fall 2012.

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

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

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

### Exception to Requirements for Students in Nursing Programs

Nursing students who are admitted into the Nursing Program at a District College and who have already earned a baccalaureate or higher degree from a domestic regionally accredited institution of higher education are not required to take additional general education or local graduation requirements to earn an associate degree in Nursing per section 66055.8 of the Education Code.

### Guidelines for Noncredit Certificate of Completion or Certificate of Competency

Any District College will award additional certificate of completion or certificate of competency to students under certain criteria which follow below. Students who have completed prior noncredit courses from other regionally accredited institutions will only be required to complete the remaining noncredit coursework and the attendance hours as prescribed within the program. A counseling

faculty or a discipline faculty will use their best judgment to determine the comparability of the previously completed coursework. Institutions must be regionally accredited by one of the following accrediting bodies:

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

### Exceptions to Graduation Requirements

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

### Transfer Limitations

Students should be aware that the conferring of additional degrees by any college within the VCCCD does not always guarantee admission or the accomplishment of general education or major requirements at transfer institutions.

*Reference: AP 4100 - Graduation Requirements for Degrees, Certificates, and Proficiency Awards, last reviewed and approved by the Board in May 2020*



# EARN A CERTIFICATE OF ACHIEVEMENT

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

For a Certificate of Achievement (COA) a student must:

1. Complete all COA applicable major coursework, a minimum of 16 units (or between 8 and 15.5 units in a low-unit certificate), prescribed in a State Chancellor's Office approved Certificate of Achievement with a grade of "C" or better or a "P" (formerly "CR") in each course.
2. Achieve a cumulative grade point average (GPA) of no less than 2.0 in all COA applicable college coursework.
3. Complete a minimum of 12 semester units in residence at the college granting the certificate.
4. Apply for your Certificate. The Certificate is not automatically awarded when you complete the requirements. File an application by the established deadline for the Certificate of Achievement in the Counseling Office.

## **Certificates of Achievement Available**

- **Biological Sciences**
  - » Pre-Allied Health
- **Biotechnology**
  - » Biomedical Device Manufacturing
  - » Biotechnology Manufacturing Operator
- **Business**
  - » Accounting
  - » Business Administration
  - » Hospitality Management
- **California State University General Education Breadth (CSU GE-Breadth)**
- **Child Development**
  - » Associate Teacher
  - » Child Development
  - » Transitional Kindergarten
- **Communication Studies**
  - » Organizational Communication
- **Computer Networking Systems Engineering**
  - » Advanced Network Specialist
  - » Cybersecurity Administration
  - » Technical Support Specialist
  - » Windows Engineering
- **Computer Programming**
- **Criminal Justice**
  - » Administration of Justice
  - » Fundamentals of Law
- **Engineering**
  - » Engineering Computer Aided Design and Drafting
- **Exotic Animal Training Management**
- **FTMA: Audio**
- **FTVM Production**
- **Game Design**
- **Graphic Design**
  - » Digital Fabrication
- **Health Information Management**
  - » Medical Coding
- **Intersegmental General Education Transfer Curriculum (IGETC)**
- **Kinesiology**
  - » Exercise Science: Fitness Specialist
- **Multimedia Design**
- **Music**
  - » Music Technology
- **Photography**
- **Radiologic Technology**
  - » Nuclear Medicine
- **Theatre Arts**
  - » Acting
  - » Directing
  - » Technical Theatre



# EARN A PROFICIENCY AWARD

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

For a Proficiency Award, a student must complete all applicable coursework in a Ventura County Community College District (VCCCD) Board approved Proficiency Award with a grade of "C" or better or "P" (formerly "CR") in each course.

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

## **Proficiency Awards Available**

- **Business Administration**
  - » Accounting
  - » Taxation
- **Child Development**
  - » Registered Behavior Technician
- **Computer Networking Systems Engineering**
  - » Basic Network Specialist
  - » CISCO System Network Associate
  - » Cybersecurity Penetration Tester
  - » Windows Administration
- **Dance**
  - » Commercial Dance
- **Emergency Medical Technician**
- **Environmental Science**
  - » Photovoltaic Technology
- **Film Television Media**
  - » Directing
  - » Editing
- **Graphic Design**
  - » Design Fundamentals
- **Journalism**
  - » Digital Journalism
- **Mobile App Developer**
- **Photography**
  - » Studio Lighting
- **Theatre Arts**
  - » Acting
  - » Audio
  - » Costumes
  - » Lighting
  - » Make-up
  - » Performing Arts Management
  - » Playwriting
  - » Technical Theatre - General
- **Web Development**

# EARN A CERTIFICATE OF COMPLETION OR CERTIFICATE OF COMPETENCY

A **Certificate of Completion** is awarded to students who have satisfactorily completed a sequence of noncredit courses designed to improve employability or job opportunities.

A **Certificate of Competency** is awarded to students who have demonstrated achievement in a set of competencies that prepares them to progress in a career path or to take non-degree applicable or degree-applicable credit courses.

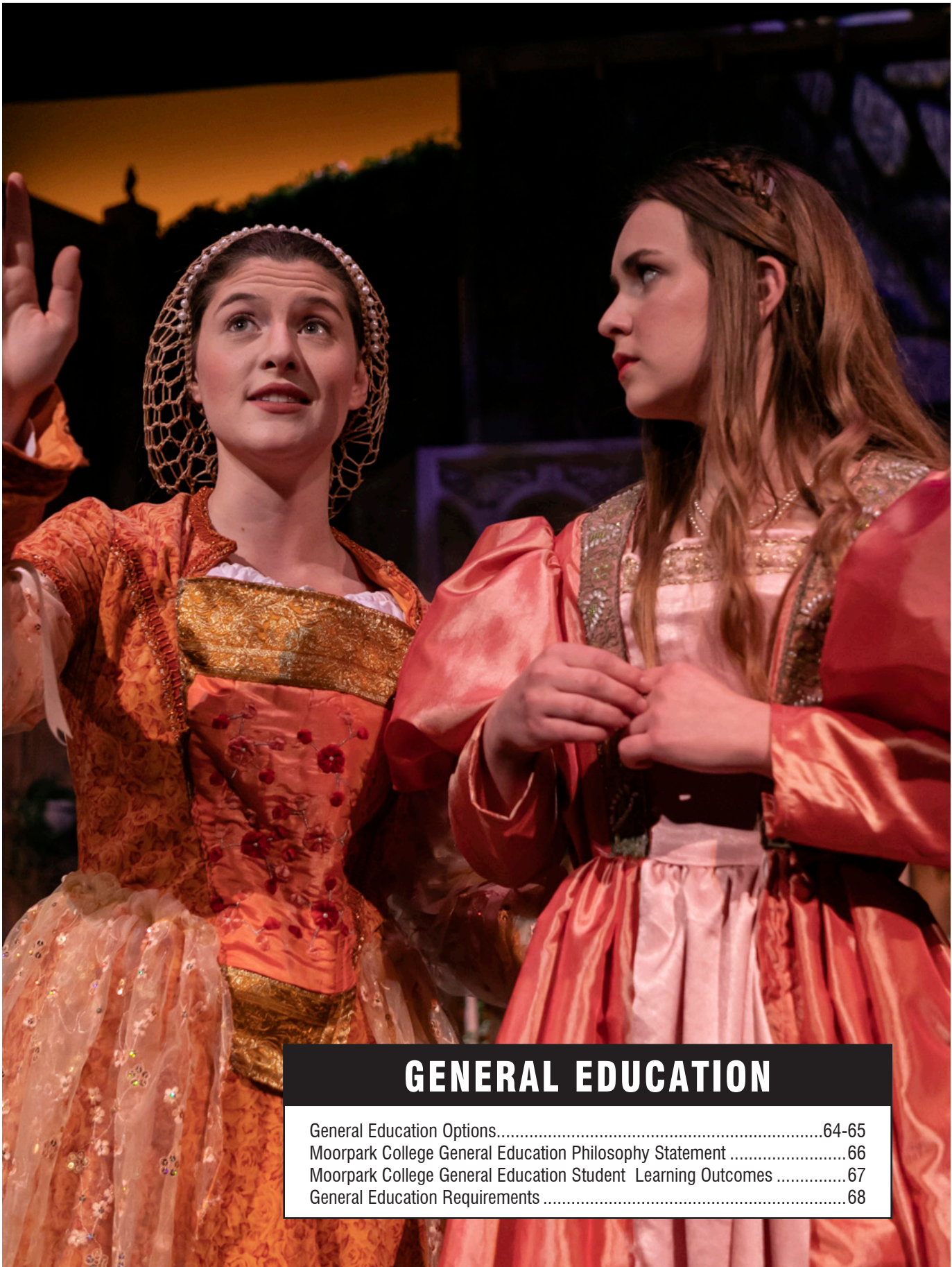
For a Certificate of Completion and Certificate of Competency, a student must:

- Complete all applicable noncredit major coursework, as prescribed in the College catalog with a passing grade of "C" or better or "P"

Digital badges are available to demonstrate course completion and competency attainment.

## **Certificates of Completion Available**

- **Developmental Math Bridge**
- **English as a Second Language: Academic**
- **English as a Second Language: Foundational**



# GENERAL EDUCATION

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# GENERAL EDUCATION OPTIONS

General Education (GE) is one of the required components of all Associate (and Baccalaureate) degrees. At Moorpark College, there are five GE options available. A students' pursuing educational goal will dictate the GE options available to best serve a major completion or transfer pathway.

## 1. Moorpark College General Education (pages 68)

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

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

1. AA in General Studies Pattern I
2. AA and AS Degrees in specific majors

## 2. California State University General Education-Breadth (CSU GE-Breadth) (page 78)

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

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

1. General Studies Pattern III
2. Administration of Justice (AS-T)
3. Anthropology (AA-T)
4. Art History (AA-T)
5. Business Administration (AS-T)
6. Child and Adolescent Development (AA-T)
7. Communication Studies (AA-T)
8. Computer Science (AS-T)
9. Early Childhood Education (AS-T)
10. Economics (AA-T)
11. Elementary Teacher Education (AA-T)
12. English (AA-T)
13. Environmental Science (AS-T)
14. Film, Television, and Electronic Media (AS-T)
15. Geography (AA-T)
16. Geology (AS-T)
17. History (AA-T)
18. Hospitality Management (AS-T)
19. Journalism (AA-T)
20. Kinesiology (AA-T)
21. Law, Public Policy, & Society (AA-T)
22. Mathematics (AS-T)
23. Music (AA-T)
24. Nutrition and Dietetics (AS-T)
25. Philosophy (AA-T)
26. Political Science (AA-T)
27. Psychology (AA-T)
28. Sociology (AA-T)
29. Spanish (AA-T)
30. Studio Arts (AA-T)
31. Theatre Arts (AA-T)

*Note: Additional majors are being developed. Please see a counselor for more information. For the latest information on Associate Degrees for Transfer (ADTs), go to [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) or [www.sb1440.org](http://www.sb1440.org)*

## 3. Intersegmental General Education Curriculum (IGETC) (page 87)

Certified completion of IGETC will fulfill the lower-division general education requirements of all UC campuses in most majors. **NOTE:** There are some majors or colleges within UC/CSU campuses for which IGETC is not the appropriate preparation. See IGETC Considerations on page 91 and refer to your intended campus and major on **assist.org** and/or consult with a MC counselor for guidance.

Majors for which IGETC is an option include:

1. General Studies Pattern III
2. Administration of Justice (AS-T)
3. Anthropology (AA-T)
4. Art History (AA-T)
5. Business Administration (AS-T)
6. Child and Adolescent Development (AA-T)
7. Communication Studies (AA-T)
8. Computer Science (AS-T)
9. Early Childhood Education (AS-T)
10. Economics (AA-T)
11. Elementary Teacher Education (AA-T)
12. English (AA-T)
13. Film, Television, and Electronic Media (AS-T)
14. Geography (AA-T)
15. Geology (AS-T)
16. History (AA-T)
17. Hospitality Management (AS-T)
18. Journalism (AA-T)
19. Kinesiology (AA-T)
20. Law, Public Policy, & Society (AA-T)
21. Mathematics (AS-T)
22. Music (AA-T)
23. Nutrition and Dietetics (AS-T)
24. Philosophy (AA-T)
25. Physics (AS-T)
26. Political Science (AA-T)
27. Psychology (AA-T)
28. Sociology (AA-T)
29. Spanish (AA-T)
30. Studio Arts (AA-T)
31. Theatre Arts (AA-T)



# GENERAL EDUCATION OPTIONS

*(continued)*

## 4. IGETC for Science Technology Engineering and Math (STEM)

A transfer student intending to major in science, engineering or mathematics may complete up to three (3) GE courses after transfer. UC will accept IGETC for STEM if the UC school, college or major program to which the student transfers accepts partial IGETC certification. The courses to be completed after transfer may consist of at most one in each of the following areas: Arts and Humanities, Social and Behavioral Science, and Language Other Than English. See <https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/glossary.html#igetcstem> for more information.

Majors at Moorpark College for which IGETC for STEM is an option include:

- Biology (AS-T)
- Chemistry (AS-T) - Moorpark College currently does not have this degree.
- Environmental Science (AS-T)

Although IGETC for STEM is an option, students should prioritize completing major-preparation courses for the specific campuses and programs considering.

## 5. General Education Pattern of the Intended Transfer Institution *(including meeting minimum Title 5 requirements)*

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

Major for which this GE plan is an option:

- General Studies Pattern II



## MOORPARK COLLEGE GENERAL EDUCATION PHILOSOPHY STATEMENT

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

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

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

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

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

## Moorpark College General Education Student Learning Outcomes

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

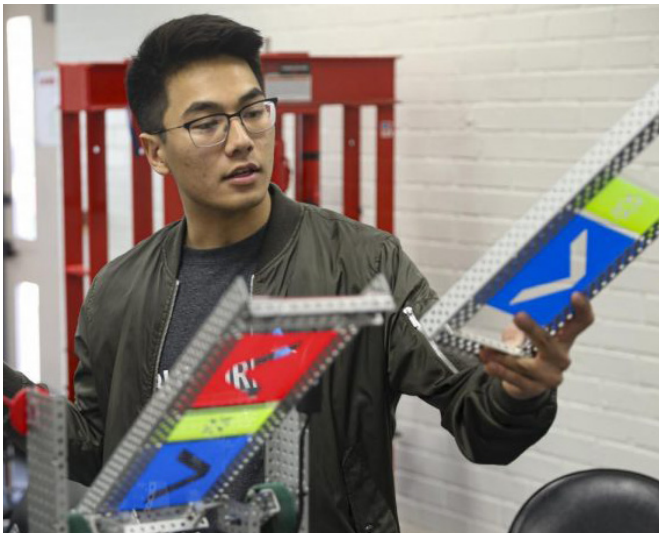
### Natural Sciences

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

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

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





## Social and Behavioral Sciences

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

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

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

## Arts and Humanities

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

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

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

## Language and Rationality

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

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

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

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

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

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

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

**OR**

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

## Health and Physical Education/Kinesiology

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

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

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

## Ethnic/Gender Studies

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

**Upon successful completion of the Ethnic/Gender Studies graduation requirement, students will:**

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



# MOORPARK COLLEGE GENERAL EDUCATION REQUIREMENTS

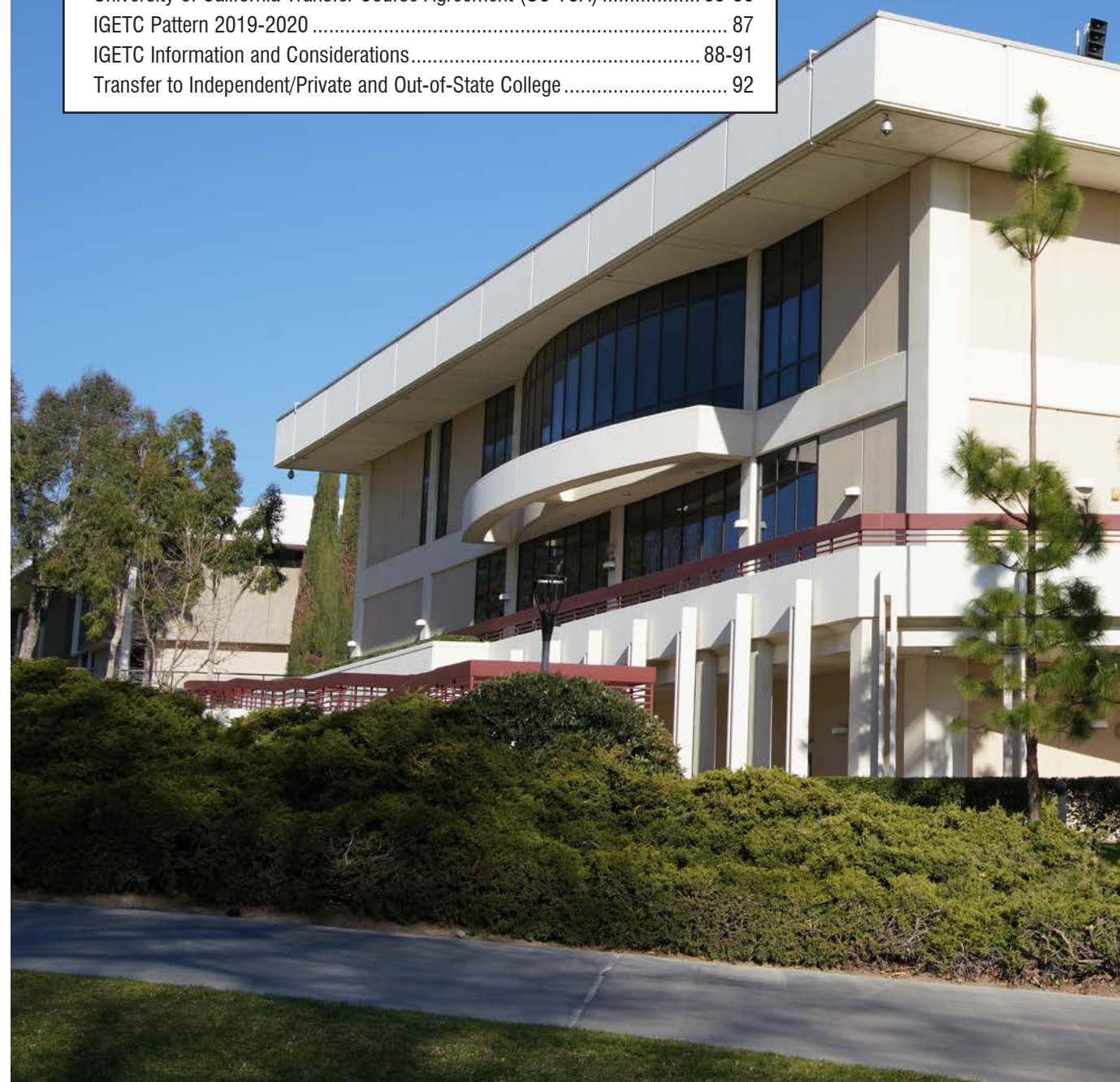
## Applies to Associate Degrees in General Studies Pattern I and all Degrees in a Specific Major

All Students pursuing the Associate Degree (AA) in General Studies Pattern I, must complete this General Education plan in its entirety as part of their degree requirements. Students completing an Associate Degree in a specific major (AA/AS) listed on page 54 (for example: Child Development) must complete areas A-E below (but not F) of this General Education plan. Area F is only required for General Studies majors. A minimum of 60 degree-applicable units is required for the Associate Degree. See page 53 for all degree requirements.

- A. NATURAL SCIENCES** (a minimum of **6 semester units** with **ONE** course from section 1 - Biological Science and **ONE** course from section 2 - Physical Science)
- Biological Science:** **ANAT** M01; **ANPH** M01; **ANSC** M17; **ANTH** M01, M01H, M01L; **BIOL** M01, M02A, M02AH, M02B, M02C, M03, M05, M16, M17, M18; **BOT** M01, M06; **EATM** M17; **ENSC** M02; **MICR** M01; **PHSO** M01, M01H; **PSY** M02, M02H; **ZOO** M01
  - Physical Science:** **AST** M01, M01L; **CHEM** M01A, M01AH, M01B, M07A, M07B, M11, M12, M13; **ENSC** M01, M01L, M03; **GEOG** M01, M01L, M05; **GEOL** M02, M02H, M02L, M03, M03L, M05, M61, M121; **PHSC** M01, M01L; **PHYS** M01, M01L, M10A, M10AL, M10B, M10BL, M20A, M20AL, M20B, M20BL, M20C, M20CL
- B. SOCIAL & BEHAVIORAL SCIENCES** (a minimum of **6 semester units** with **ONE** course from section 1 - American History/Institutions and **ONE** course from section 2 - Social & Behavioral Sciences)
- American History/Institutions:** **HIST** M25, M25H, M130, M131, M133, M135, M137, M137H, M140, M141, M145; **POLS** M01, M03, M03H, M05
  - Social & Behavioral Sciences:** **ANSC** M09; **ANTH** M02, M03, M06, M07, M08, M09, M11, M13, M14, M15, M16, M17; **BUS** M30; **CD** M02, M03, M03H, M05; **CJ** M01, M01H, M02, M03, M08; **COMM** M04, M12, M13; **ECON** M170, M201, M202, M202H; **EATM** M09; **FTMA** M100, M108; **JOUR** M01; **GEOG** M02, M03, M03H, M10; **HIST** M25, M25H, M130, M131, M133, M135, M137, M137H, M140, M141, M143, M145, M150, M152, M160, M162, M164, M170, M180; **PHIL** M03, M22; **POLS** M01, M02, M03, M03H, M04, M05, M06, M09; **PSY** M01, M01H, M03, M04, M05, M06, M07, M08, M10, M13, M14, M16; **SOC** M01, M01H, M02, M03, M04, M08, M10, M12, M15, M16, M18
- C. HUMANITIES** (a minimum of **6 semester units** with **ONE** course from section 1 - Fine/Performing Arts and **ONE** course from section 2 - Humanities)
- Fine/Performing Arts:** **ART** M30, M70; **ARTH** M100, M100H, M110, M120, M130, M150; **COMM** M05; **DANC** M01, M01H, M03, M10A, M11A, M12A, M31; **FTMA** M101, M103, M104, M105, M106, M107, M108, M109, M110, M115; **GR** M10, M10H, M11, M11H, M30; **HUM** M07; **MUS** M01, M02A, M04, M04H, M08, M09A, M09AH, M09B, M09BH; **PHOT** M10, M40; **THA** M01, M01H, M02A, M04, M04H
  - Humanities:** **CHIN** M01; **COMM** M26; **ENGL** M01B, M01BH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M16, M17, M20, M29A, M29B, M30A, M30B, M40; **FTMA** M104, M108; **FREN** M01, M02; **GERM** M01, M02; **HIST** M150, M152, M160, M162, M164, M170, M180; **HUM** M07, M10A, M10B, M11, M14; **ITAL** M101, M102; **JAPN** M01, M02; **JOUR** M05; **LAT** M01; **NS/RADT** M17; **PHIL** M01, M01H, M02, M02H, M03, M08, M11, M12, M13, M14, M21, M22; **SPAN** M01, M02, M03, M04
- D. LANGUAGE & RATIONALITY** (a minimum of **6 semester units** with **ONE** course from section 1 - English Composition and **ONE** course from section 2 - Communication/Analytical Thinking)
- English Composition:** **ENGL** M01A, M01AH
  - Communication/Analytical Thinking:** **COMM** M01, M01H, M02, M07, M25; **CS** M01, M10A, M10J, M155; **ENGL** M01B, M01BH, M01C, M01CH; **MATH** M03, M05, M06, M07, M10, M11, M12, M15, M15H, M16A, M16B, M21, M25A, M25AH, M25B, M25C, M31, M35; **PHIL** M05, M07, M09
- E. HEALTH AND PHYSICAL EDUCATION/KINESIOLOGY:** (a minimum of **TWO** courses, One from each subarea)
- Health Education** (one course/no unit minimum): **CD** M23; **HED** M01, M03, M05, M07; **NS** M35; **NTS** M01, M07
  - Physical Education/Kinesiology** (one course/no unit minimum): **CJ** M09A; Any ICA/KIN (formerly **PE**) activity course (*except* **KIN** M01, M13, M13L, M16, M17, M18) or any Dance activity course (**DANC** M10A-M55D, *except* M24, M26, M31, M51, M53, M56)
- F. ETHNIC/GENDER STUDIES** (A minimum of three units) **For General Studies Majors ONLY (Patterns I, II, and III); NOT required for other degrees.**  
**ANTH** M02, M07, M09, M13; **ARTH** M130; **CD** M05; **COMM** M12, M13; **DANC** M31; **ENGL** M30A, M30B; **FTMA** M108; **GEOG** M02, M03, M03H; **HIST** M131, M133, M135, M137, M137H, M141, M145, M164; **PSY** M14; **SOC** M08, M10

# TRANSFER INFORMATION

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# TRANSFER TO COMPLETE YOUR BACHELOR'S DEGREE

## What is a Bachelor's Degree?

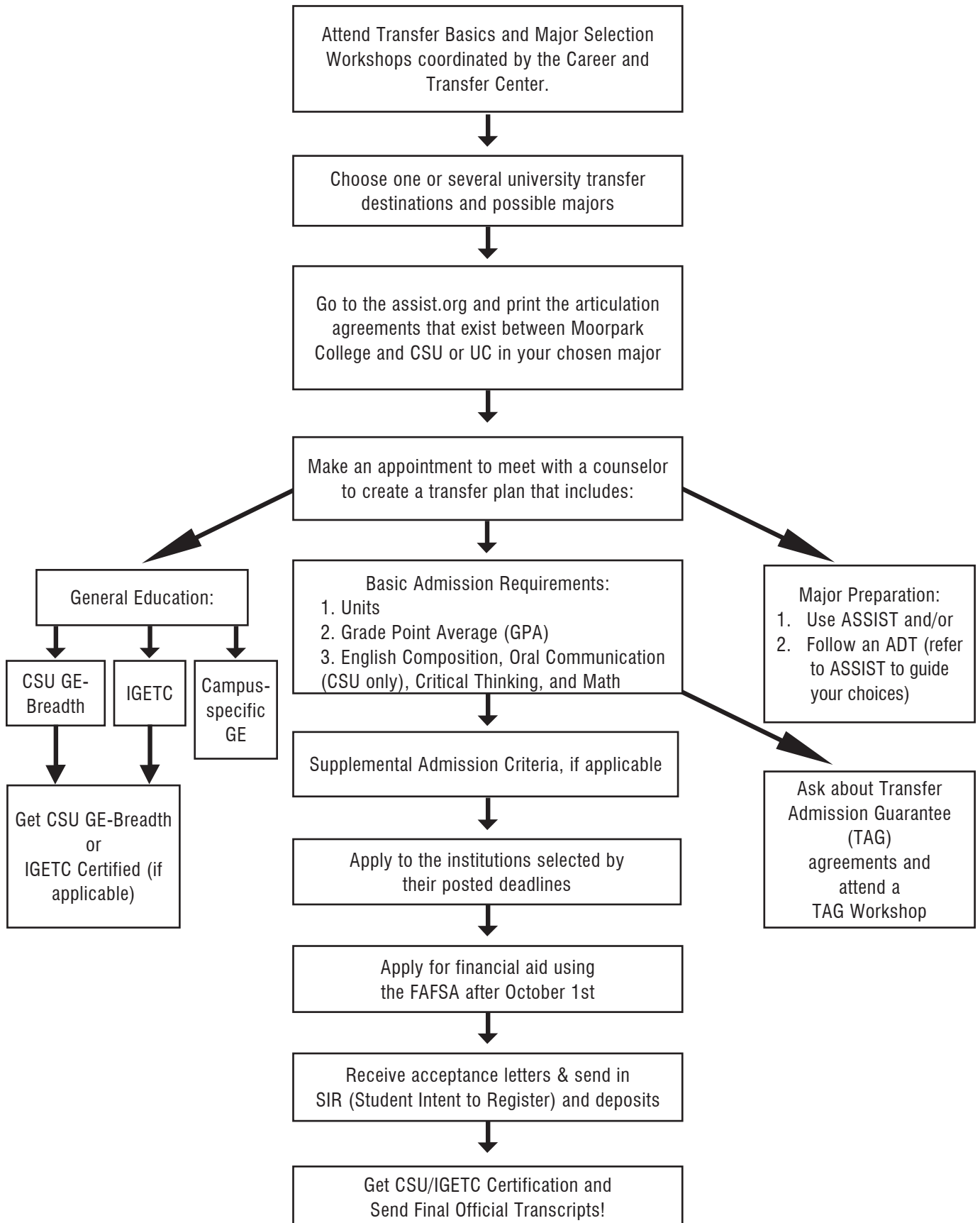
A Bachelor's degree, sometimes called a baccalaureate degree, generally requires 4-5 years of study at a university. A Bachelor's degree requires completion of both lower and upper division courses.

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

1. **Explore your major** options at websites such as [assist.org](http://assist.org), [collegeboard.org](http://collegeboard.org), [mymajors.com](http://mymajors.com), [collegeview.com](http://collegeview.com) and look at related career prospects at sites like [www.bls.gov/oco](http://www.bls.gov/oco), and [labormarketinfo.edd.ca.gov](http://labormarketinfo.edd.ca.gov)
2. **Explore Transfer Opportunities:**
  - California State University (CSU): 23 campuses see [csumentor.edu](http://csumentor.edu) and page 75 in this catalog.
  - University of California (UC): 9 undergraduate campuses see [universityofcalifornia.edu](http://universityofcalifornia.edu) and page 80 in this catalog.
  - Independent/Private Colleges and Universities: see [californiacolleges.edu](http://californiacolleges.edu), and college websites.
  - Out-of-State Colleges and Universities: see [collegeboard.org](http://collegeboard.org), [Petersons.com](http://Petersons.com), and college websites.
3. **Schedule an appointment** with a counselor in the Counseling Office (805-378-1428) to develop a Student Education Plan (SEP).
4. **Talk to a university representative** either in the Career and Transfer Center, at the university campus, or by phone or email to refine your educational plan and/or get up to date information regarding your major, housing, and campus support services.
5. **Schedule a visit and campus tour** by calling the university's admission or outreach/recruitment office.
6. **Stay on-track:** Continue to follow your transfer plan, meeting with your counselor each semester to make adjustments as necessary. Updated major requirements can be found at [assist.org](http://assist.org) for the UC and CSU.
7. **Apply to the institutions** you selected by their posted deadlines. The UC system accepts fall applications from Nov. 1st –Nov. 30th only. The CSU system accepts fall applications from Oct. 1st through Nov. 30th. Independent and out-of-state colleges have their own deadlines. Check with their admission offices and on their websites.
8. **Apply for financial aid** online at <https://studentaid.ed.gov/sa/fafsa> or California Dream Act online at <https://dream.csac.ca.gov/> after October 1st and prior to March 2nd to be eligible for the Cal Grant and begin searching for outside scholarship opportunities online (examples: [hsf.net](http://hsf.net), [vccf.org](http://vccf.org), [fastweb.com](http://fastweb.com)) and through community organizations
9. **Receive your acceptance letters** (and from some colleges you will also receive your financial aid award offers shortly after). Choose the campus that best suits your needs and commit to that campus by signing a letter of intent and paying any necessary deposits. Notify the other campuses that you will not be attending so that they may make room for other students. Student Intent to Register - SIR - deadline is typically May 1st.
10. **Get Certified:** Make an appointment in the Counseling Office to have your IGETC, IGETC for STEM, CSU GE-Breadth or CSU GE-Breadth for STEM certified and apply for your Certificate of Achievement in IGETC or CSU -GE-Breadth.
11. **Don't Forget to Send Final Official Transcripts** after you have completed all coursework to the university. The importance of this cannot be stressed enough. You may have your admission revoked if you do not provide complete official transcripts by the university deadline.



# STEPS TO TRANSFER





# ASSIST.ORG

## The Key to Transferring to the UC and CSU

### What is ASSIST?

ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web at [www.assist.org](http://www.assist.org). ASSIST provides the most accurate and up-to-date information about student transfer in California; it is the official repository of articulation agreements for California's public colleges and universities. Articulation shows how courses completed at one college or university can be used to satisfy requirements at another. This include: courses that fulfill university admission requirements, major and general education requirements, and university graduation requirements. It also lists transferable elective courses that can be used to reach the number of units needed to transfer to a university. ASSIST does not contain information about private, out-of-state, or international colleges or universities.

**ASSIST is transitioning to a new platform and might not have the most up-to-date agreements. It is recommended that students meet with a Moorpark College counselor regarding any articulation agreements to verify the latest available information.**

The ASSIST acronym stands for  
**Articulation System Stimulating Interinstitutional Student Transfer**



# A Degree With A Guarantee.com<sup>SM</sup>

## *Associate Degree for Transfer*

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

Students who have completed an AA-T or AS-T and are admitted to a CSU major that has been deemed similar are guaranteed admission at junior standing, and the opportunity to complete a baccalaureate degree with 60 additional semester (or 90 quarter) units. AA-T and AS-T degrees are recognized by both the California Community College and CSU systems as a measure of preparation and readiness for transfer to upper-division course work at the CSU. Students should be aware that an ADT will guarantee an admission to a CSU school but not necessarily the school the student has chosen.

**For a list ADTs a student may earn at Moorpark College at the time of catalog production, please refer to page 52.** To find out which CSU campuses accept each degree, go to [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) Students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Reference: AP 4100 - Last reviewed and approved by the Board in May, 2020.

# COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

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

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

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

C-ID DESIGNATION	MC COURSE	C-ID DESIGNATION	MC COURSE	C-ID DESIGNATION	MC COURSE
ACCT 110	ACCT M110	BIOL 140	BIOL M02B	ECE 230	CD M05
ACCT 120	ACCT M120	BIOL 190	BIOL M02A/H	ECON 201	ECON M201
AJ 110	CJ M01/H	BIOT 150X	BIOT M10/BIOL M13	ECON 202	ECON M202/H
AJ 120	CJ M02	BIOT 210X	BIOT M02B/BIOL M12B	EDU 200	EDU M02
AJ 122	CJ M05	BIOT 220X	BIOT M02D/BIOL M12D	ENGL 100	ENGL M01A/H
AJ 124	CJ M04	BUS 110	BUS M30	ENGL 105	ENGL M01C/H
AJ 140	CJ M11	BUS 115	BUS M39	ENGL 110	ENGL M01B/H
AJ 160	CJ M03	BUS 125	BUS M33	ENGL 120	ENGL M01B/H
AJ 200	CJ M41	BUS 140	BUS M140/CIS M140	ENGL 130	ENGL M13A
AJ 220	CJ M14	CDEV 100	CD M02	ENGL 135	ENGL M13B
ANTH 110	ANTH M01/H	CDEV 110	CD M03/H	ENGL 140	ENGL M30A
ANTH 115L	ANTH M01L	CHEM 101	CHEM M12	ENGL 145	ENGL M30B
ANTH 120	ANTH M02	CHEM 110	CHEM M01A/H	ENGL 160	ENGL M15A
ANTH 130	ANTH M08	CHEM 120S	CHEM M01A/H & M01B	ENGL 165	ENGL M15B
ANTH 150	ANTH M03	CHEM 140	PHSC M01 & M01L	ENGL 180	ENGL M40
ARTH 100	ARTH M100/M100H	CHEM 150	CHEM M07A	ENGL 200	ENGL M10A
ARTH 110	ARTH M110	CHEM 160S	CHEM M07A & M07B	ENGR 110	ENGR M01
ARTH 120	ARTH M120	COMM 110	COMM M01/H	ENGR 220	ENGR M10
ARTH 130	ARTH M130	COMM 120	COMM M07	ENGR 130	ENGR M16
ARTH 150	ARTH M150	COMM 130	COMM M04	ENGR 140	ENGR M12
ARTS 100	ART M20	COMM 150	COMM M12	ENGR 150	ENGR M04
ARTS 101	ART M23	COMM 160B	COMM M10A	ENGR 230	ENGR M18
ARTS 110	ART M30	COMM 170	COMM M05	ENGR 260L	ENGR M20L
ARTS 200	ART M32	COMM 190	COMM M02	FTVE 130	FTVM M30
ARTS 205	ART M31	COMP 122	CS M10A/M125	FTVE 150	FTVM M38
ARTS 210	ART M43, M49	COMP 142	CS M145	GEOG 110	GEOG M01
ARTS 220	ART M90	COMP 152	CS M155	GEOG 111	GEOG M01L
ARTS 250	MM M10	ECE 120	CD M11	GEOG 115	GEOG M01 & M01L
BIOL 110B	ANAT M01	ECE 130	CD M14	GEOG 120	GEOG M02
BIOL 120B	PHSO M01/H	ECE 200	CD M04 & M04L	GEOG 125	GEOG M03/H
BIOL 135S	BIOL M02A/H & BIOL M02B	ECE 210	CD M12 & M12L	GEOG 130	GEOG M05
		ECE 220	CD M23	GEOG 140	GEOG M10

CONTINUED TO NEXT PAGE

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



# COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

C-ID DESIGNATION	MC COURSE
GEOG 155	GIS M01
GEOL 100	GEOL M02
GEOL 100L	GEOL M02L
GEOL 101	GEOL M02 & M02L
GEOL 110	GEOL M03
GEOL 110L	GEOL M03L
GEOL 111	GEOL M03 & M03L
GEOL 121	GEOL M121
GEOL 280	GEOL M04
HIST 130	HIST M130
HIST 140	HIST M140
HIST 150	HIST M150
HIST 160	HIST M160
HIST 170	HIST M170
HIST 180	HIST M180
HIT 100X	HIM M01
HIT 103X	NS M19
HIT 105X	NS M25
HIT 107X	HS M15
HIT 202X	HIM M04
HOSP 100	HOSP M100
HOSP 110	NTS M20
HOSP 120	HOSP M120
HOSP 130	HOSP M130
HOSP 140	HOSP M140
ITIS 120	CIS M140
JOUR 100	FTVM/JOUR M01
JOUR 110	JOUR M02
JOUR 120	JOUR M15
JOUR 130	JOUR M10A
JOUR 131	JOUR M10B
JOUR 150	JOUR M14
JOUR 160	PHTC M35
JOUR 170	JOUR M05
JOUR 210	JOUR M03
KIN 100	KIN M01
KIN 101	HED M05
MATH 110	MATH M15/H
MATH 120	MATH M10
MATH 140	MATH M16A
MATH 150	MATH M05
MATH 160	MATH M21
MATH 210	MATH M25A/H

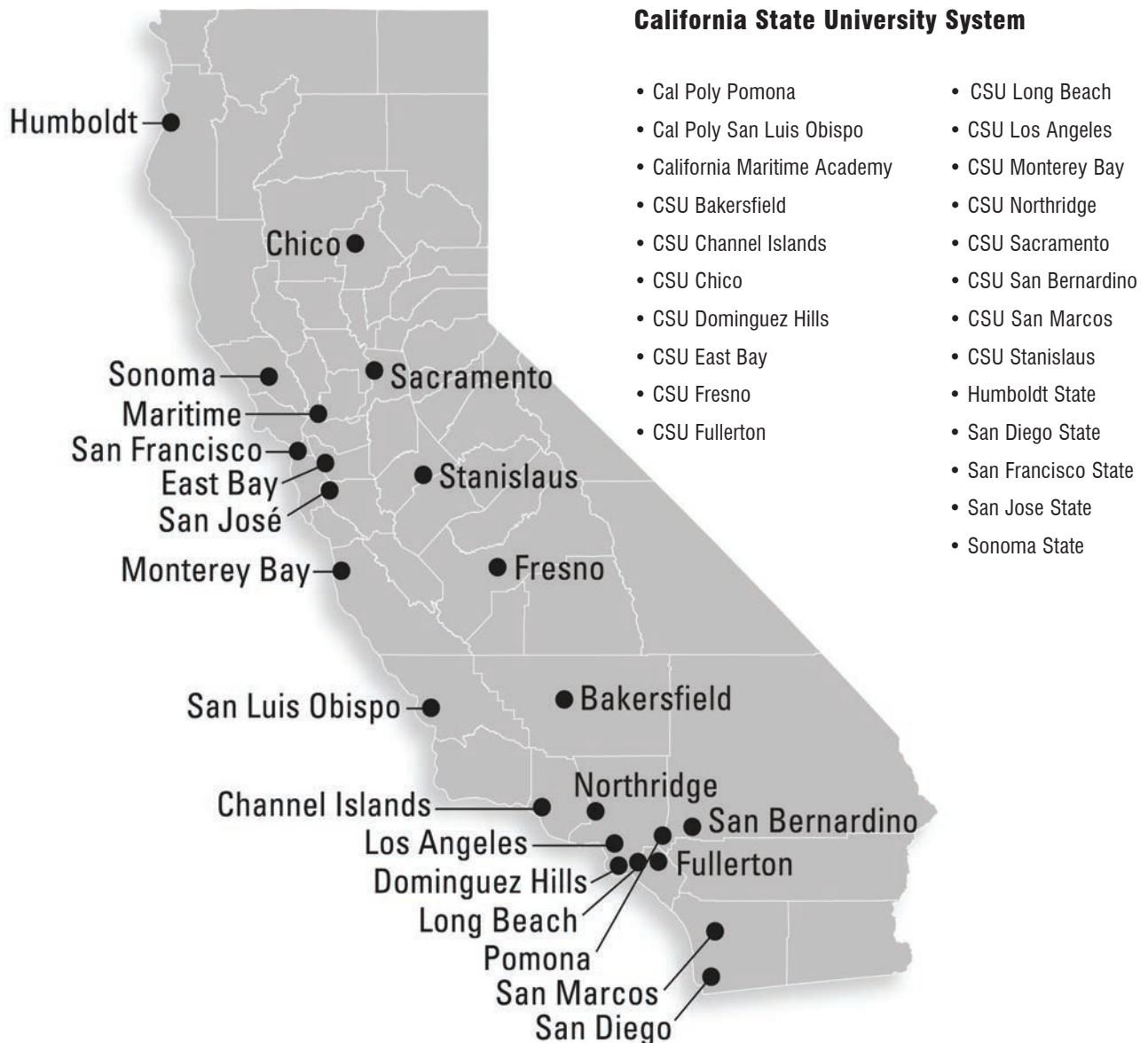
C-ID DESIGNATION	MC COURSE
MATH 220	MATH M25B
MATH 230	MATH M25C
MATH 240	MATH M35
MATH 250	MATH M31
MATH 851	MATH M06
MATH 900S	MATH M25A/H & M25B
MATH 910S	MATH M31 & M35
MATH 955	MATH M07
CMUS 100X	MUS M03
CMUS 110X	MUS M05
CMUS 140X	MUS M07
CMUS 150X	MUS M11
MUS 100	MUS M08/H
MUS 105	MUS M09A/H
MUS 106	MUS M09B/H
MUS 110	MUS M01
MUS 120	MUS M02A
MUS 125	MUS M02AL
MUS 130	MUS M02B
MUS 135	MUS M02BL
MUS 140	MUS M02C
MUS 145	MUS M02CL
MUS 150	MUS M02D
MUS 155	MUS M02DL
MUS 160	MUS M30A-G
MUS 170	MUS M25A
MUS 171	MUS M25B
MUS 172	MUS M25C
MUS 180	MUS M10, M18, M21, M23
MUS 185	MUS M34
NUTR 110	NTS M01
NUTR 120	NTS M09
PHIL 100	PHIL M01/H
PHIL 110	PHIL M07
PHIL 120	PHIL M02/H
PHIL 130	PHIL M13
PHIL 140	PHIL M14
PHIL 210	PHIL M09
PHYS 100S	PHYS M10A & M10AL & M10B & M10BL
PHYS 105	PHYS M10A & M10AL
PHYS 110	PHYS M10B & M10BL
PHYS 140	PHSC M01 & M01L

C-ID DESIGNATION	MC COURSE
PHYS 200S	PHYS M20A & M20AL & M20B & M20BL & M20C & M20CL
PHYS 205	PHYS M20A & M20AL
PHYS 210	PHYS M20B & M20BL
PHYS 215	PHYS M20C & M20CL
POLS 110	POLS M03/H
POLS 120	POLS M06
POLS 130	POLS M02
POLS 140	POLS M04
POLS 150	POLS M01
POLS 160	POLS M09
PSY 110	PSY M01/H
PSY 115	PSY M03
PSY 120	PSY M08
PSY 130	PSY M13
PSY 150	PSY M02/H
PSY 170	PSY/SOC M05
PSY 180	PSY M07
PSY 200	PSY M06
SOCI 110	SOC M01/H
SOCI 115	SOC M02
SOCI 120	SOC M03
SOCI 130	SOC M04
SOCI 140	SOC M10
SOCI 150	SOC M08
SOCI 160	SOC M15
SPAN 100	SPAN M01
SPAN 110	SPAN M02
SPAN 200	SPAN M03
SPAN 210	SPAN M04
THTR 111	THA M01/H
THTR 113	THA M04/H
THTR 114	THA M08
THTR 151	THA M02A
THTR 152	THA M02B
THTR 171	THA/TTHA M20
THTR 172	THA/TTHA M25A
THTR 173	THA/TTHA M23A
THTR 174	THA M27A
THTR 175	THA M28
THTR 191	THA M10A
THTR 192	THA/TTHA M11A

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

# TRANSFER TO THE CALIFORNIA STATE UNIVERSITY (CSU)

The California State University (CSU) is now the largest university system in the country with the most diverse college student population. With its 23 campuses across the state, the CSU offers more than 1,800 bachelor's and master's degree programs in over 375 subject areas, as well as teaching credential programs. The CSU provides the majority of the skilled professional workers that are critical to the state's knowledge-based industries such as agriculture, engineering, business, technology, media, and computer science. In addition, the CSU is the state's leading provider of graduates in services that are critical to the state, providing more than 80 percent of the college degrees in criminal justice, education, social work and public administration. Over 66,000 transfer students enrolled at CSU campuses in fall 2017 and nearly 93 percent of those are transfer students from the California Community Colleges (CCC). Transfer students who begin their educational program at a CCC are as successful academically as students who enter CSU directly from a California high school. Over two-thirds of students who receive a baccalaureate degree from the CSU begin their educational program at a CCC.



## CSU MINIMUM TRANSFER ADMISSION REQUIREMENTS

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

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

### TRANSFERRING WITH AN ASSOCIATE DEGREE FOR TRANSFER (ADT)

California Community College (CCC) students who are awarded an associate degree for transfer (AA-T/AS-T) and meet the CSU minimum admission requirements are guaranteed admission with junior standing and are given priority admission consideration when applying to a program that has been deemed similar to the degree earned at the student's community college. Once admitted, the student will only be required to complete 60 semester units additional prescribed units to qualify for the similar baccalaureate's degree.

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

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

For an up-to-date list of associate degrees for transfer offered by CCC, and CSU campuses where majors are aligned with those associate degrees for transfer can be found at [www.adgreewithaguarantee.com](http://www.adgreewithaguarantee.com)

**NOTE:** SB 1440 does not guarantee a student admission for a specified major or campus, but requires the California State University to grant a student priority admission consideration to the local CSU campus and to a program or major that is similar to the transfer AA -T or AS-T degree as determined by the California State University. With this degree, students may be given a GPA bump when applying to an impacted campus outside their local area or an impacted major that is deemed similar.

### UPPER DIVISION TRANSFER REQUIREMENTS:

To qualify for admission as an **upper division transfer**, applicants must have completed a minimum of 60 semester (or 90 quarter) transferable units and have met the following requirements.

- The applicant must complete at least 30 semester (45 quarter) units of general education courses. Students may visit assist.org for a full listing of courses at each CCC that meet CSU general education requirements or see page 78 of this catalog for applicable CSU courses.
- The applicant must complete transferable courses (CSU GE category A) with grades of "C-" or better in written communication, oral communication, and critical thinking.
- The applicant must complete one transferable course (CSU-GE category B4) with a grade of C or better in mathematics or quantitative reasoning.
- The applicant must have achieved a cumulative grade point average of 2.0 or better in all transferable college units attempted.
- The applicant is expected to be in good standing at the last college or university attended (i.e. eligible to re-enroll at that college or university).

The CSU gives priority admission consideration to CCC students who meet the CSU upper-division transfer admission requirements. However, the highest admission priority is given to CCC students who have earned a CCC Associate Degree for Transfer (ADT).

### LOWER DIVISION TRANSFER REQUIREMENTS:

An applicant who completes fewer than 60 semester units (or 89 quarter units) is considered a **lower-division transfer student**.

Please be aware that due to enrollment pressures, most CSU campuses do not admit lower division transfers so that more upper division transfers can be accommodated. Be sure to check with the specific CSU campus if you are considering transferring as a lower-division student.

**The best way to apply to the CSU is to go online to the CSUMentor website at <https://www2.calstate.edu/apply>.**

In addition to the online application, Cal State Apply has preadmission, financial aid, and admission information.



# PREPARING TO TRANSFER TO THE CALIFORNIA STATE UNIVERSITY

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

- 1. COMPLETION AND CERTIFICATION OF GENERAL EDUCATION (GE) IS STRONGLY RECOMMENDED:** The CSU requires completion of 48 semester units (or 72 quarter units) of general education for graduation of which up to 39 semester units can be transferred and certified by a California Community College. It is strongly recommended that students complete the 39 semester units of GE-Breadth courses as part of their minimum 60 semester units requirement for transfer as an upper division student. Certification waives additional lower division general education requirements that otherwise each CSU campus requires. It is important that students request certification prior to transfer. Certification is not automatic. Students can complete their GE by either of the following:  
B. Complete CSU GE-Breadth (see page 78)  
C. Complete IGETC (see page 87)
- 2. AMERICAN INSTITUTIONS REQUIREMENT:** The CSU requires each student to be knowledgeable about the Constitution of the United States, American History, and state and local government. The "U.S. History, Constitution, and American Ideals Requirement" is generally known as the American Institutions requirement. While not a part of GE, it is a graduation requirement at all CSU campuses. Students may complete this requirement while at a community college. All CCCs have designated courses that satisfy the CSU's American Institutions requirement. The colleges of the VCCCD allow courses used to fulfill the American Institutions requirement to also satisfy requirements in area D of the CSU GE-Breadth or Area 4 of IGETC. Certification of the CSU GE-Breadth or IGETC guarantees that courses can double count, whereas without certification, individual CSU campuses may not allow courses to fulfill both area D and American Institutions.
- 3. PREREQUISITE COURSES FOR THE MAJOR:** Some lower division courses in the student's major must be taken prior to transfer in order for the student to be admitted into a particular major. Some majors may also require concentration courses or additional support courses. For a complete list of major and supporting requirements at your CSU destination campus and their comparable courses at Moorpark College, go to [www.assist.org](http://www.assist.org).
- 4. SUPPLEMENTAL ADMISSION CRITERIA/IMPACTED MAJORS:** In the CSU, an undergraduate major or campus is designated as impacted when it receives more eligible applicants than either the campus or the major can accommodate. In such instances, the CSU campuses have been authorized to use supplemental admission criteria to screen applicants to these majors and/or campuses. There are subtle, yet important, differences between major and campus impactation. Major impactation means that the number of applications from fully eligible students to a designated major on a CSU campus during the initial filing period far exceeds the number of spaces available in that major. However, students can still be admitted to the campus in an alternate major, or they may eventually be admitted to the oversubscribed major if they meet the supplementary admission criteria. Students interested in an impacted major or campus must apply for admission during the initial admission application filing period (Oct. 1 - Nov. 30 for fall admission) and should strive to make themselves as competitive as possible, both in course preparation and GPA. Applicants to majors or campuses that are impacted should apply to additional CSU campuses to maximize opportunity for admission. A number of CSU campuses are impacted in some

majors but the following CSU campuses are impacted in all majors: CSU Fullerton, CSU Long Beach, CSU Los Angeles, San Diego State University, San Jose State University, and Cal Poly San Luis Obispo. Assist.org will provide information about required coursework in impacted majors. For the most up-to-date information on campus impactation and impacted programs, please go to <https://www2.calstate.edu/attend/impaction-at-the-csu>.

- 5. TRANSFERABILITY OF COURSES:** Only courses considered as appropriate for baccalaureate credit are transferable. In the VCCCD, these courses are indicated in their course descriptions by the notation "Transfer credit: CSU". A maximum of 70 semester (105 quarter) baccalaureate units earned at community colleges may be transferred to the CSU. Community college coursework completed above the 70 units may be used to meet general education, or major preparation requirements even if the units will not count toward the baccalaureate degree. Credit for external exams such as Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) will not count in the 70 unit limit. Transfer credit is also granted to students who successfully complete equivalent courses at other regionally accredited four-year colleges or universities.
- 6. TRANSFER GRADE POINT AVERAGE:** Calculations of transfer grade point averages include all transferable units attempted at all colleges attended and are part of transfer admission requirements.
- 7. APPLYING TO THE CSU:** Students are strongly encouraged to apply electronically via: [www.csumentor.edu](http://www.csumentor.edu).
  - File a CSU admission application online through CSUMentor as early as possible. The application period for fall admission is October 1st through November 30th. Some campuses may have different deadlines based on the number of students applying for admission to that campus.
  - If you have college/university coursework in progress, have the final transcripts sent to the CSU campus admission office as soon as the most recent grades have been posted.

**IMPORTANT NOTE:** Final official transcripts from all colleges and universities attended and/or external credit documentation must be submitted prior to CSU enrollment to verify that the student is eligible for admission. CSU campuses may rescind admission, delay admission, or not permit registration or attendance until receipt of final transcripts and/or external credit documentation has been verified. Students should request that official transcripts be sent directly to the CSU campus from all colleges or universities previously attended **even if no coursework was completed**. Transcripts must be received in sealed envelopes from each institution attended. In some cases, transcripts may be sent electronically to CSU campuses. Students should keep personal copies of all transcripts and test scores for admission application and academic advising sessions. High school transcripts and SAT/ACT test scores are not required for upper-division transfer students.

**Reference:** The CSU Admissions Handbook 2019-2020;  
<https://www2.calstate.edu/attend/student-services/Documents/admission-handbook-2019-20.pdf>

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

# CALIFORNIA STATE UNIVERSITY

## GENERAL EDUCATION-BREADTH (CSU GE) PATTERN 2020-2021

### Area A: English Language Communication and Critical Thinking

Complete a minimum of 9 semester units or 12 - 15 quarter units - one course in each subarea (A1, A2, and A3). All courses in Area A must be completed with a grade of "C" or better.

**A1 - Oral Communication:** COMM M01, M01H, M02

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

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

### Area B: Scientific Inquiry and Quantitative Reasoning

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

**B1 - Physical Science:** AST M01, CHEM M01A, M01AH, M01B, M07A, M07B, M11, M12, M13; ENSC M01, M03; GEOG M01, M05; GEOL M02, M02H, M03, M05, M61, M121; PHSC M01; PHYS M01, M10A, M10B, M20A, M20B, M20C

**B2 - Life Science:** ANAT M01; ANPH M01; ANSC M17; ANTH M01, M01H; BIOL M01, M02A, M02AH, M02B, M02C, M03, M05, M16, M17, M18; BOT M01, M06; EATM M17; ENSC M02; MICR M01; PHSO M01, M01H; PSY M02, M02H; ZOO M01

**B3 - Laboratory Activity (must correspond with lecture course):** ANAT M01; ANPH M01; ANSC M17; ANTH M01L; AST M01L; BIOL M01, M02A, M02AH, M02B, M02C, M03, M05, M16L; BOT M01, M06; CHEM M01A, M01AH, M01B, M07A, M07B, M11, M12, M13; EATM M17, ENSC M01L, M02; GEOG M01L; GEOL M02L, M03L, M121; MICR M01; PHSC M01L; PHSO M01; PHYS M01L, M10AL, M10BL, M20AL, M20BL, M20CL; ZOO M01

**B4 - Mathematics/Quantitative Reasoning (requires a grade of C or better):** CS M155; MATH M05, M06, M07, M10, M11, M12, M15, M15H, M16A, M16B, M21, M25A, M25AH, M25B, M25C, M31, M35

### Area C: Arts and Humanities

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

**C1 - Arts (Art, Cinema, Dance, Music, Theater):** ART M30, M70; ARTH M100, M100H, M110, M120, M130, M150; COMM M05; DANC M01, M01H, M03, M31; FTMA M101, M103, M104, M105, M106, M107, M108, M109, M110; GR M10, M10H, M11, M11H; HUM M07; MUS M01, M04, M04H, M08, M09A, M09AH, M09B, M09BH; PHOT M10, M40; THA M01, M01H, M02A, M04, M04H

**C2 - Humanities (Literature, Philosophy, Languages other than English):** CHIN M01; COMM M26; ENGL M01B, M01BH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M16, M17, M20, M29A, M29B, M30A, M30B, M40; FTMA M104, M108; FREN M01, M02; GERM M01, M02; HIST M150, M152, M160, M162, M170, M180; HUM M07, M10A, M10B, M11, M14; ITAL M101, M102; JAPN M01, M02; JOUR M05; LAT M01; PHIL M01, M01H, M02, M02H, M03, M08, M11, M12, M13, M14, M21, M22; SPAN M01, M02, M03, M04

**Area D: Social Sciences** - no fewer than 9 semester units (12-15 quarter units), with courses taken from at least two disciplinary perspectives.

ANSC M09; ANTH M02, M03, M06, M07, M08, M09, M11, M13, M14, M15, M16, M17; BUS M30; CD M02, M03, M03H, M05; CJ M01, M01H, M02, M03, M08; COMM M04, M12, M13; EATM M09; ECON M170, M201, M202, M202H; FTMA M100, M108; JOUR M01; GEOG M02, M03, M03H, M10; HIST M25, M25H, M130, M131, M133, M135, M137, M137H, M140, M141, M143, M145, M150, M152, M160, M162, M164, M170, M180; NTS M07; PHIL M03, M22; POLS M01, M02, M03, M03H, M04, M05, M06, M09; PSY M01, M01H, M03, M04, M05, M06, M07, M08, M10, M13, M14, M16; SOC M01, M01H, M02, M03, M04, M08, M10, M12, M15, M16, M18

### Area E: Life Long Learning & Self-Development

Complete 3 semester units or 4 - 5 quarter units - no more than 1.5 units of physical activity.

CD M02, M23; CJ M09A; COUN M02; DANC M09A, M10A-D, M11A-D, M12A-D, M13A-D, M15A-B, M16A, M17, M18, M19A-C, M20A-C, M30A-B, M31L, M32, M40, M51, M55A-D, M56; HED M01, M03, M05, M07; ICA M01A-M04B, M07A, M07B, M10A-M11B, M20A-M21B, M24A-M25B, M28A-M29B, M35, M36, M38A-B, M40; KIN M23, M24, M31-M34, M40, M42, M43, M50-M52, M71-M72, M82, M84, M85, M87; LS M03; NTS M01, M07; PSY M01, M03, M04, M05, M07, M08, M13; SOC M04, M08

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS:** (not part of CSU GE: may be completed prior to transfer, 6 units). One course from each group 1. May also be used in AREA D at the discretion of the CSU campus.

**GROUP 1:** US-1 (Historical Development of American Institutions and Ideals): ECON M170, HIST M25, M25H, M130, M131, M133, M135, M137, M137H, M140, M141, M145

**GROUP 2:** US-2 (U.S. Constitution and Government) CJ M08#. NOTE: CJ M08 or AP exam in Government & Politics does not meet US-3.  
US-3 (California State and Local Government): POLS M03, M03H, M05.

**NOTE:** Courses listed in more than one area shall not be certified in more than one area, except combined lecture/lab science courses. Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P".

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

It is highly recommended that students planning to transfer to a California State University (CSU) complete their lower division general education prior to transfer by following the CSU GE-Breadth plan. Counselors can help students select courses that fulfill lower-division major requirements as well as general education. Students who fully complete the CSU GE-Breadth for Moorpark College will also be eligible to apply for a Certificate of Achievement in California State University General Education-Breadth (CSU GE-Breadth). CSU GE is not appropriate for every major/college within the CSU. Check on [www.assist.org](http://www.assist.org) or with your counselor or the Transfer Center for updated information.

**CERTIFICATION** – After students complete the CSU GE-Breadth pattern, they must meet with a counselor in the Counseling Office to request certification. Without this “certification”, students may have additional lower-division general education requirements to fulfill after transfer that vary from campus to campus in the CSU. Associate Degrees for Transfer (ADTs) require full certification.

Certification of the CSU General Education Breadth requirements may include courses completed at Moorpark College and previously completed courses from other regionally accredited institutions as well as external exams (AP/IB/CLEP).

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

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

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

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

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

**SCHOLARSHIP** – A grade of C- or better is required for each course completed in the oral communication (A1), written communication (A2), critical thinking (A3), and mathematics or quantitative reasoning (B4) of the CSU GE-Breadth. A “pass” or “P” is allowed, if the college's catalog states that it is equivalent to a C or better. Although a “P” is permissible, it is highly recommended that students complete each of these four (4) courses with a letter grade (A, B or C). Note: While a “C-” can be used for CSU GE-Breadth Certification, students earning an associate degree cannot use this grade in meeting competency in written expression and mathematics requirements. The grade in these areas must be a “C” or better, or “P”.

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

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

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

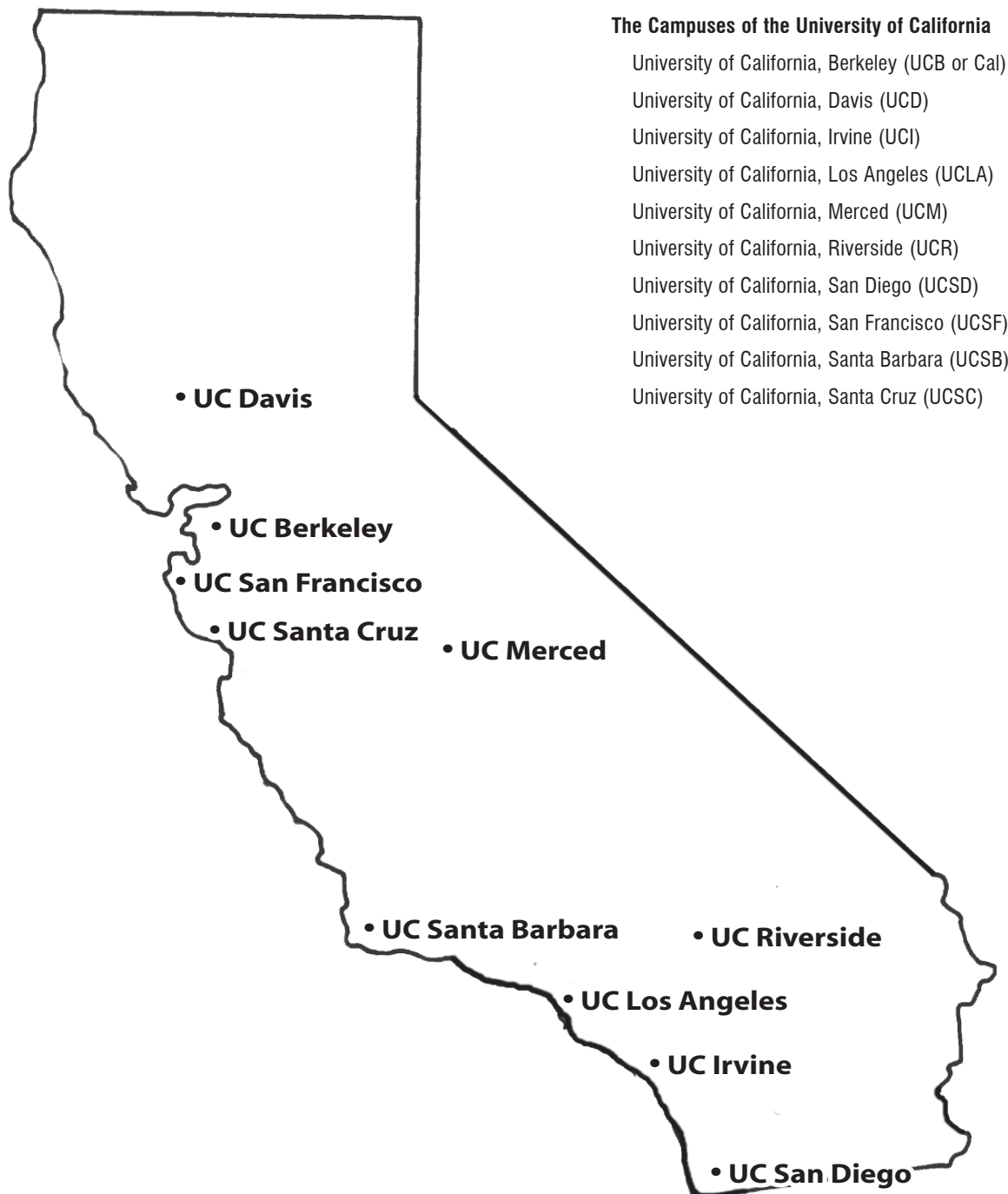
Resource: CSU Executive Order 1036, Section 1.2.4. Coded Memo ASA-2019-03; Policystat ID: 7800250



# TRANSFER TO THE UNIVERSITY OF CALIFORNIA

## The University of California

The University of California (UC) is one of the finest research universities in the world. It offers more than 800 degree programs and 160 academic disciplines, with more academic departments ranked in the top 10 nationally than any other public or private university. The UC system has 10 campuses, one (UC San Francisco) is a graduate/professional program) and nine offer undergraduate programs and includes: UC Berkeley, UC Davis, UC Irvine, UC Los Angeles, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara and UC Santa Cruz. All nine campuses have uniform minimum entrance requirements and certain other features in common. However, each campus is distinctive and not all majors are offered on all campuses. Students should investigate the various undergraduate colleges, schools, and majors available on each campus to determine which campuses will best satisfy their educational needs. Students are further encouraged to discuss with their counselor at Moorpark College or with an UC Admissions representatives on the particular advantages each campus has to offer. For more information, see [universityofcalifornia.edu](http://universityofcalifornia.edu) or visit the Career Transfer Center in Fountain Hall.



# TRANSFER TO THE UNIVERSITY OF CALIFORNIA

Nearly 30 percent of University of California (UC) undergraduates are transfer students. Students from California community colleges (CCC) can become eligible for admission to the UC by meeting specific requirements. The requirements described below represent the **minimum** academic standards students must attain to be considered for admission to the University. **Meeting the minimum requirements does not guarantee admission to a particular campus or major of the student's choice.** Many campuses and majors receive more applications than they have spaces available. To be more competitive, students should work toward meeting the specific major preparation courses and general education requirements for the campuses and majors they're interested in.

## I. Admission Requirements as Junior-Level Transfer

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

To be considered for admission as a junior-level transfer applicant, a student must fulfill the following criteria:

1. Complete at least 60 semester (90 quarter) units of UC transferable college credit. No more than 14 semester (21 quarter) units of the 60 semester (90 quarter) units may be taken pass-no-pass, or credit/no credit basis, unless the student is transferring from a college or university that awards only Pass credit.

**NOTE:** Students should visit [www.assist.org](http://www.assist.org) to make sure their courses are approved for UC transfer.

2. Earn at least a 2.4 GPA in UC-transferable courses (2.8 for non-California residents). Some campuses and majors require a higher GPA for admission selection.

**NOTE:** A grade of D (including plus/minus) in a transferable course will count toward the number of transferable units completed. However, a grade of C or better is required when completing the seven-course pattern. And, in most cases, grades of D do not satisfy major or general education requirements.

3. Be in good academic standing (2.0 GPA or better) at the last institution of attendance and at any previous UC campus where the student was enrolled in a regular term (e.g., fall, winter, spring).
4. Complete either:
  - a. Intersegmental General Education Transfer Curriculum IGETC (see page 87-90) **OR**
  - b. the following seven-course pattern by the end of the spring term prior to fall enrollment at UC and earning a grade of C or better in each course or a Pass (P) grade if pass is equivalent to a C (2.00).

- Two UC transferable college courses (3 semester or 4-5 quarter units each) in English composition.
- One UC transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning;
- Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas:
  - Arts and Humanities;
  - Social and Behavioral Sciences;
  - Physical and Biological Sciences

5. Complete the required/recommended courses need for your intended major with the minimum grades.

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

## How to Transfer as a Junior-Level Applicant

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

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

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

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

Students who have decided on a major but are undecided on the specific UC campus can refer to the UC Transfer Pathways for the list of most common lower-division pre-major preparation courses required for the 21 most popular majors at the UC.

Schedule an appointment with a MC counselor to discuss and explore the many options of major and career available.

# PREPARATION FOR TRANSFER TO UNIVERSITY OF CALIFORNIA

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

**A. Intersegmental Transfer General Education Transfer Curriculum (IGETC)** is a series of courses that California community college students may complete to satisfy the lower-division breadth/general education requirements at both the UC and the California State University (CSU). The IGETC pattern is helpful for students who know they want to transfer but have not yet decided upon a particular system, institution, or major. Students who intend to transfer into high-unit majors, such as engineering and many of the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college screens for to determine eligibility for admission. See IGETC Considerations (see page 91)

**B. IGETC for STEM** is a separate IGETC track available for students planning to major in science, technology, engineering, or mathematics (STEM). UC will accept IGETC for STEM only if:

- An associate degree for transfer (ADT) at a CCC that offers IGETC for STEM as an option for those degrees AND
- The UC major program or college accepts partial IGETC certification.

**NOTES:** As of March 2017, UC will accept IGETC for STEM for the associate degrees for transfer (ADT) in Biology, Chemistry or Environmental Science. Although IGETC for STEM is an option, students should prioritize completing major-preparation courses for the specific campuses and programs considering.

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

## **Transfer Pathways+ - A Roadmap to UC's most sought-after majors**

In an effort to simplify the transfer process and help students better prepare for admission, the University of California (UC) has developed the UC Transfer Pathways+. The intent of the Transfer Pathways+ is to provide an academic roadmap to the most popular majors for California community college students by unifying major preparation requirements in selected majors for those students who apply to multiple UC campuses or who do not yet know which campus they plan to attend.

These Pathways, created by UC faculty and academic leaders, outline a single set of lower-division, pre-major preparation courses that will prepare transfer students for a particular major at any of the university's nine undergraduate campuses, and position a greater number of students to graduate from UC within two years after they transfer.

The **Transfer Pathways+** cover UC's most popular majors and include Anthropology, Biochemistry, Biology, Business Administration, Cell Biology, Chemistry, Communication, Computer Science, Economics, Electrical Engineering, English, History, Mathematics, Mechanical Engineering, Molecular Biology, Philosophy, Physics, Political Science, Psychology and Sociology.

Although following a pathway doesn't guarantee admission to a UC, a student who completes these pre-major courses and general education courses with a satisfactory GPA would be well-prepared for junior-level transfer to the UC in that major and be well-positioned to graduate on time.

**NOTE:** The Transfer Pathways+ guide students who want to make themselves competitive across the UC system; some campuses and majors listed may want fewer courses for admission, but none will expect more. Students are strongly encouraged to apply to multiple campuses to improve their chances of admission.

For more information on the Transfer Pathways curriculum, visit <http://pathwaysguide.universityofcalifornia.edu/college-pathway>

## **Transferring with an Associate Degree for Transfer**

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

## **II. Transfer from Four-Year or Out-of-State Two-Year Institutions**

Every year, California community college transfer students make up over 90% of the transfer class, leaving about 10 percent of other transfers from a four-year or out-of-state two-year institutions. For admission requirements of these, go to <https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/preparing-to-transfer/other-types-of-transfers.html>

## **III. Other Types of Transfer**

Some campuses admit a limited number of lower-division transfer (completed less than 60 UC transferable semester units), second baccalaureate degree or limited status applicants if the applicant have met the specific requirements. Refer to the open/closed majors status report on the UC website to learn if a UC will accept applications from lower-division transfer, second bachelor's degree or limit status applicants.

## **Transfer Selection by Campus**

Many colleges, schools, or majors within the UC are highly selective and may have additional program requirements. These could include but are not limited to an audition, submission of a portfolio, supplemental applications, specific prerequisite coursework, test scores, and/or higher GPA than the minimum criteria for admission. Students are advised to make themselves as competitive as possible when applying for admission both in GPA and course preparation.

For more details about each campus's additional program requirements, visit <https://admission.universityofcalifornia.edu/campuses-majors/>

## **Transfer Admission Guarantee**

Six UC campuses offer guaranteed admission to California community college (CCC) students who meet specific requirements. By participating in a Transfer Admission Guarantee (TAG) program, students may, at some campuses, receive early review of their academic records, early admission notification, and specific guidance on major preparation and general education coursework.



# PREPARATION FOR TRANSFER TO UNIVERSITY OF CALIFORNIA (CONTINUED)

For more information on TAG, visit a counselor and/or the following website <https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/transfer-admission-guarantee-tag.html>

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

## Who can file a TAG?

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

## Who's NOT Eligible for a TAG?

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

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

## Limitations on Transfer Credit

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

All lower division units, whether from a 2-year and/or 4-year college/university are limited to a maximum of 70 semester (105 quarter) units toward the UC degree.

1. **Lower-Division Units:** for units beyond the maximum (70 semester or 105 quarter) for which credit is awarded will be granted subject credit and may be used to satisfy subject requirements.
  - b. Units earned through AP, IB, and/or A-Level examinations are not included in the limitation and do not put applicants at risk of being denied admissions.
  - c. Units earned at any UC campus (Extension, summer, cross/concurrent and regular academic year enrollment) are not included in the limitation but are added to the maximum transfer credit allowed and might put applicants at risk of being denied admission due to excessive units.

**NOTE:** if all courses are completed at one or more 2-year (community) colleges, a student would never be in danger of having too many (excessive) units.

## 2. University of California Courses

- c. Courses from enrollment at another UC main campus (not UC Extension) during a regular academic (fall, winter, spring) or summer term are all transferable.
- d. Courses from enrollment at any UC Extension are transferable if the course is numbered X1-X199; course number 1-99 which include a campus designation (e.g. XB, XLA) are equivalent to the same course offered to undergraduates on that campus.

3. **Duplicative Credit:** UC will not grant credit for college courses if the content duplicates material of previous completed courses or examinations for which credit has already been granted; with the exception of the repeat of deficient (C-/D/F) course grades
4. **Grades of D:** a grade of D (including plus/minus) in a transferable course will count toward the number of transferable units completed. However, the student must earn a grade of C or better when completing the seven-course pattern, and, in most cases, grades of D do not satisfy major or general education requirements.
5. **Pass grades:** Pass (P) or Credit (CR) grades are acceptable in transferable courses as long as they are equivalent to a grade of C or better (not C-); however, students are strongly advised that they must take courses required for their major for a letter grade. The UC system allows a maximum of 14 semester (21 quarter) units graded "pass-no pass."
6. **UC does not grant credit for:** work or volunteer experience, vocational or technical training, and personal enrichment courses; remedial academic or pre-baccalaureate courses, especially in English and mathematics; or College-Level Examination Program (CLEP), or DANTES Subject Standardized Tests (DSST) exams.
7. **Independent Study and Variable topics** courses are reviewed after transfer by the enrolling institution and credit is given only after a review of the scope and content of the course and may require recommendations by faculty. Student must submit course syllabus and petition for credit. Faculty recommendations from the sending CCC campus may be required. This applies to courses in Independent Study, Experiential Learning, Field Studies, Individual Projects, Internship, Special Studies, Special Topics, and Tutorial. UC does not grant credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology) or Library Departments because of credit restrictions in these areas.
8. **International Academic Records** – UC does not grant credit for junior/community college programs that are technical or vocational, or that do not lead to further academic study at a University in the international country.
9. **Elementary/intermediate language courses:** no credit is granted to students who were instructed in that language during secondary school.
10. **Honors courses:** Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded to the first course completed with a grade of C or better.
11. **A maximum of 8 units of physical education theory courses will count towards degree or transfer unit requirements.**
12. **English as a Second Language Courses (ESL/ELD):** A maximum of 8 semester (12 quarter) units will earn transfer credit
13. **Students may take one series in Physics.**

# PREPARATION FOR TRANSFER TO UNIVERSITY OF CALIFORNIA (CONTINUED)

## Repeated Courses

A student is allowed to repeat each course in which a "C", "D+", "D", "D-", "F" or "NP" grade was originally earned, as many times as necessary, until the first time he or she earns a letter grade of "C" or better. The following rules apply:

- The replacement (repeat) course must have curriculum similar to the original course (the same content but not necessarily the same title) and must be offered at the same level as the original course.
- The new grade earned will replace the deficient grade in the GPA calculation. UC does not average the grades.
- All coursework (original and repeats) must be reported on the admission application.
- A non-honors course can be used as a repeat of an honors-level course.
- An honors-level course may be used as a repeat of a non-honors course.
- Repeat of "C" (2.0) grades is not allowed.
- Repeat of courses out of sequence is not allowed. Sequential subjects for UC are chemistry, English as a second language, languages other than English and mathematics. These are also the subjects for which UC allows validation.
- Students may not repeat a lower-level course if a grade of D- or higher has already been earned in a higher-level course.
- UC courses must be repeated at UC, but not necessarily at the original campus.
- Non-UC courses may be repeated at any U.S. regionally accredited college (or international university by the Ministry of Education).
- UC will not grant credit for college courses in which the content

duplicates material of a previously completed course or examination for which credit has already been granted, with the exception of the repeat of deficient (C-/D/F) course grades.

## Course Sequences

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

## U.S. Military Service Courses

UC may award lower division (freshman/sophomore level sophomore level) units for military courses completed if the courses are consistent with University policy on granting transfer credit when there is an equivalent course taught at a UC campus. UC will consult the ACE recommendations for information regarding course content and as a guide to awarding of credit.

## References:

- <https://admission.universityofcalifornia.edu/counselors/files/quick-reference.pdf>
- <https://www.ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html>
- *UC Undergraduate Admissions Statement of Transfer Credit Practices. August 2018.*
- *Quick Reference Guide to UC Admissions, August 2019*



# UNIVERSITY OF CALIFORNIA TRANSFER COURSE AGREEMENT (UC TCA) 2020-2021

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

Honors Course Credit Information: Duplicate credit will not be awarded for both the honors and the regular versions of a course. Credit will be awarded only to the first course completed with a grade of C or better.

<b>Accounting:</b> <b>ACCT</b> M110, M120
<b>Anatomy:</b> <b>ANAT</b> M01* *UC credit limitation- ANAT M01 and ANPH M01 combined: max credit one course.
<b>Anatomy/Physiology:</b> <b>ANPH</b> M01* *UC credit limitation- 1) ANPH M01 and ANAT M01 combined: max credit one course. 2) ANPH M01 and PHSO M01 or PHSO M01H combined: max credit, one course.
<b>Anthropology:</b> <b>ANTH</b> M01, M01H, M01L, M02, M03, M05, M06, M07, M08, M09, M10, M11, M12, M13, M14, M15, M16, M17
<b>Art:</b> <b>ART</b> M20, M23, M30, M31, M32, M33, M34, M35, M43, M44, M45, M46, M47, M48, M49, M50, M70, M71, M72, M73, M74, M75, M77, M78, M79A-C, M90, M91, M92, M93
<b>Art History:</b> <b>ARTH</b> M100, M100H, M110, M120, M130, M150
<b>Astronomy:</b> <b>AST</b> M01, M01L
<b>Biology:</b> <b>BIOL</b> M01*, M02A, M02AH, M02B, M02C, M03, M05, M13, M16, M16L, M17 *UC credit limitation-No credit for BIOL M01 if taken after BIOL M02A or M02AH
<b>Biotechnology:</b> <b>BIOT</b> M10
<b>Botany:</b> <b>BOT</b> M01, M06
<b>Business:</b> <b>BUS</b> M30, M33, M140* UC credit limitation - BUS M140, CIS M140, CS M01 and CS M10A combined: max credit, 4 units.
<b>Chemistry:</b> <b>CHEM</b> M01A, M01AH, M01B, M07A, M07B, M11*, M12*, M13* *UC credit limitation – 1) CHEM M11 and CHEM M12 combined: max credit, one course. 2) CHEM M12 - no credit if taken after M01A or M01AH. 3) CHEM M13 - no credit if taken after M07A, M07B
<b>Child Development:</b> <b>CD</b> M02*, M03, M03H, M05 *UC credit limitation - CD M02 and PSY M07 combined: max credit, one course
<b>Chinese:</b> <b>CHIN</b> M01
<b>College Strategies:</b> <b>COL</b> M01 Effective Fall 2020, UC credit limitation - COL M01, COUN M02, COUN M05, COUN M10, LS M03 combined: max credit, 3 units.

<b>Commercial Photography:</b> <b>PHTC</b> M35
<b>Communication Studies:</b> <b>COMM</b> M01, M01H, M02, M04, M05, M06, M07, M12, M13, M16, M25, M26
<b>Computer Information Systems:</b> <b>CIS</b> M140* *UC credit limitation - BUS M140, CIS M140, CS M01 and CS M10A combined: max credit, 4 units
<b>Computer Science:</b> <b>CS</b> M01*, M10B, M10DB, M10J, M10P, M20, M125, M145, M155* *UC credit limitation - 1) BUS M140, CIS M140, CS M01 and CS M10A combined: max credit, 4 units. 2) CS M155 and MATH M21 combined: max credit, one course
<b>Counseling:</b> <b>COUN</b> M02, M05 Effective Fall 2020, UC credit limitation- COL M01, COUN M02, COUN M05, COUN M10, LS M03 combined: max credit, 3 units
<b>Criminal Justice:</b> <b>CJ</b> M01, M01H, M02, M03, M08, M14, M40 *UC Credit Limitation- CJ M01, M01H and CJ M40 combined: max credit, one course
<b>Dance:</b> <b>DANC</b> M01, DANC M01H, M03, M09A, M10A-D, M11A-D, M12A-D, M13A-D, M15A-B, M16A, M17, M18*, M19A-C*, M20A-C, M30A-B, M31, M31L, M32, M40, M51, M55A-D UC Credit Limitation - *PE Activity Course: max credit: 4 units if combined with any or all other KIN/PE/ICA activity courses.
<b>Economics:</b> <b>ECON</b> M170, M201, M202, M202H
<b>Education:</b> <b>EDU</b> M02
<b>Engineering:</b> <b>ENGR</b> M01, M04, M10, M12, M12L, M16, M18, M20, M20L, M33, M33L
<b>English:</b> <b>ENGL</b> M01A, M01AH, M01B, M01BH, M01C, M01CH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M16, M17, M20, M29A, M29B, M30A, M30B, M40
<b>Environmental Studies:</b> <b>ENSC</b> M01, M01L, M02, M03
<b>Film, Television, Media Arts:</b> <b>FTMA</b> M100, M101, M103, M104, M105, M106, M107, M108, M109, M110
<b>French:</b> <b>FREN</b> M01, M02
<b>Game Design:</b> <b>GAME</b> M101
<b>Geographic Information Systems:</b> <b>GIS</b> M01, M02, M24



# UNIVERSITY OF CALIFORNIA TRANSFER COURSE AGREEMENT (UC TCA) 2020-2021 (CONTINUED)

<b>Geography:</b> <u>GEOG</u> M01, M01L, M02, M03, M03H, M05
Geographic Information Systems: GIS M01, M02, M24
<b>Geology:</b> <u>GEOL</u> M02, M02H, M02L, M03, M03L, M04, M05, M18, M61, M121
<b>German:</b> <u>GERM</u> M01, M02
<b>Graphics:</b> <u>GR</u> M10, M10H, M11, M11H, M34
<b>Health Education:</b> <u>HED</u> M01*, M03, M05, M07* *UC credit limitation - HED M01 and M07 combined: max credit, one course
<b>History:</b> <u>HIST</u> M25, M25H, M130, M131, M133, M135, M137, M137H, M140, M141, M143, M145, M150, M152, M160, M162, M164, M170, M180
<b>Humanities:</b> <u>HUM</u> M07, M10A, M10B, M11, M14
<b>Intercollegiate Athletics:</b> <u>ICA</u> M01A-M04B, M07A-B, M10A-B, M11A-B, M20A-M21B, M24A-M25B, M28A-M29B, M35, M36, M38A-B, M40 UC Credit Limitations - * <b>ALL ICA courses are considered to be Physical Activity Courses:</b> max credit: 4 units if combined with DANC M18, M19A-C and any or all other KIN/PE/ICA activity courses.
<b>Italian:</b> <u>ITAL</u> M101, M102
<b>Japanese:</b> <u>JAPN</u> M01, M02
<b>Journalism:</b> <u>JOUR</u> M01, M02, M03, M05
<b>Kinesiology:</b> <u>KIN</u> M01*, M13*, M13L*, M23+, M24+, M31+-M34+, M40+, M42+, M43+, M50+-M53+, M71+, M72+, M82+, M84+, M85+, M87+ UC Credit Limitations - + = PE Theory Course: max credit, 8 units. * = PE Activity Course: max credit: 4 units if combined with DANC M18, M19A-C and any or all other KIN/PE/ICA activity courses.
<b>Latin:</b> <u>LAT</u> M01
<b>Learning Skills:</b> <u>LS</u> M03 Effective Fall 2020, UC credit limitation - COL M01, COUN M02, COUN M05, COUN M10, LS M03 combined: max credit, 3 units.
<b>Mathematics:</b> <u>MATH</u> M05*, M07*, M10, M11, M12, M15, M15H, M16A*, M16B*, M21, M25A*, M25AH*, M25B, M25C, M31, M35 *UC credit limitation - 1) MATH M05 and M07 combined: maximum credit one course, no more than 5 semester or 7.5 quarter units. 2.) MATH M21 and CS M155 combined: max credit, one course. For other credit limitations, see course description.
<b>Microbiology:</b> <u>MICR</u> M01

<b>Multimedia:</b> <u>MM</u> M10, M40
<b>Music:</b> <u>MUS</u> M01*, M02A, M02AL, M02B, M02BL, M02C, M02CL, M02D, M02DL, M03, M04, M04H, M08, M09A, M09AH, M09B, M09BH, M10, M12, M13A-D, M18, M21, M23, M25A-D, M30A-G, M31 *UC credit limitation - No credit for MUS M01 if taken after MUS M02A
<b>Nutritional Science:</b> <u>NTS</u> M01, M07, M09 UC credit limitations: No credit for introductory courses taken after more advanced-level course.
<b>Philosophy:</b> <u>PHIL</u> M01, M01H, M02, M02H, M03, M05, M07, M08, M09, M11, M12, M13, M14, M21, M22
<b>Photography:</b> <u>PHOT</u> M10, M20, M30A, M30B, M40
<b>Physical Science:</b> <u>PHSC</u> M01*, M01L *UC credit limitation - No credit if taken after a college level course in Astronomy, Chemistry, Geology or Physics
<b>Physics:</b> <u>PHYS</u> M01*, M01L, M10A*, M10AL, M10B*, M10BL, M20A*, M20AL, M20B*, M20BL, M20C*, M20CL *UC credit limitation - 1) No credit for PHYS M01 if taken after M10A or M20A. 2) PHYS M10A, M10B and M20A, M20B, M20C combined: max credit, one series. Deduct credit for duplication of topics.
<b>Physiology:</b> <u>PHSO</u> M01*, M01H* *UC credit limitation - PHSO M01 or PHSO M01H, ANPH M01 and ANAT M01 combined: maximum credit, one course)
<b>Political Science:</b> <u>POLS</u> M01, M02, M03, M03H, M04, M05, M06, M09
<b>Psychology:</b> <u>PSY</u> M01, M01H, M02, M02H, M03, M04, M05, M06, M07*, M08, M10, M13, M14, M16 *UC credit limitation - 1.) PSY M07 and CD M02 combined: max credit, one course. 2.) No credit for introductory courses taken after more advanced-level course.
<b>Sociology:</b> <u>SOC</u> M01, M01H, M02, M03, M04, M08, M10, M12, M15*, M16*, M18 *UC credit limitation - SOC M15 and M16 combined: max credit, one course
<b>Spanish:</b> <u>SPAN</u> M01, M02, M03, M04
<b>Theatre Arts:</b> <u>THA</u> M01, M01H, M02A-D, M03A-B, M04, M04H, M08, M09A-D, M10A-D, M14A-D, M15A-B, M21A-B, M29, M52A-B
<b>Technical Theatre:</b> <u>TTHA</u> M11A-D, M12A-C, M20, M23A-B, M25A-B, M27A-B, M28
<b>Zoology:</b> <u>ZOO</u> M01

# INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) PATTERN 2020-2021

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

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

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

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

ENGL M01A, M01AH

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

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

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

COMM M01, M01H, M02

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

CS M155; MATH M05, M07, M11, M12, M15, M15H, M16A, M16B, M21, M25A, M25AH, M25B, M25C, M31, M35

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

**3A. Arts:** ARTH M100, M100H, M110, M120, M130, M150; DANC M01, M01H, M03; FTMA M101, M103, M104, M105, M106, M107, M108, M109, M110; GR M10, M10H, M11, M11H; HUM M07; MUS M01, M04, M04H, M08, M09A, M09AH, M09B, M09BH; PHOT M40; THA M01, M01H, M04, M04H

**3B. Humanities:** COMM M26; ENGL M01B, M01BH, M13A, M13B, M14, M15A, M15B, M16, M17, M20, M29A, M29B, M30A, M30B, M40; FTMA M104, M108; FREN M02; GERM M02; HIST M150, M152, M160, M162, M170, M180; HUM M07, M10A, M10B, M11, M14; ITAL M102 JAPN M02; JOUR M05; PHIL M01, M01H, M02, M02H, M03, M08, M11, M12, M13, M14, M21; SPAN M02, M03, M04

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

ANTH M02, M03, M06, M07, M08, M09, M11, M13, M14, M15, M16, M17; BUS M30; CD M02, M03, M03H; CJ M08#; COMM M04, M12, M13; ECON M170, M201, M202, M202H; FTMA M100; JOUR M01; GEOG M02, M03, M03H, M10; HIST M25, M25H, M130, M131, M133, M135, M137, M137H, M140, M141, M143, M145, M150, M152, M160, M162, M164, M170, M180; NTS M07; PHIL M03; POLS M01, M02, M03, M03H, M04, M05, M06, M09; PSY M01, M01H, M03, M04, M05, M06, M07, M08, M10, M13, M14, M16; SOC M01, M01H, M02, M03, M04, M08, M10, M12, M15, M16, M18

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

**5A. Physical Science:** AST M01; CHEM M01A, M01AH, M01B, M07A, M07B, M11, M12, M13; ENSC M01; GEOG M01, M05; GEOL M02, M02H, M03, M05, M61, M121; PHSC M01; PHYS M01, M10A, M10B, M20A, M20B, M20C

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

**5C. Laboratory Science:** ANAT M01; ANPH M01; ANTH M01L; AST M01L; BIOL M01, M02A, M02AH, M02B, M02C, M03, M05, M16L; BOT M01, M06; CHEM M01A, M01AH, M01B, M07A, M07B, M11, M12, M13; ENSC M01L, M02; GEOG M01L; GEOL M02L, M03L, M121; MICR M01; PHSC M01L; PHSO M01, M01H; PHYS M01L, M10AL, M10BL, M20AL, M20BL, M20CL; ZOO M01

**AREA 6 - LANGUAGE OTHER THAN ENGLISH (UC requirement only):** Proficiency equivalent to two years of high school in the same language with a C or better or complete one (1) course from the following:

CHIN M01; FREN M01; GERM M01; ITAL M101; JAPN M01; LAT M01; SPAN M01

High School \_\_\_\_\_ Other College Course \_\_\_\_\_ AP/IB Exam \_\_\_\_\_ Foreign High School \_\_\_\_\_

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS:** (not part of IGETC: may be completed prior to transfer, 6 units). One course from each Group 1. May also be used in AREA 4 at the discretion of the CSU campus.

**GROUP 1: US-1 (Historical Development of American Institutions and Ideals):** ECON M170; HIST M25, M25H, M130, M131, M133, M135, M137, M137H, M140, M141, M145

**GROUP 2: US-2 (U.S. Constitution and Government) CJ M08#.** NOTE: CJ M08 or AP exam in Government & Politics does not meet US-3.

**US-3 (California State and Local Government):** POLS M03, M03H, M05

### NOTES:

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

# GENERAL EDUCATION AND IGETC INFORMATION

## 2020-2021

### What is IGETC?

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

### Students Who are Eligible to Use the IGETC

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

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

### Students Who are NOT Eligible to Use the IGETC

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

### Which Type of Student Should Follow IGETC

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

### Which Type of Student Should NOT Follow IGETC

Students who intend to transfer into majors that require extensive lower-division preparation, such as engineering or the biological, physical and natural sciences should first concentrate on completing the many prerequisites for the major while meeting minimum admission requirements.

### Is Completion of the IGETC an Admission Requirement?

Completion of the IGETC is not an admission requirement or admission guarantee for transfer to CSU or UC, nor is it the only way to fulfill the lower-division for CSU or UC prior to transfer. However, completing the lower-division/general education/breadth requirements whether through IGETC or the campus-specific requirements - may be considered by the campus in selecting among qualified applicants. In fact, some and programs may accept only students who complete IGETC.

Consult with a MC counselor and/or assist.org to determine whether IGETC is a good option and what courses could meet IGETC requirements.

### IGETC for STEM

IGETC for STEM is a separate IGETC track available for students planning to major in science, technology, engineering or mathematics. As of March 2020, UC will accept IGETC for STEM only if:

- the student is earning an associate degree for transfer (ADT) in Biology, Chemistry or Environmental Science at a community college that offers IGETC for STEM as an option for those degrees AND
- the UC major program or college the student is applying to accepts partial IGETC certification.

Although IGETC for STEM is an option, students should prioritize completing major-preparation courses for the specific campuses and programs considering.

### Information Pertinent to both IGETC and IGETC for STEM

#### Minimum Grade Requirement (GPA)

A minimum "C" grade is required in each college course for IGETC. A "C" is defined as a minimum of 2.0 grade points on a 4.0 scale. A "C-" grade valued at less than 2.0 grade points on a 4.0 scale cannot be used for IGETC certification. **Exception:** For the UC Language Other Than English (LOTE) requirement, Area 6A, the University of California does not count "minus" or "plus" grades for high school coursework, only the whole grade is used. In other words, a "C-" grade is counted as a "C"

#### Credit/No Credit-Pass/No Pass

Courses in which a student receives a "Credit/Pass" grade may be certified for IGETC if the community college's policy states that a "Credit/Pass" designation is equivalent to a "C" grade (2.0 grade points on a 4.0 scale) or better. It is important to keep in mind that some CSU and UC campuses may have limitations on the number of "Credit/No Credit" ("Pass/No Pass") courses that may be used to meet degree requirements. The UC system allows a maximum of 14 semester (21 quarter) units graded "Pass/No Pass" (Credit/No Credit) basis of the 60 UC transferable semester units required for admission.

There is no system-wide policy for CSU campuses. Therefore, each campus has established its own policy on limitations of courses transferred with grades of "Credit/Pass". The information is updated annually and is available at the CSU Student Academic Support website: <http://www.calstate.edu/ar/counselors.shtml>.

#### Minimum Unit Value

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

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



# GENERAL EDUCATION AND IGETC INFORMATION

## 2020-2021

### (CONTINUED)

#### Use of AP and IB exams

IGETC course credit may be earned for scores of 3, 4 or 5 on Advanced Placement (AP) exams and 5, 6 or 7 on International Baccalaureate (IB) Higher Level exams that the community college faculty recognizes as equivalent to its IGETC-approved courses. An acceptable score on an AP English exam may be used to meet the English composition requirement, but not the critical thinking/English composition requirement. For more information, see pages on Standards, Policies and Procedures for Intersegmental General Education Transfer Curriculum, Version 2.0 [http://icas-ca.org/Websites/icasca/images/IGETC\\_STANDARDS\\_FINAL\\_VERSION\\_2.0.pdf](http://icas-ca.org/Websites/icasca/images/IGETC_STANDARDS_FINAL_VERSION_2.0.pdf)

#### Certification of IGETC

Completion of the IGETC will permit a student to transfer from a California Community College to a California State University (CSU) or University of California (UC) campus generally without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. It is strongly recommended that students complete IGETC prior to transfer.

Advantages of completing IGETC include more flexibility in class selection at the university and timely progress to degree completion. All UC and CSU campuses will accept the completed IGETC to satisfy all lower-division general education requirements. However, individual colleges or majors within a CSU or UC campus may not accept IGETC for meeting general education. A list of those UC colleges and majors is found on the following website: <https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/general-education-igetc/igetc/campus-guidance.html>. It is the student's responsibility to request IGETC Certification in the Counseling Office.

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

#### Certification of IGETC for STEM

A transfer student intending to major in science, engineering or mathematics may complete up to three courses after transfer. UC will accept IGETC for STEM if the UC school, college or major program to which the student transfers accepts partial IGETC certification.

For IGETC for STEM certification, the following courses should be completed before transfer:

- All courses in Areas 1 (except 1C for UC-bound students), 2, and 5 of the traditional IGETC; and
- One course in Area 3A; one course in Area 3B; and two courses in Area 4 from two different disciplines.

Complete the following courses after transfer:

- One remaining lower-division general education course in Area 3;\*
- One remaining lower-division general education course in Area 4;\* and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency.\*

\*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer. See [admission.universityofcalifornia.edu/glossary/igetc-for-stem.html](http://admission.universityofcalifornia.edu/glossary/igetc-for-stem.html) for more information.

#### Partial Certification of IGETC

Students who do not complete IGETC before transferring will be required to satisfy the specific lower-division general education/breadth requirements of the UC school they plan to attend. However, California community colleges (CCC) may grant partial certification of IGETC to students who are missing **no more than two courses**. Students should verify that their UC school/college/major program will accept partial certification. Students submitting partial IGETC certification should work with the transfer institution to determine how the missing courses/ can be completed requirements. Students who have been granted partial IGETC certification should not return to the community college for a full certification.

Consult with a counselor and/or the school website to see if a specific UC accepts partial certification for the intended major.

The following UC have indicated their acceptance and/or conditions of partial certification:

**Berkeley** – does not accept partial IGETC certification.

**Davis** – all colleges accept partial IGETC certification

**Irvine** - all schools accept partial IGETC certification

**Los Angeles** – all schools, except School of Engineering and Applied Science, School of Nursing, and School of Theater, Film and Television.

**Merced** – all schools; however, the School of Social Sciences, Humanities and Arts requires completion of the additional GE courses after enrollment at UCM.

**Riverside** – all colleges accept partial IGETC certification

**San Diego** – all colleges accept partial IGETC certification

**Santa Barbara** - all colleges accept partial IGETC certification

**Santa Cruz** - all schools accept partial IGETC certification

**NOTE:** Partial IGETC certification that acknowledges a deficiency in IGETC Areas 1 and/or 2 may indicate a student does not meet minimum transfer admission requirements.

#### Who Certifies the IGETC or IGETC for STEM?

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

# GENERAL EDUCATION AND IGETC INFORMATION

## 2020-2021

### (CONTINUED)

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

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

#### **Coursework from another California Community College**

Coursework completed at another CCC should be applied to the subject area in which it is listed by the institution where the work was completed. In addition, the course must have been IGETC approved in the area it was taken at the time it was taken. Approval dates can be verified by consulting the website [assist.org](http://assist.org). Courses with an approval date of fall 1991 may be applied to the IGETC if completed prior to fall 1991. Courses approved after fall 1991 may only be applied if completed on or after the approval date.

#### **Non-California Community College Courses**

Appropriate non-CCC general education courses in the humanities, mathematics, social sciences, and natural sciences that are completed at United States regionally accredited institutions should be routinely included in IGETC. However, care should be taken to carefully scrutinize course outlines for content, prerequisites, texts, units, and IGETC Area Standards (See Section 10.0 for Standards). Particular care should be taken when evaluating non-CCC courses to fulfill IGETC Area 1B, Critical Thinking and Composition. Few non-CCC second semester English Composition courses offer a course in Critical Thinking/English Composition. Guidelines to determine if a course is IGETC appropriate can be found in Section 10.0 of the IGETC Standards.

#### **Coursework from all Other United States Regionally Accredited Institutions**

Coursework from all other United States regionally accredited institutions should be deemed by the CCC faculty in the discipline or their designee to be comparable to coursework on that community college's approved IGETC course list before it is allowed to fulfill IGETC requirements. The course should then be used in the same subject areas as those for the community college completing the certification. Upper division work may also be used in limited circumstances. See IGETC standards Version 1.9 (2018) for criteria.

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

#### **International Coursework**

International coursework may be applied to IGETC if the international institution has United States regional accreditation. All other international coursework cannot be applied to IGETC, with the exception of Area 6, Language Other Than English (LOTE). These can be from non-United States institution.

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

#### **Online/Distance Education/Telecourses**

- **CCC Courses**

CCC may use online/distance education/telecourses for IGETC provided that the courses have been approved by the CSU and UC during the IGETC review process.

- **Non-CCC Courses**

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

#### **Credit by External Exams**

Advanced Placement (AP) and International Baccalaureate (IB) exams can provide IGETC credit as listed on the AP and IB GE charts included in this catalog. College Level Examination Program (CLEP) cannot be used on IGETC.

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

- **Advanced Placement**

The UC grants unit credit for College Board Advanced Placement (AP) examinations on which a student scores 3, 4 or 5. Elective units awarded may be applied to UC graduation requirement for specific subjects and/or for general education/breadth requirements, as determined by each campus. To see how AP credits are used for IGETC certification see AP Chart on pages 96-98.

- **International Baccalaureate (IB)**

The UC awards unit credit for International baccalaureate (IB) examinations. A score of 5, 6 or 7 on Higher Level Exam is required to grant credit for IGETC certification. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes To see how IB credits are used for IGETC certification see IB Chart on page 99.

- **College Level Examination Program**

The UC does not award unit credit for College Level Examination Program (CLEP)

*Reference: IGETC Standards, Policies & Procedures for Intersegmental General Education Transfer Curriculum – Version 2.0 (2019).  
Quick Reference Guide to UC Admissions - For Counselors and Advisers August 2019*

# IGETC CONSIDERATIONS

## 2020-2021

If you have completed substantial coursework from institutions outside the United States, consult a counselor to determine whether you should complete IGETC or the lower-division breadth/general education requirements at the campus you plan to attend. In addition, some transfer students in some colleges or majors must follow a more prescribed lower-division curriculum than IGETC allows. Please check with a counselor, the college website and/or visit the ASSIST website to obtain the most up-to-date information.

**Berkeley: College of Chemistry:** IGETC is not required. However, when completed by the end of the spring term before transferring to UC Berkeley, full certification is accepted in satisfaction of the English Reading and Composition requirement and the Foreign Language requirements. **NOTE:** IGETC does not satisfy the entire breadth requirement. **College of Engineering:** Does not accept IGETC as completion of breadth. **College of Environmental Design (CED):** IGETC is acceptable with full certification to fulfill CED's breadth requirements. **College of Letters and Science:** Either IGETC or the college's requirements (reading and composition, quantitative reasoning, and language other than English) are acceptable. Completion of IGETC will satisfy the college's entire breadth requirements. **College of Natural Resources:** IGETC does not fully satisfy lower-division requirements for this major. For some majors, IGETC does satisfy certain breadth requirements. Focus should be on fulfilling specific major's requirements. **Haas School of Business:** IGETC is not accepted.

**Davis:** All undergraduate colleges accept IGETC. However, Bachelor of Science degrees and selective majors, IGETC is not recommended; students should focus instead on completing major preparation and taking UC Davis general education pattern courses as time permits.

**Irvine:** All schools accept IGETC.

**Los Angeles:** All Schools accept IGETC. However, completion of IGETC is not required/encouraged for students applying to the School of Engineering; instead they should focus on lower-division major preparation. For the School of Nursing and the School of Theater, Film and Television, IGETC is required.

**Merced: School of Engineering:** IGETC is strongly discouraged but accepted as students are encouraged to focus on lower-division major preparation prior to transfer. **School of Natural Sciences - IGETC** is not recommended but is accepted; students are encouraged to focus on lower-division major preparation prior to transfer. **School of Social Sciences, Humanities and Arts:** IGETC is recommended and students are encouraged to complete as much lower-division major preparation as possible prior to transfer.

**Riverside: College of Humanities, Arts and Social Sciences:** IGETC is recommended. **College of Natural and Agricultural Sciences; The Marlan and Rosemary Bourns College of Engineering:** IGETC is acceptable; some additional coursework may be required after enrollment. **School of Business Administration (SOBA):** IGETC is required.

**San Diego: John Muir, Earl Warren, Eleanor Roosevelt, Thurgood Marshall and Sixth Colleges:** IGETC clears all lower-division GE requirements; some upper-division courses required after enrollment. **Revelle College:** IGETC does not clear all lower-division GE requirements; students with IGETC are required to complete 3 courses in mathematics and 5 courses in natural science before transfer or while enrolled at UCSD.

**Santa Barbara: The College of Letters and Science and the College of Creative Studies:** IGETC is acceptable. **College of Engineering:** students are encouraged to focus on major preparation rather than general education, but may use IGETC to substitute for general education requirements. However, some additional coursework may be required after enrollment to complete the depth requirement if not satisfied during IGETC certification. **NOTE:** Students planning to transfer to UCSB into a major in biological or physical sciences, computer science, economics, engineering, mathematics, psychology or statistics must be careful to complete lower-division major preparation courses to ensure competitiveness and make normal, timely progress through the major

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



References: <http://admission.universityofcalifornia.edu/transfer/general-education-igetc/igetc/igetc-campus-guidance/index.html>

Quick Reference Guide to UC Admissions – For Counselors and Advisers August 2019

IGETC Standards, Policies, and Procedures. Version 2.0, 2019

<https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/preparing-to-transfer/>



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

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

California's independent colleges and universities are an excellent choice for many students. There are over 85 private, colleges and universities in the state. The most important criteria for selecting a college or university is how well it fits with your personality, values, and goals. Because every nonprofit, independent college

and university has a unique character, there will be at least one that fits your needs. Unlike the University of California or the California State University systems, each California nonprofit, independent college and university has its own Governing Board. This independence allows for a diverse set of college opportunities in California. Many independent colleges belong to the AICCU (Association of Independent California Colleges and Universities). For assistance in planning a transfer program to an independent institution or an out-of-state college, students should schedule an appointment with a counselor in the Counseling Department.

## 2. S.F. Bay Area

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

## 1. Northern California

Simpson University - Redding  
William Jessup University - Rocklin

## 3. Central Valley

Fresno Pacific University - Fresno  
Humphreys College - Stockton  
University of the Pacific - Stockton

## 4. Central Coast — 4

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

## 7. Riverside/San Bernardino — 4

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

## 5. Los Angeles/Kern

American Jewish University - Bel Air  
Antioch University Los Angeles - Los Angeles  
Art Center College of Design - Pasadena  
Azusa Pacific University - Azusa  
Biola University - La Mirada  
California Institute of Technology - Pasadena  
California Institute of the Arts - Valencia  
Charles R. Drew Univ. of Medicine and Science - Los Angeles  
Chicago School of Prof. Psychology - Los Angeles  
Claremont Graduate University - Claremont  
Claremont McKenna College - Claremont  
Columbia College Hollywood  
Harvey Mudd College - Claremont  
Hope International University  
Keck Graduate University - Claremont  
Life Pacific University  
Loyola Marymount University - Los Angeles  
Marymount California University - Rancho Palos Verdes  
Master's University - Santa Clarita  
Mount St. Mary's College - Los Angeles  
Occidental College - Los Angeles  
Otis College of Art and Design - Los Angeles  
Pacific Oaks College

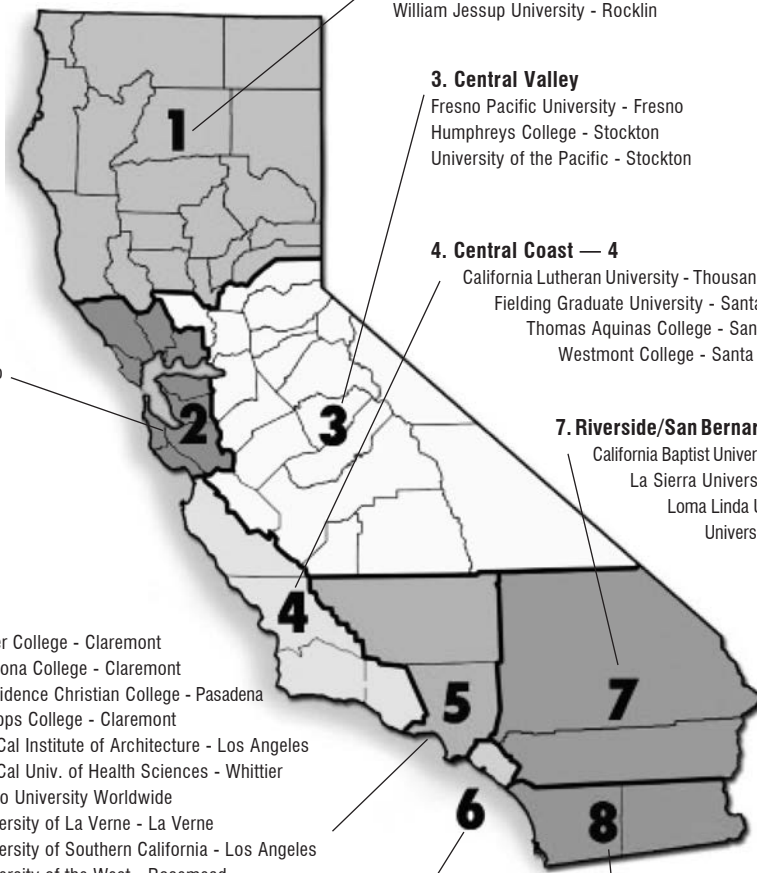
Pitzer College - Claremont  
Pomona College - Claremont  
Providence Christian College - Pasadena  
Scripps College - Claremont  
So. Cal Institute of Architecture - Los Angeles  
So. Cal Univ. of Health Sciences - Whittier  
Touro University Worldwide  
University of La Verne - La Verne  
University of Southern California - Los Angeles  
University of the West - Rosemead  
Western University of Health Sciences - Pomona  
Whittier College - Whittier  
Woodbury University - Burbank

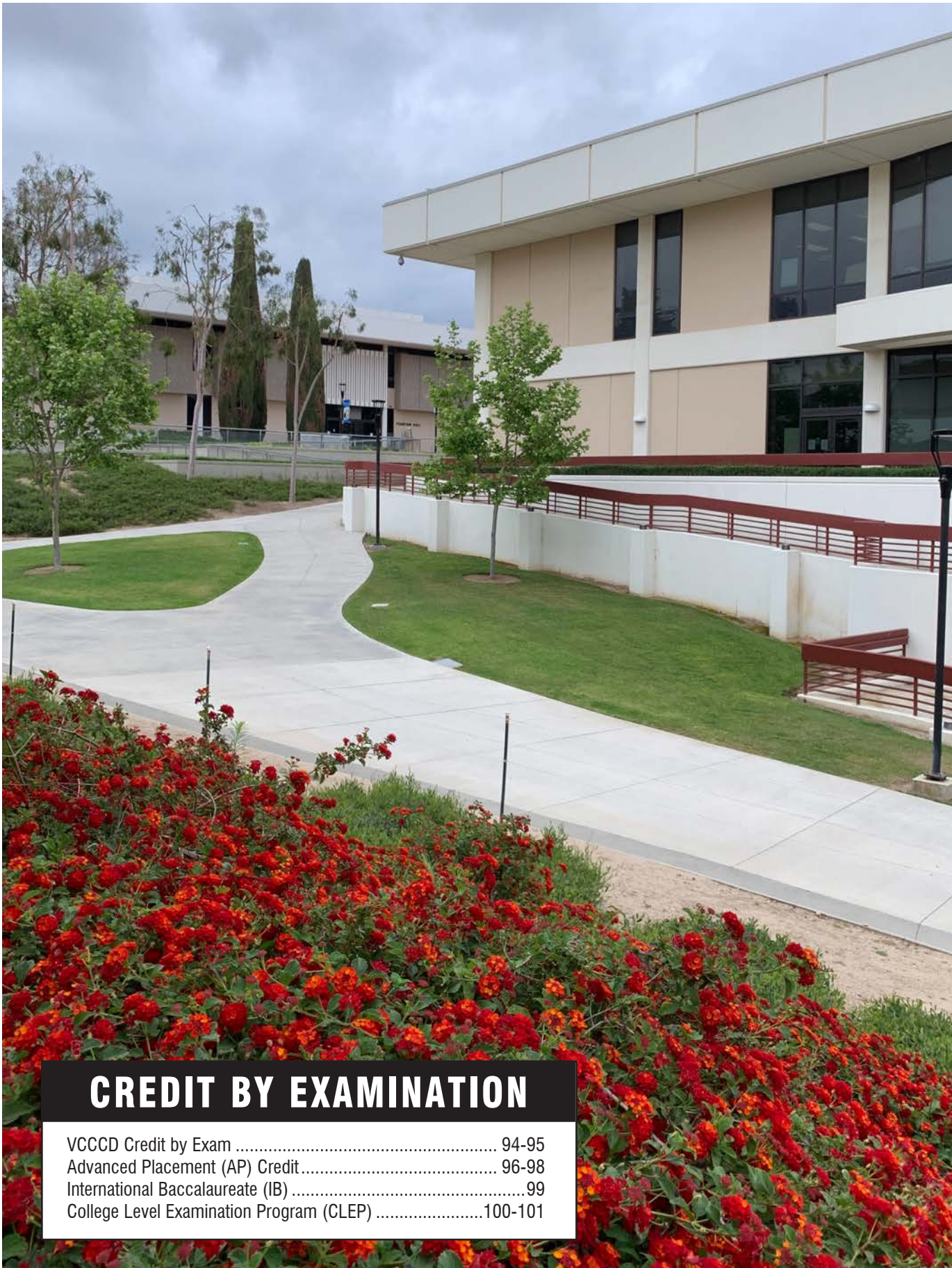
## 6. Orange — 6

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

## 8. San Diego/Imperial — 6

John Paul the Great Catholic University  
National University - La Jolla  
Point Loma Nazarene University - San Diego  
San Diego Christian College - El Cajon  
University of Saint Katherine - San Marcos  
University of San Diego - San Diego





## CREDIT BY EXAMINATION

VCCCD Credit by Exam .....	94-95
Advanced Placement (AP) Credit .....	96-98
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College Level Examination Program (CLEP) .....	100-101



# CREDIT BY EXAMINATION

AP 4235 Credit by Examination –adopted July 2009. Last revised June 2017

Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college. Course and unit credit can be obtained through the credit for External Exam Process (AP/IB/CLEP), Internal Exam Process (locally administered exams), or High School to College Articulation Process.

## Courses Eligible for Credit by Examination:

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

## Documenting Credit Earned by Examination:

- For credit earned through the credit by examination provisions, the student's academic record shall be clearly annotated to reflect that credit was earned by examination.

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

### I. External Examinations: (Title 5 Section 55052)

- a. Advanced Placement (AP): Students who earn scores of 3, 4 or 5 on the College Board AP Examinations taken before high school graduation will receive credit for each exam as specified in the catalog of the District College.
- b. International Baccalaureate (IB): Students who complete the IB diploma with a score of 30 or above, and/or will receive 20 units of credit. Students who complete the IB Higher Level examinations with scores of 4, 5, 6 or 7 will receive credit for each exam as specified in the catalog of the District College. A score of 4 or higher on the IB Mathematics HL exam will satisfy the math competency requirement for the associate degree. Students will not receive credit for Standard Level exams.
- c. College Level Examination Program (CLEP): Students who earn scores of 50 or higher on a CLEP exam will receive credit for each exam as specified in the catalog of the District College.

### II. Internal Departmental Examinations: (Locally administered exams):

- a. Students will receive credit by satisfactory completion of an examination administered by the District College in lieu of completion of a course listed in the college catalog, provided that Credit by Examination is permitted for the course. See the Courses Excluded from Credit by Examination list maintained by each District College. Credit will be awarded with a letter grade and/or P/NP (if the latter is ordinarily available for the course). If a letter grade is awarded, it will be incorporated in the computation of the student's grade point average.
- b. A student may be granted credit if he or she satisfactorily passes an examination approved and conducted by the District College discipline faculty. Such credit may be granted only to a student who is registered at the District College and not on either academic probation or progress probation, and only for a course listed in the District College's catalog.

- c. The nature and content of the exam shall be determined solely by the District College discipline faculty in accordance with Title 5 Section 55002. The examination must be conducted on the campus of a District College or at a District satellite site.
- d. Units for which credit is given pursuant to this provision shall not be counted in determining the 12 semester hours of credit in residency requirement for an associate degree.
- e. A District College shall charge a student a fee for administering an examination pursuant to this provision which is equal to the enrollment fee for the course.

### III. High School to College Articulation: (Title 5 Section 55051)

High school students may be granted college credit pursuant to established articulation agreements between the high school and a District College. The Board of Trustees shall permit articulated courses to be applied to certificate or associate degree requirements in accordance with this provision. The per-unit fee for high school credit by examination will not be charged. Articulated high school courses may be accepted in lieu of comparable District College courses to partially satisfy:

- a. Certificate requirements, including the total number of units required for the certificate; or
- b. The major or area of emphasis requirements in a degree program.

Students who complete articulated comparable courses must pass an exam to earn college credit for general education and/or major requirements for the associate degree.

## Cut Scores

The number of units awarded for each type of examination is subject to change based on the establishment of cut scores and/or other evaluative measures developed by District college faculty in collaboration with the Academic Senates and/or a CSU Chancellor's Office policy as pursuant to the AB 1985, and/or Intersegmental General Education Transfer Curriculum (IGETC) Standards, Policies and Procedures latest version.

## Credit for External Examinations (AP, IB and CLEP)

- The evaluation of credit for AP, IB and CLEP examinations is done by a college counselor. Counselors may require additional documentation or information as necessary to determine eligibility for external credit.
- Credit granted for the examinations may be counted as credit toward an associate degree. The Counseling faculty at each District College will determine how the credit is used to satisfy general education and majors requirements for the associate degree.
- Credit granted for these examinations may also be counted toward the satisfaction of IGETC or CSU-GE areas as allowed by the applicable standards for each form of transfer general education certification.
- Credit awarded for AP, IB and CLEP examinations shall not impact the student's GPA.
- Students granted credit for AP, IB or CLEP examinations shall not earn credit toward an associate degree for duplicated college courses.

*continued on next page*



# CREDIT BY EXAMINATION

(CONTINUED)

- Other colleges or universities may have different policies concerning the granting of credit for AP, IB and CLEP examinations, and will evaluate the examinations based upon their own policies and practices.

## Credit for Internal Credit by Examination

### 1. Determination for Eligibility:

- The examination is to be administered prior to the last day of the final examination period.
- The course that the units will apply to must be listed in the college catalog.
- The student must be currently registered and not on academic probation, progress probation, or dismissal at any District College.

### 2. Receive Credit by Examination:

- The student has not earned college credit in more advanced subject matter, and, has not received a grade (A, B, C, D, F, W, CR, P, CRE, NC or NP or equivalent), in the course for which he or she is seeking Credit by Examination at a District College or any other educational institutions.
- The appropriate petition, (a "Petition for Credit by Examination" form) will be completed by the student and a college counselor, and forwarded to the appropriate academic division for administration of the examination.
- Petitions must be approved by the division dean and received by the administering instructor no later than Friday of the tenth week of the full-length semester.

### 3. Units and Grades Recorded for Credit by Examination

- Transcript entries shall distinguish credit units obtained by examination from credit units obtained as a result of regular course enrollment.
- A student seeking credit by examination will receive the appropriate letter grade (A, B, C, D, F, or P/NP) and will be charged the current enrollment fee per unit regardless of the grade received. Students who are unsuccessful in an attempt to challenge a course by examination will receive a D, F, or NP, and a record of the attempt for credit by examination will appear on a student's transcript.

## Courses Eligible for Internal Credit by Examination at Moorpark College

All courses shall be open to credit by examination except the following: ANTH M05, NS M49, PHOT M30A-B, RADT M49, and all Dance, Mathematics, Languages of the World and PE/KIN activity courses.

## Credit by Examination for a High School Articulated Course:

### 1. Determination for Eligibility

- The course that the units will apply to must be listed in the college catalog.
- The student must be currently registered at a high school with which a District College has an articulation agreement and in good standing as defined by their cumulative GPA at a minimum of 2.0 at the time the Credit by Examination is granted.

- The student has not earned college credit in more advanced subject matter, and has not received a grade (A, B, C, D, F, W, CR, CRE, NC, NP, or equivalent), in the course for which he or she is seeking Credit by Examination at a District College or any other educational institutions.

### 2. Receive Credit by Examination

- The student will apply online to one of the colleges in the VCCCD and create an account in a District tracking system
- The student passes the college's course via a comprehensive exam or evaluation determined solely by a District College faculty in the discipline.

## Units and Grades Recorded

- Student who successfully passes the examination will be given a letter grade (A, B, or C) "Credit by Examination" will be transcribed for the term in which it was earned.
- Student who is unsuccessful in obtaining a standard grade of "C" or better will not be allowed to petition for credit and no record of the attempt for credit by examination will appear on a student's transcript.

## Limits of Credit by Examination (All Methods):

Students may challenge a given credit-by-examination course only once.

Credits acquired by examination are not counted in determining the 12 semester units of credit in residency required for an associate degree.

- Students should be aware that other colleges may not accept Credit by Examination for transfer purposes.
- A student should be advised that the use of units granted through credit by examination policy towards establishing eligibility for athletics, financial aid, and veterans' benefits are subject to the rules and regulations of the external agencies involved. (Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.)
- A student may challenge no more than 12 units under the credit-by-examination policy towards an associate degree or a certificate of achievement, except that units awarded for AP and IB examinations shall not be subject to such limit.
- Credit by Examination may be granted in only one course in a sequence of courses, as determined by prerequisites, and may not be granted for a course which is a prerequisite to the one in which the student is currently enrolled, except that credit may be granted for more than one course in a sequence of required courses when approved by an administrator or his/her designee responsible for vocational programs, or where the curriculum in occupational programs makes it necessary.

## DOCUMENTATION OF ALLOWABLE CREDIT AWARDS

Each District College shall maintain records of the courses for which units of credit may be granted through Credit by Examination. These records shall be maintained either in the Office of Academic Affairs or in the Student Services Office.

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

MC course equivalency approved by MC Curriculum Committee on May 9, 2017

Advanced Placement Exam (AP Exam)	Total MC units earned toward AA/AS (includes GE major, electives)	Units earned toward MC GE (semester)	MC GE area(s) placement for AA/AS	MC course equivalent for use within major for AA/AS	Minimum semester units earned toward CSU admission	Semester units toward CSU GE Breadth certification	CSU Breadth and/or American Institutions area(s)	Total units earned toward UC admission (qtr/sem)	Units earned toward IGETC certification (qtr/sem)	IGETC area(s)
Art History*	6	3	C1 or C2	ARTH M110	6	3	C1 (prior F '09); C1 or C2 (F '09 and after)	8/5.3	4/3	3A or 3B
Studio Art: Drawing	3	3	C1	ART M30	3	0	n/a	8/5.3	0	n/a
Studio Art: 2D	3	0	n/a	ART M20	3	0	n/a	8/5.3	0	n/a
Studio Art: 3D	3	3	C1	ART M70	3	0	n/a	8/5.3	0	n/a
Studio Art Exam Limitation	Max 6 units for all 3 Studio Arts exams							Max Credit 8 quarter units for all 3 Studio Arts exams		
Biology	6	4	A1	BIOL M01	6	4	B2+B3	8/5.3	5/4	5B and 5C
Calculus AB (3)	5	3	D2	MATH M07 or MATH M16A	3	3	B4	4/2.6	4/3	2A
Calculus AB (4, 5)				MATH M25A						
Calculus BC (3)	6	3	D2	MATH M25A	6	3	B4	8/5.3	4/3	2A
Calculus BC (4, 5)				MATH M25B						
Calculus BC/AB Subscore	3	3	D2	n/a	3	3	B4	See notes #8 below	4/3	2A
Calculus Exam Limitation	Max Credit: one exam				Max Credit: only one exam in Calculus or CS may be applied to the baccalaureate degree.			Max Credit: 8 quarter/ 5.3 units for all exams.		
Chemistry (3)	6	4	A2	CHEM M12	6	6 (prior F '09); 4 (F '09 and after)	B1+B3	8/5.3	5/4	5A and 5C
Chemistry (4, 5)				CHEM M01A						
Chinese Language/ Culture	6	3	C2	CHIN M01	6	3	C2	8/5.3	4/3	3B and 6A
Comparative Government & Politics	3	3	B2	POLS M02	3	3	D	4/2.6	4/3	4
Computer Science A	3	0	n/a	n/a	3	0	n/a	See Notes in CS Exam Limitation	n/a	n/a
Computer Science AB	4	0	n/a	n/a	6	0	n/a	n/a	n/a	n/a
Computer Science Principles	6	3	D2	n/a	6	3	B4 (F '19 and after) n/a (prior F '19)	8/5.3*	n/a	n/a
Computer Science (CS) Exam Limitation	Max Credit: one exam				Max Credit: only one exam in Calculus or CS may be applied to the baccalaureate degree.			*Notes a.) 2 qtr. (students entering UC prior to Fall '18) b.) 5.3 sem/8 qtr. (students entering UC Fall 2018 and after) c.) CS Principles: 8 qtr/5.3 sem		
English Language/Composition	6	3	D1	ENGL M01A	6	3	A2	8/5.3	4/3	1A
English Literature/Composition*	6	6	(D1 and C2 or D2) C2 or D2	ENGL M01A ENGL M01B	6	6	A2 + C2	8/5.3	4/3	1A or 3B
English Exam Limitation								Max Credit: 8 quarter/5.3 sem units for both exams.		
Environmental Science	4	4	A2	ENSC M01, ENSC M01L	4	4	B1 or B2+B3 (prior F '09); B1+B3(F '09 or after)	4/2.6	4/3	5A and 5C
European History*	6	3	B2 or C2	HIST M170, HIST M180	6	3	C2 or D (S '09 and after); D (prior S '09)	8/5.3	4/3	3B or 4

chart continued on next page

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

Advanced Placement (AP Exam)	Total MC units earned toward AA/AS (includes GE major electives)	Units earned toward MC GE (semester)	MC GE area(s) placement for AA/AS	MC course equivalent for use within major for AA/AS	Minimum semester units earned toward CSU admission	Semester units toward CSU GE Breadth certification	CSU Breadth and/or American Institutions area(s)	Total units earned toward UC admission (qtr/sem)	Units earned toward IGETC certification (qtr/sem)	IGETC area(s)
French Language & Culture	6	3	C2	FREN M01, FREN M02	6	3	C2	8/5.3	4/3	3B and 6A
French Language*	6	3	C2	FREN M01, FREN M02	6	6 (prior F'09); 3 (F'09-prior F'11)	C2			
French Literature* (prior to F'09)	6	3	C2	FREN M03, FREN M04	6	3	C2	8/5.3	4/3	3B and 6A
French Language and Culture Exam Limitation								Max Credit: 8 quarter/5.3 semester units		
German Language & Culture	6	3	C2	GERM M01, GERM M02	6	3	C2	8/5.3	4/3	3B and 6A
German Language*	6	3	C2	GERM M01, GERM M02	6	6 (prior F'09); 3 (F'09-prior F'11)	C2	8/5.3	4/3	3B and 6A
German Language and Culture Exam Limitation*								Max Credit: 8 quarter/5.3 semester units		
Human Geography	3	3	B2	GEOG M02	3	3	D	4/2.6	4/3	4
Italian Language & Culture	6	3	C2	ITAL M101, ITAL M102	6	3	C2	8/5.3	4/3	3B and 6A
Japanese Language & Culture*	6	3	C2	JAPN M01, JAPN M02	6	3	C2	8/5.3	4/3	3B and 6A
Latin	4	3	C2	LAT M01	6	3	C2	8/5.3	4/3	3B and 6A
Latin Literature (prior to F'09)	4	3	C2	LAT M01	6	3	C2	4/2.6	4/3	3B and 6A
Latin: Vergil (prior to F'12)	3	3	C2	LAT M01	3	3	C2	4/2.6	4/3	3B and 6A
Latin Exam Limitation								Notes: ~May 2012 and prior, 4qtr./2.6 sem. units ~May 2013 and after, 8qtr./5.3 sem. units		
Macroeconomics	3	3	B2	ECON M202	3	3	D	4/2.6	4/3	4
Microeconomics	3	3	B2	ECON M201	3	3	D	4/2.6	4/3	4
Music Theory (F'09 and prior)	6	3	C1	MUS M02A, MUS M02AL	6	3	C1	8/5.* see notes #7	n/a	n/a
Physics 1*	5	4	A2	PHYS M10A, PHYS M10AL	4	4	B1+B3	8/5.3	5/4	5A and 5C
Physics 2*	5	5	A2	PHYS M10A, PHYS M10AL	4	4	B1+B3	8/5.3	5/4	5A and 5C
Physics B* - no longer offered	5	5	A2	PHYS M10A, PHYS M10AL	6	6 (prior F'09); 4 (F'09-prior F'15)	B1 + B3	8/5.3	5/4	5A and 5C
Physics C*: (Electricity/ Magnetism)	5	5	A2	PHYS M20B, PHYS M20BL	4	4	B1 + B3	4/2.6	4/3	5A and 5C
Physics C*: Mechanics	5	5	A2	PHYS M20A, PHYS M20AL	4	4	B1 + B3	4/2.6	4/3	5A and 5C
Physics Exam Limitations					*Max Credit: 6 units may be applied to baccalaureate degree, and 4 units may be applied to the CSU GE-Breadth certification.			Max: 8 quarter/5.3 semester units for all exams		
Psychology	3	3	B2	PSY M01	3	3	D	4/2.6	4/3	4
Seminar	3	0	n/a	n/a	3	0	n/a	n/a	n/a	n/a

*chart continued on next page*



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

Advanced Placement (AP Exam)	Total MC units earned toward AA/AS (includes GE major electives)	Units earned toward MC GE (semester)	MC GE area(s) placement for AA/AS	MC course equivalent for use within major for AA/AS	Minimum semester units earned toward CSU admission	Semester units toward CSU GE Breadth certification	CSU Breadth and/or American Institutions area(s)	Total units earned toward UC admission (qtr/sem)	Units earned toward IGETC certification (qtr/sem)	IGETC area(s)
Spanish Language*	6	3	C2	SPAN M01, SPAN M02	6	3 (prior S '14); 6 (S '14 and after)	C2	8/5.3	4/3	3B+6A
Spanish Language & Culture	6	3	C2	SPAN M01, SPAN M02	6	3	C2	8/5.3	4/3	3B+6A
Spanish Literature and Culture	6	3	C2	SPAN M03, SPAN M04	6	3	C2	8/5.3	4/3	3B+6A
Spanish Literature*	6	3	C2	SPAN M03, SPAN M04	6	3 (prior S '13); 6 (S '13 and after)	C2	8/5.3	4/3	3B+6A
Spanish Language and Culture Exam Limitation								Max Credit: 8 quarter/5.3 semester units		
Statistics	4	4	D2	MATH M15	3	3	B4	4/2.6	4/3	2A
U.S. Government & Politics	3	3	B1 or B2	POLS M03	3	3	D8 (prior F '09) D8+US-2 (F '09 & after)	4/2.6	4/3	4 + US-2
US History*	6	3	B1, B2 or C2	HIST M130, HIST M140	6	3	D6 (prior F '09) (C2 or D6)+US-1 (F '09 & after)	8/5.3	4/3	3B or 4 +US-1
World History(prior F '19) World History-Modern (F '19 and after)	6	3	B2 or C2	HIST M150, HIST M160	3	3	D6 (prior F '09) C2 or D (F '09 and after)	8/5.3	4/3	3B or 4

**NOTES: \*AP exam may be used in either area (but not both) regardless of where the certifying CCC's discipline is located.**

### Rules for use of AP scores on IGETC, CSU GE:

- A score of 3, 4, or 5 is required to grant credit for GE certification for MC, CSU and UC.
  - An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.
- Each AP exam may be applied to one GE area as satisfying one course requirement, with the exception of Language other than English (LOTE of IGETC). (See Section 10.6.3 of IGETC Standards for more information).
- Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both.
- There is no equivalent AP exam for the Critical Thinking/Composition (IGETC 1B/CSU GE A3) requirement.
- Students earning scores of 3, 4, or 5 in the physical and biological science AP examinations earn credit toward IGETC Area 5 and meet the laboratory activity requirement.
- AP exams in Biology, Chemistry, Physics 1, Physics 2 or Physics B allow CCC campuses to apply 4 semester or 5 quarter units to IGETC certification. For Environmental Science, Physics C: Mechanics, and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification; therefore, students who complete these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.
- Music Theory subscore – UC grants credit for the full Music Theory exam. Students who earn only a subscore will not receive exam credit.
- AB subscore on Calculus BC exam – UC grants 4 quarter units for students who earned a subscore of 3 or higher on Cal AB portion will receive four quarter units for the Cal AB, even if they do not receive a score of 3 or higher on the BC exam. The maximum credit awarded for both exams is eight quarter units



# INTERNATIONAL BACCALAUREATE (IB) TEST EQUIVALENCY LIST FOR MC GE

Approved by MC Curriculum Committee on Jan. 10, 2012

International Baccalaureate Exam (IB Exam)	Minimum Passing IB Score MC&CSU	Total MC Units earned (includes GE)	MC GE Units Earned	MC General Education Category	CSU minimum units earned for admission (sem)	Semester units toward CSU GE Breadth certification	CSU Breadth and/or American Institutions area(s)	Minimum Passing Score for IGETC	Total units earned toward UC admission (qtr/sem)	Units earned toward IGETC certification (qtr/sem)	IGETC area(s)
Biology HL	5	6	3	A1	6	3	B2	5	8/5.3	4/3	5B (without lab)
Chemistry HL	5	6	3	A2	6	3	B1	5	8/5.3	4/3	5A (without lab)
Economics HL	5	6	3	B2	6	3	D	5	8/5.3	4/3	4
Geography HL	5	6	3	B2	6	3	D	5	8/5.3	4/3	4
History (any region) HL*	5	6	3	B2	6	3	C2 or D*	5	8/5.3	4/3	3B or 4*
Language A: Literature HL	4	6	3	C2	6	3	C2	5	n/a	n/a	n/a
Language A: Language and Literature HL	4	6	3	C2	6	3	C2	5	n/a	n/a	n/a
Language A1 (any language) HL	4	6	3	C2	6	3 (prior F '13)	C2	5	8/5.3	4/3	3B
Language A2 (any language) HL	4	6	3	C2	6	3 (prior F '13)	C2	5	8/5.3	4/3	3B
Language A (any language except English)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	5	8/5.3	4/3	3B and 6A
Language B (any language) HL	4	6	3	C2	6	0	n/a	5	8/5.3	4/3	6A
Mathematics HL**	4	6	3	D2	6	3	B4	5	8/5.3	4/3	2A
Physics HL	5	6	3	A2	6	3	B1	5	8/5.3	4/3	5A
Psychology HL	5	6	3	B2	3	3	D	5	8/5.3	4/3	4
Theatre HL	4	6	3	C1	6	3	C1	5	8/5.3	4/3	3A

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

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

\*\* A score of 4 or higher on the IB Mathematics HL exam will satisfy Moorpark College's math competency requirement for the associate degree but will not provide general education credit.

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

- Students and counselors should refer to individual campus catalogs/bulletin for more information on how subject credit may be granted for admission purpose.
- A score of 5, 6 or 7 on Higher Level (HL) exams is required to grant credit for IGETC certification, CSU GE-Breadth certification, or for Moorpark College Associate Degree credit, except where noted otherwise.
- An acceptable IB score equates to either 3 semester/4 quarter units for certification purposes, except where noted otherwise.
- Students will not receive credit for Standard Level exams.
- Students who have earned credit for an IB exam should not take a comparable college course because credit will NOT be granted for both.
- The IB curriculum offers language at various levels for native and nonnative speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

## IB Policies Specific to Moorpark College

- Students who complete the IB Diploma with a score of 30 or above will receive 20 semester units of credit for Moorpark College.
- Students completing IB Higher Level exams with scores of 5, 6, or 7 will receive 6 units of credit for each exam.
- Students will not receive credit for Standard Level exams.
- Credits awarded for IB exams shall not impact a student's GPA at Moorpark College.
- Units granted for IB will not be subject to the unit limits for credit by exam or Pass/No Pass grading which otherwise applies within the district.
- Credits acquired by exam are not counted in determining the 12 semester units in residence at Moorpark College required for an Associate Degree.

Reference: IGETC Standards, Version 2.0, 2019 (section 7.2); CSU EO 1036 Section 1.2.4 and CSU Coded Memo AA-2019-03; PolicyStat ID: 7800250 (4/20/20); VCCCD AP 4235 Credit by Examination; IB Credit for MC, last reviewed and approved by MC Curriculum Committee on 5/9/2017.

# COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

For Moorpark College and CSU-GE

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

CLEP Exam	Passing Score	Total MC units earned toward AA/AS	Units earned toward MC GE	MC GE area(s)	Minimum semester units earned toward CSU admission	Semester units toward CSU GE-Breadth certification	CSU GE Breadth and/or American Institutions area(s)
American Government	50	3	3	B1 or B2	3	3	D
American Literature	50	3	3	C2	3	3	C2
Analyzing & Interpreting Literature	50	3	3	C2	3	3	C2
Biology	50	3	3	A1	3	3	B2
Calculus	50	3	3	D2	3	3	B4
Calculus (F '09 or prior)	51				3	0	n/a
Chemistry	50	3	3	A2	3	3	B1
Chemistry (F '09 or prior)	48				3	0	n/a
College Algebra	50	3	3	D2	3	3	B4
College Algebra - Trigonometry	50	3	3	D2	3	3	B4
College Mathematics	50	3	3	D2	0	0	n/a
English Composition	50	0	0	n/a	0	0	n/a
English Composition - Modular	50	0	0	n/a	0	0	n/a
English Composition - no essay	50	0	0	n/a	0	0	n/a
English Composition - w/essay	50	0	0	n/a	0	0	n/a
English Literature (prior F '11)	50	3	3	C2	3	3	C2
Financial Accounting	50	3	0	n/a	3	0	n/a
French Level I*	50	6	0	n/a	6	0	n/a
French Level II*	59	6	3	C2	12 (prior F '15) 9 (F '15 or after)	3	C2
Freshman College Composition	50	0	0	n/a	0	0	n/a
German Level I*	50	6	0	n/a	6	0	n/a
German Level II*	60	6	3	C2	12 (prior F '15) 9 (F '15 or after)	3	C2
History, United States I	50	3	3	B1 or B2	3	3	D + US-1
History, United States II	50	3	3	B1 or B2	3	3	D + US-1
Human Growth & Development	50	3	3	B2	3	3	E
Humanities	50	3	3	C2	3	3	C2
Info. Systems & Computer Applications	50	3	0	n/a	3	0	n/a
Intro. to Educational Psychology	50	3	3	B2	3	0	n/a
Introductory Business Law	50	3	0	n/a	3	0	n/a
Introductory Psychology	50	3	3	B2	3	3	D
Introductory Sociology	50	3	3	B2	3	3	D
Natural Sciences	50	3	3	A1 or A2	3	3	B1 or B2
Pre-Calculus	50	3	3	D2	3	3	B4
Principles of Accounting	50	3	0	n/a	3	0	n/a
Principles of Macroeconomics	50	3	3	B2	3	3	D
Principles of Management	50	3	0	n/a	3	0	n/a

chart continued on next page



## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) (CONTINUED)

For Moorpark College and CSU-GE

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

CLEP Exam	Passing Score	Total MC units earned toward AA/AS	Units earned toward MC GE	MC GE area(s)	Minimum semester units earned toward CSU admission	Semester units toward CSU GE-Breadth certification	CSU GE Breadth and/or American Institutions area(s)
Principles of Marketing	50	3	0	n/a	3	0	n/a
Principles of Microeconomics	50	3	3	B2	3	3	D
Social Sciences and History	50	0	0	n/a	0	0	n/a
Spanish Level I*	50	6	0	n/a	6	0	n/a
Spanish Level II*	63	6	3	C2	12 (prior F '15) 9 (F '15 and after)	3	C2
Spanish with Writing I*	50	6	0	n/a	6	0	n/a
Spanish with Writing II*	63	6	3	C2	9	3	C2
Trigonometry (F '06 or prior)	50	D2	3	D2	B4	3	B4
Western Civilization I	50	B2 or C2	3	B2 or C2	C2 or D	3	C2 or D
Western Civilization II	50	B2 or C2	3		D	3	D

### **NOTES:**

\*If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

Each campus in the California State University system determines how it will apply external examinations toward credit in the major. For students not already certified in GE and/or American Institutions, the campus also determines how to apply credit from such exams toward the local degree requirements

### **References:**

- CSU EO 1036, Section 1.2.4 and CSU Coded Memo AA-2019-03, PolicyStat ID: 7800250 (4/20/2020)
- VCCCD AP 4235 Credit by Examination
- CLEP Credit for MC, last reviewed and approved by MC Curriculum Committee on 5/9/2017.





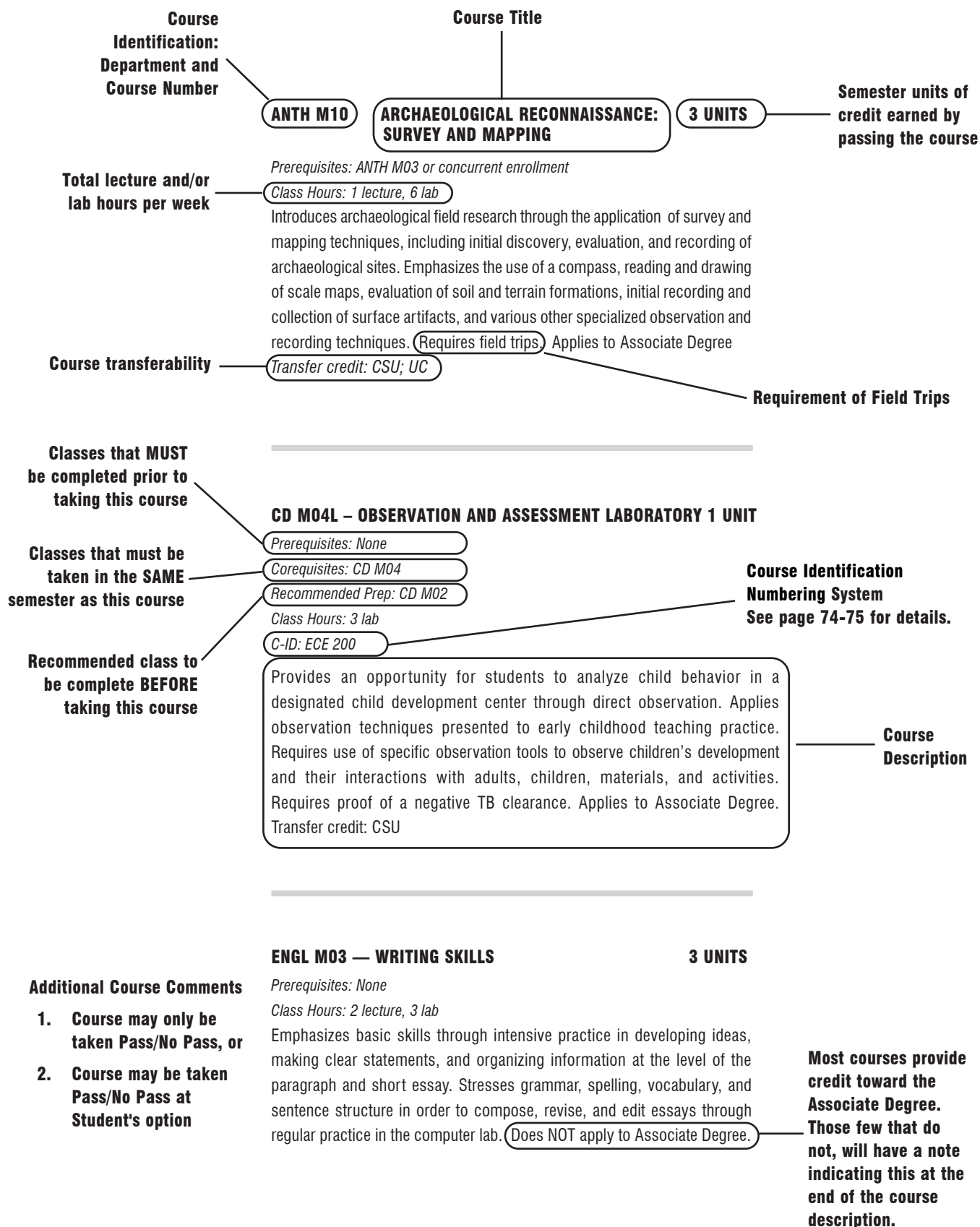
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# How to Read the Course Descriptions





# COURSE INFORMATION

## Offering of Courses as Described in the Catalog

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

All degree applicable courses listed in the Catalog meet major, area of emphasis, general education, or elective credit requirements for approved degree, certificate, or proficiency programs. The College will make every effort to regularly offer each of the credit courses listed under the Course and Program Descriptions. "Regularly offered" shall mean a frequency of not less than once in two years.

The student who plans to satisfy the requirements for a particular academic goal — such as a Certificate of Achievement, an Associate Degree, and/or the completion of courses necessary to prepare for transfer into a baccalaureate major — must carefully plan a program of study to complete all requirements in a timely fashion. The student may consult with appropriate instructional divisions to determine the frequency of course offerings.

## Offering of Courses as Listed in the Schedule of Classes

The College reserves the right to cancel any course section scheduled for any term if enrollment is insufficient.

## Course Discipline Abbreviations

Courses listed below are offered as a regular part of established curricula or when demand warrants. The current class schedule should be consulted to determine the availability of specific courses.

In the course number designations, the following subject or departmental title abbreviations are used:

SUBJECT	TITLE	SUBJECT	TITLE	SUBJECT	TITLE
ACCT	Accounting	EDU	Education	LAT	Latin
ANAT	Anatomy	EMT	Emergency Medical Technician	LS	Learning Skills
ANPH	Anatomy and Physiology	ENGL	English	MATH	Mathematics
ANSC	Animal Science	ENGR	Engineering	MICR	Microbiology
ANTH	Anthropology	ENSC	Environmental Science	MM	Multimedia
ART	Art	ESL	English as a Second Language	MUS	Music
ARTH	Art History	FILM	Film Studies	NS	Nursing Science
AST	Astronomy	FREN	French	NTS	Nutrition
BIOL	Biology	FTVM	Film Television Media	OPTI	Optical Technology
BIOT	Biotechnology	GAME	Game Design	PHIL	Philosophy
BOT	Botany	GEOG	Geography	PHOT	Photography
BUS	Business	GEOL	Geology	PHSC	Physical Science
CD	Child Development	GERM	German	PHSO	Physiology
CHEM	Chemistry	GIS	Geographic Information Systems	PHTC	Commercial Photography
CHIN	Chinese	GR	Graphics	PHYS	Physics
CHST	Chicano Studies	HED	Health Education	POLS	Political Science
CIS	Computer Information Systems	HIST	History	PSY	Psychology
CJ	Criminal Justice	HIM	Health Information Management	RADT	Radiologic Technology
CNSE	Computer Networking Systems Engineering	HOSP	Hospitality	RBT	Registered Behavior Technician
COL	College Strategies	HS	Health Science	SOC	Sociology
COMM	Communication Studies	HUM	Humanities	SPAN	Spanish
COUN	Counseling	ICA	Intercollegiate Athletics	THA	Theatre Arts
CS	Computer Science	ITAL	Italian	TTHA	Technical Theatre
DANC	Dance	JAPN	Japanese	WEXP	Work Experience
EATM	Exotic Animal Training Management	JOUR	Journalism	ZOO	Zoology
ECON	Economics	KIN	Kinesiology		

*For convenience, the course descriptions in this catalog are arranged alphabetically according to subject grouping.*

## Course Identification

Course identification is comprised of the course discipline name or abbreviated name (prefix) and course number (for example, CJ M01). All course numbers for Moorpark College will have a leading M (for Moorpark) preceding the actual course number. Courses numbered 1 (one) through 9 (nine) will also have a leading zero preceding the actual number. Sometimes an alphabetic character is appended to the course identification (for example, ART M20).

Courses requiring a year (two semesters) in which to complete the full offering may be designated by number and letter (for example, PHYS M10A-M10B). The A section of the course is usually offered in the fall semester with the B section following in the spring; however, some year-sequence courses begin in the spring semester.

The alphabetical designation in the course identification may also be used to designate the related topics of a year-long course (for example, CNSE M85A-M85B); in this instance, the A course would not be a prerequisite to the B course and/or subsequent courses.

## Semester Unit Credit

The semester unit credit of the course is shown by a number(s) following the title of the course. As defined by Title 5, section 55002.5, the semester unit is based on three hours of work study; one lecture hour with two attendant hours of preparation or three hours of laboratory activity requiring special facilities or equipment.

Most courses have fixed units; few have variable units. The unit value of each variable-unit course will be specified in the Schedule of Classes each term. In certain instances, to best serve students in summer term and in evening classes, the hours of instruction in some variable courses may be reduced and credit reduced proportionately.

## Prerequisites, Corequisites, Recommended Preparation

**Prerequisites** - a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. The prerequisite ensures that students will achieve skills or knowledge necessary for success in a course or program. For example, a course might require completion of an English course (or placement into English at a specific level) before the student may enroll in a Philosophy course that requires high level reading and writing skills. For example, a student enrolling in general biology is likely to have serious difficulty without adequate preparation in intermediate algebra and introduction to chemistry.

Some prerequisites are required by state statute or regulation. Prerequisites on transferable courses are often determined by four-year institutions which may require specific prerequisites in order to award credit for these courses.

**Corequisite** - a condition of enrollment consisting of a course which a student is required to take simultaneously in order to enroll and succeed in another course. The student acquires the necessary skills, concepts, and/or information in the corequisite course that supports success in the target course. Since the corequisite course provides skills or knowledge necessary for successful completion of another course, it is highly unlikely that the student can achieve a satisfactory grade in the course for which the corequisite is being established without the skills and knowledge provided in the corequisite course.

**Recommended Preparation** - a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. While encouraged to do so, students are not required to satisfy recommended preparation guidelines to enroll in a course.

Course prerequisites, corequisites or recommended preparation are specified within course descriptions announced in the Catalog and the Schedule of Classes. Students are expected to have completed the prerequisite course with a satisfactory grade of C or better or P (Pass) and if applicable be enrolled in the corequisite required of all courses in which they enroll.

## Limitations on Course Enrollment

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

## Course Identification Numbering System C-ID

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. (e.g., CD M02 C-ID: CDEV: 100)

For further information, please refer to C-ID information on page 72-73 and <http://www.c-id.net>.

## Courses Designated as Repeatable

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

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

## Co-designated, Cross-listed, or Same as Courses

The College offers some of its courses as co-designated, cross-listed, or same-as between two or more disciplines. Where this occurs, all aspects of the co-designated courses are identical, except the course identifier (course discipline abbreviation) and possibly the course numbers and/or alpha characters following the discipline abbreviation, which may be identical or may differ. All other aspects are the same (title, units, hours, description, repeat capability, transferability, etc.). These courses are identified in the Course and Program Descriptions section of the Catalog. Courses which are co-designated or cross-referenced are identified by the phrase "Same as . . ."

### **Courses Offered on a Pass/No Pass Basis Only**

By far, most of the courses offered by the college are offered for a letter grade. Students enrolled in these courses have the right to petition to be evaluated on a pass/no pass (P/NP) basis; interested students should consult the Academic Policies section of this Catalog. For courses that are offered exclusively on a P/NP basis (letter grade not possible) are so noted following the course description. All other courses without this notation are offered for a letter grade unless the student successfully petitions otherwise.

### **Courses Not Applicable For Degree Credit**

The majority of courses offered by the College are applicable for degree credit and is noted with "Applies to Associate Degree" following the course description. Courses that are not applicable for degree credit are also noted following the course description with the notation of "Does NOT apply to Associate Degree". Students enrolled in these courses will receive unit credit and will be awarded an academic record symbol on transcripts as defined in the Academic Policies section of this Catalog. However, the units earned in courses will not apply toward Proficiency Awards, Certificates of Achievement, or Associate degrees.

### **Transfer Course Identification**

Courses offered by Moorpark College provide a wide selection of curricula that meet the requirements for most university majors. To assist students in planning their programs of study, all credit courses offered by Moorpark College are classified as follows:

1. No notation of transfer credit following the course description indicates that the course is not designed to transfer to public (and most independent) four-year colleges or universities.
2. The notation of transfer credit after the course description is followed by the abbreviation CSU meaning that the course will transfer to any of the 23 campuses of the California State University (Channel Islands, Northridge, etc.) and/or is followed by the abbreviation UC meaning that the course will transfer to any of the 10 campuses of the University of California (Santa Barbara, UCLA, etc.)

3. The notation of transfer credit is defined to mean that the course is acceptable for unit credit for admissions purposes and for credit towards a baccalaureate degree only. Students interested in the applicability of particular courses for use in satisfaction of major preparation requirements and/or general education requirements are advised to consult the transfer information section of the Catalog and a Moorpark College counselor.
4. The notation of credit limitations following the transfer credit statement indicates that one or more public four-year institutions impose some kind of limitation on the course. In this case, consult your counselor concerning the transferability of the course.

Additional transfer information is available from the Counseling Office or the [www.assist.org](http://www.assist.org) website.

### **Field Trips**

Field trips are required activities for a number of courses in the College curriculum. For any such courses, it is intended that they be clearly identified in the College Catalog and the Schedule of Classes. For other courses, a field trip or an off-campus activity may be optional for the students enrolled.

According to policy adopted by the College District's governing board, all persons making any type of field trip or excursion shall be deemed to have waived all claims for injury, accident, illness, or death during, or by reason of, the field trip or excursion.

The College assumes no liability for students' personal property. This includes course or related College activities, on campus, at off-campus facilities, and college-sponsored field trips.





# COURSES & PROGRAMS

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Anthropology .....	108-112	Health Sciences .....	209-210
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# COURSE AND PROGRAM DESCRIPTIONS

## ACCOUNTING

### SEE COURSES IN BUSINESS ADMINISTRATION

## ADMINISTRATION OF JUSTICE

### SEE COURSES IN CRIMINAL JUSTICE

## ANATOMY

### SEE COURSES IN BIOLOGICAL SCIENCES

## ANIMAL SCIENCE

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

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

### DEAN

Carol Higashida, Phone (805) 378-1459

### FACULTY

Cynthia Stringfield, Gary Wilson, Brenda Woodhouse

### COUNSELORS

Chuck Brinkman, Danita Redd (Pre-Vet)

## ANIMAL SCIENCE COURSES

### ANSC M09 – ANIMAL BEHAVIOR

**3 UNITS**

*Prerequisite: None*

*Class Hours: 3 lecture*

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

### ANSC M09L – ANIMAL BEHAVIOR LAB

**0.5 UNIT**

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

*Class Hours: 1.5 lab*

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

### ANSC M17 – ANIMAL DIVERSITY

**3.5 UNITS**

*Prerequisite: None*

*Class Hours: 3 lecture, 1.5 lab*

Surveys invertebrate and vertebrate animals, both terrestrial and marine. Focuses on classification, general characteristics, adaptations, animal recognition, evolutionary history, and basic concepts of ecology. (Same as EATM M17.) (Formerly ANSC M07 and ANSC M07L.) Applies to Associate Degree. Transfer credit: CSU

## ANTHROPOLOGY

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

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

### DEAN

Carol Higashida, Phone (805) 378-1459

### FACULTY

John Baker, Andrew Kinkella, Rachel Messinger, Ashley Vaughan

### COUNSELORS

Chuck Brinkman, Anitra Evans-Tykeson, Trulie Thompson

### TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall (805) 378-1536. See General Education Degree Requirements and Transfer Information.



## ASSOCIATE IN ARTS IN ANTHROPOLOGY FOR TRANSFER DEGREE

The Associate in Arts in Anthropology for Transfer (AA-T in Anthropology) is intended for students who plan to transfer and complete a bachelor's degree in Anthropology, or a similar major at a CSU campus. Students completing this degree (AA-T) are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Anthropology degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in Anthropology, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA.
3. Complete 18-20 specified major units. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is highly recommended that students complete their major courses with a grade of C or better.
4. Obtain certification of the California State University General Education-Breadth (CSU GE-Breadth) pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

### REQUIRED CORE

#### Complete the following courses (9 units):

	UNITS
ANTH M01/M01H Biological Anthropology/Honors	3.0
ANTH M02 Cultural Anthropology	3.0
ANTH M03 Introduction to Archaeology	3.0
UNITS from LIST A	3.0-4.0
UNITS from LIST B	3.0-4.0
UNITS from LIST C	3.0

### TOTAL UNITS

18.0-20.0

#### LIST A - Complete 3-4 units:

ANTH M01L Biological Anthropology Lab	1.0
ANTH M08 Linguistic Anthropology	3.0

#### LIST B - Select and complete one or two course(s) (3-4 units):

##### Area 1: Science Methods

SOC M03 Sociological Analysis	3.0
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##### Area 2 Sciences

ANAT M01 Human Anatomy	4.0
GEOL M02 Physical Geology	3.0

##### AND

GEOL M02L Physical Geology Lab	1.0
GEOL M121 Earth Science with Lab	4.0
GIS M01 Introduction to Mapping and Geographic Information Systems (GIS)	3.0
Any course not selected from LIST A	3.0

#### LIST C - Select and complete one course (3 units):

ANTH M05 Archaeological Field Methods	3.0
ANTH M06 Introduction to Native American Studies	3.0
ANTH M07 Peoples and Cultures of the World	3.0
ANTH M09 Sex, Gender, and Culture	3.0
ANTH M10 Archaeological Survey and Mapping	3.0
ANTH M11 Magic, Witchcraft, and Religion	3.0
ANTH M12 Archaeological Laboratory Procedures	3.0

ANTH M13 The Chumash and Their Neighbors: Indians of California	3.0
ANTH M15 Egyptology: Archaeology of the Land of the Pharaohs	3.0
ANTH M16 Mysteries of the Ancient Maya	3.0
ANTH M17 Forensic Anthropology	3.0
Any course not selected from LIST A or LIST B	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

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

- examine and assess the place of humans in the natural world.
- compare and critique their own cultural assumptions to those of people from other societies.

## ASSOCIATE IN ARTS IN ANTHROPOLOGY DEGREE

To earn an Associate in Arts Degree with a major in Anthropology, students complete 19 specified units, plus General Education Degree Requirements for a minimum total of 60 units. These major requirements cover all four core fields of Anthropology as well as topical and area courses of the students' choice, preparing students for success at their transfer institution.

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

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

### REQUIRED COURSES

#### Select and complete 13 units from the following courses:

	UNITS
ANTH M01/M01H Biological Anthropology/Honors	3.0
ANTH M01L Biological Anthropology Lab	1.0
ANTH M02 Cultural Anthropology	3.0
ANTH M03 Introduction to Archaeology	3.0
ANTH M08 Linguistic Anthropology	3.0
UNITS from ELECTIVE COURSES	6.0

### TOTAL UNITS

19.0

### ELECTIVE COURSES

#### Select and complete 6 units from the following courses:

	UNITS
ANTH M05 Archaeological Field Methods	3.0
ANTH M06 Introduction to Native American Studies	3.0
ANTH M07 Peoples and Cultures of the World	3.0
ANTH M09 Sex, Gender, and Culture	3.0
ANTH M10 Archaeological Survey and Mapping	3.0
ANTH M11 Magic, Witchcraft, and Religion	3.0
ANTH M12 Archaeological Laboratory Procedures	3.0
ANTH M13 The Chumash and their Neighbors: Indians of California	3.0
ANTH M14 Monkeys, Apes, and Humans	3.0
ANTH M15 Egyptology: Archaeology of the Land of the Pharaohs	3.0
ANTH M16 Mysteries of the Ancient Maya	3.0
ANTH M17 Forensic Anthropology	3.0
ANTH M80 Internship in Anthropology	1.0-4.0
ANTH M122* Independent Study - Anthropology	0.5-3.0

\*May be taken for a maximum of 3.0 units to fulfill the requirements of the A.A. Degree.

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Arts in Anthropology will be able to:

- demonstrate an understanding of the perspectives, theories, methods, and core concepts of anthropology as a social science and scientific discipline.
- examine and assess the place of humans in the natural world.
- compare and critique their own cultural assumptions to those of people from other societies.



## ASSOCIATE IN ARTS IN ARCHAEOLOGY DEGREE

To earn an Associate in Arts Degree with a major in Archaeology, students complete 25 specified units, plus General Education Degree Requirements for a minimum total of 60 units. These major requirements optimize preparation for upper division course work for advanced degrees in Archaeology offered by four-year institutions. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment with a local archaeological firm, or obtaining a position on an archaeological project either within or outside the United States.

This specialized program in Archaeology is not intended to be used as a license for independent unsupervised archaeological research. Rather it is designed to introduce students to archaeological research, and provide opportunities to actively participate in supervised archaeological survey, excavation, and artifact analysis.

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

REQUIRED COURSES		UNITS
<b>Complete the following courses (19 units):</b>		
ANTH M01/M01H	Biological Anthropology/Honors	3.0
ANTH M01L	Biological Anthropology Lab	1.0
ANTH M02	Cultural Anthropology	3.0
ANTH M03	Introduction to Archaeology	3.0
ANTH M05	Archaeological Field Methods	3.0
ANTH M10	Archaeological Survey and Mapping	3.0
ANTH M12	Archaeological Laboratory Procedures	3.0
UNITS from List of RECOMMENDED COURSES		6.0

<b>TOTAL UNITS</b>	<b>25.0</b>
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RECOMMENDED COURSES		UNITS
<b>Choose 6 units:</b>		
ANTH M06	Introduction to Native American Studies	3.0
ANTH M07	Peoples and Cultures of the World	3.0
ANTH M08	Linguistic Anthropology	3.0
ANTH M09	Sex, Gender, and Culture	3.0
ANTH M11	Magic, Witchcraft, and Religion	3.0
ANTH M13	The Chumash and Their Neighbors: Indians of California	3.0
ANTH M15	Egyptology: Archaeology of the Land of the Pharaohs	3.0
ANTH M16	Mysteries of the Ancient Maya	3.0
ANTH M17	Forensic Anthropology	3.0
ANTH M80	Internship in Anthropology	1.0-4.0
ANTH M122	Independent Study – Anthropology	0.5-3.0
BIOL M05	Field Biology – A Natural History of California	4.0
GEOL M02	Physical Geology	3.0
GEOL M03	Earth History	3.0
GIS M01	Introduction to Mapping and Geographic Information Systems (GIS)	3.0
HIST M135	Native American History	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Arts in Archaeology will be able to:

- demonstrate an understanding of the perspectives, theories, methods, and core concepts of archaeology as a social science and scientific discipline.
- demonstrate a skill set in archaeological field methods including mapping, excavating, and laboratory analysis that will enable them to be an active member of future archaeological research projects.

## ANTHROPOLOGY COURSES

### ANTH M01 – BIOLOGICAL ANTHROPOLOGY

**3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* ANTH 110

Introduces the scientific method as used in the study of humans as biological organisms. Focuses on human evolution and diversity, including genetics, evolution, primatology, paleoanthropology, human variation, and biocultural adaptation. Examines how humans relate to other living organisms, and how the tools of science are used to reconstruct the past history of our species. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### ANTH M01H – HONORS: BIOLOGICAL ANTHROPOLOGY

**3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* ANTH 110

Introduces the scientific method as used in the study of humans as biological organisms. Focuses on human evolution and diversity, including genetics, evolution, primatology, paleoanthropology, human variation, and biocultural adaptation. Examines how humans relate to other living organisms, and how the tools of science are used to reconstruct the past history of our species. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### ANTH M01L – BIOLOGICAL ANTHROPOLOGY LAB

**1 UNIT**

*Prerequisites:* ANTH M01 or ANTH M01H or concurrent enrollment

*Class Hours:* 3 lab

*C-ID:* ANTH 115L

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

### ANTH M02 – CULTURAL ANTHROPOLOGY

**3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* ANTH 120

Focuses upon concepts and methods for analyzing cultural systems, illustrated with examples drawn largely from non-Western societies. Emphasizes the structure and evolution of human behavior in all major aspects of culture. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M03 – INTRODUCTION TO ARCHAEOLOGY****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: ANTH 150*

Introduces the history, goals and methods of archaeology. Explores the excitement and romance of archaeology through examples of archaeological finds from throughout the world, including Egypt, Stonehenge, and the Maya. Illustrates the concepts and techniques common to the process of archaeology via hands-on, in-class activities that replicate real archaeological explorations and excavations. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M05 – ARCHAEOLOGICAL FIELD METHODS****3 UNITS***Prerequisites: ANTH M03 or concurrent enrollment**Class Hours: 1 lecture, 6 lab*

Introduces practical hands-on archaeology by participation in an on-going archaeological project. Emphasizes the methods of site excavation, recognition of artifacts while in the ground, recording of archaeological discoveries, archaeological ethics, and primary sorting of archaeological materials. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M06 – INTRODUCTION TO NATIVE AMERICAN STUDIES****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Surveys the origins and development of Native American cultures within North America from an anthropological perspective. Assesses the contribution of archaeology and anthropology to our understanding of Native culture, from the peopling of the New World to the growth of complex societies such as Chaco Canyon and Cahokia. Examines the history of Native and Non-Native contact through time, including relations with the Federal Government. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M07 – PEOPLES AND CULTURES OF THE WORLD****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces the study of language and communication from an anthropological perspective. Examines the basic components of language, including morphology, phonology, syntax and semantics. Provides an overview of how humans interact and communicate using verbal and nonverbal language and how language both reflects and shapes thought, culture, and power/status. Exposes students to anthropological theories of language origin, language use, and cultural issues associated with language in cross-cultural contexts. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M08 – LINGUISTIC ANTHROPOLOGY****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: ANTH 130*

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

**ANTH M09 – SEX, GENDER, AND CULTURE****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Explores the biological and socio-cultural aspects of sexuality and gendered experiences. Highlights both the diversity and shared meanings of such experiences by analyzing and comparing examples from traditional and contemporary world cultures. Examines how gender and sexuality intersect with religion, kinship, ethnicity, politics, and economics. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M10 – ARCHAEOLOGICAL SURVEY AND MAPPING****3 UNITS***Prerequisites: ANTH M03 or concurrent enrollment**Class Hours: 1 lecture, 6 lab*

Introduces archaeological field research through the application of survey and mapping techniques, including the initial discovery, evaluation, and recording of archaeological sites. Emphasizes the use of a compass, reading and drawing of scale maps, evaluation of soil and terrain formations, initial recording and collection of surface artifacts, and various other specialized observation and recording techniques including GPS and Google Earth. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M11 – MAGIC, WITCHCRAFT, AND RELIGION****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Provides an introduction to human belief systems around the world and the manners in which anthropology investigates these. Examines the functions and structures of belief systems, cross-cultural classifications of religions, shamanism, religious change, and religious systems in global perspective. Analyzes the historical, social, and psychobiological factors that influence the development of religions, and emphasizes the application of cultural relativism when considering other cultures and beliefs. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M12 – ARCHAEOLOGICAL LABORATORY PROCEDURES****3 UNITS***Prerequisites: ANTH M03 or concurrent enrollment**Class Hours: 1 lecture, 6 lab*

Provides hands-on experience working with archaeological collections. Examines the processing, sorting, washing, stabilizing, analysis and final cataloging of an excavation collection. Includes an introduction to federal and state laws concerning archaeological excavation and curation. Also considers the requirements for employment with local contract archaeology firms. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M13 – THE CHUMASH AND THEIR NEIGHBORS: INDIANS OF CALIFORNIA****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces the aboriginal inhabitants of California. Examines the religion, social structure, material culture, and everyday lives of the many different cultures that inhabited California using both archaeological and anthropological evidence. Emphasizes local tribes such as the Chumash and considers the effects of European contact on modern California Indian tribes. (Formerly ANTH M60C and ANTH M60I.) Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M14 – MONKEYS, APES, AND HUMANS****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Explores principles of animal behavior and ecology from an evolutionary perspective. Uses primates (including humans) to investigate such topics as predator avoidance, foraging strategies, mating behaviors, mother-infant bonding, the development of social groups, and cognition. Addresses research methodology and requires an observational project of primates. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M15 – EGYPTOLOGY: ARCHAEOLOGY OF THE LAND OF THE PHARAOHS****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Surveys the splendor of ancient Egypt with an emphasis on the contributions of archaeology. Cultivates an understanding of the historical and cultural development of Egypt by studying pyramid construction, pharaohs, religious beliefs, warfare, technology, the Nile, and famous explorers and looters. (Formerly ANTH M60J.) Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M16 – MYSTERIES OF THE ANCIENT MAYA****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Explores the ancient Maya civilization of southern Mexico and Central America. Surveys Maya origins, agriculture, art, religion, ritual, hieroglyphic writing, material culture, cities, and the history of archaeology in Mesoamerica. Highlights the ancient Maya collapse and investigates the contributions of the enduring Maya culture. (Formerly ANTH M60K.) Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M17 – FORENSIC ANTHROPOLOGY****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces the field of forensic anthropology through a study of the history and methods of forensic anthropology and the role it plays in the medico-legal system. Includes the human skeletal system, forensic archaeology, and recovery and techniques for analyzing human skeletal remains. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M80 – INTERNSHIP IN ANTHROPOLOGY 1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

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

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

## ART AND ART HISTORY

*Program Purpose: Students who complete Art courses will develop strong foundation level art practices with a variety of medium and techniques. Courses will stimulate conceptual thinking and critical analysis through direct application and experience, as well as foster an understanding of art within history and culture.*

Students who major in the field of art have a variety of opportunities open to them. Choices include careers in teaching, art criticism, historic preservation, gallery/museum studies, or work as practicing artists in ceramics, painting, sculpture, drawing, and commercial art.

**DEAN**

VACANT, Phone (805) 553-4121

**FACULTY**

Erika Lizée, Cynthia Minet, Gerardo Zucca (Art), Lydia Etman (Art History)

**COUNSELORS**

Jodi Dickey

**TRANSFER INFORMATION**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. See General Education Degree Requirements and Transfer Information.

## ASSOCIATE IN ARTS IN STUDIO ARTS FOR TRANSFER DEGREE

The Associate in Arts in Studio Arts Transfer (AA-T) Degree is intended to meet the lower division requirement for Studio Arts majors (or similar majors) at a CSU campus that offers a Studio Arts baccalaureate degree. The degree helps to develop a strong foundation level of art skills in a variety of mediums and techniques. Courses will stimulate conceptual thinking, problem solving and critical analysis through direct application and experience, as well as foster an understanding of art within history and culture. Students who major in the field of art have a variety of opportunities open to them. Choices include careers in teaching, art criticism, historic preservation, museum/gallery practices, or work as practicing artists in ceramics, painting, sculpture, drawing, or applied art.

The Associate in Arts in Studio Arts for Transfer (AA-T in Studio Arts) is intended for students who plan to transfer and complete a bachelor's degree in Arts, Studio Arts, or a "similar" major at a CSU campus. Students completing this AA-T degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. For a current list of what majors (and what options or areas of emphasis within that major) have been designed as "similar" to this degree at each CSU campus, please refer to [adegreewithaguarantee.com](http://adegreewithaguarantee.com) and seek guidance from a Moorpark College counselor. Students completing this degree are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice.

To earn an AA-T in Studio Arts degree, students must:

1. Complete of 60 semester or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements
  - b. A minimum of 24 semester units in Studio Arts major as listed in the Moorpark College catalog.

*continued on next page*



- Obtain a minimum grade point average (GPA) of at least 2.0. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA. Please consult with a counselor for more information.
- Obtain a grade of "C" or better or "P" in all courses required in the major. Even though a "pass-no-pass" is allowed (Title 5 §55063), it is highly recommended that students complete their major courses with a letter grade (A, B, or C).
- Complete requirements in residency. For students in the Ventura County Community College District, a minimum of 12 units must be completed in residency at the college granting the degree.

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

<b>REQUIRED CORE</b>		<b>UNITS</b>
<b>Complete the following courses (12 units):</b>		
ART M20	Two-Dimensional Design	3.0
ART M23	Three-Dimensional Design	3.0
ART M30	Drawing and Composition I	3.0
ARTH M120	History of Western Art: Renaissance through Modern	3.0
UNITS from LIST A		3.0
UNITS from LIST B		9.0
<b>TOTAL UNITS</b>		<b>24.0</b>

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

ARTH M110	History of Western Art: Prehistoric through Gothic	3.0
ARTH M150	History of Western Art: Modern through Contemporary	3.0
ARTH M130	History of Art: Asian	3.0

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

<b>Drawing</b>		
ART M31	Drawing and Composition II	3.0
<b>OR</b>		
ART M32	Beginning Life Drawing I	3.0
<b>Painting</b>		
ART M43	Beginning Painting I	3.0
<b>OR</b>		
ART M49	Watercolor I	3.0
<b>Ceramics</b>		
ART M70	Beginning Ceramics I	3.0
<b>Sculpture</b>		
ART M77	Beginning Sculpture I	3.0
<b>OR</b>		
ART M79A	Figure Sculpture I	3.0
<b>Digital Art</b>		
MM M10	Introduction to Digital Media	3.0
<b>Printmaking</b>		
ART M90	Beginning Printmaking I	3.0
<b>Photography</b>		
PHOT M10	Beginning Photography	3.0
<b>Second Semester Courses</b>		
ART M33	Beginning Life Drawing II	3.0
ART M44	Beginning Painting II	3.0
ART M50	Water Color II	3.0
ART M71	Beginning Ceramics II	3.0
ART M91	Beginning Printmaking II	3.0

## PROGRAM STUDENT LEARNING OUTCOMES

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

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

## ASSOCIATE IN ARTS IN ART DEGREE

To earn an Associate in Arts Degree with a major in Art, students complete 36 specified units, plus General Education Degree Requirements. This program provides students with a curriculum design that is preparatory for transfer to most universities and professional schools of art.

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

<b>REQUIRED COURSES</b>		<b>UNITS</b>
ARTH M110	History of Western Art: Prehistoric through Gothic	3.0
ARTH M120	History of Western Art: Renaissance through Modern	3.0
ARTH M150	History of Western Art: Modern through Contemporary	3.0
ART M20	Two-Dimensional Design	3.0
ART M23	Three-Dimensional Design	3.0
ART M30	Drawing and Composition I	3.0
GR M27/PHTC M33	Image Editing	3.0
UNITS from one of the RECOMMENDED OPTIONS		15.0
<b>TOTAL UNITS</b>		<b>36.0</b>

## RECOMMENDED OPTIONS

**Choose either 2-D Studio Art Option or 3-D Studio Art Option:**

### 2-D Studio Art Option (15 units):

ART M31	Drawing and Composition II	3.0
ART M32	Beginning Life Drawing I	3.0
ART M33	Beginning Life Drawing II	3.0
ART M40	Beginning Illustration	3.0
ART M43	Beginning Painting I	3.0
ART M41	Intermediate Illustration	3.0
ART M44	Beginning Painting II	3.0
ART M90	Beginning Printmaking I	3.0
ART M91	Beginning Printmaking II	3.0

### OR

### 3-D Studio Art Option (15 units):

ART M70	Beginning Ceramics I	3.0
ART M71	Beginning Ceramics II	3.0
ART M72	Ceramic Design I	3.0
ART M73	Ceramic Design II	3.0
ART M74	Glaze Design I	3.0
ART M75	Glaze Design II	3.0
ART M77	Beginning Sculpture I	3.0
ART M78	Beginning Sculpture II	3.0
ART M79A	Figure Sculpture I	3.0
ART M79B	Figure Sculpture II	3.0

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Arts in Art will be able to:

- utilize a variety of artistic mediums and techniques.
- demonstrate conceptual thinking and critical analysis through direct application and experience.
- demonstrate an understanding of art within history and culture.

## ART COURSES

### ART M20 – TWO-DIMENSIONAL DESIGN

**3 UNITS**

*Prerequisites:* None

*Class Hours:* 1 lecture, 6 lab

*C-ID:* ARTS 100

Provides foundation level understanding of the elements and principles of two-dimensional design. Teaches design elements and principles in both theory and practical applications through specific two-dimensional projects using a variety of materials. Moorpark College Faculty has defined Art Fundamentals as a family of courses which includes ART M20, M23, M30, and M31. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

### ART M23 – THREE-DIMENSIONAL DESIGN

**3 UNITS**

*Prerequisites:* None

*Recommended Prep:* ART M20

*Class Hours:* 1 lecture, 6 lab

*C-ID:* ARTS 101

Provides foundation level understanding of the elements and principles of three-dimensional design. Teaches design elements and principles in both theory and practical applications through specific weekly three-dimensional projects using a variety of materials. Moorpark College Faculty has defined Art Fundamentals as a family of courses which includes ART M20, M23, M30, and M31. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

### ART M30 – DRAWING AND COMPOSITION I

**3 UNITS**

*Prerequisites:* None

*Class Hours:* 1 lecture, 6 lab

*C-ID:* ARTS 110

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

### ART M31 – DRAWING AND COMPOSITION II

**3 UNITS**

*Prerequisites:* ART M30

*Class Hours:* 1 lecture, 6 lab

*C-ID:* ARTS 205

Expands exploration of varied media such as pen and ink, watercolor washes and collage through a study of illustrative drawing, analytic abstraction concepts and advanced problems in rendering. Emphasizes experimentation, personal expression and further development of drawing skills. Includes presentations and discussions of historical and contemporary examples of a wide range of drawing. Moorpark College Faculty has defined Art Fundamentals as a family of courses which includes ART M20, M23, M30, and M31. A student may take a maximum of four (4) courses from a family. (Formerly ART M12B.) Applies to Associate Degree. Transfer credit: CSU; UC

### ART M32 – BEGINNING LIFE DRAWING I

**3 UNITS**

*Prerequisites:* ART M30

*Class Hours:* 1 lecture, 6 lab

*C-ID:* ARTS 200

Introduces drawing the human figure from live models. Emphasizes structure, proportion, form and composition through an introduction of linear and tonal concepts. Explores different media including charcoal, conte crayon, pencil, pen and ink. Moorpark College Faculty has defined Life Drawing as a family of courses which includes ART M32, M33, M34, and M35. A student may take a maximum of four (4) courses from a family. (Formerly ART M13A.) Applies to Associate Degree. Transfer credit: CSU; UC

### ART M33 – BEGINNING LIFE DRAWING II

**3 UNITS**

*Prerequisites:* ART M32

*Class Hours:* 1 lecture, 6 lab

Expands drawing the human figure from a live model. Explores varied media including color. Continues studies in structure, proportion, form, and composition. Encourages experimentation in working towards an individual style in drawing the human form. Moorpark College Faculty has defined Life Drawing as a family of courses which includes ART M32, M33, M34, and M35. A student may take a maximum of four (4) courses from a family. (Formerly ART M13B.) Applies to Associate Degree. Transfer credit: CSU; UC

### ART M34 – ADVANCED LIFE DRAWING I

**3 UNITS**

*Prerequisites:* ART M33

*Class Hours:* 1 lecture, 6 lab

Encourages independent, self-expressive approaches to form and content in observational drawings from the live model and in outside projects. Continues practice of linear and tonal concepts in many media. Emphasizes consistent engagements with structure, proportion, form, composition, and content. Moorpark College Faculty has defined Life Drawing as a family of courses which includes ART M32, M33, M34, and M35. A student may take a maximum of four (4) courses from a family. (Formerly ART M13C.) Applies to Associate Degree. Transfer credit: CSU; UC

### ART M35 – ADVANCED LIFE DRAWING II

**3 UNITS**

*Prerequisites:* ART M34

*Class Hours:* 1 lecture, 6 lab

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

### ART M40 – BEGINNING ILLUSTRATION

**3 UNITS**

*Prerequisites:* ART M30

*Class Hours:* 1 lecture, 6 lab

Introduces pen and ink, acrylic paint, scratchboard, graphite and charcoal as principal means of rendering. Analyzes topical themes and individual story lines as potential subject matter for weekly drawings. Moorpark College Faculty has defined Illustration as a family of courses which includes ART M40, M41, and M42. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU

### ART M41 – INTERMEDIATE ILLUSTRATION

**3 UNITS**

*Prerequisites:* ART M40

*Class Hours:* 1 lecture, 6 lab

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

### ART M42 – ADVANCED ILLUSTRATION

**3 UNITS**

*Prerequisites:* ART M20 and ART M41

*Class Hours:* 1 lecture, 6 lab

Emphasizes development of individual style through advanced illustration techniques and creative experimentation of media. Requires the creation of a series of projects reflecting the developmental style. Moorpark College Faculty has defined Illustration as a family of courses which includes ART M40, M41, and M42. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU

**ART M43 – BEGINNING PAINTING I****3 UNITS***Prerequisites: None**Class Hours: 1 lecture, 6 lab**C-ID: ARTS 210*

Introduces basic painting techniques, skills and concepts. Emphasizes realistic representation, along with the exploration of the expressive and abstract applications of paint. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (Formerly ART M16A.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M44 – BEGINNING PAINTING II****3 UNITS***Prerequisites: ART M43**Class Hours: 1 lecture, 6 lab*

Continues the development of fundamental painting skills and concepts, with the introduction of more intermediate methods. Emphasizes technical competence, with a focus on individual concepts using both traditional and contemporary materials. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (Formerly ART M16B.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M45 – ADVANCED PAINTING I****3 UNITS***Prerequisites: ART M44**Class Hours: 1 lecture, 6 lab*

Explores advanced painting concepts and techniques. Encourages personal and unique self-expression through experimentation with and interpretation of subject matter. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (Formerly ART M16C.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M46 – ADVANCED PAINTING II****3 UNITS***Prerequisites: ART M45**Class Hours: 1 lecture, 6 lab*

Integrates and expands advanced conceptual and technical painting skills through creative experimentation. Requires the creation of a series of projects reflecting an individual and contemporary approach to painting. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (Formerly ART M16D.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M47 – LANDSCAPE PAINTING I****3 UNITS***Prerequisites: ART M20 or ART M30**Class Hours: 1 lecture, 6 lab*

Introduces painting skills and concepts applicable to landscape, both indoor and outdoor. Focuses on painting nature out of doors in various mediums, such as acrylics, oils, watercolor, and pastels. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (Formerly ART M17A.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M48 – LANDSCAPE PAINTING II****3 UNITS***Prerequisites: ART M47**Class Hours: 1 lecture, 6 lab*

Expands the skills and concepts of painting applicable to landscape. Emphasizes a personal, creative approach to landscape painting. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (Formerly ART M17B.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M49 – WATERCOLOR I****3 UNITS***Prerequisites: None**Class Hours: 1 lecture, 6 lab**C-ID: ARTS 210*

Introduces the techniques and concepts of watercolor media. Builds from simple exercises to more complex problems to be solved in personal and creative ways. (Formerly ART M18A.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M50 – WATERCOLOR II****3 UNITS***Prerequisites: ART M49**Class Hours: 1 lecture, 6 lab*

Develops intermediate watercolor techniques. Uses the concept of multiple images in both landscapes and still life. (Formerly ART M18B.) Applies to Associate Degree. Transfer credit: CSU; UC

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

Introduces and offers practice in elementary clay construction methods, forming clay on the potter's wheel and glazing techniques. Explores basic ceramic design concepts, form, color, texture, decoration and craftsmanship. Moorpark College Faculty has defined Ceramics as a family of courses which includes ART M70, M71, M72, and M73. A student may take a maximum of four (4) courses from a family. (Formerly ART M08A.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M71 – BEGINNING CERAMICS II****3 UNITS***Prerequisites: ART M70**Class Hours: 1 lecture, 6 lab*

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

**ART M72 – CERAMIC DESIGN I****3 UNITS***Prerequisites: ART M23 and ART M71**Class Hours: 1 lecture, 6 lab*

Explores clay bodies, glaze materials and calculations, and firing techniques through independent projects. Develops individual growth and creative expression. Moorpark College Faculty has defined Ceramics as a family of courses which includes ART M70, M71, M72, and M73. A student may take a maximum of four (4) courses from a family. (Formerly ART M09A.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M73 – CERAMIC DESIGN II****3 UNITS***Prerequisites: ART M72**Class Hours: 1 lecture, 6 lab*

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

**ART M74 – GLAZE DESIGN I****3 UNITS***Prerequisites: ART M72**Class Hours: 1 lecture, 6 lab*

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



**ART M75 – GLAZE DESIGN II****3 UNITS***Prerequisites:* ART M74*Class Hours:* 1 lecture, 6 lab

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

**ART M77 – BEGINNING SCULPTURE I****3 UNITS***Prerequisites:* None*Class Hours:* 1 lecture, 6 lab

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

**ART M78 – BEGINNING SCULPTURE II****3 UNITS***Prerequisites:* ART M77*Class Hours:* 1 lecture, 6 lab

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

**ART M79A – FIGURE SCULPTURE I****3 UNITS***Prerequisites:* None*Class Hours:* 1 lecture, 6 lab

Introduces the basic principles, materials and techniques of sculpting the human figure from live models; materials may include clay, wire, and mixed media. Emphasizes structure, proportion, balance, and self-expression in three-dimensional form. Develops awareness of historical and contemporary concerns in figure sculpture. Moorpark College Faculty has defined Sculpture as a family of courses which includes ART M77, M78, M79A and M79B. A student may take a maximum of four (4) courses from a family. (Formerly ART M79.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M79B – FIGURE SCULPTURE II****3 UNITS***Prerequisites:* ART M79A*Class Hours:* 1 lecture, 6 lab

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

**ART M79C - FIGURE SCULPTURE III****3 UNITS***Prerequisites:* ART M79B*Class Hours:* 1 lecture, 6 lab

Expands further the technical and conceptual skills in the sculpting of the human figure from live models; materials include clay, wire, and mixed media. Continues the study of structure, proportion, and balance. Emphasizes intermediate-level individual and self-expressive approaches to sculpting the human form. Develops intermediate-level awareness of historical and contemporary concerns in figure sculpture. Moorpark College Faculty has defined Figure Sculpture as a family of courses which includes ART M79A, M79B, and M79C. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**ART M80 – INTERNSHIP IN ART****1 TO 4 UNITS***Prerequisites:* Completion of or concurrent enrollment in one course in the discipline and instructor approval.*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**ART M90 – BEGINNING PRINTMAKING I****3 UNITS***Prerequisites:* None*Class Hours:* 1 lecture, 6 lab*C-ID:* ARTS 220

Introduces basic techniques, aesthetic concepts and history in the medium of printmaking. Focuses on relief and intaglio printmaking processes. Moorpark College Faculty has defined Printmaking as a family of courses which includes ART M90, M91, M92 and M93. A student may take a maximum of four (4) courses from a family. Moorpark College Faculty has defined Printmaking as a family of courses which includes ART M90, M91, M92 and M93. A student may take a maximum of four (4) courses from a family. (Formerly ART M15A.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M91 – BEGINNING PRINTMAKING II****3 UNITS***Prerequisites:* ART M90*Class Hours:* 1 lecture, 6 lab

Expands work in intaglio and relief printmaking. Emphasizes individual exploration of solutions and experimental techniques. Moorpark College Faculty has defined Printmaking as a family of courses which includes ART M90, M91, M92 and M93. A student may take a maximum of four (4) courses from a family. (Formerly ART M15B.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M92 – ADVANCED PRINTMAKING I****3 UNITS***Prerequisites:* ART M91*Class Hours:* 1 lecture, 6 lab

Focuses on tonal techniques for the intaglio printmaking process using aquatint, soft ground and lift ground. Studies paper types, and image registration for color prints through projects and demonstrations. Moorpark College Faculty has defined Printmaking as a family of courses which includes ART M90, M91, M92 and M93. A student may take a maximum of four (4) courses from a family. (Formerly ART M15C.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M93 – ADVANCED PRINTMAKING II****3 UNITS***Prerequisites:* ART M92*Class Hours:* 1 lecture, 6 lab

Teaches experimentation and development of the student's personal/individual style in printmaking. Explores in-depth the study of printmaking through independent projects designed to enhance mastery and build a personal printmaking portfolio. Moorpark College Faculty has defined Printmaking as a family of courses which includes ART M90, M91, M92 and M93. A student may take a maximum of four (4) courses from a family. (Formerly ART M15D.) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M110 – GALLERY PRACTICES/PORTFOLIO 3 UNITS**

*Prerequisites:* ART M20 or ART M23 or PHOT M10 or GR M30 or equivalent design level of skill

*Class Hours:* 1 lecture, 6 lab

Introduces gallery practices through exhibition selection and design, installation, documentation, and promotion of exhibits in the campus art gallery. Involves the development of a personal portfolio that will prepare students for transfer and/or professional artistic activity outside the college environment. Field trips required. (Formerly ART M60A.) Applies to Associate Degree. Transfer credit: CSU

**ART M122 – INDEPENDENT STUDY - ART 0.5 TO 3 UNITS**

*Prerequisites:* Completion of one course in Art and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

**ASSOCIATE IN ARTS IN ART HISTORY FOR TRANSFER DEGREE**

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

Students completing this degree are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Art History degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in Art History, students must complete the following:

1. 60 semester units or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. A minimum of 18-20 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 §55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

<b>REQUIRED CORE</b>		<b>UNITS</b>
<b>Complete the following three (3) courses (9 units):</b>		
ART M30	Drawing and Composition I	3.0
ARTH M110	History of Western Art: Prehistoric through Gothic	3.0
ARTH M120	History of Western Art: Renaissance through Modern	3.0
UNITS from LIST A		3.0
UNITS from LIST B		3.0
UNITS from LIST C		3.0-5.0
<b>TOTAL UNITS</b>		<b>18.0-20.0</b>

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

ARTH M130	History of Art: Asian	3.0
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**LIST B - Select and complete one studio art course from the following list (3 units):**

ART M20	Two-Dimensional Design	3.0
ART M23	Three-Dimensional Design	3.0
ART M31	Drawing and Composition II	3.0

ART M32	Beginning Life Drawing I	3.0
ART M33	Beginning Life Drawing II	3.0
ART M43	Beginning Painting I	3.0
ART M44	Beginning Painting II	3.0
ART M49	Water Color I	3.0
ART M50	Water Color II	3.0
ART M70	Beginning Ceramics I	3.0
ART M77	Beginning Sculpture I	3.0
ART M79A	Figure Sculpture I	3.0
ART M90	Beginning Printmaking I	3.0
ART M91	Beginning Printmaking II	3.0
GR M30	Design I	3.0
GR M31	Design II	3.0
MM M10	Introduction to Digital Media	3.0
PHOT M10	Beginning Photography	3.0

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

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

**Any CSU transferable Art History Course (Except ARTH M100 Understanding Art):**

ARTH M150	History of Art: Modern through Contemporary	3.0
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**Any Art or Humanities course articulated as CSU GE Area C1 or IGETC AREA 3A:**

ARTH M100/M100H	Understanding Art/Honors	3.0
COMM M05	Oral Interpretation of Literature	3.0
DANC M01	Dance Appreciation	3.0
DANC M03	Dance History	3.0
DANC M31	World Dance Cultures	3.0
FILM M10	Introduction to Cinema	3.0
FILM M15	Introduction to Documentary	3.0
FILM M25	History of International Cinema: Emergence to World War II	3.0
FILM M26	History of International Cinema: World War II to the Present	3.0
FILM M31	Contemporary American Cinema	3.0
FILM M32	Contemporary Global Cinema	3.0
FILM M51	Women in Cinema	3.0
FTVM M03	Introduction to Media Aesthetics	3.0
GR M10	Design and Society	3.0
GR M11	Design History	3.0
HUM M07	Survey of the Arts	3.0
MUS M01	Music Fundamentals	3.0
MUS M04/M04H	Survey of World Music/Honors	3.0
MUS M08	Music Appreciation	3.0
MUS M09A/M09AH	Music History I/Honors	3.0
MUS M09B/M09BH	Music History II/Honors	3.0
PHOT M40	History of Photography	3.0
THA M01/M01H	Introduction to Theatre/Honors	3.0
THA M02A	Acting I	3.0
THA M04/M04H	History of the Theatre/Honors	3.0

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

CHIN M01	Elementary Chinese: Mandarin I	4.0
FREN M01	Elementary French I	4.0
FREN M02	Elementary French II	4.0
GERM M01	Elementary German I	4.0
GERM M02	Elementary German II	4.0
HIST M150	World History: From Prehistory to 1500	3.0
HIST M152	History of Asia from Prehistory to 1600	3.0
HIST M160	World History: From 1450 to the Present	3.0
HIST M162	History of Asia from 1600 to the Present	3.0
HIST M170	Western Civilization: From Prehistory to 1600	3.0
HIST M180	Western Civilization: From 1600 to the Present	3.0

HUM M10A	Ethics, Culture, and the Arts: The Roots of the Humanities	3.0
HUM M10B	Ethics, Culture, and the Arts: Humanities and the Modern World	3.0
ITAL M01	Elementary Italian I	4.0
JAPN M01	Elementary Japanese I	4.0
JAPN M02	Elementary Japanese II	4.0
JOUR M05	Introduction to Visual Communication	3.0
LAT M01	Elementary Latin I	4.0
PHIL M01/M01H	Introduction to Philosophy/Honors	3.0
PHIL M02/M02H	Introduction to Ethics/Honors	3.0
PHIL M03	Social and Political Philosophy	3.0
PHIL M08	Philosophy of Religion	3.0
PHIL M11	World Religions: West	3.0
PHIL M12	World Religions: East	3.0
PHIL M13	The Classical Mind	3.0
PHIL M14	The Modern Mind	3.0
PHIL M21	Ethics of Living and Dying	3.0
SPAN M01	Elementary Spanish I	5.0
SPAN M02	Elementary Spanish II	5.0
SPAN M03	Intermediate Spanish I	5.0
SPAN M04	Intermediate Spanish II	5.0

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

#### AREA D1

ANTH M02	Cultural Anthropology	3.0
ANTH M03	Introduction to Archaeology	3.0
ANTH M06	Introduction to Native American Studies	3.0
ANTH M07	Peoples and Cultures of the World	3.0
ANTH M08	Linguistic Anthropology	3.0
ANTH M09	Sex, Gender, and Culture	3.0
ANTH M11	Magic, Witchcraft, and Religion	3.0
ANTH M13	The Chumash and Their Neighbors: Indians of California	3.0
ANTH M14	Monkeys, Apes, and Humans	3.0
ANTH M15	Egyptology: Archaeology of the Land of the Pharaohs	3.0
ANTH M16	Mysteries of the Ancient Maya	3.0
ANTH M17	Forensic Anthropology	3.0

#### AREA D3

COMM M12	Intercultural Communications	3.0
PSY M14	Cross-Cultural Psychology	3.0
SOC M08	Introduction to Race and Ethnicity	3.0

#### AREA D4

SOC M10	Sociology of Gender	3.0
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#### AREA D6

HIST M25/M25H	History of the United States/Honors	3.0
HIST M130	United States History Through Reconstruction	3.0
HIST M131	African American History to 1877	3.0
HIST M133	History of Mexican Americans in the United States	3.0
HIST M135	Native American History	3.0
HIST M137/M137H	History of American Women/Honors	3.0
HIST M140	United States History Since the Civil War	3.0
HIST M141	African American History Since 1877	3.0
HIST M143	History of California	3.0
HIST M145	Race and Ethnicity in American History	3.0
HIST M164	History of Latin America	3.0

#### PROGRAM STUDENT LEARNING OUTCOMES

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

- examine and assess visual art expressions across time and across the world, with an emphasis on the Western World.
- discuss the different mediums and techniques used to create art traditionally and with modern means.

- compare and contrast different cultures, civilizations and artistic expressions based on the knowledge they have acquired, and critically analyze their own cultural assumptions against those of other cultures across time and throughout the world.

## ART HISTORY COURSES

### ARTH M80 - INTERNSHIP IN ART HISTORY 1 - 4 UNITS

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

*Class Hours:* 3 - 12 lab

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

### ARTH M100 – UNDERSTANDING ART 3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* ARTH 100

Studies general art concepts including the major principles and techniques used to create visual art objects in diverse media. Assists students in developing informed perceptions and evaluations of works of art and understanding of the diverse historical, cultural and theoretical contexts across the world and across time. Examines art theory, terminology, themes, design principles and other components of visual and performing arts. (Formerly ART M02, ART M10, ARTH M10.) Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### ARTH M100H – HONORS: UNDERSTANDING ART 3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* ARTH 100

Studies general art concepts including the major principles and techniques used to create visual art objects in diverse media. Assists students in developing informed perceptions and evaluations of works of art and understanding of the diverse historical, cultural and theoretical contexts across the world and across time. Examines art theory, terminology, themes, design principles and other components of visual and performing arts. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. (Formerly ARTH 10H.) Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### ARTH M110 – HISTORY OF ART WESTERN ART: PREHISTORIC THROUGH GOTHIC 3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* ARTH 110

Introduces the history of art and architecture from prehistoric times through the Middle Ages, with an emphasis on the Western World. Provides an overview of non-Western cultures that influence Western art. Examines key styles and movements in art history and introduces techniques for art production. (Formerly ART M01A, ART M11, ARTH M11.) Applies to Associate Degree. Transfer credit: CSU; UC



## **ARTH M120 – HISTORY OF WESTERN ART: RENAISSANCE THROUGH MODERN**

**3 UNITS**

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

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

## **ARTH M122 – INDEPENDENT STUDY - ART HISTORY**

**0.5 TO 3 UNITS**

*Prerequisites: Completion of one course in Art History and instructor approval.*  
*Class Hours: 1.5 - 9 lab hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of Art History through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact an ARTH instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission).

## **ARTH M130 – HISTORY OF ART: ASIAN**

**3 UNITS**

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

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

## **ARTH M150 – HISTORY OF WESTERN ART: MODERN THROUGH CONTEMPORARY**

**3 UNITS**

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

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

## **ASTRONOMY**

*Program Purpose: Students who complete Astronomy courses will be able to identify, compare and contrast physical properties of astronomical objects; visualize the general structure and scale of the universe and our place within it; locate, identify and contrast prominent astronomical objects in the night sky; identify, comprehend and interpret elementary equations used in astronomy; and understand basic astronomical tools.*

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

### **DEAN**

Robert Cabral, Phone (805) 378-1572

### **FACULTY**

Farisa Morales, Erik Reese, Ron Wallingford

### **COUNSELORS**

Danita Redd, Samantha Zaldivar

## **ASTRONOMY COURSES**

### **AST M01 – AN INTRODUCTION TO ASTRONOMY**

**3 UNITS**

*Prerequisites: None*  
*Recommended Prep: MATH M01 or equivalent*  
*Class Hours: 3 lecture*

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

### **AST M01L – INTRODUCTION TO ASTRONOMY LABORATORY**

**1 UNIT**

*Prerequisites: AST M01 or concurrent enrollment*  
*Class Hours: 3 lab*

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

### **AST M80 – INTERNSHIP IN ASTRONOMY**

**1 TO 4 UNITS**

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

### **AST M122 – INDEPENDENT STUDY - ASTRONOMY**

**0.5 TO 3 UNITS**

*Prerequisites: A previous course in Astronomy and instructor approval*  
*Class Hours: 1.5 to 9 lab hours as arranged*

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

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

## **ATHLETICS**

## **SEE COURSES IN KINESIOLOGY**

## **BIOLOGICAL SCIENCES**

*Program Purpose: Students who complete Biological Science courses will examine and assess the place of various organisms in the natural world. They will understand how evolutionary principles provide a comprehensive model for understanding the origins of living organisms and the changes they undergo. They will be able to interpret statements about the relationships between living organisms, identify the evidence appropriate for discussing these statements and determine the validity of these statements.*

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

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

## DEAN

Carol Higashida, Phone (805) 378-1459

## FACULTY

Sandy Bryant, Audrey Chen, Katherine Courtney, Carrie Geisbauer, Jazmir Hernandez, Jana Johnson, Subhash Karkare, Paul Kores, Beth Miller, Eric Shargo, Melia Tabbakhian

## COUNSELORS

Daniel Aguilar, Chuck Brinkman, Jodi Dickey, Danita Redd, Samantha Zaldivar

## TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

## ASSOCIATE IN SCIENCE IN BIOLOGY FOR TRANSFER DEGREE

The Associate in Science in Biology for Transfer (AS-T) is intended for students who plan to transfer and complete a bachelor's degree in Biology, or a "similar" major at a CSU campus. Students completing this AS-T degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. For a current list of what majors (and what options or areas of emphasis within that major) have been designed as "similar" to this degree at each CSU campus, please refer to [adegreewithaguarantee.com](http://adegreewithaguarantee.com) and seek guidance from a Moorpark College counselor. Students completing this degree are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice.

To earn an AS-T in Biology, students must:

1. Complete of 60 semester or 90 quarter units that are eligible for transfer to the California state university, including both of the following:
  - b. The intersegmental general education transfer curriculum (IGETC)\* or the California state university general education-breadth (CSU GE-breadth)\* requirements
  - c. A minimum of 33-35 semester units in a major.
2. Obtain a minimum grade point average (GPA) of at least 2.0. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA. Please consult with a counselor for more information.
3. Obtain a grade of "C" or better or "P" in all courses required in the major. Even though a "pass-no-pass" is allowed (title 5 §55063), it is highly recommended that students complete their major courses with a letter grade (A, B, or C).
4. Complete requirements in residency. For students in the Ventura County community college district, a minimum of 12 units must be completed in residency at the college granting the degree.

Students transferring to a CSU campus that does accept the AS-T in biology will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major at a particular campus). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor to obtain more information on university admission and transfer requirements.

Note: \*This AS-T presumes completion of IGETC or CSU GE-breadth for STEM, allowing for completion of 6 units of non-stem GE work after transfer.

## REQUIRED CORE

### Complete the following courses (10 units):

BIOL M02A/M02AH	General Biology I/Honors	5.0
BIOL M02B	General Biology II	5.0
UNITS from LIST A		15.0
UNITS from PHYSICS REQUIREMENT		10.0

## TOTAL UNITS

**33.0-35.0**

### LIST A - Complete the following courses (15 units):

CHEM M01A/M01AH	General Chemistry I/Honors	5.0
CHEM M01B	General Chemistry II	5.0
MATH M16A	Applied Calculus I	3.0
MATH M25A/M25AH	Calculus with Analytic Geometry I/Honors	5.0

### PHYSICS REQUIREMENT: Select and complete one Physics Sequence with corresponding labs (10 units):

PHYS M10A	General Physics I	4.0
PHYS M10AL	General Physics I Lab	1.0
PHYS M10B	General Physics II	4.0
PHYS M10BL	General Physics II Laboratory	1.0
<b>OR</b>		
PHYS M20A	Mechanics of Solids and Fluids	4.0
PHYS M20AL	Mechanics of Solids and Fluids Lab	1.0
PHYS M20B	Thermodynamics, Electricity and Magnetism	4.0
PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1.0

## PROGRAM STUDENT LEARNING OUTCOMES

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

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

## ASSOCIATE IN SCIENCE IN BIOLOGICAL SCIENCES DEGREE

The Associate in Science in Biological Science degree is in alignment with the University of California (UC) Transfer Pathways and is intended to prepare students who plan to transfer to a UC as a Biology major. In addition to meeting the minimum UC transfer admission requirements, students completing this degree will have met the major preparation requirements for admission to the UC. Students are encouraged to work with a counselor and consult the ASSIST database for possible additional coursework and transfer requirements.

To earn an Associate in Science Degree with a major in Biological Sciences, students complete 40 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Biology offered by four-year institutions. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

## REQUIRED COURSES

BIOL M02A/M02AH	General Biology I/Honors	5.0
BIOL M02B	General Biology II	5.0
CHEM M01A/M01AH	General Chemistry I/Honors	5.0
CHEM M01B	General Chemistry II	5.0

CHEM M07A	Organic Chemistry I	5.0
CHEM M07B	Organic Chemistry II	5.0
MATH M25A/M25AH	Calculus with Analytic Geometry I/Honors	5.0
MATH M25B	Calculus with Analytic Geometry II	5.0
<b>TOTAL UNITS</b>		<b>40.0</b>

**Physics Sequence (recommended but not required for the AS degree):**

MATH M15/M15H	Introductory Statistics/Honors	4.0
PHYS M20A	Mechanics of Solids and Fluids	4.0
PHYS M20AL	Mechanics of Solids and Fluids Lab	1.0
PHYS M20B	Thermodynamics, Electricity and Magnetism	4.0
PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1.0

**TRANSFER NOTES:**

Some of UC's biology majors also require one year of calculus-based physics with lab (not trigonometry-based physics) and/or one term of statistics before graduation from UC. Students can complete these courses at Moorpark College if schedule allows, but students can also complete them after transfer without negatively affecting their competitiveness for admission to UC.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

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

**PRE-ALLIED HEALTH  
CERTIFICATE OF ACHIEVEMENT**

To earn a Pre-Allied Health Certificate of Achievement students must complete 21 specified units. This program prepares the student for entry into many health professional programs. These courses provide some of the prerequisites for advanced training in the medical field for occupations such as nursing, dental hygiene, physical therapy, and radiological sciences. To earn this certificate of achievement, students must complete the required courses with a "C" grade or higher.

<b>REQUIRED CORE</b>		<b>UNITS</b>
<b>Complete the following courses (13 units):</b>		
ANAT M01	Human Anatomy	4.0
MICR M01	General Microbiology	5.0
PHSO M01/M01H	Human Physiology/Honors	4.0
UNITS from LIST A		5.0
UNITS from LIST B		3.0
<b>TOTAL UNITS</b>		<b>21.0</b>

**LIST A – Select and complete one chemistry course from the courses listed below (5 units):**

CHEM M01A/M01AH	General Chemistry I/Honors	5.0
CHEM M11	Foundations of General, Organic, and Biochemistry	5.0

**LIST B – Select and complete one social science course from the courses listed below (3 units):**

ANTH M02	Cultural Anthropology	3.0
COMM M01/M01H	Public Speaking/Honors	3.0
PSY M01/M01H	Introduction to Psychology/Honors	3.0
SOC M01/M01H	Introduction to Sociology/Honors	3.0

**PROGRAM STUDENT LEARNING OUTCOMES**

Students completing the Pre-Allied Health Certificate of Achievement will be able to:

- have the scientific background to apply to most Allied Health programs.
- analyze either a case study or experimental data utilizing scientific principles.

**ANATOMY COURSES**

**ANAT M01 – HUMAN ANATOMY**

**4 UNITS**

*Prerequisites:* None

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

*Class Hours:* 2 lecture, 6 lab

*C-ID:* BIOL 110B

Examines the anatomy of human organs and organ systems from a functional perspective that focuses on an understanding of the design of the human body. Teaches, in the laboratory setting, how to distinguish tissue types through histological specimens. Studies the three-dimensional relationship of body structures through required non-human mammalian dissection. Demonstrates, using human cadavers, the gross anatomy of the human body. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** UC - ANAT M01 and ANPH M01 combined: maximum credit one course.

**ANAT M122 – INDEPENDENT STUDY - ANATOMY 0.5 TO 3 UNITS**

*Prerequisites:* A previous course in Anatomy and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

**ANATOMY/PHYSIOLOGY COURSES**

**ANPH M01 – HUMAN ANATOMY AND PHYSIOLOGY**

**6 UNITS**

*Prerequisites:* None

*Recommended Prep:* BIOL M02A or BIOL M02AH or CHEM M11

*Class Hours:* 4 lecture, 6 lab

Introduces the structures and the relationships of human body parts. Explores how the functioning of human body parts are related to their structures. Combines the study of anatomy and physiology which allows students to effectively integrate the study of structure with functioning of the system. Utilizes themes of hierarchical structural organization and the maintenance of homeostasis to form the framework for the study of the human system at both macroscopic and microscopic levels. Examines the structure/function relationship through the required dissection of a fetal pig in the laboratory portion. Utilizes a human cadaver to demonstrate the principles of the anatomy of the human body. Applies to Associate Degree. Transfer credit: CSU; UC.

**Course Credit Limitation:** 1.) MC, CSU and UC - ANPH M01 and ANAT M01 combined: maximum credit, one course. 2.) MC, CSU and UC - ANPH M01 and PHSO M01 or PHSO M01H combined: maximum credit, one course.



## BIOLOGY COURSES

### BIOL M01 – INTRODUCTION TO BIOLOGY

4 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture, 3 lab

Introduces non-majors to science and scientific methodology through a study of the basic principles of biology. Focuses on student understanding of the unity and diversity of life through discussions of topics that include biological chemistry, metabolism, cell biology, molecular biology, genetics, evolution of living systems, and ecology. Examines the implications of the science of biology on human affairs. Applies to Associate Degree. Transfer credit: CSU; UC.

**Course Credit Limitation:** MC, CSU and UC - no credit if taken after BIOL M02A or BIOL M02AH.

### BIOL M02A – GENERAL BIOLOGY I

5 UNITS

*Prerequisites:* MATH M03 or 2 years of high school algebra or placement as determined by college's multiple measures assessment process and CHEM M12 or high school chemistry

*Class Hours:* 4 lecture, 3 lab

*C-ID:* BIOL 190 and BIOL 135S (with BIOL M02B)

Introduces students to major biological themes and principles that are fundamental to an understanding of life processes in any field of biology today. Includes the scientific process, experimental design, biological chemistry, prokaryotic and eukaryotic cell structure and function, cellular metabolism, cell reproduction and its controls, cell communication, genetics, molecular biology, DNA technology and evolutionary processes. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** 1.) Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade. 2.) No credit for BIOL M01 if taken after BIOL M02A or BIOL M02AH.

### BIOL M02AH – HONORS: GENERAL BIOLOGY I

5 UNITS

*Prerequisites:* MATH M03 or 2 years of high school algebra or placement as determined by college's multiple measures assessment process and CHEM M12 or high school chemistry

*Class Hours:* 4 lecture, 3 lab

*C-ID:* BIOL 190 and BIOL 135S (with BIOL M02B)

Introduces students to major biological themes and principles that are fundamental to an understanding of life processes in any field of biology today. Includes the scientific process, experimental design, biological chemistry, prokaryotic and eukaryotic cell structure and function, cellular metabolism, cell reproduction and its controls, cell communication, genetics, molecular biology, DNA technology and evolutionary processes. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** 1.) Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade. 2.) No credit for BIOL M01 if taken after BIOL M02A or BIOL M02AH.

### BIOL M02B – GENERAL BIOLOGY II

5 UNITS

*Prerequisites:* BIOL M02A or BIOL M02AH

*Class Hours:* 4 lecture, 3 lab

*C-ID:* BIOL 140 and BIOL 135S (with BIOL M02A)

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

### BIOL M02C – GENETICS AND MOLECULAR BIOLOGY

5 UNITS

*Prerequisites:* BIOL M02A or BIOL M02AH

*Recommended Prep:* CHEM M07A or CHEM M11 or CHEM 13 or equivalent.

*Class Hours:* 4 lecture, 3 lab

Focuses on inheritance and macromolecular functioning of the cell. Emphasizes data analysis and problem solving skills. Includes analysis of inheritance patterns, structure and expression of DNA in viruses, bacteria, and eukaryotes. Covers regulation of gene expression, RNA and protein functioning, and examination of current DNA analysis technologies and their applications. Applies to Associate Degree. Transfer credit: CSU; UC

### BIOL M03 – MARINE LIFE AND ITS ENVIRONMENT

4 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture, 3 lab

Examines marine organisms and their relationships to their environment while emphasizing intertidal and offshore life forms. Includes an investigation of behavior, ecology, morphological and physiological adaptations and environmental relationship to humans. Applies to Associate Degree. Transfer credit: CSU; UC

### BIOL M05 – FIELD BIOLOGY – A NATURAL HISTORY OF CALIFORNIA

4 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture, 3 lab

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

### BIOL M12A – ENVIRONMENTAL CONTROL AND PROCESS SUPPORT

2 UNITS

*Prerequisites:* None

*Class Hours:* 1 lecture, 3 lab

Provides skills training in manufacturing of biopharmaceuticals and medical devices. Presents an overview of the manufacturing process and introduces environmental control and process support with a focus on Good Laboratory Practices (GLP)/Good Manufacturing Practices (GMP), clean room procedure, monitoring techniques, and required documentation. (Same course as BIOT M02A.) Applies to Associate Degree. Transfer credit: CSU

### BIOL M12B – MANUFACTURING: QUALITY CONTROL AND VALIDATION

2 UNITS

*Prerequisites:* None

*Class Hours:* 1 lecture, 3 lab

*C-ID:* BIOT 210X

Provides skills training in industrial biotechnology with emphasis on manufacturing of pharmaceuticals and medical devices. Introduces validation and quality control. Reviews manufacturing process, including formulation, lyophilization, packaging and filling. Focuses on validation, systems evaluations, testing and reporting. (Same course as BIOT M02B.) Applies to Associate Degree. Transfer credit: CSU

### BIOL M12C – MANUFACTURING: CELL CULTURE AND MICROBIAL FERMENTATION

3 UNITS

*Prerequisites:* None

*Class Hours:* 1 lecture, 6 lab

Provides skills training in industrial biotechnology with emphasis on manufacturing pharmaceuticals. Introduces cell culture and microbial fermentation. Focuses on bacterial techniques, microbial assessment, mammalian cell culture, bioreactor fermentation, and media preparation. Compares small and large industrial scale cell culture. (Same course as BIOT M02C.) Applies to Associate Degree. Transfer credit: CSU

**BIOL M12D – BIOPROCESSING: RECOVERY AND PURIFICATION****2 UNITS***Prerequisites: None**Class Hours: 1 lecture, 3 lab**C-ID: BIOT 220X*

Provides skills training in industrial biotechnology with emphasis on manufacturing pharmaceuticals. Introduces bioprocessing, recovery, and purification techniques. Focuses on protein separation and purification, chromatography, large-scale recovery, and identification of assays. Reviews skills necessary for a successful job search in the field of biotechnology. (Same course as BIOT M02D.) Applies to Associate Degree. Transfer credit: CSU

**BIOL M12E – BUSINESS & GOVERNMENT REGULATION** **2 UNITS***Prerequisites: None**Class Hours: 2 lecture*

Provides skills training in industrial biotechnology with emphasis on manufacturing pharmaceuticals. Examines manufacturing from the perspective of company operations involved with the drug or medical device development process. Focuses on business practices and governmental regulations. (Same course as BIOT M02E.) Applies to Associate Degree. Transfer credit: CSU

**BIOL M13 – INTRODUCTION TO BIOTECHNOLOGY AND MOLECULAR BIOLOGY****4 UNITS***Prerequisites: None**Class Hours: 3 lecture, 3 lab**C-ID: BIOT 150X*

Examines the role of molecular biology in the manufacturing of commercial pharmaceutical and agricultural products. Introduces students to basic biotechnology laboratory skills, including documentation, safety, and solution and buffer preparation. Develops student proficiency in aseptic techniques, spectrophotometry, molecular biology techniques, and electrophoresis. (Formerly BIOL M11A.) (Same course as BIOT M10.) Applies to Associate Degree. Transfer credit: CSU; UC

**BIOL M16 – HUMAN BIOLOGY** **3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

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

**BIOL M16L – HUMAN BIOLOGY LAB** **1 UNIT***Prerequisites: BIOL M16 or concurrent enrollment.**Class Hours: 3 lab*

Provides hands-on laboratory activities to support the understanding of human biology. Explores, through laboratory exercises, human anatomy and physiology, the scientific method and appropriate data analysis. Applies to Associate Degree. Transfer credit: CSU; UC

**BIOL M17 – HEREDITY, EVOLUTION, AND SOCIETY** **3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

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

**BIOL M18 – HUMAN BIOLOGY FOR PRE-ALLIED HEALTH** **3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Covers major aspects of human biology related to health science careers. Emphasizes the chemical, molecular, and physiological mechanisms underlying most common disease conditions. Applies to Associate Degree. Transfer credit: CSU. **Course Credit Limitation:** Credit will not be awarded for both BIOL M16 and BIOL M18 courses. Credit will be awarded only for the first course completed with a grade of "C" or better or "P".

**BIOL M50A – BRIDGE TO BIOTECHNOLOGY** **0.5 UNIT***Prerequisites: None**Class Hours: 1.5 lab*

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

**BIOL M80 – INTERNSHIP IN BIOLOGY** **1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**BIOL M122 – INDEPENDENT STUDY - BIOLOGY** **0.5 TO 3 UNITS***Prerequisites: A previous course in Biology and instructor approval**Class Hours: 0.5 to 9 lab hours as arranged*

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

**BOTANY COURSES****BOT M01 – INTRODUCTION TO BOTANY** **5 UNITS***Prerequisites: None**Recommended Prep: BIOL M02A or BIOL M02AH**Class Hours: 3 lecture, 6 lab*

Emphasizes the physical and chemical aspects of life as related to plants. Includes cellular organization, metabolism, reproduction, heredity, ecology, evolution, and plant kingdom survey. Examines the anatomy and physiology of representative plants in each of the major plant groupings. Applies to Associate Degree. Transfer credit: CSU; UC

**BOT M06 – PLANTS AND SOCIETY** **4 UNITS***Prerequisites: None**Class Hours: 3 lecture, 3 lab*

Introduces basic concepts related to plant structure, function, genetics, evolution, and domestication. Examines the economic, aesthetic, and ecological roles of plants, and considers the role of plants as a force in shaping civilizations. Stresses the importance of plants and plant products in everyday life, as well as their ritualistic and pharmacological uses. Presents basic scientific principles and techniques using examples from plants and their products to gain an understanding of science and its value in today's society. (Formerly BOT M06 and BOT M06L.) Applies to Associate Degree. Transfer credit: CSU; UC

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

*Prerequisites:* A previous course in Botany and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

## **MICROBIOLOGY COURSES**

### **MICR M01 – GENERAL MICROBIOLOGY 5 UNITS**

*Prerequisites:* BIOL M02A or BIOL M02AH or PHSO M01 or PHSO M01H and CHEM M01A or CHEM M01AH or CHEM M12 or CHEM M11 or high school Chemistry equivalent

*Class Hours:* 3 lecture, 6 lab

Emphasizes microbiological principles and lab techniques related to the morphology, metabolism, genetics, classification, and ecology of bacteria. Characterizes viruses and eukaryotic microorganisms. Focuses on human disease including characteristics of pathogens, immunology, and epidemiology. Practices laboratory exercises including aseptic technique, staining, the determination of bacterial growth conditions and requirements, and the identification of an unknown bacterium. Applies microbiology in clinical applications. Applies to Associate Degree. Transfer credit: CSU; UC

### **MICR M122 – INDEPENDENT STUDY - MICROBIOLOGY 0.5 TO 3 UNITS**

*Prerequisites:* A previous course in Microbiology and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

## **PHYSIOLOGY COURSES**

### **PHSO M01 – HUMAN PHYSIOLOGY 4 UNITS**

*Prerequisites:* ANAT M01 or concurrent enrollment and 1 year of high school Chemistry (or higher)

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

*Class Hours:* 3 lecture, 3 lab

*C-ID:* BIOL 120B

Studies the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal system, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. Utilizes laboratory computer simulations and experiments to demonstrate basic principles and introduce physiological techniques and instruments. This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health-related majors. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** 1.) Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade. 2.) MC, CSU and UC - PHSO M01 or PHSO M01H and ANPH M01 combined: maximum credit, one course.

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

*Prerequisites:* ANAT M01 or concurrent enrollment and 1 year of high school Chemistry (or higher)

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

*Class Hours:* 3 lecture, 3 lab

*C-ID:* BIOL 120B

Studies the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal system, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. Utilizes laboratory computer simulations and experiments to demonstrate basic principles and introduce physiological techniques and instruments. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities. This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health-related majors. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** 1.) Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade. 2.) MC, CSU and UC - PHSO M01 or PHSO M01H and ANPH M01 combined: maximum credit, one course.

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

*Prerequisites:* A previous course in Physiology and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

## **ZOOLOGY COURSES**

### **ZOO M01 – INTRODUCTION TO ZOOLOGY 5.0 UNITS**

*Prerequisites:* None

*Recommended Prep:* BIOL M02A or BIOL M02AH

*Class Hours:* 3 lecture, 6 lab

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

### **ZOO M122 – INDEPENDENT STUDY - ZOOLOGY 0.5 TO 3 UNITS**

*Prerequisites:* A previous course in Zoology and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

## **BOTANY**

## **SEE COURSES IN BIOLOGICAL SCIENCES**



## BIOTECHNOLOGY

*Program Purpose: Students who complete a biotechnology course will be able to understand and explain the operations that take place in an industrial biotechnology setting, perform many of these operations, and assess and critique the extent to which they are meeting or exceeding the standards appropriate to these activities.*

Biotechnology is a rapidly growing industry with projections for continued growth and exciting opportunities for employment. The Biotechnology program is one of several in the State with a comprehensive curriculum in biomanufacturing. This program is designed in consultation with members of local industry (Baxter Healthcare Corporation, AMGEN Corporation, and others) to provide the essential technical experiences and training needed for this thriving field. The curriculum balances basic science courses with practical laboratory applications.

### DEAN

Carol Higashida, Phone (805) 378-1459

### FACULTY

Subhash Karkare

### COUNSELORS

Wendy Berg, Danita Redd, Samantha Zaldivar

## ASSOCIATE IN SCIENCE IN BIOTECHNOLOGY DEGREE

Biotechnology is a rapidly growing industry with projections for continued growth and exciting opportunities for employment. The Biotechnology Program is one of several in the State with a comprehensive curriculum in biomanufacturing. This program is designed in consultation with members of local industry (Takeda, AMGEN Corporation, and others) to provide the essential technical experiences and training needed for this thriving field. The curriculum balances basic science courses with practical laboratory applications.

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

REQUIRED COURSES	UNITS
BIOL M02A/M02AH	General Biology I/Honors 5.0
BIOT M02A/BIOL M12A	Environmental Control and Process Support 2.0
BIOT M02B/BIOL M12B	Manufacturing: Quality Control and Validation 2.0
BIOT M02C/BIOL M12C	Manufacturing: Cell Culture and Microbial Fermentation 3.0
BIOT M02D/BIOL M12D	Bioprocessing: Recovery and Purification 2.0
BIOT M02E/BIOL M12E	Business Practices and Governmental Regulation 2.0
BIOT M10/BIOL M13	Introduction to Biotechnology and Molecular Biology 4.0
CHEM M01A/M01AH*	General Chemistry I/Honors 5.0
CHEM M01B*	General Chemistry II 5.0
MATH M15/M15H	Introductory Statistics/Honors 4.0
MICR M01	General Microbiology 5.0

**TOTAL UNITS 39.0**

\*Students not planning for university transfer may substitute CHEM M12/M13 Introductory Chemistry I/II (10 units) for CHEM M01A/M01AH/M01B (10 units).

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Biotechnology will be able to:

- identify the chronological sequence of steps needed to bring a biotechnology product from discovery to market.
- explain the operations that take place in an industrial biotechnology setting.
- assess and critique the extent to which they are meeting or exceeding the standards appropriate to biotechnology activities.

## BIOTECHNOLOGY CERTIFICATE OF ACHIEVEMENT

Biotechnology is a rapidly growing industry with projections for continued growth and exciting opportunities for employment. The Biotechnology Program is one of several in the state with a comprehensive curriculum in biomanufacturing. This program is designed in consultation with members of local industry (Baxter Healthcare Corporation, AMGEN Corporation, and others) to provide the essential technical experiences and training needed for this thriving field. The curriculum balances basic science courses with practical laboratory applications.

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

REQUIRED COURSES	UNITS
BIOL M02A/M02AH	General Biology I/Honors 5.0
BIOT M02A/BIOL M12A	Environmental Control and Process Support 2.0
BIOT M02B/BIOL M12B	Manufacturing: Quality Control and Validation 2.0
BIOT M02C/BIOL M12C	Manufacturing: Cell Culture and Microbial Fermentation 3.0
BIOT M02D/BIOL M12D	Bioprocessing: Recovery and Purification 2.0
BIOT M02E/BIOL M12E	Business Practices and Governmental Regulation 2.0
BIOT M10/BIOL M13	Introduction to Biotechnology and Molecular Biology 4.0
CHEM M01A/M01AH*	General Chemistry I 5.0
CHEM M01B*	General Chemistry II 5.0
MATH M15/M15H	Introductory Statistics/Honors 4.0
MICR M01	General Microbiology 5.0

**TOTAL UNITS 39.0**

\*Students not planning for university transfer may substitute CHEM M12/M13 Introductory Chemistry I/II (10 units) for CHEM M01A/M01AH/M01B (10 units).

### PROGRAM STUDENT LEARNING OUTCOMES

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

- successfully culture cells and purify product produced by such cell cultures.

## BIOTECHNOLOGY MANUFACTURING OPERATOR CERTIFICATE OF ACHIEVEMENT

The Biotechnology Manufacturing Operator Certificate of Achievement offers fundamental skills often needed for entry-level positions in biotechnology manufacturing. To earn a Certificate of Achievement for Biotechnology Manufacturing Operator, students must complete 12-13 specified units.

REQUIRED COURSES	UNITS
BIOL M01	Introduction to Biology 4.0
OR	
BIOL M02A/M02AH	General Biology I/Honors 5.0
BIOT M02A/BIOL M12A	Environmental Control and Process Support 2.0
BIOT M02B/BIOL M12B	Manufacturing: Quality Control and Validation 2.0
BIOT M10/BIOL M13	Introduction to Biotechnology and Molecular Biology 4.0

**TOTAL UNITS 12.0-13.0**

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Biotechnology Manufacturing Operators will be able to:

- work successfully in a clean room environment and understand Quality Control and Validation principles.

## BIOMEDICAL DEVICE MANUFACTURING CERTIFICATE OF ACHIEVEMENT

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

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

### REQUIRED COURSES

### UNITS

#### Moorpark College - Complete 3 courses (6 units) from the following:

BIOT M02A/BIOL M12A	Environmental Control and Process Support	2.0
BIOT M02B/BIOL M12B	Manufacturing: Quality Control and Validation	2.0
BIOT M02E/BIOL M12E	Business & Government Regulation	2.0

#### Required Courses:

#### Ventura College - Complete 3 courses (7 units) from the following:

MT V02	Applied Machining I	2.0
MT V05	CNC Machining I	2.0
MT V15	Manufacturing Processes	3.0

### TOTAL UNITS

**13.0**

### PROGRAM STUDENT LEARNING OUTCOMES

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

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

## BIOTECHNOLOGY COURSES

### BIOT M02A – ENVIRONMENTAL CONTROL AND PROCESS SUPPORT

**2 UNITS**

*Prerequisites: None*

*Class Hours: 1 lecture, 3 lab*

Provides skills training in manufacturing of biopharmaceuticals and medical devices. Presents an overview of the manufacturing process and introduces environmental control and process support with a focus on Good Laboratory Practices (GLP)/Good Manufacturing Practices (GMP), clean room procedure, monitoring techniques, and required documentation. (Same course as BIOL M12A.) Applies to Associate Degree. Transfer credit: CSU

### BIOT M02B – MANUFACTURING: QUALITY CONTROL AND VALIDATION

**2 UNITS**

*Prerequisites: None*

*Class Hours: 1 lecture, 3 lab*

*C-ID: BIOT 210X*

Provides skills training in industrial biotechnology with emphasis on manufacturing of pharmaceuticals and medical devices. Introduces validation and quality control. Reviews manufacturing process, including formulation, lyophilization, packaging and filling. Focuses on validation, systems evaluations, testing and reporting. (Same course as BIOL M12B.) Applies to Associate Degree. Transfer credit: CSU

### BIOT M02C – MANUFACTURING: CELL CULTURE AND MICROBIAL FERMENTATION

**3 UNITS**

*Prerequisites: None*

*Class Hours: 1 lecture, 6 lab*

Provides skills training in industrial biotechnology with emphasis on manufacturing pharmaceuticals. Introduces cell culture and microbial fermentation. Focuses on bacterial techniques, microbial assessment, mammalian cell culture, bioreactor fermentation, and media preparation. Compares small and large industrial scale cell culture. (Same course as BIOL M12C.) Applies to Associate Degree. Transfer credit: CSU

### BIOT M02D – BIOPROCESSING: RECOVERY AND PURIFICATION

**2 UNITS**

*Prerequisites: None*

*Class Hours: 1 lecture, 3 lab*

*C-ID: BIOT 220X*

Provides skills training in industrial biotechnology with emphasis on manufacturing pharmaceuticals. Introduces bioprocessing, recovery, and purification techniques. Focuses on protein separation and purification, chromatography, large-scale recovery, and identification of assays. Reviews skills necessary for a successful job search in the field of biotechnology. (Same course as BIOL M12D.) Applies to Associate Degree. Transfer credit: CSU

### BIOT M02E – BUSINESS & GOVERNMENT REGULATION

**2 UNITS**

*Prerequisites: None*

*Class Hours: 2 lecture*

Provides skills training in industrial biotechnology with emphasis on manufacturing pharmaceuticals. Examines manufacturing from the perspective of company operations involved with the drug or medical device development process. Focuses on business practices and governmental regulations. (Same course as BIOL M12E.) Applies to Associate Degree. Transfer credit: CSU

### BIOT M10 – INTRODUCTION TO BIOTECHNOLOGY

**4 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture, 3 lab*

*C-ID: BIOT 150X*

Examines the role of molecular biology in the manufacturing of commercial pharmaceutical and agricultural products. Introduces basic biotechnology laboratory skills, including documentation, safety, and solution and buffer preparation. Develops student proficiency in aseptic techniques, spectrophotometry, molecular biology techniques, and electrophoresis. (Formerly BIOT M01A.) (Same course as BIOL M13.) Applies to Associate Degree. Transfer credit: CSU; UC

### BIOT M50A – BRIDGE TO BIOTECHNOLOGY

**0.5 UNIT**

*Prerequisites: None*

*Class Hours: 1.5 lab*

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

### BIOT M80 – INTERNSHIP IN BIOTECHNOLOGY

**1 TO 4 UNITS**

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

## BUSINESS ADMINISTRATION

*Program Purpose: Students participating in the Business Administration program will expand their knowledge of accounting and business for the purposes of academic transfer, career enhancement, and completion of vocational certificate and degree programs. Students will develop an understanding of the different facets of accounting and business and the contribution they make to the production of goods and services and the standards of living of people, as well as an understanding of the role ethics, social responsibility, and diversity play in business operations. Students will improve their written and oral communication skills, critical thinking skills, and work place skills to enhance their contribution to local, state, and regional economic growth and global competitiveness.*

### DEAN

Howard Davis, Phone (805) 553-4622

### FACULTY

Josepha Baca, Ruth Bennington, Shannon Macias, Perry Martin, Navreet Sumal

### COUNSELORS

Traci Allen, Pam Kennedy-Luna, Giselle Ramirez, Trulie Thompson

## ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER DEGREE

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

The Associate in Science in Business Administration for Transfer degree is designed to prepare students for CSU transfer to complete a bachelor's degree in business administration or a major deemed similar by the CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AS-T in Business Administration may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AS-T in Business Administration, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA.
3. Completion of 24-25 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 S55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

REQUIRED CORE	UNITS
<b>Select and complete 5 courses (15 units) from the following:</b>	
ACCT M110 Financial Accounting	3.0
ACCT M120 Managerial Accounting	3.0
BUS M33 Business Law	3.0
ECON M201 Principles of Microeconomics	3.0
ECON M202/M202H Principles of Macroeconomics/Honors	3.0
UNITS from LIST A	3.0-4.0
UNITS from LIST B	6.0
<b>TOTAL UNITS</b>	<b>24.0-25.0</b>

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

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

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

#### OPTION 1

BUS M140	Business Information Systems	3.0
CIS M140	Introduction to Information Systems	3.0

#### OPTION 2

BUS M30	Introduction to Business	3.0
BUS M39	Business Communication	3.0

#### OPTION 3

Any course from List A not already used

### PROGRAM STUDENT LEARNING OUTCOMES

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

- identify and utilize the fundamental principles of business.

## ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION DEGREE

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

Students completing the Associate in Science in Business Administration degree program will expand their knowledge of the fundamentals of business/organizational operations as preparation for entering or advancing in positions within these same industries and organizations. This degree program may also be appropriate for those planning to transfer into a business program at a college or university outside the CSU system.

To earn an Associate in Science in Business Administration, students must complete 24 specified units, the college's General Education requirements and/or elective units for a minimum of 60 units.

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

### REQUIRED COURSES UNITS

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

ACCT M01	Introduction to Accounting	3.0
ACCT M110	Financial Accounting	3.0

#### LIST B - Complete the following courses (15 units):

BUS M30	Introduction to Business and Economics	3.0
BUS M31	Introduction to Management	3.0
BUS M33	Business Law	3.0
BUS M37	Marketing	3.0
BUS M140	Business Information Systems	3.0
UNITS from RESTRICTIVE ELECTIVES		6.0

### TOTAL UNITS 24.0

#### RESTRICTIVE ELECTIVES - Select and complete two (2) courses (6 units) from the following:

ACCT M120	Managerial Accounting	3.0
BUS M32	Entrepreneurship and Small Business Management	3.0
BUS M35	Sales Techniques	3.0
BUS M39	Business Communication	3.0
BUS M41	Principles of Retailing	3.0
BUS M70	Introduction to International Business	3.0
ECON M201	Principles of Microeconomics	3.0
ECON M202/M202H	Principles of Macroeconomics/Honors	3.0
Any course from LIST A not already used		



## PROGRAM STUDENT LEARNING OUTCOMES

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

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

## BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

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

Students completing the Certificate of Achievement in Business Administration degree program will expand their knowledge of the fundamentals of business/organizational operations as preparation for entering or advancing in positions within these same industries and organizations.

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

### REQUIRED COURSES

#### UNITS

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

ACCT M01	Introduction to Accounting	3.0
ACCT M110	Financial Accounting	3.0

#### LIST B - Complete the following four courses (12 units) from the following:

BUS M30	Introduction to Business	3.0
BUS M31	Introduction to Management	3.0
BUS M33	Business Law	3.0
BUS M37	Marketing	3.0
UNITS from RESTRICTIVE ELECTIVES		3.0

**TOTAL UNITS** **18.0**

### RESTRICTIVE ELECTIVES

#### UNITS

#### Select and complete one course (3 units) from the following:

ACCT M120	Managerial Accounting	3.0
BUS M32	Entrepreneurship and Small Business Management	3.0
BUS M35	Sales Techniques	3.0
BUS M39	Business Communication	3.0
BUS M41	Principles of Retailing	3.0
BUS M70	Introduction to International Business	3.0
BUS M140	Business Information Systems	3.0
ECON M201	Principles of Microeconomics	3.0
ECON M202/M202H	Principles of Macroeconomics/Honors	3.0

Any course from LIST A not already used

## PROGRAM STUDENT LEARNING OUTCOMES

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

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

## ACCOUNTING CERTIFICATE OF ACHIEVEMENT

The accounting certificate program is designed to provide students with the skills and knowledge required for entry-level positions in accounting industry, government, financial institutions, and small businesses. The program encompasses classroom instruction and extensive hands-on application with both manual and computerized accounting systems.

To earn a Certificate of Achievement in Accounting students must complete 18 specified units below:

### REQUIRED CORE COURSES

#### UNITS

#### Complete the following courses (15 units):

#### LIST A - Select and complete one course (3 units):

ACCT M01	Introduction to Accounting	3.0
ACCT M110	Financial Accounting	3.0

#### LIST B - Select and complete the following four courses (12 units):

ACCT M60	Spreadsheet Accounting 1	3.0
ACCT M62	Quickbooks	3.0
ACCT M70	Payroll Accounting	3.0
BUS M30	Introduction to Business	3.0

### RESTRICTIVE ELECTIVES

#### UNITS

#### Select and complete one course (3 units) from the following:

Any course from LIST A not already used		3.0
ACCT M120	Managerial Accounting	3.0
BUS M32	Entrepreneurship and Small Business Management	3.0
BUS M39	Business Communication	3.0

**TOTAL UNITS** **18.0**

## PROGRAM STUDENT LEARNING OUTCOMES

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

- demonstrate the ability to prepare calculations and use financial information for business management and decision making.

## ACCOUNTING PROFICIENCY AWARD

The Accounting Proficiency Award program is designed to provide students with the skills and knowledge required for entry-level bookkeeping positions in small businesses. The program encompasses classroom instruction and extensive hands-on application with both manual and computerized accounting systems.

To earn a Proficiency Award in Accounting, students must complete 9 specified units below.

### REQUIRED CORE COURSES

#### UNITS

#### Complete the following courses (9 units):

ACCT M01	Introduction to Accounting	3.0
OR		
ACCT M110	Financial Accounting	3.0
ACCT M62	Quickbooks	3.0
ACCT M70	Payroll Accounting	3.0

**TOTAL UNITS** **9.0**

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Accounting Proficiency Award will be able to:

- record and post original business transactions, and adjusting and closing entries.
- prepare basic financial statements

## TAXATION PROFICIENCY AWARD

This program prepares students for entry-level positions as income tax preparers with knowledge of both state and federal individual and business taxation, using professional level tax return preparation software.

To obtain a Proficiency Award in Taxation, students must complete 9 units as specified below:

REQUIRED CORE COURSES		UNITS
<b>Complete the following courses (9 units):</b>		
ACCT M01	Introduction to Accounting	3.0
<b>OR</b>		
ACCT M110	Financial Accounting	3.0
ACCT M50	Principles of Income Taxation	3.0
ACCT M51	Volunteer Income Tax Assistance (VITA)	3.0
<b>TOTAL UNITS</b>		<b>9.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Accounting Proficiency Award will be able to:

- prepare a moderately complex individual tax return.

## ASSOCIATE IN SCIENCE IN HOSPITALITY MANAGEMENT FOR TRANSFER DEGREE

A study of Hospitality Management offers practical and theoretical knowledge of management of hotel staff, upkeep and sanitary standards of hotel facilities, customer service, marketing, sales, accounting, purchasing, production and operations. Students will gain a global perspective of the Hospitality industry and an opportunity to understand the legal and ethical considerations affecting organizations in the industry.

The Associate in Science in Hospitality Management for Transfer Degree (AS-T) is intended for students who plan to transfer and complete a bachelor's degree in Hospitality Management, or major deemed similar at a CSU campus. Students completing this AS-T degree are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on admission to specific universities and their transfer requirements as individual schools may require different or additional course work to that listed for the AS-T in Hospitality Management.

To earn an AS-T in Hospitality Management, students must:

- Complete 60 semester or 90 quarter CSU transferable units.
- Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA
- Complete 18-19 specified major units. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is highly recommended that students complete their major courses with a grade (Title 5 § 55063)
- Obtain certification of the California State University General Education-Breadth (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

REQUIRED CORE:		UNITS
Complete the following course (3 Units)		
HOSP M100	Introduction to Hospitality	3.0
UNITS from LIST A		9.0
UNITS from LIST B		6.0 - 7.0
<b>TOTAL UNITS</b>		<b>18.0 - 19.0</b>

### LIST A - Select and complete three courses from the following (9 units)

ECON M201	Principles of Microeconomics	3.0
HOSP M120	Hospitality Cost Control	3.0
HOSP M130	Introduction to Food and Beverage Management	3.0
HOSP M140	Introduction to Hotel Management	3.0
NTS M20	Essentials of Food Safety	3.0

### LIST B - Select and complete two courses from the following (6-7 units)

Any courses from List A not already used.		
ACCT M110	Financial Accounting	3.0
BUS M33	Business Law	3.0
MATH M15/M15H	Introductory Statistics/Honors	4.0
NTS M01	Introduction to Nutrition Science	3.0

Any lower division course articulated for the Hospitality Management degree at the CSU (3-4) 3.0-4.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Hospitality Management for Transfer Degree (AS-T) will be able to:

- identify and utilize the fundamental principles of the Hospitality business.

## HOSPITALITY MANAGEMENT CERTIFICATE OF ACHIEVEMENT

A study in Hospitality Management offers practical and theoretical knowledge of management of hotel staff, upkeep and sanitary standards of hotel facilities, customer service, marketing, sales, accounting, purchasing, production and operations. Students will gain a global perspective of the Hospitality industry and an opportunity to understand the legal and ethical considerations affecting organizations in the industry. Students completing the Certificate of Achievement in the Hospitality Management program will expand their knowledge of the fundamentals of operations in Hospitality as preparation for entering or advancing in the workforce.

To earn a Certificate of Achievement in Hospitality Management students must complete 18 specified units below:

REQUIRED CORE COURSES		UNITS
<b>Complete the following courses (15 units):</b>		
BUS M30	Introduction to Business	3.0
HOSP M100	Introduction to Hospitality	3.0
HOSP M120	Hospitality Cost Control	3.0
HOSP M130	Introduction to Food and Beverage Management	3.0
HOSP M140	Introduction to Hotel Management	3.0

### LIST A - Select and complete the following four courses (3 units):

ACCT M01	Introduction to Accounting	3.0
ACCT M110	Financial Accounting	3.0
BUS M31	Introduction to Management	3.0
BUS M32	Entrepreneurship and Small Business Management	3.0
BUS M33	Business Law	3.0
BUS M35	Sales Techniques	3.0
BUS M37	Marketing	3.0
BUS M39	Business Communication	3.0
ECON M201	Principles of Microeconomics	3.0
NTS M01	Introduction to Nutrition Science	3.0
NTS M20	Essentials of Food Safety	3.0

<b>TOTAL UNITS</b>	<b>18.0</b>
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### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Hospitality Management will be able to:

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

## ACCOUNTING COURSES

### ACCT M01 – INTRODUCTION TO ACCOUNTING 3 UNITS

*Prerequisites:* None

*Recommended Prep:* BUS M30, ENGL M02 and MATH M01

*Class Hours:* 3 lecture

Covers the fundamentals of double-entry bookkeeping and the debit/credit method of recording transactions. Includes the full bookkeeping cycle from recording transactions to preparing financial statements. Emphasizes service enterprises operating as sole proprietorships. (Formerly ACCT M01A.) Applies to Associate Degree. Transfer credit: CSU

### ACCT M40 - ACCOUNTING ETHICS 3 UNITS

*Prerequisites:* None

*Recommended Prep:* MATH M01 or MATH M01B and ENGL M02

*Class Hours:* 3 lecture

Explores ethics in the accounting profession. Emphasizes theories of ethics and their applications, the California State Board of Accountancy's rules of ethics, the American Institute of Certified Public Accountants' (AICPA) Code of Professional Conduct, the Public Company Accounting Oversight Board's (PCAOB) ethics standards, implications of the Sarbanes-Oxley Act, and ethical requirements of the Securities and Exchange Commission. Uses case studies to develop students' ability to recognize, analyze, and resolve ethical challenges faced by accounting professionals, as well as their skill in effectively communicating and defending their ethical decision-making. Applies to Associate Degree. Transfer credit: CSU

### ACCT M50 - PRINCIPLES OF INCOME TAXATION 3 UNITS

*Prerequisites:* MATH M01 or MATH M01B or equivalent

*Recommended Prep:* ENGL M02

*Class Hours:* 3 lecture

Introduces the principles of federal and California taxation relating to individual income taxes. Emphasizes the preparation of personal tax returns. Completion of ACCT M50 and ACCT M51 will prepare students for the VITA (Volunteer Income Tax Assistance) Certification Exam and students will qualify to sit for the CTEC (California Tax Education Council) approved certificate. Applies to Associate Degree. Transfer credit: CSU

### ACCT M51 - VOLUNTEER INCOME TAX ASSISTANCE (VITA) 3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

Introduces the preparation of Federal and California income tax returns and use of tax preparation software. Emphasizes tax topics including capital gains and losses, business income and expenses, the Earned Income Tax Credit (EITC), Child Tax Credit, Child and Dependent Care Credit, filing status, dependency exemptions, basic deductions, and adjustments. Serves the local community as students participating in the Volunteer Income Tax Assistance (VITA) program prepare income tax returns for qualifying individuals at no cost. Completion of ACCT M50 and ACCT M51 will prepare students for the VITA (Volunteer Income Tax Assistance) Certification Exam and students will qualify to sit for the CTEC (California Tax Education Council) approved certificate. Applies to Associate Degree. Transfer credit: CSU

### ACCT M60 - EXCEL FOR ACCOUNTING I 3 UNITS

*Prerequisites:* ACCT M01 or ACCT M110

*Class Hours:* 3 lecture

Examines the use of accounting principles and accounting data analysis using Excel. Includes the creation of professional worksheets, the use of formulae and functions, charts, database, basic macros, and other Excel features with emphasis on accounting as a financial analysis tool. Applies to Associate Degree. Transfer credit: CSU

### ACCT M62 - QUICKBOOKS 3 UNITS

*Prerequisites:* ACCT M01 or ACCT M110

*Class Hours:* 3 lecture

Introduces computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. Includes setting up business books and working with inventory, accounts receivable, accounts payable, payroll, and financial statements and reports. Applies to Associate Degree. Transfer credit: CSU

### ACCT M70 - PAYROLL ACCOUNTING 3 UNITS

*Prerequisites:* ACCT M01 or ACCT M110

*Recommended Prep:* ACCT M60

*Class Hours:* 3 lecture

Focuses on the application of payroll accounting concepts, procedures and related internal controls. Includes calculation of federal and state payroll taxes and withholdings, preparation and filing of governmental forms, and record keeping systems and procedures. Applies to Associate Degree. Transfer credit: CSU

### ACCT M110 – FINANCIAL ACCOUNTING 3 UNITS

*Prerequisites:* MATH M01 or MATH M01B or equivalent

*Recommended Prep:* BUS M30 and ENGL M02 and MATH M01

*Class Hours:* 3 lecture

*C-ID:* ACCT 110

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

### ACCT M120 – MANAGERIAL ACCOUNTING 3 UNITS

*Prerequisites:* ACCT M110

*Class Hours:* 3 lecture

*C-ID:* ACCT 120

Examines how managers use accounting information in decision-making, planning, directing operations, and controlling. Focuses on cost terms and concepts, cost behavior, cost structure, cost-volume-profit analysis, profit planning, standard costs, operational and capital budgeting, cost control, costing systems in a manufacturing environment, performance analysis, and ethics. (Formerly BUS M02C and ACCT M02C.) Applies to Associate Degree. Transfer credit: CSU; UC

## BUSINESS COURSES

### BUS M30 – INTRODUCTION TO BUSINESS 3 UNITS

*Prerequisites:* None

*Recommended Prep:* ENGL M02

*Class Hours:* 3 lecture

*C-ID:* BUS 110

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

### BUS M31 – INTRODUCTION TO MANAGEMENT 3 UNITS

*Prerequisites:* None

*Recommended Prep:* BUS M30 and ENGL M02

*Class Hours:* 3 lecture

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



### **BUS M32 – ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT 3 UNITS**

*Prerequisites: None*

*Recommended Prep: BUS M30 and ENGL M02 and MATH M01*

*Class Hours: 3 lecture*

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

### **BUS M33 – BUSINESS LAW 3 UNITS**

*Prerequisites: None*

*Recommended Prep: BUS M30 or ENGL M02*

*Class Hours: 3 lecture*

*C-ID: BUS 125*

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

### **BUS M35 – SALES TECHNIQUES 3 UNITS**

*Prerequisites: None*

*Recommended Prep: BUS M30, ENGL M02 and MATH M01*

*Class Hours: 3 lecture*

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

### **BUS M37 – MARKETING 3 UNITS**

*Prerequisites: None*

*Recommended Prep: BUS M30 or ENGL M02*

*Class Hours: 3 lecture*

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

### **BUS M39 – BUSINESS COMMUNICATION 3 UNITS**

*Prerequisites: ENGL M01A or ENGL M01AH*

*Class Hours: 3 lecture*

*C-ID: BUS 115*

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

### **BUS M41 – PRINCIPLES OF RETAILING 3 UNITS**

*Prerequisites: None*

*Recommended Prep: BUS M30, ENGL M02 and MATH M01*

*Class Hours: 3 lecture*

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

### **BUS M70 – INTRODUCTION TO INTERNATIONAL BUSINESS 3 UNITS**

*Prerequisites: None*

*Recommended Prep: BUS M30, ENGL M02, and MATH M01*

*Class Hours: 3 lecture*

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

### **BUS M71 – INTERNATIONAL MARKETING 3 UNITS**

*Prerequisites: None*

*Recommended Prep: BUS M30, BUS M70, ENGL M02, and MATH M01*

*Class Hours: 3 lecture*

Introduces basic concepts and practices of modern marketing on an international scale. Presents information on the global nature of the marketing process and its impact on the effectiveness of firms entering a new market. Emphasizes market entry strategies, analysis of foreign markets, culture, product design, pricing, distribution, promotion, and sales. Applies to Associate Degree. Transfer credit: CSU.

### **BUS M72 – GLOBAL SUPPLY CHAIN AND LOGISTICS 3 UNITS**

*Prerequisites: None*

*Recommended Prep: BUS M30, BUS M70, ENGL M02, and MATH M01*

*Class Hours: 3 lecture*

Provides a detailed study of the key elements of the global supply chain including industry standards, regulations, documentation, transportation, warehousing and pricing. Examines emerging issues and trends and their impact on tracking and transporting goods. Applies to Associate Degree. Transfer credit: CSU.

### **BUS M73 – IMPORT/EXPORT FUNDAMENTALS 3 UNITS**

*Prerequisites: None*

*Recommended Prep: BUS M30, BUS M70, ENGL M02, and MATH M01*

*Class Hours: 3 lecture*

Provides an overview of the fundamentals of importing and exporting with an emphasis on export-related programs and the network of government support agencies that are involved in international trade. Focuses on finding new market segments overseas, logistics, documentation, contract administration, terminology, quality control, and payment procedures. Applies to Associate Degree. Transfer credit: CSU.

### **BUS M80 – INTERNSHIP IN BUSINESS 1 TO 4 UNITS**

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation sessions. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total hours of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

### **BUS M140 – BUSINESS INFORMATION SYSTEMS 3 UNITS**

*Prerequisites: None*

*Recommended Prep: ENGL M02*

*Class Hours: 3 lecture*

*C-ID: BUS 140*

Examines information systems and their role in business. Focuses on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Emphasizes application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** CIS M16 and BUS M140 combined, one course.

## BUSINESS INFORMATION SYSTEMS COURSES

### BIS M20 – MICROSOFT OFFICE - INTRODUCTION 3 UNITS

*Prerequisites:* None

*Recommended Prep:* BIS M20

*Class Hours:* 3 lecture

Introduces Microsoft Windows, Word, Excel, PowerPoint and Access. Emphasizes integration features and advanced Object Linking and Embedding (OLE) technology. Student will need access to a computer loaded with Microsoft Office Professional to complete Office exercises. This course begins preparation for the Microsoft Office User certification exam. (Formerly CIS M128.) Applies to Associate Degree. Transfer credit: CSU.

### BIS M21A – MS WORD – INTERMEDIATE 1.5 UNITS

*Prerequisites:* None

*Recommended Prep:* BIS M20

*Class Hours:* 1.5 lecture

Provides a basic understanding of word processing with Microsoft Word including document creation, formatting, and editing. Covers creating, editing, and formatting business letters, multiple-page reports, newsletters, and cover letters. Includes instruction in complex document creation, construction of tables, use of mail merge, and manipulation of columns and formatting. This course begins preparation for the Microsoft Office User certification exam for MS Word. Applies to Associate Degree. Transfer credit: CSU.

### BIS M21B – MICROSOFT WORD – ADVANCED 1.5 UNITS

*Prerequisites:* None

*Recommended Prep:* BIS M20 and BIS M21A

*Class Hours:* 1.5 lecture

Provides an advanced understanding of word processing including templates, document review, advanced editing review, and revision control. Covers accessibility, forms, mail merge function, building blocks, and macros. This course begins preparation for the Microsoft Office User certification exam for MS Word Advanced. Applies to Associate Degree. Transfer credit: CSU.

### BIS M22A – MICROSOFT POWERPOINT – INTERMEDIATE 1.5UNITS

*Prerequisites:* None

*Recommended Prep:* BIS M20

*Class Hours:* 1.5 lecture

Provides a basic understanding of presentations using MS PowerPoint including formatting, ordering and editing slides. Covers using shapes, objects, images and media in presentations, as well as using the slideshow and animations to create a flow and pace to a presentation. This course begins preparation for the Microsoft Office User certification exam for PowerPoint. Applies to Associate Degree. Transfer credit: CSU.

### BIS M22A – MICROSOFT POWERPOINT – INTERMEDIATE 1.5UNITS

*Prerequisites:* None

*Recommended Prep:* BIS M20

*Class Hours:* 1.5 lecture

Provides a basic understanding of presentations using MS PowerPoint including formatting, ordering and editing slides. Covers using shapes, objects, images and media in presentations, as well as using the slideshow and animations to create a flow and pace to a presentation. This course begins preparation for the Microsoft Office User certification exam for PowerPoint. Applies to Associate Degree. Transfer credit: CSU.

### BIS M23A – MICROSOFT EXCEL – INTERMEDIATE 1.5UNITS

*Prerequisites:* None

*Recommended Prep:* BIS M20

*Class Hours:* 1.5 lecture

Provides a basic understanding of spreadsheets with Microsoft Excel including spreadsheet creation, formatting, and editing. Covers creating, editing, and formatting financial information, using mathematical formulas and functions to summarize and report numerical information. Includes creation of charts to visually present data. Applies to Associate Degree. Transfer credit: CSU.

### BIS M23B – MICROSOFT EXCEL – ADVANCED

1.5 UNITS

*Prerequisites:* None

*Recommended Prep:* BIS M20 and BIS M23A

*Class Hours:* 1.5 lecture

Provides an advanced understanding of spreadsheets with Microsoft Excel. Includes data validation, advanced charts and tables, conditional formatting, format trouble shooting, and data analysis. This course begins preparation for the Microsoft Office User certification exam (Excel Advanced). Applies to Associate Degree. Transfer credit: CSU.

### BIS M25 – MICROSOFT OUTLOOK – INTRODUCTION

1.5UNITS

*Prerequisites:* None

*Recommended Prep:* BIS M20

*Class Hours:* 1.5 lecture

Provides a basic understanding of email with Microsoft Outlook. Includes configuration, search options, managing calendars, managing tasks, and managing contact groups. This course begins preparation for the Microsoft Office User certification exam for MS Outlook. Applies to Associate Degree. Transfer credit: CSU.

## HOSPITALITY COURSES

### HOSP M100 – INTRODUCTION TO HOSPITALITY

3 UNITS

*Prerequisites:* None

*Recommended Prep:* ENGL M02

*Class Hours:* 3 lecture

*C-ID:* HOSP 100

Provides an overview of the structure and financial performances of the hospitality industry; food and lodging, resorts, tourism enterprises, attractions and related operations. Provides an introduction to customer service, cultural/economic trends and career opportunities in the hospitality industry. Applies to Associate Degree. Transfer credit: CSU

### HOSP M120 – HOSPITALITY COST CONTROL

3 UNITS

*Prerequisites:* None

*Recommended Prep:* HOSP M100

*Class Hours:* 3 lecture

*C-ID:* HOSP 120

Provides an overview of the analysis and management of food, beverage, labor and other costs within a hospitality operation. Emphasizes problem solving and application of cost control techniques to maximize profits while managing expenses. Focuses on establishing standards, cost-volume-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor control. Applies to Associate Degree. Transfer credit: CSU

### HOSP M130 – INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT

3 UNITS

*Prerequisites:* None

*Recommended Prep:* HOSP M100

*Class Hours:* 3 lecture

*C-ID:* HOSP 130

Explores and develops techniques and procedures of management as they relate to commercial and institutional food and beverage facilities. Studies functions of management, marketing, menu development, effective cost controls in purchasing, labor and service techniques. Applies to Associate Degree. Transfer credit: CSU

### HOSP M140 – INTRODUCTION TO HOTEL MANAGEMENT

3 UNITS

*Prerequisites:* None

*Recommended Prep:* HOSP M100

*Class Hours:* 3 lecture

*C-ID:* HOSP 140

Provides an introduction to the operations and components of a hotel-resort facility. Focuses on front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human/resource management and information systems. Applies to Associate Degree. Transfer credit: CSU

## CAREER DEVELOPMENT

### SEE COURSES IN COUNSELING AND WORK EXPERIENCE

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

## CHEMISTRY

*Program Purpose: Students participating in the Chemistry program will use the process of scientific inquiry to qualitatively and quantitatively solve chemistry problems by gathering evidential information, analyzing data, forming appropriate conclusions, and communicating these results through written and oral expressions.*

The Chemistry Department offers the opportunity for students to excel by providing the latest information and technology in both the lecture and laboratory settings. A comprehensive set of undergraduate courses fulfill the general education and transfer requirements of students through onsite offerings. Students may obtain an AS in chemistry; major requirements optimize preparation for advanced degrees in chemistry at four-year institutions. A background in chemistry is essential for many high-paying, challenging careers. Opportunities await the chemist in such fields as medicine and pharmaceuticals, metals and polymers, petroleum, electrochemistry, nanotechnology, forensics, aerospace, paper, food technology, business, and education.

### DEAN

Robert Cabral, Phone (805) 378-1572

### FACULTY

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

### COUNSELORS

Danita Redd, Samantha Zaldivar

### TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

## ASSOCIATE IN SCIENCE IN CHEMISTRY FOR UC TRANSFER DEGREE

This Associate in Science degree in Chemistry for UC Transfer degree is intended to enhance student transfer and increase academic preparation for CCC students as they prepare to transfer into a Chemistry program at a UC campus. Along with the Transfer Agreement Guarantee (TAG) students completing this degree are guaranteed admission to the UC system, but not necessarily to a particular UC campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements, as this degree in Chemistry may not be the best option for students intending to transfer to a particular UC campus or to a college or university that is not part of the UC system.

Associate in Science degree in Chemistry for UC Transfer degree, students must complete:

1. 53 semester units in Chemistry major preparation and IGETC\* courses, as prescribed on the UCTP Template.
2. Meet the specified requirements as stated in the Transfer Agreement Guarantee (TAG) for the available school.
3. A cumulative minimum grade point average of 3.5 in the major. (Students who earn less than 3.5 GPA (UC transferable) still meet the associate degree graduation requirement but will not receive guaranteed admission into a UC.

4. A "C" grade or better, or "P", in all courses required for the major. Although a "P" grade is allowed (Title 5 section 55063), it is highly recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses by the UC system and Moorpark College.

5. A minimum of 12 units in residence at the college granting the degree.

\* NOTE: The degree allows for the deferment of two courses in Area 3 (Arts and Humanities) and two courses in Area 4 (Social Science) of the IGETC. These are to be completed at the UC, once transferred.

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

REQUIRED COURSES		UNITS
CHEM M01A/M01AH	General Chemistry I	5.0
CHEM M01B	General Chemistry II	5.0
CHEM M07A	Organic Chemistry I	5.0
CHEM M07B	Organic Chemistry II	5.0
PHYS M20A	Mechanics of Solids and Fluids	4.0
PHYS M20AL	Mechanics of Solids and Fluids Lab	1.0
PHYS M20B	Thermodynamics, Electricity and Magnetism	4.0
PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1.0
PHYS M20C	Wave Motion, Optics, and Modern Physics	4.0
PHYS M20CL	Wave Motion, Optics, and Modern Physics Laboratory	1.0
MATH M25A/M25AH	Calculus with Analytic Geometry I/Honors	5.0
MATH M25B	Calculus with Analytic Geometry II	5.0
MATH M25C	Calculus with Analytic Geometry III	5.0
MATH M35	Applied Differential Equations	3.0
<b>TOTAL UNITS</b>		<b>53.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Chemistry for UC Transfer Degree will be able to:

- use the process of scientific inquiry to qualitatively and quantitatively solve chemistry problems by gathering evidential information, analyzing data, forming appropriate conclusions, and communicating these results through written and oral expressions.
- demonstrate a mastery of organic chemistry material at a level equal to or greater than the national average as determined by the nationally standardized Organic Chemistry exam developed by the American Chemical Society (ACS) at the completion of the capstone class CHEM M07B Organic Chemistry II.

## ASSOCIATE IN SCIENCE IN CHEMISTRY DEGREE

To earn an Associate in Science Degree with a major in Chemistry, students complete 20 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Chemistry offered by four-year institutions. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment. For specific transfer institution requirements, students are encouraged to schedule an appointment with a counselor.

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

REQUIRED COURSES		UNITS
CHEM M01A	General Chemistry I	5.0
CHEM M01B	General Chemistry II	5.0
CHEM M07A	Organic Chemistry I	5.0
CHEM M07B	Organic Chemistry II	5.0
<b>TOTAL UNITS</b>		<b>20.0</b>



## ADDITIONAL RECOMMENDED PREPARATION

MATH M25A/M25H	Calculus with Analytic Geometry I/Honors	5.0
PHYS M20A	Mechanics – Solids/Fluids	4.0
AND		
PHYS M20AL	Mechanics of Solids and Fluids Laboratory	1.0
PHYS M20B	Thermodynamics, Electricity and Magnetism	4.0
AND		
PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1.0

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Chemistry will be able to:

- use the process of scientific inquiry to qualitatively and quantitatively solve chemistry problems by gathering evidential information, analyzing data, forming appropriate conclusions, and communicating these results through written and oral expressions.
- demonstrate a mastery of organic chemistry material at a level equal to or greater than the national average as determined by the nationally standardized Organic Chemistry exam developed by the American Chemical Society (ACS) at the completion of the capstone class CHEM M07B, Organic Chemistry.

## CHEMISTRY COURSES

### CHEM M01A – GENERAL CHEMISTRY I

5 UNITS

*Prerequisites:* CHEM M11 or CHEM M12 or one year of high school chemistry, or equivalent and MATH M03 or two years of high school algebra (equivalent to Intermediate Algebra), or equivalent. Both prerequisites must be completed with a grade of "C" or higher

*Class Hours:* 4 lecture, 3 lab

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

Studies atomic theory and stoichiometry; nomenclature and chemical reactions; thermochemistry; quantum theory and the electronic structure of atoms; chemical bonding and molecular structure; physical behavior of gases; states of matter and phase equilibria; and solutions. Addresses, through laboratory activities, spectroscopy; distillations; quantitative, qualitative and statistical analyses; titrations; thermochemistry; gravimetric and volumetric analyses; and colligative properties. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit**

**Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### CHEM M01AH – HONORS: GENERAL CHEMISTRY I

5 UNITS

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

*Class Hours:* 4 lecture, 3 lab

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

Studies atomic theory and stoichiometry; nomenclature and chemical reactions; thermochemistry; quantum theory and the electronic structure of atoms; chemical bonding and molecular structure; physical behavior of gases; states of matter and phase equilibria; and solutions. Addresses, through laboratory activities, spectroscopy; distillations; quantitative, qualitative and statistical analyses; titrations; thermochemistry; gravimetric and volumetric analyses; and colligative properties. 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. **Course Credit**

**Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### CHEM M01B – GENERAL CHEMISTRY II

5 UNITS

*Prerequisites:* CHEM M01A or CHEM M01AH or equivalent and MATH M05 or equivalent. Both prerequisites must be completed with a grade of "C" or higher

*Class Hours:* 4 lecture, 3 lab

*C-ID:* CHEM 120S (with CHEM M01A or CHEM M01AH)

Examines chemical kinetics; phase equilibria; equilibria in gases and solutions; acids and bases; solubility and complex ions; thermodynamics; electrochemistry; qualitative and quantitative chemical analyses. Provides an overview of nuclear chemistry, coordination chemistry, and organic chemistry. Addresses, through laboratory activities, chemical kinetics; equilibria; thermodynamics; spontaneous oxidation-reduction reactions and electrolysis; selective precipitation; titrations; and exposure to ultraviolet, infrared, and nuclear magnetic resonance spectroscopy. Applies to Associate Degree. Transfer credit: CSU; UC

### CHEM M07A – ORGANIC CHEMISTRY I

5 UNITS

*Prerequisites:* CHEM M01B or equivalent with a grade of "C" or higher

*Class Hours:* 3 lecture, 6 lab

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

Emphasizes molecular structure, chemical and physical properties, and the preparation and reactivities of organic molecules with an emphasis on reaction mechanisms, synthesis, structure determination, and applications. Involves, through laboratory work, the use of appropriate methods, techniques, and instrumentation for the synthesis, purification and identification of organic compounds discussed in the lecture portion. Course requires use of a lab coat and goggles. Applies to Associate Degree. Transfer credit: CSU; UC

### CHEM M07B – ORGANIC CHEMISTRY II

5 UNITS

*Prerequisites:* CHEM M07A or equivalent with a grade of "C" or higher

*Class Hours:* 3 lecture, 6 lab

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

Continues the study of functional groups such as carboxylic acids and their derivatives, other carbonyl-containing compounds, amines and aromatics. Emphasizes reaction mechanisms, synthesis, and structure determination using nuclear magnetic resonance and infrared spectroscopy. Introduces aspects of biochemistry including the study of proteins, carbohydrates, and nucleic acids. Involves, through laboratory work, multi-step synthetic routes, chromatography, and applications of basic techniques. Course requires a lab coat and goggles. Applies to Associate Degree. Transfer credit: CSU; UC

### CHEM M11 – FOUNDATIONS OF GENERAL, ORGANIC, AND BIOCHEMISTRY

5 UNITS

*Prerequisites:* MATH M01 or MATH M01B or one year of high school algebra or equivalent with a grade of "C" or higher.

*Class Hours:* 4 lecture, 3 lab

Covers general, organic, and biological chemistry with an emphasis placed on medical applications. Explores topics in general chemistry such as the modern view of the atom, molecules, chemical compounds, reactions, and calculations. Includes topics in organic and biochemistry such as hydrocarbons, alcohols, aldehydes and ketones, amines, carboxylic acids and their derivatives, carbohydrates, lipids, proteins, and nucleic acids. This course is designed for students who are Allied Health Science majors and for students not planning to take Chemistry M01A. Applies to Associate Degree. Transfer credit: CSU; UC

### CHEM M12 – INTRODUCTORY CHEMISTRY I

4 UNITS

*Prerequisites:* MATH M01 or MATH M01B or equivalent

*Class Hours:* 3 lecture, 3 lab

Introduces basic principles of chemistry with reference to measurement, chemical nature of matter and energy, and atomic theory. Presents the chemical concepts of elements and compounds, the periodic table, bonding, molecular structure, nomenclature, chemical reactions, equations, and calculations. Applies to Associate Degree. Transfer credit: CSU; UC (No credit if taken after CHEM M01A or CHEM M01AH).

**CHEM M13 – INTRODUCTORY CHEMISTRY II****5 UNITS**

*Prerequisites:* CHEM M11 or CHEM M12 or equivalent college course with a grade of "C" or higher

*Class Hours:* 4 lecture, 3 lab

Introduces fundamental concepts of general chemistry including kinetics, equilibria, pH, thermodynamics, electrochemistry, and nuclear chemistry. Covers topics in organic and biochemistry including structure, nomenclature, and reactions of organic compounds and metabolism of carbohydrates, lipids, proteins, enzymes, and nucleic acids. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after CHEM M07A or CHEM M07B)

**CHEM M80 – INTERNSHIP IN CHEMISTRY****1 TO 4 UNITS**

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**CHEM M122 – INDEPENDENT STUDY - CHEMISTRY****0.5 TO 3 UNITS**

*Prerequisites:* Completion of one course in Chemistry and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of Chemistry through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Chemistry instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of 3 units. (Formerly CHEM M22A/B.) Transfer credit: CSU; UC (determined after admission).

## CHILD DEVELOPMENT

*Program Purpose:* Students who complete Child Development courses will be able to apply concepts of child growth and development from conception through adolescence within the family and cultural context. Students who complete the Child Development program will develop the foundational knowledge of subject matter, professional skills and dispositions that enable them to work in the Early Education, Elementary Education, and Family Development fields.

**DEAN**

Howard Davis, Phone (805) 553-4622

**FACULTY**

Shannon Coulter, Cynthia Sheaks-McGowan

**COUNSELORS**

Traci Allen, Eddie Beltran, Pam Kennedy-Luna, Ashley Lajoie, Giselle Ramirez

**TRANSFER INFORMATION**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

**CAREER INFORMATION**

Due to the varying educational requirements in the early and elementary education fields, students are advised to consult with a child development faculty member prior to finalizing their Student Education Plans.

For additional coursework to prepare for careers with elementary-aged children, please see courses in the Education section of this catalog.

**CHILD DEVELOPMENT CAREER PATHWAYS**

The Child Development department offers coursework applicable to a variety of careers in education, training, and public service. For students wishing to enter the field of Early Childhood Education, attainment of a Child Development Certificate of Achievement or Degree, or the AS-T in Early Childhood Education, is a gateway to entering the early childhood career ladder/permit structure developed by the California Commission on Teacher Credentialing.

The table on the next page outlines certificate and degree alignment with the California Child Development Permit structure, as well as educational and work experience requirements needed to obtain a California Child Development permit. For additional information on the early childhood career ladder and both Title 5 and Title 22 employment requirements, please contact the Child Development department.

**CHILD DEVELOPMENT PERMIT:**

- A Child Development Permit from the California Commission on Teacher Credentialing is required for employment in a Title 5 school. Application for the Child Development Permit at any level is made through the California Commission on Teacher Credentialing or the County Office of Education. Child Development full-time faculty members are available for consultation on coursework and application procedures. Please contact the department.
- All unit requirements listed above are semester units.
- All coursework must be completed with a grade of C or better.
- Permit applicants are required to demonstrate personal and professional fitness through a criminal background check/fingerprint clearance.
- Financial assistance with application and fingerprint processing fees may be available through the Child Development Training Consortium. Further information is available at [www.childdevelopment.org](http://www.childdevelopment.org).

**HEALTH CLEARANCE REQUIREMENTS**

Students enrolled in courses for which observation and fieldwork in a licensed early childhood program is assigned will be required to provide the following health and immunization documentation:

- Proof of immunity to measles. This is done by either providing documentation of 2 MMR (measles, mumps, and rubella) vaccinations, or a positive titer for measles.\*
- Documentation of Tdap vaccination (tetanus, diphtheria, and pertussis) for pertussis immunization, must be after the age of 11.\*
- Documentation of flu shot received within one year of the last day of the semester, but a person can write a declination and put it on file.
- Proof of TB (tuberculosis) clearance within one year of the last day of the semester. If you have ever received a positive TB result, you must submit a clear chest x-ray within 5 years with a yearly reevaluation.

\*Only a physician can decline measles and Tdap vaccinations.

Students are responsible for any costs associated with the immunizations and TB clearances. The Student Health Center on campus offers immunizations and titers.

## ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION FOR TRANSFER DEGREE

Early Childhood Education is the study of the physical, social-emotional and cognitive growth and development of the child from conception through adolescence. The purpose of this major is to provide a sound academic program in child development and to prepare students to work with children and families in a variety of school and community settings. Early Childhood Education students pursue careers in early care and education, early childhood program administration; parent education; elementary school teaching; community college teaching; or work with a variety of counseling, social service and community agencies.

The Associate in Science in Early Childhood Education for Transfer (AS-T) is intended for students who plan to transfer and complete a bachelor's degree in Child Development, Child and Adolescent Development, Child, Human Development, Education, or a "similar" major at a CSU campus. Students completing this AS-T degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. For a current list of what majors (and what options or areas of emphasis within that major) have been designed as "similar" to this degree at each CSU campus, please refer to [adegreewithaguarantee.com](http://adegreewithaguarantee.com) and seek guidance from a Moorpark College counselor. Students completing this degree are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice.

To earn an AS-T in Early Childhood Education, students must complete the following:

1. Complete of 60 semester or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) requirements
  - b) A minimum of 24.5 semester units in Early Childhood Education major as listed in the Moorpark College catalog.

2. Obtain a minimum grade point average (GPA) of at least 2.0. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA. Please consult with a counselor for more information.
3. Obtain a grade of "C" or better or "P" in all courses required in the major. Even though a "pass-no-pass" is allowed (Title 5 §55063), it is highly recommended that students complete their major courses with a letter grade (A, B, or C).
4. Complete requirements in residency. For students in the Ventura County Community College District, a minimum of 12 units must be completed in residency at the college granting the degree.

In addition to General Education requirements, complete the following:

### REQUIRED COURSES

Complete the following courses:

	UNITS
CD M02	Human Development: Infancy through Adolescence 3.0
CD M03/M03H	Child, Family and Community/Honors 3.0
CD M04	Observation and Assessment 2.0
CD M04L	Observation and Assessment Laboratory 1.0
CD M05	Teaching in a Diverse Society 3.0
CD M11	Principles and Practices: Early Childhood Education 3.0
CD M12	Early Childhood Teaching Practicum 2.0
CD M12L	Early Childhood Teaching Practicum Lab 1.5
CD M14	Introduction to Curriculum 3.0
CD M23	Health, Safety, and Nutrition for Children 3.0

### TOTAL UNITS

**24.5**

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Arts in Child and Adolescent Development for Transfer (AS-T) will be able to:

- develop the knowledge of subject matter, professional skills, and dispositions that enable them to work in the Early Education and Family Development fields and/or transfer as a Child Development (or related discipline) major.

## ASSOCIATE IN ARTS IN CHILD AND ADOLESCENT DEVELOPMENT FOR TRANSFER DEGREE

A major in Child and Adolescent Development offers lower division coursework examining classical and contemporary research that promotes positive developmental outcomes spanning conception through emerging adulthood. This option of study is intended for students who aspire to careers in developmental research, public policy, social work, school psychology, and similar fields.

The Associate in Arts in Child and Adolescent Development for Transfer degree (AA-T in Child and Adolescent Development) is intended for students who plan to transfer and complete a bachelor's degree in: Child and Adolescent Development; Human Development (Adolescent Option, Childhood Option, Children's Services); or a major deemed similar at a CSU campus. Students completing this AA-T degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Child and Adolescent Development may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.





## CHILD DEVELOPMENT CAREER PATHWAYS

MC Certificate/Degree	CA Child Development Permit Title	MC Child Development Requirements	CA State-Required Experience or Permit Award <sup>1</sup>
	Assistant	6 units of any Early Childhood Education (ECE) or Child Development courses	None
<b>Child Development Associate Teacher Certificate</b>	Associate Teacher	12 units of ECE/CD • Core Courses <sup>2</sup>	50 days of 3+ hours per day within 2 years
<b>Child Development Certificate</b>	Teacher	24 units of ECE/CD Certificate • plus 16 General Education (GE) units <sup>3</sup>	175 days of 3+ hours per day within 4 years
	Master Teacher	24 units of ECE/CD Certificate • plus 16 General Education (GE) units <sup>3</sup> • plus 6 units of specialization <sup>4</sup> • plus 2 units of adult supervision (CD M26)	350 days of 3+ hours per day within 4 years
<b>AS/AS-T in Child Development</b>	Site Supervisor	AS/AS-T • plus 6 units in administration (CD M24 and CD M25) • plus 2 units in adult supervision (CD M26)	350 days of 3+ hours per day within 4 years, including at least 100 days of supervising adults
<b>AS-T in Child Development</b>	Program Director	Site Supervisor requirements (above) plus transfer to 4-year institution to obtain BA/BS	Site Supervisor status and one (1) program year of Site Supervisor experience Notes:

### NOTES (refer to chart above)

Child development work experience can be gained through Student Teaching Practicum (CD M12L) and Internship (CD M80) courses. In order for students to participate in practicum and internship courses

and to complete observational study assignments for any course in the discipline, students need to show:

- Proof of immunity to measles. This is done by either providing documentation of 2 MMR vaccinations or a positive titer for measles. Only a physician can decline this requirement.
- Documentation for Tdap for pertussis. Immunization must be after age 11. Only a physician can decline this requirement.
- Current TB clearance. If you have ever received a positive TB result, you must submit a clear chest x-ray within 5 years, with a yearly reevaluation.
- Documentation of flu shot within one year of the last day of the semester. The student can complete a declination form for this requirement.
- There are also requirements for employment in any licensed child care and development setting.

### Core ECE/CD courses include:

CD M02 - Human Development

CD M03 - Child, Family and Community

### LIST A - Select and complete one course (3-4 units) listed below:

CD M11, CD M14, or CD M15

### LIST B - Select and complete one course (3-4 units) listed below:

CD M04 & CD M04L, CD M05, CD M06, CD M07, CD M08, CD M09, CD M10, CD M12 & CD M12L, CD M23, or CD M11, if not used in List A.

The above core courses are also the 12 units required for entry level employment in a Title 22 preschool.

**GE courses.** One course in each of four general education categories, which are degree-applicable: English/Language Arts, Math or Science, Social Science, Humanities and/or Fine Arts. Please consult the Counseling department for guidance.

**Specialization units.** Reflects areas of interest selected by the student. Examples include: Art (CD M08 and ART M20), Language and Literacy (CD M06 and CD M10), and Science (CD M09 and PHSC M01).

To earn an AA-T in Child and Adolescent Development, students must:

1. Complete 60 semester or 90 quarter CSU transferable semester units.
2. Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Complete 19-21 specified major units. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is highly recommended that students complete their major courses with a grade of C or better.
4. Obtain certification of the California State University General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

REQUIRED COURSES		UNITS
CD M02	Human Development: Infancy through Adolescence	3.0
MATH M15/M15H	Introductory Statistics/Honors	4.0
PSY M01/M01H	Introduction to Psychology	3.0
UNITS from LIST A		9.0-11.0

**TOTAL UNITS 19.0-21.0**

**LIST A: Select and complete three (3) courses (9-11 units) from the three options below. At least one course (maximum of 2) must be selected from Option 3.**

#### Option 1

ANTH M02	Cultural Anthropology	3.0
CD M03	Child, Family & Community	3.0
SOC M01/M01H	Introduction to Sociology/Honors	3.0
SOC M04	Intimacy, Relationship and Commitment	3.0
SOC M08	Introduction to Race and Ethnicity	3.0

#### Option 2

BIOL M01	Introduction to Biology	4.0
BIOL M02A/M02AH	General Biology I/Honors	5.0
BIOL M02B	General Biology II	5.0
BIOL M02C	Genetics and Molecular Biology	5.0
BIOL M03	Marine Life and Its Environment	4.0
BIOL M05	Field Biology - A Natural History of California	4.0
BIOL M16	Human Biology	3.0
BIOL M17	Heredity, Evolution, and Society	3.0

#### Option 3: Select and complete a maximum of two courses (3-6 units)

Any course from Option 1 or 2 not already used

CD M04	Observation and Assessment	2.0
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**AND**

CD M04L	Observation and Assessment Laboratory	1.0
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CD M05	Teaching in a Diverse Society	3.0
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CD M11	Principles and Programs: Early Childhood Education	3.0
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CD M12	Early Childhood Teaching Practicum	2.0
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**AND**

CD M12L	Early Childhood Teaching Practicum Lab	1.5
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CD M14	Introduction to Curriculum	3.0
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CD M15	Programs: Infants/Toddlers	3.0
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CD M16	Behavior Management	3.0
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CD M23	Health, Safety, and Nutrition for Children	3.0
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COMM M01	Public Speaking	3.0
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GEOG M01	Physical Geography	3.0
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GEOG M02	Cultural Geography	3.0
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GEOG M03/M03H	World Regional Geography/Honors	3.0
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HED M01	Health and Society	2.0
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HIST M25/M25H	History of the United States/Honors	3.0
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HIST M150	World History: From Prehistory to 1500	3.0
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MATH M10	Mathematics for Elementary Teachers	3.0
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NTS M01	Introduction to Nutrition Science	3.0
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PHIL M07	Introduction to Logic	3.0
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PHSC M01	Principles of Physical Science	3.0
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**AND**

PHSC M01L	Principles of Physical Science Laboratory	1.0
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POLS M03/M03H	American Government and Politics/Honors	3.0
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PSY M04	Child Psychology	3.0
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#### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Early Childhood Education for Transfer (AS-T) will be able to:

- demonstrate an understanding of the perspectives, theories, research methods, and core concepts of child development from conception through adolescence as an area of scientific inquiry.

## ASSOCIATE IN SCIENCE IN CHILD DEVELOPMENT DEGREE

The Child Development program prepares students for an Associate in Science Degree with a major in Child Development and for completion of certificates of achievement. Students may also complete coursework leading to Child Development permits granted by the California Commission on Teacher Credentialing. The Child Development program is designed for students interested in developing a general understanding of child growth and development within the family and cultural context. Through the study of Child Development, students develop both knowledge of subject matter and professional skills that enable them to pursue future academic and vocational goals.

To earn an Associate in Science Degree with a major in Child Development, students complete 24.5 specified units, plus General Education Degree Requirements and/or elective units for a total of 60 units.

In addition to General Education requirements, complete the following:

REQUIRED COURSES		UNITS
CD M02	Human Development: Infancy through Adolescence	3.0
CD M03	Child, Family and Community	3.0
CD M04	Observation and Assessment	2.0
CD M04L	Observation and Assessment Laboratory	1.0
CD M05	Teaching in a Diverse Society	3.0
CD M11	Principles and Programs: Early Childhood Education	3.0
CD M12	Early Childhood Teaching Practicum	2.0
CD M12L	Early Childhood Teaching Practicum Lab	1.0
CD M14	Introduction to Curriculum	3.0
CD M23	Health, Safety, and Nutrition for Children	3.0

**TOTAL UNITS 24.5**

#### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Child Development will be able to:

- develop both the knowledge of subject matter and professional skills that enable them to work in the Early Education and Family Development fields and/or transfer as a Child Development (or related discipline) major.

## CHILD DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Child Development is designed for students interested in studying Child Development for general understanding of child growth and development within the family and cultural context. Students who complete the Child Development program will develop the knowledge of subject matter and professional skills that enable them to work in the Early Education and Family Development fields, or any related professional area.

To earn a Certificate of Achievement in Child Development, students complete the 24.5 units of state designated "Core 8" courses of Child Growth and Development; Child, Family, and Community; Principles and Practices; Introduction to Curriculum; Child Nutrition, Health, and Safety; Observation and Assessment; Diversity Issues; and Student Teaching.

REQUIRED COURSES		UNITS
CD M02	Human Development: Infancy through Adolescence	3.0
CD M03	Child, Family and Community	3.0
CD M04	Observation and Assessment	2.0
CD M04L	Observation and Assessment Laboratory	1.0
CD M05	Teaching in a Diverse Society	3.0
CD M11	Principles and Practices: Early Childhood Education	3.0
CD M12	Early Childhood Teaching Practicum	2.0
CD M12L	Early Childhood Teaching Practicum Lab	1.5
CD M14	Introduction to Curriculum	3.0
CD M23	Health, Safety, and Nutrition for Children	3.0

**TOTAL UNITS** **24.5**

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Child Development will be able to:

- demonstrate knowledge and professional skills that enable them to work in the Early Education and Family Development fields.
- develop curriculum and assessment plans for children.
- explain physical, cognitive and psychosocial domains in the preschool age child.
- analyze the core components of environmental influences on children and families, including socialization, diverse family structures, family interpersonal relationships, education and mass media influences.

## CHILD DEVELOPMENT ASSOCIATE TEACHER CERTIFICATE OF ACHIEVEMENT

**(LESS THAN 18 UNITS)**

The Child Development Associate Teacher Certificate of Achievement is designed for students intending to work in Child Development/Early Childhood Education, or a similar field, or for students interested in studying Child Development for general understanding of child growth and development within the family and cultural context. Students who complete the Child Development/Early Childhood Education program will develop the knowledge of subject matter and professional skills that enable them to work in the Early Education and Family Development fields, or any related professional area.

The Child Development Associate Teacher Certificate of Achievement demonstrates that a student has met the educational requirements to apply for a Child Development Permit at the Associate Teacher level through the California Commission on Teacher Credentialing. This educational criteria also demonstrates that a student has met minimum educational requirements set by Title 22 licensing regulations for the State of California.

To earn a Child Development Associate Teacher Certificate of Achievement students must complete 12 specified units.

REQUIRED COURSES		UNITS
CD M02	Human Development: Infancy through Adolescence	3.0
CD M03	Child, Family and Community	3.0
UNITS from LIST A		3.0
UNITS from LIST B		3.0

**TOTAL UNITS** **12.0**

### LIST A - Select and complete three (3) units from the following:

CD M11	Principles and Practices: Early Childhood Education	3.0
CD M14	Introduction to Curriculum	3.0
CD M15	Care and Education Programs: Infants/Toddlers	3.0

### LIST B - Select and complete a minimum of three (3) units from the following:

CD M04	Observation and Assessment	2.0
<b>AND</b>		
CD M04L	Observation and Assessment Laboratory	1.0
CD M05	Teaching in a Diverse Society	3.0
CD M07	Music in Early Childhood Education	3.0
CD M09	Science, Technology, Engineering and Math in Early Childhood Education	3.0
CD M10	Language Arts in Early Childhood Education	3.0
CD M12	Early Childhood Teaching Practicum	2.0
<b>AND</b>		
CD M12L	Early Childhood Teaching Practicum Lab	1.5
CD M16	Strategies for Working with Challenging Behaviors	3.0
CD M18	Reflective Practice Seminar	2.0
CD M21	Infant and Toddler Development	3.0
CD M23	Health, Safety, and Nutrition for Children	3.0
CD M70	CA Preschool Foundations and Frameworks: Social and Emotional Development	1.0
CD M71	CA Preschool Foundations and Frameworks: Language and Literacy	1.0
CD M72	CA Preschool Foundations and Frameworks: English Language Development	1.0
CD M73	CA Preschool Foundations and Frameworks: Mathematics	1.0
CD M74	CA Preschool Foundations and Frameworks: Visual Arts	1.0
CD M75	CA Preschool Foundations and Frameworks: Performing Arts	1.0
CD M76	CA Preschool Foundations and Frameworks: Physical Development	1.0
CD M77	CA Preschool Foundations and Frameworks: Health	1.0
CD M78	CA Preschool Foundations and Frameworks: History/Social Science	1.0
CD M79	CA Preschool Foundations and Frameworks: Science	1.0
EDU M08	Children's Art within a Multicultural Perspective	3.0

Any course not used in LIST A

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Child Development: Associate Teacher will be able to:

- explain physical, cognitive and psychosocial domains in the preschool age child.
- analyze the core components of environmental influences on children and families, including socialization, diverse family structures, family interpersonal relationships, education and mass media influences.
- analyze a variety of programs available to pre-school children and employ essential components for a quality program.



## TRANSITIONAL KINDERGARTEN CERTIFICATE OF ACHIEVEMENT

The Transitional Kindergarten Certificate of Achievement is designed for students who intend to work in transitional kindergarten and early education. Students who complete the program of study will develop the subject matter knowledge, skills, and professional competencies to teach effectively in the transitional kindergarten. According to California Education Code, any credentialed teacher assigned to teach TK, or a combination class of kindergarten and TK, will need to earn at least 24 units in child development/early childhood education. To earn the Transitional Kindergarten Certificate of Achievement, students must complete 24 units of specialized coursework, including: Human Development (3 units), Principles and Practices of Early Childhood Education (3 units), Observation and Assessment (3 units), Strategies for Working with Challenging Behaviors (3 units), California Curriculum Foundations and Frameworks Courses (1 unit each/10 units total) and Reflective Practice (2 units).

REQUIRED COURSES	UNITS
CD M02 Human Development: Infancy through Adolescence	3.0
CD M04 Observation and Assessment	2.0
CD M04L Observation and Assessment Laboratory	1.0
CD M11 Principles and Practices: Early Childhood Education	3.0
CD M16 Strategies for Working with Challenging Behaviors	3.0
CD M18 Reflective Practice Seminar	2.0
CD M70 CA Preschool Foundations and Frameworks: Social and Emotional Development	1.0
CD M71 CA Preschool Foundations and Frameworks: Language and Literacy	1.0
CD M72 CA Preschool Foundations and Frameworks: English Language Development	1.0
CD M73 CA Preschool Foundations and Frameworks: Mathematics	1.0
CD M74 CA Preschool Foundations and Frameworks: Visual Arts	1.0
CD M75 CA Preschool Foundations and Frameworks: Performing Arts	1.0
CD M76 CA Preschool Foundations and Frameworks: Physical Development	1.0
CD M77 CA Preschool Foundations and Frameworks: Health	1.0
CD M78 CA Preschool Foundations and Frameworks: History/Social Science	1.0
CD M79 CA Preschool Foundations and Frameworks: Science	1.0
<b>TOTAL UNITS</b>	<b>24.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Transitional Kindergarten will be able to:

- effectively select, apply, and evaluate a variety of instructional strategies, including purposeful play, to support students' learning and development in transitional kindergarten.

## CHILD DEVELOPMENT COURSES

### CD M02 – HUMAN DEVELOPMENT: INFANCY THROUGH ADOLESCENCE

**3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* CDEV 100

Examines major developmental milestones for children, both typical and atypical, from conception through adolescence in the areas of physical, psychosocial, and cognitive/language, emphasizing interactions between maturational processes and environmental factors. Studies developmental theory and reinforces investigative research methodologies by observing children, evaluating differences, and analyzing characteristics of development at various stages. Applies to Associate Degree. Transfer credit: CSU; UC (CD M02 and PSY M07 combined; maximum credit, one course)

### CD M03 – CHILD, FAMILY AND COMMUNITY

**3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* CDEV 110

Studies the processes of socialization focusing on the interrelationship of family, school, and community. Examines the influence of multiple societal contexts, such as status of children in society; diverse family structures; family interpersonal relationships; schools and other educational opportunities, and mass media. Covers the influences of age, gender and ability, race, culture, ethnic and socio-economic factors; parenting styles; public policy; and social challenges related to children and families. Explores the role of collaboration between family, schools, and community in supporting children's development. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded to the first course completed with a grade of "C" or better or "P".

### CD M03H – HONORS: CHILD, FAMILY AND COMMUNITY

**3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* CDEV 110

Studies the processes of socialization focusing on the interrelationship of family, school, and community. Examines the influence of multiple societal contexts, such as status of children in society; diverse family structures; family interpersonal relationships; schools and other educational opportunities, and mass media. Covers the influences of age, gender and ability, race, culture, ethnic and socio-economic factors; parenting styles; public policy; and social challenges related to children and families. Explores the role of collaboration between family, schools, and community in supporting children's development. 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. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded to the first course completed with a grade of "C" or better or "P".

### CD M04 – OBSERVATION AND ASSESSMENT

**2 UNITS**

*Prerequisites:* None

*Corequisites:* CD M04L

*Recommended Prep:* CD M02

*Class Hours:* 2 lecture

*C-ID:* ECE 200 (with CD M04L)

Provides a framework to introduce assessment of children in early childhood settings through observation of children at play using understandings about children to inform teaching practice. Explores anecdotal records, rating systems, and multiple assessment strategies are explored. Focuses on the appropriate use of assessment strategies to document growth, play, and learning to join with families in promoting children's success. Uses standards-based assessment is used to inform teaching practice and to ensure developmentally appropriate curriculum. Applies to Associate Degree. Transfer credit: CSU

**CD M04L – OBSERVATION AND ASSESSMENT  
LABORATORY****1 UNIT***Prerequisites: None**Corequisites: CD M04**Recommended Prep: CD M02**Class Hours: 3 lab**C-ID: ECE 200 (with CD M04)*

development center through direct observation. Applies observation techniques to early childhood teaching practice. Requires use of specific observation tools to observe children's development and their interactions with adults, children, materials, and activities. Prepares those working with students in early care and learning, transitional kindergarten, kindergarten, and/or early primary classrooms. Requires proof of negative TB clearance. Applies to Associate Degree. Transfer credit: CSU

**CD M05 – TEACHING IN A DIVERSE SOCIETY****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: ECE 230*

Explores personal prejudices and biases through a self-reflection process that addresses principles of equity in the areas of culture, diverse abilities, family life, gender, and socio-economic status. Uses the self-reflection process to better inform teaching practices and/or program development by creating an awareness of the teacher's own understanding of developmentally appropriate practice in integrating anti-bias goals and embracing a celebratory approach to diversity. Identifies culturally responsive and linguistically appropriate anti-bias approaches that support all children in becoming competent members of a diverse society and examines the development of social identities in diverse populations, including theoretical and practical implications affecting young children, families, programs, teaching, education, and schooling. (Formerly CD M36.) Applies to Associate Degree. Transfer credit: CSU; UC

**CD M07 – MUSIC IN EARLY CHILDHOOD EDUCATION****3 UNITS***Prerequisites: None**Recommended Prep: CD M02 and CD M14**Class Hours: 3 lecture*

Explores theoretical foundations and developmentally appropriate practices for designing supportive environments, selecting appropriate materials, and developing, presenting, and evaluating music curriculum for young children. Stresses creative movement, dance, rhythm, and song as essential components of the physical, social, emotional, creative and cognitive development of young children. Encourages integration and application of music throughout the curriculum and an appreciation of diversity. Applies to Associate Degree. Transfer credit: CSU

**CD M08 – CHILDREN'S ART WITHIN A MULTICULTURAL  
PERSPECTIVE****3 UNITS***Prerequisites: None**Recommended Prep: CD M02 and CD M14 or EDU M02**Class Hours: 3 lecture*

Presents theoretical foundations and practices for designing art curricula that reflect P-12 educational state standards and common core standards. Emphasizes the creation of hands-on artistic projects, the importance of art in the child's development, and the understanding of multicultural art traditions in subject matter, materials, and processes. Provides opportunities for students to gain basic art skills, understand the creative process, and investigate the critique process. Examines supportive environments and selecting materials and experiences appropriate to individual children. Examines historical contexts and indigenous aesthetics as they relate to the development of primary skills and appreciation for art and the creative process. (Same course as EDU M08.) Applies to CA Child Development Permit. Applies to Associate Degree. Transfer credit: CSU

**CD M09 – SCIENCE, TECHNOLOGY, ENGINEERING  
AND MATH IN EARLY CHILDHOOD EDUCATION****3 UNITS***Prerequisites: None**Recommended Prep: CD M02 and CD M14**Class Hours: 3 lecture*

Presents theoretical foundations and developmentally appropriate practices for designing curriculum in the areas of science, technology, engineering and mathematics for use with young children. Examines the creation of supportive environments, selection of appropriate materials, and development, presentation, and evaluation of curriculum. Emphasizes science, technology, engineering and math curricula that emerges from the interests of children and is facilitated through the inquiry approach. Applies to Associate Degree. Transfer credit: CSU

**CD M10 – LANGUAGE ARTS IN EARLY CHILDHOOD EDUCATION****3 UNITS***Prerequisites: None**Recommended Prep: CD M02 and CD M14**Class Hours: 3 lecture*

Presents theoretical foundations and developmentally appropriate practices for designing supportive environments, selecting appropriate materials, and developing, presenting, and evaluating curriculum in the language arts for young children. Introduces current research on children's development of language and literacy, creativity, and cognition. Applies to Associate Degree. Transfer credit: CSU

**CD M11 – PRINCIPLES AND PRACTICES:  
EARLY CHILDHOOD EDUCATION****3 UNITS***Prerequisites: None**Recommended Prep: CD M02**Class Hours: 3 lecture**C-ID: ECE 120*

Reviews the historical roots of early childhood programs and the evolution of the practices promoting advocacy and professional ethics. Examines the principles of developmentally appropriate learning environments and constructive adult-child interactions. Develop teaching strategies based on a foundation of relationships and knowledge of child development that support physical, social, emotional, and cognitive development of all children. Applies to Associate Degree. Transfer credit: CSU

**CD M12 – EARLY CHILDHOOD TEACHING PRACTICUM****2 UNITS***Prerequisites: CD M04 and CD M04 and CD M02 and CD M03 and CD M11 and CD M14**Corequisites: CD M12L**Class Hours: 2 lecture**C-ID: ECE 210 (with CD M12L)*

Examines in depth the procedures and practices for teaching young children in a range of settings. Provides opportunities for student teachers to demonstrate early childhood teaching competencies, make connections between theory and practice, build a comprehensive understanding of children and families, and develop professional behaviors. Emphasizes reflective practice as student teachers design, implement, and evaluate approaches and strategies that promote development and learning for all young children. Applies to Associate Degree. Transfer credit: CSU

**CD M12L – EARLY CHILDHOOD TEACHING  
PRACTICUM LAB****1.5 UNITS***Prerequisites: CD M04 and CD M04L**Corequisites: CD M12**Recommended Prep: CD M02 and CD M11 and CD M14**Class Hours: 4.5 lab**C-ID: ECE 210 (with CD M12)*

Provides supervision at a designated child development center, allowing students to demonstrate early childhood teaching competencies, make connections between theory and practice, and develop professional behaviors. Requires hands-on application of procedures and practices. Provides opportunity to implement and evaluate developmentally appropriate experiences that promote positive development and learning for young children. All CD courses must be completed with a minimum grade of C in order to meet the requirements for Child Development Permits issued by the California Commission on Teacher Credentialing. Applies to Associate Degree. Transfer credit: CSU

**CD M14 – INTRODUCTION TO CURRICULUM****3 UNITS***Prerequisites: None**Recommended Prep: CD M02 and CD M11**Class Hours: 3 lecture**C-ID: ECE 130*

Presents an overview of knowledge and skills related to providing developmentally appropriate curriculum and environments for young children from birth through age eight. Explores teaching strategies and curriculum development based on theoretical frameworks, observation, and assessment. Emphasizes the teacher's role in supporting development and learning across the curriculum, including all content areas. Applies to Associate Degree. Transfer credit: CSU

**CD M15 – CARE AND EDUCATION PROGRAMS: INFANTS/TODDLERS****3 UNITS***Prerequisites: None**Recommended Prep: CD M02**Class Hours: 3 lecture*

Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. Meets CA Title 22 regulations for infant-toddler teachers and program directors. Approved for Continuing Education hours by the California Board of Registered Nursing, provider number 02811 for 30 contact hours. Applies to Associate Degree. Transfer credit: CSU

**CD M16 – STRATEGIES FOR WORKING WITH CHALLENGING BEHAVIORS****3 UNITS***Prerequisites: None**Recommended Prep: CD M02**Class Hours: 3 lecture*

Identifies developmentally appropriate behaviors, challenging behaviors and the various influences that affect children's behavior. Analyzes children's behaviors and select strategies to make positive changes. Emphasizes communicating effectively with young children, guiding children of varying ages, promoting selfcontrol, conflict resolution, and problem solving. Emphasizes the connection between children's social and emotional development and their success in the classroom, and how the teachers' perceptions, experiences, and behavior influence child behaviors. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms. Applies to Associate Degree. Transfer credit: CSU

**CD M18 – REFLECTIVE PRACTICE SEMINAR****2 UNITS***Prerequisites: CD M04, CD M04L, CD M02 and CD M11**Class Hours: 2 lecture*

Examines teaching philosophies utilizing the reflective practice cycle process. Uses a variety of instructional strategies, including purposeful play, to assess and support children's learning and development. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms. Applies to Associate Degree. Transfer credit: CSU

**CD M21 - INFANT AND TODDLER DEVELOPMENT****3 UNITS***Prerequisites: None**Recommended Prep: CD M02**Class Hours: 3 lecture*

Examines infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. Meets CA Title 22 regulations for infant-toddler teachers and program directors. Approved for Continuing Education hours by the California Board of Registered Nursing, provider number 02811 for 30 contact hours. Applies to Associate Degree. Transfer credit: CSU

**CD M23 – HEALTH, SAFETY, AND NUTRITION FOR CHILDREN****3 UNITS***Prerequisites: None**Recommended Prep: CD M02**Class Hours: 3 lecture**C-ID: ECE 220*

Introduces the laws, regulations, standards, policies, procedures, and best practices and early childhood curriculum related to child health, safety, and nutrition. Identifies key components that ensure physical health, mental health and safety for both children and staff along with the importance of collaboration with families and health professionals. Includes injury and illness prevention strategies, nutrition and meal planning for various ages, and the planning of educational experiences integrated into daily routines designed to teach children positive health, safety, and nutrition habits. Focuses on integrating nutrition, health, and safety concepts into daily routines and program development for all children. Applies to Associate Degree. Transfer credit: CSU

**CD M24 – ADMINISTRATION IN EARLY CHILDHOOD EDUCATION I****3 UNITS***Prerequisites: None**Recommended Prep: CD M02 and CD M03 and CD M11 and CD M12 and CD M14**Class Hours: 3 lecture*

Introduces principles and practices of administering early childhood programs. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. Emphasizes program types, budget, management, regulations, laws, development and implementation of policies and procedures. (Course required by CA Title 22 regulations for Program Director, and by Title 5 for the Child Development Permit at the Site Supervisor and Program Director levels. Applies to Associate Degree. Transfer credit: CSU

**CD M25 – ADMINISTRATION IN ECE II: PERSONNEL AND LEADERSHIP****3 UNITS***Prerequisites: None**Recommended Prep: CD M02, CD M03, CD M11, and CD M14 CD M12**Class Hours: 3 lecture*

Examines effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. The Child Development Permit of Title 5 ECE/CD programs requires this course for Site Supervisors (Option 1) and Program Directors. Applies to Associate Degree. Transfer credit: CSU

**CD M26 – ADULT SUPERVISION AND MENTORING IN EARLY CHILDHOOD EDUCATION****2 UNITS***Prerequisites: None**Recommended Prep: CD M02 and CD M03 and CD M11 and CD M12**Class Hours: 2 lecture*

Studies the methods and principles of supervising student teachers, volunteers, staff, and other adults in early childhood or school-age care and education programs. Emphasizes the roles and development of early childhood professionals as mentors and leaders. Course required by the Child Development Permit for Title 5 ECE/CD programs for Master Teachers, Site Supervisors and Program Directors. Applies to Associate Degree. Transfer credit: CSU

**CD M70 – CA PRESCHOOL FOUNDATIONS AND FRAMEWORKS: SOCIAL AND EMOTIONAL DEVELOPMENT****1 UNIT***Prerequisites: None**Class Hours: 1 lecture*

Introduces the social and emotional development domain of the California Preschool Learning Foundations and Frameworks including the strands of self, social interaction, and relationships. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms. Applies to Associate Degree. Transfer credit: CSU



**CD M71 – CA PRESCHOOL FOUNDATIONS AND FRAMEWORKS:  
LANGUAGE AND LITERACY 1 UNIT**

*Prerequisites: None*

*Class Hours: 1 lecture*

Introduces the language and literacy development domain in the California Preschool Learning Foundations and Frameworks including the strands of listening and speaking, reading, and writing. Provides practical considerations for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms. Applies to Associate Degree. Transfer credit: CSU

**CD M72 – CA PRESCHOOL FOUNDATIONS AND FRAMEWORKS:  
ENGLISH LANGUAGE DEVELOPMENT 1 UNIT**

*Prerequisites: None*

*Class Hours: 1 lecture*

Introduces the English language learners domain of the California Preschool Learning Foundations and Frameworks including strands of listening, speaking, reading and writing for children acquiring English as a second language. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms. Applies to Associate Degree. Transfer credit: CSU

**CD M73 – CA PRESCHOOL FOUNDATIONS AND FRAMEWORKS:  
MATHEMATICS 1 UNIT**

*Prerequisites: None*

*Class Hours: 1 lecture*

Introduces the mathematics domain of the California Preschool Learning Foundations and Frameworks including the strands of number sense, algebra and functions, measurement, geometry, and mathematical reasoning. Provides strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms. Applies to Associate Degree. Transfer credit: CSU

**CD M74 – CA PRESCHOOL FOUNDATIONS AND FRAMEWORKS:  
VISUAL ARTS 1 UNIT**

*Prerequisites: None*

*Class Hours: 1 lecture*

Introduces the visual arts domain of the California Preschool Learning Foundations and Frameworks including artistic expression and response, and skills using various art mediums. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms. Applies to Associate Degree. Transfer credit: CSU

**CD M75 – CA PRESCHOOL FOUNDATIONS AND FRAMEWORKS:  
PERFORMING ARTS 1 UNIT**

*Prerequisites: None*

*Class Hours: 1 lecture*

Introduces the performing arts domain of the California Preschool Learning Foundations and Frameworks including strands of music, drama, and dance. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms. Applies to Associate Degree. Transfer credit: CSU

**CD M76 – CA PRESCHOOL FOUNDATIONS AND FRAMEWORKS:  
PERFORMING ARTS 1 UNIT**

*Prerequisites: None*

*Class Hours: 1 lecture*

Introduces the physical development domain of the California Preschool Learning Foundations and Frameworks including strands of fundamental movement skills, perceptual-motor skills and movement concepts, and active physical play. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms. Applies to Associate Degree. Transfer credit: CSU

**CD M77 – CA PRESCHOOL FOUNDATIONS AND FRAMEWORKS:  
HEALTH 1 UNIT**

*Prerequisites: None*

*Class Hours: 1 lecture*

Introduces the health domain of the California Preschool Learning Foundations and Frameworks including strands of health habits, safety, and nutrition. Provides practical strategies for implementing the curriculum frameworks. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms. Applies to Associate Degree. Transfer credit: CSU

**CD M78 – CA PRESCHOOL FOUNDATIONS & FRAMEWORKS:  
HISTORY/SOCIAL SCIENCE 1 UNIT**

*Prerequisites: None*

*Class Hours: 1 lecture*

Introduces the history and social science domain of the California Preschool Learning Foundations and Frameworks including strands of self and society, civics, history, geography, ecology, and economics. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms. Applies to Associate Degree. Transfer credit: CSU

**CD M79 – CA PRESCHOOL FOUNDATIONS & FRAMEWORKS:  
HISTORY/SOCIAL SCIENCE 1 UNIT**

*Prerequisites: None*

*Class Hours: 1 lecture*

Introduces the science domain of the California Preschool Learning Foundations and Frameworks including the strands of scientific inquiry, physical, life, and earth sciences and provides practical strategies for implementing the curriculum frameworks developed for this domain. Prepares those working with students in early care and education programs including transitional kindergarten, kindergarten, and early education classrooms. Applies to Associate Degree. Transfer credit: CSU

**CD M80 – INTERNSHIP IN CHILD DEVELOPMENT 1 TO 4 UNITS**

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

## CD M122 – INDEPENDENT STUDY - CHILD DEVELOPMENT

0.5 TO 3 UNITS

*Prerequisites:* A previous course in Child Development and instructor approval  
*Class Hours:* 1.5 to 9 lab hours as arranged

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

## REGISTERED BEHAVIOR TECHNICIAN PROFICIENCY AWARD

The primary role of a Registered Behavior Technician (RBT) is to directly implement treatment plans with individuals of all ages who could be typically or atypically developing. This program is designed to prepare students for RBT certification. In these courses, students will learn about the clinical concepts and applications of the core tasks that are likely to be performed by behavior technicians. Students will practice implementing procedures to reach high fidelity. Instructors will provide in-vivo feedback to students, similar to that which would be delivered in-field by their supervising Board Certified Behavior Analyst® (BCBA®) or Board Certified Assistant Behavior Analyst® (BCaBA®). Additionally, this program will prepare students for the competency assessment required of all RBT credential applicants.

To obtain a Proficiency Award in Registered Behavior Technician, students must complete the following courses.

### REQUIRED CORE

Complete the following courses:

UNITS

RBT M01	Registered Behavior Technician: Knowledge Skills	2.50
RBT M01L	Registered Behavior Technician: Clinical Applications	0.25

### TOTAL UNITS

2.75

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Registered Behavior Technician Proficiency Award will be able to:

- directly implement treatment plans with individuals of all ages who could be typically or atypically developing.

## REGISTERED BEHAVIOR TECHNICIAN COURSES

### RBT M01 – REGISTERED BEHAVIOR TECHNICIAN: KNOWLEDGE SKILLS

2.5 UNITS

*Prerequisites:* None

*Class Hours:* 2.5 lecture

Introduces the core tasks that are likely to be performed by behavior technicians: measurement, assessment, skill acquisition, behavior reduction, documentation and reporting, and professional conduct and scope of practice. Presents evidence-based instruction on behavioral concepts, procedures for skill acquisition, strategies for problem behavior reduction, and professional and ethical conduct. Students need to show proof of immunity to Measles. This is done by either providing documentation of 2 MMR vaccinations, or a positive titer for Measles. Documentation for Tdap for Pertussis immunization must be after the age of 11. Flu shot is mandatory and to be given within one year of the last day of the semester, but a person can write a declination and put it on file. Only a physician can decline for Measles and Tdap. Students must also show proof of TB clearance. If you have ever received a positive result, you must submit a clear chest x-ray within 5 years with a yearly reevaluation. Students are responsible for any costs associated with the immunizations and TB tests. The Student Health Center on campus offers immunizations and titers. Applies to Associate Degree.

### RBT M01L – REGISTERED BEHAVIOR TECHNICIAN: CLINICAL APPLICATIONS

0.25 UNITS

*Prerequisites:* None

*Recommended Prep:* RBT M01

*Class Hours:* 0.69 lab

Provides opportunity to apply concepts learned to perform fundamental skills of a Registered Behavior Technician (RBT®) under the direction and supervision of a Board Certified Behavior Analyst® (BCBA®) or Board Certified Assistant Behavior Analyst® (BCaBA®). Provides hands-on instruction on behavioral concepts. Students need to show proof of immunity to Measles. This is done by either providing documentation of 2 MMR vaccinations, or a positive titer for Measles. Documentation for Tdap for Pertussis immunization must be after the age of 11. Flu shot is mandatory and to be given within one year of the last day of the semester, but a person can write a declination and put it on file. Only a physician can decline for Measles and Tdap. Students must also show proof of TB clearance. If you have ever received a positive result, you must submit a clear chest x-ray within 5 years with a yearly reevaluation. Students are responsible for any costs associated with the immunizations and TB tests. The Student Health Center on campus offers immunizations and titers. Prepares students for the competency assessment required of all RBT credential applicants. Applies to Associate Degree.

## CHINESE

## SEE COURSES IN LANGUAGES OF THE WORLD

## COLLEGE STRATEGIES

*Program Purpose:* Students who complete college strategies courses will be able to improve learning, peer mentoring, and leadership skills.

College Strategies courses provide students the information and skills needed to take responsibility for and control of their own academic success in any learning environment. These courses emphasize critical thinking and collaboration skills.

### DEAN

Howard Davis, Phone (805) 553-4622

### FACULTY

Deborah Brackley, Carrie Geisbauer, Elizabeth Gillis Smith, Alejandra Gonzalez, Diane Scofrano

## COLLEGE STRATEGIES COURSES

### COL M01 – COLLEGE STRATEGIES

3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

Develops students' learning strategies for college success. Examines and practices critical thinking, study methods, learning styles, time management, test preparation and test taking, and self-regulated learning. (Same as COUN M05.) Applies to Associate Degree. Transfer credit: CSU; UC

### COL M02 – TUTORING METHODS

1 UNIT

*Prerequisites:* None

*Class Hours:* 1 lecture

Introduces methods for tutoring individuals and groups. Examines learning theories and instructional pedagogies, and provides opportunities for application of skills to tutoring sessions. Applies to Associate Degree. Transfer credit: CSU

## COL M05 – SUPERVISED TUTORING ACROSS THE CURRICULUM

0.0 UNIT

Prerequisites: None

Class Hours: 0.5 to 4 lab

Participate in individual and/or group tutoring designed to assist students in reviewing course material, preparing for class assignments and tests, and building study skills. Does NOT apply to Associate Degree.

## COMMERCIAL PHOTOGRAPHY

## SEE COURSES IN PHOTOGRAPHY

## COMMUNICATION STUDIES (FORMERLY SPEECH)

*Program Purpose: Students who complete Communication Studies classes will be able to organize and convey their ideas in oral, written, and/or performance settings.*

Communication and speech is one of the most fundamental skills any student can acquire. Oral communication competence is the most highly prized and sought after skill in the professional world, and an indispensable requirement for succeeding in all academic disciplines. The Communication Studies Department offers both theoretical and practical classes. The College's award-winning Forensics Team puts these skills into action each semester.

Communication Studies is specifically focused on the study of human communication within such contexts as interpersonal relationships, small groups, organizations, and cultures. Topics of study vary accordingly and include such areas as language and meaning, nonverbal communication, conflict management, leadership, problem solving, and interviewing. Students examine the role that communication plays in managing their interactions in both personal and professional contexts. While there is some specific communication skill development in the introductory courses, most courses focus on understanding and analyzing the nature of human communication within the given context. Because communication skills are always listed as the most desirable quality that employers are looking for in applicants, the number of possible career paths is almost limitless.

Some general areas where Communication Studies graduates are often employed include human relations, personnel, training and development, corporate communication, sales, public relations, management, and event planning. Students also use their Communication Studies degree as a foundation for continued graduate education in such areas as law, public administration, business administration, and even communication studies.

### DEAN

VACANT, Phone (805) 553-4121

### FACULTY

August Benassi III, Allison Bowman, Jill McCall, Jenna Patronete, Rolland Petrello, Neal Stewart

### COUNSELORS

Traci Allen, Jodi Dickey, Anitra Evans-Tykeson, Giselle Ramirez, Michelle Reina

## ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER DEGREE

Communication Studies is specifically focused on the study of human communication within such contexts as interpersonal relationships, small groups, organizations, and cultures. Topics of study vary accordingly and include such areas as language and meaning, nonverbal communication, conflict management, leadership, problem solving, and interviewing. Students examine the role that communication plays in managing their interactions in both personal and professional contexts. While there is some specific communication skill development in the introductory courses, most courses focus on understanding and analyzing the nature of human communication within the given context. Because communication skills are always listed as the most desirable quality that employers are looking for in applicants, the number of possible career paths is almost limitless. Some general areas where Communication Studies graduates are often employed include human relations, personnel, training and development, corporate communication, sales, public relations, management, and event planning.

The Associate in Arts in Communication Studies for Transfer (AA-T) is intended for students who plan to complete a Bachelor's Degree in Communication Studies, or a similar major at a CSU campus. Students completing the AA-T in Communication Studies are guaranteed admission to the CSU system, but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Communication Studies may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system.

To earn an Associate in Arts in Communication Studies for Transfer, students must:

1. Complete 60 semester or 90 quarter CSU transferable units.
2. Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA.
3. Complete 18 specified major units. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a grade.
4. Obtain certification of the California State University General Education-Breadth (CSU GE-Breadth) pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

### REQUIRED CORE

#### Complete the following 3 courses (3 units):

COMM M01/M01H	Public Speaking/Honors	3.0
UNITS from LIST A		6.0
UNITS from LIST B		6.0
UNITS from LIST C		3.0

### TOTAL UNITS 18.0

#### LIST A - Select and complete 2 to 3 courses (6 units):

COMM M04	Interpersonal Communication	3.0
COMM M06	Small Group Communication	3.0
COMM M07	Argumentation and Debate	3.0

#### LIST B - Select and complete 2 to 3 courses (6 units):

COMM M02	Introduction to Persuasion	3.0
COMM M05	Oral Interpretation of Literature	3.0
COMM M10A	Forensics I	2.0
COMM M12	Intercultural Communications	3.0



**LIST C - Select and complete 1 course (3 units):**

COMM M13	Gender Communication	3.0
COMM M16	Readers' Theatre	3.0
COMM M17	Computer-Mediated Communication	3.0
COMM M18	Introduction to Organizational Communication	3.0
COMM M19	Communication and Leadership	3.0
COMM M20	Business and Professional Speech	3.0
COMM M23	Introduction to Health Communication	3.0
COMM M25	Introduction to Rhetorical Criticism	3.0
COMM M26	Rhetoric of Popular Culture	3.0

**PROGRAM STUDENT LEARNING OUTCOMES**

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

- effectively communicate their ideas through oral performance.
- effectively communicate in interpersonal, group, and intercultural settings.
- critically evaluate messages presented in a variety of contexts.

## ORGANIZATIONAL COMMUNICATION CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Organizational Communication equips students with vital knowledge and skills in business specific communication strategies. After successfully completing this certificate students will be better equipped to obtain employment and/or advancement in a wide variety of professional settings.

To obtain a Certificate of Achievement in Organizational Communication, students must complete the following:

REQUIRED CORE	UNITS
<b>Complete the following 2 courses (6 units):</b>	
COMM M17 Computer-Mediated Communication	3.0
COMM M18 Introduction to Organizational Communication	3.0
UNITS from LIST A	3.0
UNITS from LIST B	9.0
<b>TOTAL UNITS</b>	<b>18.0</b>

**LIST A - Select and complete 1 course (3 units):**

COMM M19	Communication and Leadership	3.0
COMM M20	Business and Professional Speech	3.0

**LIST B - Select and complete 3 courses (9 units):**

COMM M04	Interpersonal Communication	3.0
COMM M06	Small Group Communication	3.0
COMM M12	Intercultural Communications	3.0
COMM M13	Gender Communication	3.0

Any course from LIST A not already used

**PROGRAM STUDENT LEARNING OUTCOMES**

Students completing the Organizational Communication Certificate of Achievement will be able to:

- demonstrate the skills needed for effective leadership communication.
- apply effective conflict management strategies.
- effectively communicate in interpersonal, group, and intercultural settings.
- collaborate effectively on tasks utilizing online communication technologies.
- diagnose problems with, and improve upon, communication at the individual, small group, and organizational level.

## COMMUNICATION STUDIES COURSES

**COMM M01 – PUBLIC SPEAKING****3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* COMM 110

Prepares students to be effective oral communicators in a public speaking context through instruction in basic communication theory, appropriate delivery skills, common organizational patterns, and thorough research techniques. Offers practical training in feedback and listening skills. (Formerly SPCH M01.) Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**COMM M01H – HONORS: PUBLIC SPEAKING****3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* COMM 110

Prepares students to be effective oral communicators in a public speaking context through instruction in basic communication theory, appropriate delivery skills, common organizational patterns, and thorough research techniques. Offers practical training in feedback and listening skills. 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. **Course Credit Limitation:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**COMM M02 – INTRODUCTION TO PERSUASION****3 UNITS**

*Prerequisites:* COMM M01

*Class Hours:* 3 lecture

*C-ID:* COMM 190

Examines historical and contemporary approaches to persuasive messages throughout time. Focuses on the presentation of persuasive appeals, and learning to construct, deliver, and critique persuasive messages. Explores practical application of advanced principles of audience adaptation and ethics through the presentation of various types of persuasive speeches and situations. (Formerly SPCH M02.) Applies to Associate Degree. Transfer credit: CSU; UC

**COMM M04 – INTERPERSONAL COMMUNICATION****3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* COMM 130

Provides an introduction to the dynamics of communication in one-to-one relationships, focusing on experience, behavior, and rules governing interpersonal contexts such as friendship, families, and employer-employee relations. Studies factors influencing communication such as language, perception, nonverbal cues, listening, status and roles. Explores problems of communication and conflict resolution. Studies assertiveness and confidence in relating interpersonally through the communication process. (Formerly SPCH M04.) Applies to Associate Degree. Transfer credit: CSU; UC

**COMM M05 – ORAL INTERPRETATION OF LITERATURE****3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* COMM 170

Studies the principles of interpretation of literature from each of the major genres (prose, poetry, drama) as well as the techniques of performance. Studies literary craft as well as evaluating, analyzing, and performing selections from each of the major genres of literature. (Formerly SPCH M05.) Applies to Associate Degree. Transfer credit: CSU; UC

**COMM M06 – SMALL GROUP COMMUNICATION****3 UNITS***Prerequisites: None**Class Hours: 3 lecture, 0 lab*

Applies principles of communication in a variety of group contexts. Examines the theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision-making, and leadership. Applies to Associate Degree. Transfer credit: CSU; UC

**COMM M07 – ARGUMENTATION AND DEBATE****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: COMM 120*

Introduces theory, methodology, and practice of critical listening, critical thinking and oral argument, including training in claims, methods of analysis, stock issue policy analysis, evidence and proof, and cross-examination considerations. Examines types of debatable propositions, effective listening and note taking, research methodology, and delivery skills. Practices team and Lincoln/Douglas formats on class-selected topics and issues. (Formerly SPCH M07.) Applies to Associate Degree. Transfer credit: CSU; UC

**COMM M10A – FORENSICS I****2 UNITS***Prerequisites: None**Class Hours: 1 lecture, 3 lab**C-ID: COMM 160B*

Provides training and supervised preparation for participating in collegiate competitive and non-competitive speech activities, such as debate, public speaking, and oral performance of literature. Requires participation in interscholastic competition either as competitor or critic. Field trips are required. (Formerly SPCH M10A.) Applies to Associate Degree. Transfer credit: CSU

**COMM M10B – FORENSICS II****2 UNITS***Prerequisites: COMM M10A and audition**Class Hours: 1 lecture, 3 lab*

Provides intermediate training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking, and oral performance of literature. Requires participation in interscholastic competition. Field trips required. (Formerly SPCH M10B.) Applies to Associate Degree. Transfer credit: CSU

**COMM M10C – FORENSICS III****2 UNITS***Prerequisites: COMM M10B and audition**Class Hours: 1 lecture, 3 lab*

Provides advanced training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking, and oral performance of literature. Requires participation in interscholastic competition. Field trips required. (Formerly SPCH M10C.) Applies to Associate Degree. Transfer credit: CSU

**COMM M10D – FORENSICS IV****2 UNITS***Prerequisites: COMM M10C and audition**Class Hours: 1 lecture, 3 lab*

Provides advanced training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking, and oral performance of literature. Requires participation in interscholastic competition as competitors and as critics. Field trips required. (Formerly SPCH M10.) Applies to Associate Degree. Transfer credit: CSU

**COMM M12 – INTERCULTURAL COMMUNICATIONS****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: COMM 150*

Introduces intercultural communication principles and processes in domestic and/or global contexts. Provides for the development of a more global communication perspective and an appreciation of communication among diverse groups within the larger context of American culture. Promotes an understanding of the influence of cultures, languages, and social patterns on how members of groups relate among themselves and with members of different ethnic and cultural groups. (Formerly SPCH M12.) Applies to Associate Degree. Transfer credit: CSU; UC

**COMM M13 – GENDER COMMUNICATION****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Explores the role, influence, and significance of gender on our everyday communication interactions. Analyzes issues of gender and communication by examining the theoretical perspectives used to explain gender phenomena, gender socialization, and male and female interactions and stereotypes. Explores, with an emphasis on improving communication skills, the relationship between gender and communication as it pertains to the nature of gender(s), the language of gender, and gender differences in verbal and nonverbal communication. Applies to Associate Degree. Transfer credit: CSU; UC

**COMM M16 – READERS' THEATRE****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Examines the principles of interpretation of literature from all the major genres (prose, poetry, drama) as well as the techniques of group performance. Provides hands-on creation, staging, and performance of a readers' theatre incorporating each of the major genres of literature. (Formerly SPCH M16.) Applies to Associate Degree. Transfer credit: CSU; UC

**COMM M17 – COMPUTER-MEDIATED COMMUNICATION****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Addresses the fundamental aspects of interpersonal communication and considers how different types of computer-mediated communications (CMC) technologies such as e-mail, instant messaging, video conferencing, and social network sites affect communication processes. Examines social networks, online relationship formation, privacy and safety issues, online games, and the convergence of mass and interpersonal communication. Applies to Associate Degree. Transfer credit: CSU

**COMM M18 – INTRODUCTION TO ORGANIZATIONAL COMMUNICATION****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces the fundamental principles of communication in organizations including organizational communication models, the role of ethics and diversity, basic communication skills, interviewing skills. Examines such topics as communicating in groups and teams, conflict management, leadership, presentation skills and identifying and amending ineffective communication within organizations. Focuses on analyzing, adapting, and improving communication strategies in organizational settings by applying and practicing the knowledge and skills acquired in this course. Applies to Associate Degree. Transfer credit: CSU

**COMM M19 – COMMUNICATION AND LEADERSHIP****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces the fundamental elements of communication in relation to leadership theories, ethics, styles, and perspectives. Examines the development of a personal philosophy of leadership that includes an understanding of self, others, and community. Prepares students for leadership roles in business, government, nonprofits, education, and community-based organizations. Applies to Associate Degree. Transfer credit: CSU

**COMM M20 – BUSINESS AND PROFESSIONAL SPEECH****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

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

**COMM M23 – INTRODUCTION TO HEALTH COMMUNICATION 3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Introduces the theory and practice of health communication in culturally diverse settings. Explores patient-caregiver communication, the social, cultural, and political influences on healthcare access and utilization, and the role the mass media plays in disseminating healthcare information. Focuses on understanding and improving health communication among health professionals and clients and with the general public. Applies to Associate Degree. Transfer credit: CSU

**COMM M25 – INTRODUCTION TO RHETORICAL CRITICISM 3 UNITS**

*Prerequisites: ENGL M01A or ENGL M01AH*

*Class Hours: 3 lecture*

Studies the principles of reasoning and rhetoric and their application to the analysis and evaluation of public discourse. Examines both the technique and the substance of discourse by exploring rhetorical strategies, quality of argument, quality of support for claims, use of language, fallacies, as well as the demands placed on the speaker by the audience. Emphasizes the integration of critical thinking principles with techniques of effective written and spoken discourse. (Formerly SPCH M25.) Applies to Associate Degree. Transfer credit: CSU; UC

**COMM M26 – RHETORIC OF POPULAR CULTURE 3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Studies U.S. popular culture. Examines the role of popular culture in the U.S. as a mediator of cultural values and attitudes. Specifically evaluates representation of popular cultural in advertising, film, television, sports, and politics. (Formerly SPCH M26.) Applies to Associate Degree. Transfer credit: CSU; UC

**COMM M80 – INTERNSHIP IN SPEECH 1 TO 4 UNITS**

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**COMM M122 – INDEPENDENT STUDY - SPEECH 0.5 TO 3 UNITS**

*Prerequisites: A previous course in Speech and instructor approval*

*Class Hours: 1.5 to 9 lab hours as arranged*

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

## COMPUTER INFORMATION SYSTEMS

Computer Information Systems provides students an overview of computer applications in solving business problems.

**DEAN**

Howard Davis, Phone (805) 553-4622

**FACULTY****COUNSELORS**

Wendy Berg, Giselle Ramirez

## COMPUTER INFORMATION SYSTEMS COURSES

**CIS M100 – KEYBOARDING SPEED AND ACCURACY 1.5 UNITS**

*Prerequisites: None*

*Class Hours: 0.5 lecture, 3 lab*

Develops proper keyboarding technique, assessment of keyboarding deficiencies and, through individual practice, improves keyboarding speed and accuracy. Includes drills for speed development and accuracy that are self-paced. Applies to Associate Degree. Transfer credit: CSU

**CIS M102 – MICROSOFT OUTLOOK 1.5 UNITS**

*Prerequisites: None*

*Class Hours: 1 lecture, 1.5 lab*

Provides a solid foundation in the use of e-mail and personal information management software using Microsoft Outlook for professional, personal, and home use. Assumes students have no experience or limited experience using e-mail and personal information management software. Covers such topics as e-mail, folders, calendar, contacts, tasks, and notes. Student will need access to the latest version of MS Office Professional and internet connectivity to complete homework assignments. Computers are available in Library/Learning Resources' Open Access Lab to complete assignments. Applies to Associate Degree. Transfer credit: CSU

**CIS M120 – MICROSOFT WORD 3 UNITS**

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

Introduces Microsoft Word. Includes creating and editing documents, fonts and symbols, formatting newspaper columns, spelling and grammar, headers and footers, page numbering, and searching on the Internet. Students will need access to the latest version of MS Office Professional and Internet connectivity to complete homework assignments. Students will complete their assignments by using the computers available in Library Learning Resources Open Access Lab. Applies to Associate Degree. Transfer credit: CSU

**CIS M124 – MICROSOFT EXCEL PART I 3 UNITS**

*Prerequisites: None*

*Recommended Prep: Basic understanding of elementary algebra and Windows operating system.*

*Class Hours: 2 lecture, 3 lab*

Introduces the fundamental concepts of an electronic spreadsheet, working with Excel's desktop environment. Emphasizes how to enter, select commands, enter proper formulas, insert common functions, selective print, insert graphs/charts, create pivot tables, and format worksheets. Student will need access to the latest version of MS Office Professional and internet connectivity to complete homework assignments. Computers are available in Library/Learning Resources' Open Access Lab to complete assignments. Applies to Associate Degree. Transfer credit: CSU

**CIS M140 – INTRODUCTION TO INFORMATION SYSTEMS 4 UNITS**

*Prerequisites: None*

*Class Hours: 2.5 lecture, 2 lab*

*C-ID: BUS 140 and ITIS 140*

Covers development and application of information technology systems with emphasis on business problems. Introduces the uses, concepts, techniques, security, computer systems hardware and software components and terminology to assist in a wide range of personal, commercial and organizational activities in solving business problems. Provides hands-on experience with the major microcomputer business applications: word processing, spreadsheets, and computerized database management. Uses Microsoft Office Suite as the software package. (Formerly CIS M16.) Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** 1. MC, CSU, UC - BUS M140 and CIS M140 combined, maximum credit one course. 2. UC - BUS M140 or CIS M140, CS M01, CS M10A combined: maximum credit, 4 units.)



## COMPUTER NETWORK SYSTEMS ENGINEERING

*Program Purpose: Students who complete Computer Network Systems Engineering courses will gain a technical understanding of computer networks which will allow these students to work in the Information Technology industry. Students who successfully complete this program will be able to understand and apply knowledge of computer networking systems, analyze and understand systems, design and implement systems, troubleshoot and solve system problems, perform computer network forensics, and apply security controls.*

The Computer Network Systems Engineering (CNSE) Program provides specific technologies necessary to function effectively as a multi-platform network systems administrator or technical analyst. CNSE provides hands-on training on networking hardware and software, and in applying computer network security. Successful program completion qualifies individuals for beginning and intermediate positions in networking administration or technical support positions.

Moorpark College Network System Engineering program is a Microsoft Academy, Cisco System Local Academy, VMware Academy, and offers CompTIA courses, and both Microsoft Engineering and Microsoft Administration certification courses.

**IMPORTANT NOTE:** Industry demands seem to change almost daily in this growing field. To keep pace with this growing educational need, Moorpark College continually updates, revises and develops its CNSE curriculum. To see the most accurate listing of the courses available, consult the current semester's Schedule of Classes or explore the options listed online ([www.moorparkcollege.edu/cnse](http://www.moorparkcollege.edu/cnse)). The Division Office, (805) 553-4121, would also be able to provide updated information, or you can make an appointment with a counselor by calling (805) 378-1428.

### DEAN

Howard Davis, Phone (805) 553-4622

### FACULTY

Edmond Garcia

### COUNSELORS

Daniel Aguilar, Wendy Berg

### TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

## ASSOCIATE IN SCIENCE IN COMPUTER NETWORK SYSTEMS ENGINEERING DEGREE

To earn an Associate in Science Degree with a major in Computer Network Systems Engineering, students complete 35-40 specified units, plus General Education Degree Requirements, and/or elective for a total of 60 units. Students will have a strong foundation in networking and have completed courses aligned with Microsoft, Cisco, CompTIA. Students will have intermediate level skills for help desk or technical support employment while having completed their A.S. Degree.

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

### REQUIRED COURSES

**Complete courses in GROUP 1 and GROUP 2 (29-33 units):**

#### GROUP 1 - Complete all courses (26-29units):

CNSE M01	Networking Fundamentals	4.0
CNSE M05	Fundamentals of Computer Networking	4.0
CNSE M13	Internetworking and TCP/IP	4.0
CNSE M18	Cisco System Computer Networking 1 and 2	4.0
CNSE M30	MS Windows Administration	3.0
CNSE M31	MS Windows Network Server	3.0
CNSE M80	Internship in Computer Network Systems Engineering	1.0-4.0
CNSE M82	Introduction to Network Security	3.0

#### GROUP 2 - Select and complete one course (3-4 units):

CNSE M06	Fundamentals of IT Essentials	4.0
CNSE M105	Cloud Foundations	3.0
UNITS from RECOMMENDED COURSES		6.0-7.0

**TOTAL UNITS 35-40**

### RECOMMENDED COURSES

**Select and complete two courses from the following list (6-7 units):**

CNSE M19	Cisco System Computer Networking 3 and 4	4.0
CNSE M55	Linux Networking and System Administration	3.0
CNSE M67	VMware vSphere Fundamentals	3.0
CNSE M106	Cloud Architecture	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Computer Network Systems Engineering will be able to:

- demonstrate a broad view in how to trouble-shoot and support computing enterprises that use Microsoft, CISCO, and CompTIA in order to expand their educational and professional goals.

## ASSOCIATE IN SCIENCE IN CYBERSECURITY DEGREE

The Cybersecurity program prepares students for careers as security analysts. Students who complete the program will be able to secure networks by performing penetration testing, security audits, digital forensics and investigations, develop security policies, and provide overall security guidance to organizations. Topics include network security, Windows and Linux security, intruder detection systems and firewalls, web security and protocols, virtualization and cloud security, and security policies and procedures.

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

### REQUIRED COURSES

**Complete the following courses (17 units):**

CNSE M01	Networking Fundamentals	4.0
CNSE M13	Internetworking and TCP/IP	4.0
CNSE M30	MS Windows Administration	3.0
CNSE M55	Linux Networking and System Administration	3.0
CNSE M82	Introduction to Network Security	3.0
UNITS from RECOMMENDED COURSES		13.0-16.0

**TOTAL UNITS 30.0-33.0**

### RECOMMENDED COURSES

**Select and complete five courses from the following list (13-16 units):**

CNSE M18	Cisco System Computer Networking 1 and 2	4.0
CNSE M31	MS Windows Network Server	3.0
CNSE M56	Advanced Linux and Scripting	3.0
CNSE M57	Scripting and Security Management	2.0
CNSE M67	VMware vSphere Fundamentals	3.0
CNSE M83	Intro Computer Forensics	3.0
CNSE M84	Certified Ethical Hacker	2.0
CNSE M86	Firewall Administration	3.0
CNSE M100	Cybersecurity Analysis	3.0
CNSE M170	Cloud Security	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Cybersecurity will be able to:

- build and maintain secure networks that includes varied systems such as a virtual system, windows system, Linux system, firewall, wireless devices, and a website on the cloud.
- demonstrate proficiency to solve common networking security problems using products or strategies learned in the classroom to design and implement a workable solution.
- demonstrate the ability to use technical resources to solve security related threats.

## CNSE: TECHNICAL SUPPORT SPECIALIST CERTIFICATE OF ACHIEVEMENT

To earn a Certificate of Achievement in CNSE: Technical Support Specialist, students must complete a minimum of 20-22 units. The Technical Support Specialist program offers training in the fundamentals of computer hardware, networking, and software applications. The program is oriented towards hands-on courses in order to prepare students for employment in the computer service and support industry. Computer support specialists provide technical assistance, support, and advice to customers and other users. This occupational group includes technical support specialists and help-desk technicians. In addition, this program could also serve as a starting point for certifications and/or degrees in computer science, computer networking, and computer information systems including professional certifications offered by Microsoft and Cisco.

REQUIRED COURSES	UNITS
<b>Complete the following courses (14 units):</b>	
CNSE M01	Networking Fundamentals 4.0
CNSE M05	Fundamentals of Computer Networking 4.0
CNSE M30	MS Windows Administration 3.0
CNSE M55	Linux Networking and System Administration 3.0
UNITS from LIST A	3.0-4.0
UNITS from LIST B	3.0-4.0
<b>TOTAL UNITS</b>	<b>20.0-22.0</b>

### LIST A - Select and complete one course (3-4 units):

CNSE M06	Fundamentals of IT Essentials 4.0
CNSE M105	Cloud Foundations 3.0

### LIST B - Select and complete one course (3-4 units):

CS M10A	Introduction to Computer Programming Using Structured C++ 4.0
CS M10J	Introduction to Computer Programming Using Java 4.0
CNSE M67	VMware vSphere Fundamentals 3.0
CNSE M82	Introduction to Network Security 3.0
CNSE M106	Cloud Architecture 3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in CNSE: Technical Support Specialist will be able to:

- provide varied type of advanced support in a Microsoft or Linux environment in a medium-size to enterprise size organization.

## CNSE: ADVANCED NETWORK SPECIALIST CERTIFICATE OF ACHIEVEMENT

To earn an Advanced Network Specialist Certificate of Achievement students must complete 38-42 units in basic and advanced networking courses. Students will have advanced knowledge in networking and have completed multiple courses using Microsoft and Cisco curriculum. Students will be well positioned for an entry level job in help desk or technical support employment.

REQUIRED COURSES	UNITS
<b>Complete the following courses (30.5 units):</b>	
CNSE M01	Networking Fundamentals 4.0
CNSE M05	Fundamentals of Computer Networking 4.0
CNSE M13	Internetworking and TCP/IP 4.0
CNSE M18	Cisco System Computer Networking 1 and 2 4.0
CNSE M19	Cisco System Computer Networking 3 and 4 4.0
CNSE M30	MS Windows Administration 3.0
CNSE M31	MS Windows Network Server 3.0
CNSE M55	Linux Networking and System Administration 3.0
CNSE M80	Internship in Computer Network System Engineering 1.0-4.0
CNSE M82	Introduction to Network Security 3.0
CNSE M105	Cloud Foundations 3.0
UNITS from RECOMMENDED COURSES	2.0-3.0
<b>TOTAL UNITS</b>	<b>38.0-42.0</b>

## RECOMMENDED COURSES

Select and complete one course from the following list (2.0-3.0 units):

CNSE M56	Advanced Linux and Scripting	3.0
CNSE M67	VMware vSphere Fundamentals	3.0
CNSE M83	Intro Computer Forensics	3.0
CNSE M84	Certified Ethical Hacker	2.0
CNSE M86	Firewall Administration	3.0
CNSE M100	Cybersecurity Analysis	3.0
CNSE M106	Cloud Architecture	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in CNSE: Advanced Network Specialist will be able to:

- provide high-level, advanced Microsoft support in a medium-sized to enterprise environment.

## CNSE: WINDOWS ENGINEERING CERTIFICATE OF ACHIEVEMENT

To earn a Windows Engineering Certificate of Achievement students must complete at least 18.0 units in Microsoft and Network Administration related curriculum. Students will obtain an advanced knowledge of Microsoft networking technology such as Microsoft Server and Microsoft Desktop. Students will be well positioned to solve technical issues dealing with Microsoft technologies in a large enterprise organization. Completion of this certificate program prepares students to take the Microsoft Certified Technology Specialist examinations.

REQUIRED COURSES	UNITS
<b>Complete the following courses (11.5 units):</b>	
CNSE M01	Networking Fundamentals 4.0
CNSE M06	Fundamentals of IT Essentials 4.0
<b>OR</b>	
CNSE M13	Internetworking and TCP/IP 4.0
CNSE M30	MS Windows Administration 3.0
CNSE M31	MS Windows Network Server 3.0
CNSE M55	Linux Networking & System Administration 3.0
<b>OR</b>	
CNSE M67	VMware vSphere Fundamentals 3.0
CNSE M80	Internship in Computer Network Systems Engineering 1.0-4.0
<b>TOTAL UNITS</b>	<b>18.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in CNSE: Windows Engineering will be able to:

- trouble-shoot and provide technical support for medium-sized to enterprise Microsoft environments.

## CNSE: BASIC NETWORK SPECIALIST PROFICIENCY AWARD

### (LESS THAN 18 UNITS)

To earn a Basic Network Specialist Proficiency Award, students must complete 13.5-16.0 units in basic networking courses. Students will have basic foundational knowledge in networking and have completed basic courses in either Microsoft, Cisco or CompTIA curriculum. Students will be positioned for an entry-level job at a help desk.

REQUIRED COURSES	UNITS
<b>Complete the following:</b>	
CNSE M01	Networking Fundamentals 4.0
CNSE M05	Fundamentals of Computer Networking 4.0
CNSE M13	Internetworking and TCP/IP 4.0
UNITS from ELECTIVES	1.5-4.0
<b>TOTAL UNITS</b>	<b>13.5-16.0</b>

**ELECTIVES**

Select and complete one course (1.5-4.0 units) from the following list:

	UNITS
CNSE M18 Cisco System Computer Networking 1 and 2	4.0
CNSE M31 MS Windows Network Server	3.0
CNSE M82 Introduction to Network Security	1.5

**PROGRAM STUDENT LEARNING OUTCOMES**

Students completing the Proficiency Award in CNSE: Basic Network Specialist will be able to:

- install, configure, and troubleshoot a basic network environment.

## CNSE: CISCO SYSTEM NETWORK ASSOCIATE PROFICIENCY AWARD

**(LESS THAN 18 UNITS)**

To earn a Cisco System Network Proficiency Award, students must complete 8 units in the Cisco curriculum. Students will obtain advanced knowledge of Cisco networking technology. Students will be positioned to solve technical issues dealing with Cisco technologies in a medium-sized organization. Completion of these two courses prepares students to take the following two Cisco certification exams: 640-822 Interconnecting Cisco Networking Devices Part 1 and 640-816 Interconnecting Cisco Networking Devices Part 2.

REQUIRED COURSES	UNITS
CNSE M18 Cisco System Computer Networking 1 and 2	4.0
CNSE M19 Cisco System Computer Networking 3 and 4	4.0

**TOTAL UNITS** 8.0

**NOTE:** Courses required for this Proficiency Award must be completed with a grade C or better.

**PROGRAM STUDENT LEARNING OUTCOMES**

Students completing the Proficiency Award in CNSE: Cisco System Network Associate will be able to:

- manage a intermediate size network consisting of routers and switches. This includes address management, device configurations, routing and switching designs, and appropriate network design optimization with appropriate security principles.

## CNSE: WINDOWS ADMINISTRATION PROFICIENCY AWARD

**(LESS THAN 18 UNITS)**

To earn a Windows Administration Proficiency Award, students must complete 14.5 units in Microsoft curriculum. Students will obtain an advanced knowledge of Microsoft networking technology. Students will be well positioned to solve technical issues dealing with Microsoft technologies in a medium-sized organization. Completion of this certificate program prepares students to take the Microsoft Certified IT Professional exams such as 70-640, 70-642, 70-643, 70-659, and 70-680.

REQUIRED COURSES	UNITS
CNSE M30 MS Windows Administration	3.0
CNSE M31 MS Windows Network Server	3.0
CNSE M42 Windows Server Active Directory Services	2.5
CNSE M43A MS Windows Network Infrastructure Administration	3.0
CNSE M62 Configuring Server Applications Infrastructure	3.0

**TOTAL UNITS** 14.5

**PROGRAM STUDENT LEARNING OUTCOMES**

Students completing the Proficiency Award in CNSE: Windows Administration will be able to:

- trouble-shoot and provide technical support for small business to medium-sized Microsoft environments.

## CYBERSECURITY ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

The Cybersecurity Administration Certificate of Achievement award prepares students for entry-level cyber security jobs. Students who complete the award will be able to secure networks by performing penetration testing, security audits, assist with investigations, and oversee security policies. Course choices include network security, Windows and Linux security, web security and protocols. Students completing this 11-unit award can continue obtaining cybersecurity professional certification.

REQUIRED COURSES	UNITS
CNSE M31 MS Windows Network Server	3.0
CNSE M56 Advanced Linux and Scripting	3.0
CNSE M84 Certified Ethical Hacker	2.0
CNSE M100 Cybersecurity Analysis	3.0

**TOTAL UNITS** 11.0

**PROGRAM STUDENT LEARNING OUTCOMES**

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

- demonstrate the ability to use technical resources to solve security related threats.
- demonstrate proficiency to solve common networking security problems using products or strategies learned in the classroom to design and implement a workable solution.
- build and maintain secure networks that includes varied systems such as windows system, linux system, and a website on the cloud.

## CYBERSECURITY PENETRATION TESTER PROFICIENCY AWARD

**(LESS THAN 18 UNITS)**

The Cybersecurity Penetration Tester Proficiency Award prepares students for entry-level cybersecurity jobs. Students who complete the award will be able to secure networks by performing penetration testing, security audits, assist with investigations, and oversee security policies. Course choices include network security, ethical hacking, advanced Linux and scripting, and Python security. Students completing this 11 unit award can continue obtaining cybersecurity professional certification.

REQUIRED COURSES	UNITS
CNSE M56 Advanced Linux and Scripting	3.0
CNSE M57 Scripting and Security Management	2.0
CNSE M82 Introduction to Network Security	3.0
CNSE M84 Certified Ethical Hacker	3.0

**TOTAL UNITS** 11.0

**PROGRAM STUDENT LEARNING OUTCOMES**

Students completing the Cybersecurity Penetration Tester Proficiency Award will be able to:

- identify security problems through penetration testing including testing windows based systems, linux systems, and websites.
- demonstrate proficiency to solve common networking security problems using products or strategies learned in the classroom to validate security by performing penetration testing.
- demonstrate the ability to use technical resources to solve security related threats.



## COMPUTER NETWORK SYSTEMS ENGINEERING COURSES

### **CNSE M01 – NETWORKING FUNDAMENTALS**

**4 UNITS**

*Prerequisites: None*

*Class Hours: 4 lecture*

Provides an overview of the architecture, structure, functions, components and models of the Internet and other computer networks. Covers topics such as IP (Internet Protocol) addressing, network technologies, media and topologies, protocols, the Open Systems Interconnection (OSI) Layer, Transmission Control Protocol (TCP) Layer, security, management tools, and Local Area Network (LAN) versus Wide Area Network (WAN) environments. Prepares students for CompTIA.org Network+ certification. (Formerly CNSE M10.) Applies to Associate Degree. Transfer credit: CSU

### **CNSE M05 – FUNDAMENTALS OF COMPUTER NETWORKING**

**4 UNITS**

*Prerequisites: None*

*Class Hours: 4 lecture*

Introduces the current networking hardware and software skills necessary to succeed in the dynamic field of networking. Includes networking fundamentals such as the networking standards and Open Systems Interconnection (OSI) model, transmission basics, network protocols, topologies and access methods, network operating systems, and troubleshooting and network security. Student should have knowledge and skills in accessing information on the Internet and basic computer skills such as using a word processor and email. Applies to Associate Degree. Transfer credit: CSU

### **CNSE M06 – FUNDAMENTALS OF IT ESSENTIALS**

**4 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture, 3 lab*

Provides an in-depth introduction to computer hardware and operating systems. Covers the functionality of hardware and software components and best practices in maintenance, security, and safety. Teaches, through hands-on activities and labs, how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. Includes concepts such as security, networking, and responsibilities of an information and communication technology professional. Prepares students for CompTIA's A+ certification, and Microsoft desktop certification. Applies to Associate Degree. Transfer credit: CSU

### **CNSE M13 – INTERNETWORKING AND TCP/IP**

**4 UNITS**

*Prerequisites: None*

*Recommended Prep: CNSE M05 or CNSE M18*

*Class Hours: 4 lecture*

Examines protocols used in Internetworking. Focuses on Transport Control Protocol/Internet Protocol (TCP/IP) versions 4 and 6. Explores protocol architectures and devices such as switches and routers. Applies tools used in network management including Wireshark Protocol Analysis software. Applies to Associate Degree. Transfer credit: CSU

### **CNSE M18 – CISCO SYSTEM COMPUTER NETWORKING 1 AND 2**

**4 UNITS**

*Prerequisites: None*

*Recommended Prep: CNSE M01 and CNSE M05*

*Class Hours: 3 lecture, 3 lab*

Provides intermediate-level instruction in computer basics, Local Area Networks (LANs), the 7-layer Open System Interconnection (OSI) model, signaling and structures cabling; and design and documentation. Covers Virtual Local Area Networks (VLANs) and inter-Virtual Local Area Network (inter-VLAN) routing, router configuration, Cisco Internetwork Operating System (IOS) images, Transmission Control Protocol/Internet Protocol (TCP/IP), Internet Protocol (IP) addressing versions 4 and 6, Routing Information Protocol (RIP) Versions 1 and 2, and Open Shortest Path First (OSPF) areas. First semester course in a series to provide Cisco Certified Network Associate (CCNA) certificate training and covers most current version of the first half of CCNA preparation. Applies to Associate Degree. Transfer credit: CSU

### **CNSE M19 – CISCO SYSTEM COMPUTER NETWORKING 3 AND 4**

**4 UNITS**

*Prerequisites: CNSE M18 and equivalent (Cisco 1 & 2 through Cisco Academy)*

*Class Hours: 3 lecture, 3 lab*

Provides intermediate-level instruction on routing and LAN (local area network) switching, VLANs (virtual local area networks), routing protocols, access control lists (ACLs), and network management. Covers WANs (wide area networks), WANs design, point-to-point protocol (PPP), frame relay, virtual private networking and network management. Second semester course in a series to provide Cisco System Network Associate (CCNA) certificate training and covers the second half of CCNA preparation. Applies to Associate Degree. Transfer credit: CSU

### **CNSE M30 – MS WINDOWS ADMINISTRATION**

**3 UNITS**

*Prerequisites: None*

*Recommended Prep: CNSE M05*

*Class Hours: 2.5 lecture, 1.5 lab*

Provides an in-depth, hands-on introduction to Microsoft client operating system administration. Covers creating and administering user and group accounts, network resources security, network printer server set-up and administration, resources and events auditing, and backup procedures. Prepares students for the current version of the Microsoft certification exam. Applies to Associate Degree. Transfer credit: CSU

### **CNSE M31 – MS WINDOWS NETWORK SERVER**

**3 UNITS**

*Prerequisites: None*

*Recommended Prep: CNSE M30*

*Class Hours: 2.5 lecture, 1.5 lab*

Provides an in-depth, hands-on introduction to Microsoft Windows Server technical support. Covers server installation, server environment configuration, management of system policies, file system, partition, and fault tolerance. Includes protocols configuration, remote access services implementation, internetworking and intranetworking, and troubleshooting. Prepares students for the current version of the Microsoft certification exam. Applies to Associate Degree. Transfer credit: CSU

### **CNSE M49 – MICROSOFT SQL SERVER CLIENT APPLICATION ARCHITECTURE**

**1.5 UNITS**

*Prerequisites: CNSE M35 and CNSE M39*

*Class Hours: 1 lecture, 1.5 lab*

Provides advanced level instruction in database management emphasizing client-server interface requirements using Microsoft Access. Fourth in a four course series to provide comprehensive Microsoft SQL server database management skills. Server-side skills are presumed. Applies to Associate Degree. Transfer credit: CSU

### **CNSE M50 – FUNDAMENTALS OF VOICE OVER IP**

**2 UNITS**

*Prerequisites: None*

*Recommended Prep: CNSE M18 or equivalent*

*Class Hours: 1 lecture, 3 lab*

Provides the student with fundamental knowledge to configure, troubleshoot and implement Voice over IP (Internet Protocol) using IP Telephony technologies. Includes configuration of Call Manager Express phone systems using gateways and trunks. Basic networking skills including access-list creation, and command line router configuration. Student should be familiar with: 1) Basic configuration experience with router command line syntax 2) How to configure features and configure interfaces 3) Creating and applying access-list statements. Prepares students for relevant certification exams. Applies to Associate Degree. Transfer credit: CSU

**CNSE M52 – CISCO SEMESTER 6 -  
REMOTE ACCESS NETWORK****4 UNITS***Prerequisites: CNSE M17 or CCNA 2.0 certified**Class Hours: 2 lecture, 6 lab*

Provides students with an overview of remote access technologies and their relationship to the Cisco IOS. Topics include WAN (wide area network), modems and asynchronous dialup connections, PPP (Point-to-Point Protocol), ISDN (Integrated Services Digital Network) and DDR (Dial-on-Demand Routing), dialer profiles, X.25, Frame Relay, shaping Frame Relay traffic, WAN Backup connections, and queuing and compression. The Remote Access 2.0 exam is one of four exams required to become a Cisco Certified Networking Professional (CCNP). Applies to Associate Degree. Transfer credit: CSU

**CNSE M55 – LINUX NETWORKING AND  
SYSTEM ADMINISTRATION****3 UNITS***Prerequisites: None**Recommended Prep: User level experience with any computer system, including use of mouse, use of menus and use of any graphical user interface.**Class Hours: 2 lecture, 3 lab*

Teaches the knowledge and skills needed to install, configure, operate, and manage the Linux operating system. Covers topics in Linux system and network administration, Linux network services, Linux Internet services, Linux system maintenance, and security and problem solving. Prepares students for CompTia Linux+ certification examination. Applies to the Associate Degree. Transfer credit: CSU

**CNSE M56 – ADVANCED LINUX AND SCRIPTING****3 UNITS***Prerequisites: None**Recommended Prep: CNSE M55**Class Hours: 2 lecture, 3 lab*

Examines advanced Linux topics and Linux scripting. Includes server-side configuration of Domain Name Services (DNS), Dynamic Host Configuration Protocol (DHCP), file sharing, secure shell, Active Directory integration, web hosting, and security. Emphasizes scripting using Bourne Again Shell (BASH) and Python programming. Applies to Associate Degree. Transfer credit: CSU

**CNSE M57 – SCRIPTING AND SECURITY MANAGEMENT****2 UNITS***Prerequisites: None**Class Hours: 1 lecture, 3 lab*

Examines creating and modifying scripts for communications with network-based applications. Covers scripting using Python for system administration, web interaction, network and host security and penetration testing. Applies to Associate Degree. Transfer credit: CSU

**CNSE M67 – VMWARE VSPHERE FUNDAMENTALS****3 UNITS***Prerequisites: None**Recommended Prep: CNSE M30 or CNSE M31 or CNSE M55**Class Hours: 2.5 lecture, 1.5 lab*

Provides training using VMware's ESXi platform used by organizations which provide virtualized cloud computing systems. Teaches students how to manage virtual machines, virtual networks, and virtual storage and to administer vCenter Server. Requires students to perform labs dealing with data protection, authentication, monitoring virtual environments, high availability, scalability, patch management, and other VMware components. This course helps prepare students to pass VMware Certified Professional Exam. Applies to Associate Degree. Transfer credit: CSU

**CNSE M68 – VMWARE OPTIMIZE AND SCALE****3 UNITS***Prerequisites: CNSE M30 or CNSE M31 or CNSE M55 or CNSE M67**Class Hours: 2.5 lecture, 1.5 lab*

Provides training using VMware's ESXi platform used by organizations which provide virtualized cloud computing systems. Teaches students how to optimize and scale the vSphere environment, troubleshoot operational faults, and identify root causes. Requires students to perform labs using vSphere ESXi Shell, vSphere Management Assistant, and vSphere Auto Deploy. Completion of this course also satisfies the prerequisite for taking the VMware Certified Professional 5 exam. Applies to Associate Degree. Transfer credit: CSU

**CNSE M79 – FUNDAMENTALS OF PROJECT  
MANAGEMENT****2 UNITS***Prerequisites: None**Recommended Prep: One year or greater of professional work experience involving project milestones in the workplace, or completion of 16 or more units in a discipline of study.**Class Hours: 1 lecture, 3 lab*

Examines foundations of project management, including project integration, scope, cost, quality, human resources, communications, risk and procurement, and the application of interpersonal communication skills. Utilizes various project management software and examines case studies. Applies to Associate Degree. Transfer credit: CSU

**CNSE M80 – INTERNSHIP IN COMPUTER  
NETWORK SYSTEMS ENGINEERING****1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**CNSE M81 – INTRODUCTION TO CYBERSPACE LAW****1.5 UNITS***Prerequisites: None**Class Hours: 1.5 lecture*

Provides a framework about the law and cyberspace, examining the extent to which the Internet is currently under control and the extent to which it can or should be controlled. Regulation strategies are identified and discussed including: legislation, policy changes, administrative agency activity, international cooperation, architectural changes, private ordering, and self-regulation. Also applies major regulatory models to some of the most volatile Internet issues, including: cyber-security, consumer fraud, free speech rights, intellectual property rights, and file-sharing programs. Applies to Associate Degree. Transfer credit: CSU

**CNSE M82 – INTRODUCTION TO NETWORK SECURITY****3 UNITS***Prerequisites: None**Recommended Prep: Proficiency using computers for Internet research.**Class Hours: 2 lecture, 3 lab*

Provides a comprehensive overview of network security. Covers general security concepts, communication security, infrastructure security, cryptography, and operational/organizational security needs. Prepares students for Computing Technology Industry Association (CompTIA) Security+ certification exam. Applies to Associate Degree. Transfer credit: CSU

**CNSE M83 – INTRO COMPUTER FORENSICS****3 UNITS***Prerequisites: None**Recommendation Prep: CNSE M06 or CNSE M01**Class Hours: 2 lecture, 3 lab*

Provides a comprehensive overview of computer and network forensics tools and strategies including evidence collection and analysis. Demonstrates techniques used by forensics professionals to collect evidence including Intrusion Detection, Distributed Denial of Service Attacks, Buffer Overflow, and virus distribution attacks. Applies to Associate Degree. Transfer credit: CSU

**CNSE M84 – CERTIFIED ETHICAL HACKER****2 UNITS***Prerequisites: None**Recommended Prep: CNSE M13 and CNSE M55**Class Hours: 1 lecture, 3 lab*

Provides training using the latest tools, techniques, and exploits used in network penetration. Focuses on students' performance in labs related to digital reconnaissance, hacking strategies, bypassing intruder detection systems, firewall management, network sniffing, and testing of security settings on Windows and Linux systems. Course prepares students to pass the Certified Ethical Hacker exam given by the EC-Council. Applies to Associate Degree.

**CNSE M85A – CYBERSECURITY OF IOS NETWORKS****3 UNITS***Prerequisites: None**Recommended Prep: CNSE M18 or Completion of ENGT R120 at Oxnard College or Work Experience configuring Cisco equipment**Class Hours: 2 lecture, 3 lab*

Focuses on cybersecurity processes and policy with an emphasis on router, switch and firewall hands-on skills. Covers router and switch security, firewall implementation, Access Control Lists (ACLs), Authentication, Authorization, Accounting (AAA), intrusion detection, monitoring, and management, and Virtual Private Network (VPN) implementation. Covers the first half of the Cisco Network Security Curriculum. Prepare students for Securing Cisco IOS Networks exam (Exam #210-260). Applies to Associate Degree. Transfer credit: CSU

**CNSE M85B – CISCO FUNDAMENTALS OF PIX FIREWALLS****3 UNITS***Prerequisites: CNSE M18**Class Hours: 2 lecture, 3 lab*

Provides an in-depth introduction to Cisco Private Internet Exchange (PIX) Firewall technology. Topics of PIX Firewall include translations and connections, Access Control Lists (ACLs), Authentication, Authorization, Accounting (AAA), advanced protocols and intrusion detection, Virtual Private Network (VPN), and management. Covers the second half of the Cisco Fundamentals of Network Security curriculum. Prepares students for Cisco Secure PIX Firewall exam (CSPFA 642-521). Applies to Associate Degree. Transfer credit: CSU

**CNSE M86 – FIREWALL ADMINISTRATION****3 UNITS***Prerequisites: None**Recommended Prep: CNSE M18**Class Hours: 2 lecture, 3 lab*

Covers knowledge and skills needed to install, configure, verify, and manage firewalls. Provides instruction on how to secure internal networks from public Internet users. Prepares students for firewall certification exam. Applies to Associate Degree. Transfer credit: CSU

**CNSE M87 – CISCO SECURE VIRTUAL PRIVATE NETWORK (VPN)****1.5 UNITS***Prerequisites: CNSE M15**Recommended Prep: CNSE M85**Class Hours: 1 lecture, 1.5 lab*

Basic knowledge to plan, administer, and maintain a virtual private network (VPN). This course covers virtual private network fundamentals, Cisco VPN family products, Cisco IOS (Internetwork operating system) VPNs, Cisco PIX (Private Internet Exchange) Firewall VPNs, Cisco VPN concentrator VPNs, and scaling Cisco VPN solutions. This course prepares students for Cisco CCIP/Security certification exam. Applies to Associate Degree. Transfer credit: CSU

**CNSE M88 – CISCO SECURE INTRUSION DETECTION SYSTEM****1.5 UNITS***Prerequisites: CNSE M18**Recommended Prep: CNSE M85**Class Hours: 1 lecture, 1.5 lab*

Provides comprehensive knowledge to design, deploy, and manage the Cisco Secure Intrusion Detection System (CSIDS). Explains why network security is crucial in today's converged networking environment, how CSIDS improves the security on a network, and how to install and configure CSIDS. Also prepares students for Cisco CCIP/Security certification exam. Applies to Associate Degree. Transfer credit: CSU

**CNSE M100 – CYBERSECURITY ANALYSIS****3 UNITS***Prerequisites: None**Recommended Prep: CNSE M82**Class Hours: 2 lecture, 3 lab*

Provides training for security analysts in areas of vulnerability and threat analysis. Includes instruction in the use of threat detection tool sets to perform security architecture analysis, and interpret results to mitigate vulnerabilities. Covers how to best handle security incidents. This course helps prepare students to pass Cybersecurity Analyst Exam from CompTIA. This course is best taken after Security Plus and before Certified Ethical Hacker. See [CompTia.org](http://CompTia.org) for more details. Applies to Associate Degree. Transfer credit: CSU

**CNSE M105 – CLOUD FOUNDATIONS****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Provides training for students who seek an overall understanding of cloud computing concepts and experience configuring cloud components. Includes a detailed overview of cloud concepts, Amazon Web Services (AWS) core services, security, architecture, pricing, and support. This course helps prepare students to pass the AWS Cloud Foundations Exam from Amazon.com. Applies to Associate Degree. Transfer credit: CSU

**CNSE M106 – CLOUD ARCHITECTURE****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Provides training for students who seek an overall understanding of designing distributed applications and systems in the cloud. Includes a detailed overview of designing and deploying scalable, highly available, and fault-tolerant systems. This course helps prepare students to pass the Amazon Web Services (AWS) Cloud Architect Exam from Amazon.com. Applies to Associate Degree. Transfer credit: CSU

**CNSE M170 – CLOUD SECURITY****3 UNITS***Prerequisites: None**Recommended Prep: CNSE M01 or CNSE M67 or CNSE M82**Class Hours: 2 lecture, 3 lab*

Provides an overview of the architectural concepts and design requirements including cloud security, platform and application security, cloud operations and legal compliance. Emphasizes cloud security principles and practices. Prepares student for Certified Cloud Security Professional exam. Applies to Associate Degree.

**COMPUTER SCIENCE**

*Program Purpose: Students who complete Computer Science courses will be able to understand how to think about and work with computer programs, and computers, whether they write programs or use them. Students will also gain knowledge of what programs do and how they do them. Students who successfully complete this program will have "hands-on" experience writing programs in one or more computer languages, begin to understand how to approach problem solving, understand good programming techniques and use symbolic and abstract reasoning.*



Computer Science is concerned with the design, modeling, analysis, and applications of computer-related systems. The Computer Science program at Moorpark College prepares students for further study in Computer Science. It also provides vocational training necessary to understand, design, implement, and use the software and hardware of digital computers and digital systems.

## DEAN

Robert Cabral, Phone (805) 378-1572

## FACULTY

Loay Alnaji, Esmaail Nikjeh

## COUNSELORS

Daniel Aguilar, Danita Redd, Samantha Zaldivar

## TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

## ASSOCIATE IN SCIENCE IN COMPUTER SCIENCE FOR TRANSFER DEGREE

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 by providing the training necessary to understand, design, implement, and use the software and hardware of digital systems. Students who complete the Computer Science program will be able to understand how to successfully think about and work with many aspects related to computers such as an introduction to how computers function, "hands-on" software engineering including beginning to understand how to approach problem solving, use symbolic and abstract reasoning, developing algorithms, using one or more programming languages to convert those algorithms into programs, understand good software engineering techniques, and be able to analyze and correct programs which are not functioning correctly. The Associate in Science in Computer Science for Transfer (AS-T) is intended for students who plan to transfer and complete a bachelor's degree in Computer Science at a CSU campus. Students completing this AS-T degree are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on admission to specific universities and their transfer requirements as individual schools may require different or additional course work to that listed for the AS-T in Computer Science.

To earn an AS-T in Computer Science, students must:

1. Complete 60 semester or 90 quarter CSU transferable units.
2. Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA.
3. Complete 32-33 specified major units. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is highly recommended that students complete their major courses with a grade.
4. Obtain certification of the Intersegmental General Education Transfer Curriculum pattern.

## REQUIRED CORE:

CS M10A	Introduction to Computer Programming Using Structured C++	4.0
<b>OR</b>		
CS M125	Programming Concepts and Methodology I	3.0
CS M135	Programming Concepts and Methodology II	3.0

CS M145	Computer Architecture and Organization	3.0
CS M155	Discrete Structures	3.0
PHYS M20A	Mechanics of Solids and Fluids	4.0
PHYS M20AL	Mechanics of Solids and Fluids Laboratory	1.0

Additional Requirements (15 units)

## LIST A: Complete 2 semesters of Calculus (10 units)

MATH M25A/M25AH	Calculus Analytic Geometry I/Honors	5.0
MATH M25B	Calculus Analytic Geometry II	5.0

## LIST B: Select and complete one course (5 units)

BIOL M02A/M02AH	General Biology I/Honors	5.0
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**TOTAL UNITS 32.0-33.0**

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Computer Science for Transfer (AS-T) will be able to:

- Demonstrate mastery in core computer science areas such as problem analysis, programming languages, and computer hardware and architecture.
- Formulate, develop, and implement solutions to real world problems through applying different solution techniques.
- Communicate effectively with diverse stakeholders to present technical solutions to both technical and non-technical audiences.
- Demonstrate and apply knowledge of security and ethical concerns and ramifications when implementing solutions and systems.

## COMPUTER PROGRAMMING CERTIFICATE OF ACHIEVEMENT

A computer programmer is a professional who is skilled in writing small, medium to large-scale computer applications. This requires the knowledge and practice of a variety of areas in Computer Science. This certificate focuses on learning and using advanced programming techniques like C++, Java, and Python to build a variety of software applications. In addition, it covers core computer science concepts such as Computer Architecture, Computer Organization, Data Structure, and Database Theory.

To earn a Certificate of Achievement in Computer Programming, students must complete the following courses.

REQUIRED COURSES		UNITS
CS M10A	Programming Concepts and Methodology I	4.0
<b>OR</b>		
CS M125	Programming Concepts and Methodology I	3.0
CS M10DB	Database Management Systems and Applications	3.0
CS M10J	Introduction to Computer Programming Using Java	4.0
CS M10P	Python Programming	4.0
CS M135	Programming Concepts and Methodology II	3.0
CS M145	Computer Architecture and Organization	3.0

**TOTAL UNITS 20.0-21.0**

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Computer Programming Certificate of Achievement will be able to:

- design, code, test, and debug computer programs.
- understand and use application software, and the entire components of the system unit.

## MOBILE APP DEVELOPER (iOS) PROFICIENCY AWARD

The Mobile App Developer (iOS) Proficiency Award offers students a chance to learn about mobile development. This certificate provides students with the knowledge of building client side applications that meet industry standards as well as write applications running over the network. Furthermore, students are exposed to different animation techniques giving them the ability to create fun and interactive applications.

REQUIRED COURSES		UNITS
CS M25M	iOS Development I	3.0
CS M26M	iOS Development II	3.0
<b>TOTAL UNITS</b>		<b>6.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Mobile App Developer (iOS) Proficiency Award will be able to:

- design and create a user interface for a mobile App.
- compare and contrast between different interfaces from a usability and user experience point of view.
- analyze the strengths and weaknesses of a given interface design for a mobile App.
- demonstrate ability to create a flexible and engaging interface for a given mobile program.
- discuss the key factors taken into consideration when designing the interface for a mobile App.

## WEB DEVELOPMENT PROFICIENCY AWARD

Web Development Proficiency Award is designed for students who want to gain knowledge of both client and server development. The award offers students to learn about creating interactive web pages that interact with server code (in PHP) to provide users with dynamic content. The award also covers important security and ethical concerns developers must take into consideration when writing client/server code.

REQUIRED COURSES		UNITS
CS M15W	Client-Side Web Development Using HTML/JavaScript	3.0
CS M16PH	Server-Side Development using PHP	3.0
<b>TOTAL UNITS</b>		<b>6.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Web Development Proficiency Award will be able to:

- create server-side code to retrieve and return data from databases.
- evaluate different data retrieval methods running on the server.
- apply proper SQL and HTML code to generate dynamic content.
- explain the different tiers a program consists.

## COMPUTER SCIENCE COURSES

### CS M01 – INTRODUCTION TO COMPUTER SCIENCE 3 UNITS

*Prerequisites: None*

*Recommended Prep: Basic computer literacy skills including file manipulation, editing of documents, and using an operating system.*

*Class Hours: 2.5 lecture, 1.5 lab*

Provides an introduction to various topics in computer science. Discusses computer hardware, computer operating systems, algorithms, computer programming, computer networks, the Internet, databases, ethical issues, and current events which involve technology issues. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** CS M01 combined with CIS M16 or CS M10A or CS M125: maximum credit, 4 units.

### CS M10B – OBJECT-ORIENTED PROGRAMMING USING C++ 4 UNITS

*Prerequisites: CS M10A*

*Class Hours: 3 lecture, 3 lab*

Provides an in-depth understanding of the fundamentals of object-oriented programming methodology. Covers encapsulation, classes, data and implementation hiding, message passing, inheritance, polymorphism, function overloading, operator overloading, parameterized functions, parameterized classes, virtual functions, exception handling, and an introduction to the Standard Template Library. Applies to Associate Degree. Transfer credit: CSU; UC

### CS M10DB – DATABASE MANAGEMENT SYSTEMS AND APPLICATIONS 3 UNITS

*Prerequisites: None*

*Class Hours: 2.5 lecture, 1.5 lab*

Introduces modern database concepts while emphasizing the relational database model. Includes such topics as design methodologies, normalization of tables to reduce redundancies, supertypes and subtypes to reduce nulls, data integrity, referential integrity, and using locks and other techniques for concurrency control in a multi-user database. Describes the factors that should be balanced during the design of a database. Documents databases, entity relationship diagrams, relational schemas, and data dictionaries are described. Applies the principles by performing exercises using MS SQL Server, MySQL, or other database management system. Uses SQL and other languages to create and fill tables, retrieve data, and manipulate it by stored programs. Applies to Associate Degree. Transfer credit: CSU; UC

### CS M10J – INTRODUCTION TO COMPUTER PROGRAMMING USING JAVA 4 UNITS

*Prerequisites: None*

*Recommended Prep: CS M01 and basic computer usage knowledge or CS M10A and MATH M06 or MATH M07*

*Class Hours: 3 lecture, 3 lab*

Introduces the basic components, syntax, and semantics of the Java programming language are covered. Uses the Java computer language to introduce basic programming concepts such as algorithms, data and control structures, debugging, documentation, graphical user interface (GUI) and object-oriented programming. Applies to Associate Degree. Transfer credit: CSU; UC

### CS M10P – INTRODUCTION TO COMPUTER PROGRAMMING USING PYTHON LANGUAGE 4 UNITS

*Prerequisites: None*

*Class Hours: 3 lecture, 3 lab*

Provides an introduction to computer programming and algorithm design using the Python programming language. Covers the fundamentals of computer programming: basic data types, switching and looping constructs, functions, recursion, objects, arrays, and lists, and basic input and output, both interactive and with files. Explains some principles of algorithm design and analysis as well as techniques for testing programs. Applies to Associate Degree. Transfer credit: CSU; UC

### CS M15W – CLIENT SIDE WEB DEVELOPMENT USING HTML/JAVASCRIPT 3 UNITS

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

Introduces students to different methodologies used to develop webpages. Explains the syntax and semantics of Hyper Text Markup Language (HTML). Introduces the different tools to create dynamic and static webpages using Cascading Style Sheets (CSS) and JavaScript. Develops written, oral communication and analysis skills in students so they can review and critique web content from a developer's perspective. Applies to Associate Degree. Transfer credit: CSU

**CS M16PH – SERVER-SIDE DEVELOPMENT USING PHP 3 UNITS**

*Prerequisites:* None

*Class Hours:* 2 lecture, 3 lab

Applies best coding practices using Personal Home Page (PHP) language. Introduces different techniques to connect client side code hypertext markup language (HTML) with databases using queries. Performs different input/output (I/O) operations to manipulate data. Enables students to manage sessions and track user activities among different pages using sessions, cookies and database queries. Applies to Associate Degree. Transfer credit: CSU

**CS M20 – OBJECT-ORIENTED DATA STRUCTURE AND ALGORITHM DESIGN 4 UNITS**

*Prerequisites:* CS M10B

*Class Hours:* 3 lecture, 3 lab

Applies object-oriented programming methods to abstract data types such as stacks, queues, trees, and graphs. Introduces concepts of list processing, simulation, and algorithm analysis. More advanced algorithm designs such as greedy algorithms and dynamic processing are also introduced. Applies to Associate Degree. Transfer credit: CSU; UC

**CS M25M – IOS DEVELOPMENT I 3 UNITS**

*Prerequisites:* None

*Class Hours:* 2 lecture, 3 lab

Introduces students to the basics of mobile app development using iOS as a development platform. Assists students in building foundation programming skills to create well-designed mobile apps based on user requirements. Applies core graphics and touch handling techniques to allow users to interface with their applications. Applies to Associate Degree. Transfer credit: CSU

**CS M26M – IOS DEVELOPMENT II 3 UNITS**

*Prerequisites:* CS M25M

*Class Hours:* 2 lecture, 3 lab

Exposes students to different programming standards relating to mobile/user interaction. Develops the skills needed to create network-based apps. Develops code that uses mobile device peripherals such as Global Positioning System (GPS), camera and maps to provide users with better services. Applies to Associate Degree. Transfer credit: CSU

**CS M80 – INTERNSHIP IN COMPUTER SCIENCE 1 TO 4 UNITS**

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**CS M122 – INDEPENDENT STUDY - COMPUTER SCIENCE 0.5 TO 3 UNITS**

*Prerequisites:* Completion of one course in Computer Science and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of Computer Science through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Computer Science instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of 6 units. (Formerly CS M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

**CS M125 – PROGRAMMING CONCEPTS AND METHODOLOGY I 3 UNITS**

*Prerequisites:* None

*Recommended Prep:* CS M01 and MATH M06 or MATH M07

*Class Hours:* 3 lecture

*C-ID:* COMP 122

Provides an introduction to the C++ programming language. Covers the basic components, syntax, and semantics of the C++ programming language. Introduces basic programming concepts such as algorithms, data and control structures, documentation, structured programming, arrays, and pointers. (Formerly CS M10A.) Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** UC - CIS M140, CS M01, CS M10A, M125 combined: maximum credit, 4 units.

**CS M135 – PROGRAMMING CONCEPTS AND METHODOLOGY II 3 UNITS**

*Prerequisites:* CS M125 or CS M10A

*Class Hours:* 3 lecture

Presents the design of programming applications using software engineering techniques. Discusses the development of large programs, data abstraction and structures and the associated algorithms. Applies to Associate Degree. Transfer credit: CSU.

**CS M145 – COMPUTER ARCHITECTURE AND ORGANIZATION 3 UNITS**

*Prerequisites:* CS M10A or CS M125

*Class Hours:* 2.5 lecture, 1.5 lab

*C-ID:* COMP 142

Introduces the organization and behavior of real computer systems at the assembly language level. Studies the mapping of statements and constructs in a high-level language into sequences of machine instructions. Discusses the internal representation of simple data types and structures and examines numerical computation, data representation errors and procedural errors. Applies to Associate Degree. Transfer credit: CSU; UC

**CS M155 – DISCRETE STRUCTURES 3 UNITS**

*Prerequisites:* CS M10A and MATH M07 or (MATH M05 and MATH M06)

*Class Hours:* 3 lecture

*C-ID:* COMP 152

Introduces the discrete structures used in computer science with an emphasis on their applications. Covers functions, relations, sets, basic logic, proof techniques, basics of counting, graphs and trees, and discrete probability. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** MC, CSU and UC: CS M155 combined with MATH M21; maximum credit, one course.

## COUNSELING

*Program Purpose:* Counseling Services provides counseling classes that emphasize career development and student success. Also consider courses under College Strategies. Students will work in coordination with a counselor, at appropriate times throughout their education cycle at Moorpark College to:

- Set initial educational/career/exploration goal and develop an Education Plan prior to completion of 15 credit units.
- Use their Education Plan to select appropriate classes for each semester.
- Prior to the completion of 45 credit units, meet with a counselor to explore options and/or review and/or revise the Education Plan as needed to adapt to developing educational and career goals
- Access Student Services appropriate to their specific needs at each stage of educational development.

**DEAN**

Khushnor Dadabhoy, Phone (805) 553-4137



## FACULTY

Daniel Aguilar, Lydia Basmajian, Eddie Beltran, Wendy Berg, Esmeralda Camarena, Jolie Herzig (ACCESS), Chuck Brinkman IV, Pablo Diaz, Anitra Evans-Tykeson, Pamela Kennedy-Luna, Ashley Lajoie, Letrisha Mai, Marnie Melendez (EOPS), Gloria Miranda (EOPS), Kellie Port-Garcia, Giselle Ramirez, Danita Redd, Angie Rodriguez, Trulie Thompson, Samantha Zaldivar

## COUNSELING COURSES

### COUN M01 – STUDENT SUCCESS

1 UNIT

*Prerequisites: None*

*Class Hours: 1 lecture*

Introduces strategies, attitudes and skills that promote academic success. Identifies personal obstacles to academic success with emphasis on study skills, learning styles, time management, procrastination, goal setting, stress management, concentration, adjusting to college, healthy living, and successful relationships. Introduces campus student support resources. Applies to Associate Degree. Transfer credit: CSU

### COUN M02 – CAREER AND LIFE PLANNING

3 UNITS

*Prerequisites: None*

*Recommended Prep: ENGL M01A*

*Class Hours: 3 lecture*

Provides a thorough study for career development, academic goals, and life planning. Includes assessment tools for identifying personality type; clarifying interests, skills, and values; and establishing college majors and careers. Addresses psychological and social issues that impact career and life choices. Covers decision-making processes, labor market trends, career research, interviewing skills, and résumé writing. Applies to Associate Degree. Transfer credit: CSU; UC

### COUN M03 – ORIENTATION TO MOORPARK COLLEGE

0.5 UNIT

*Prerequisites: None*

*Class Hours: 0.5 lecture*

Introduces college services and requirements in order to help students define and achieve their educational goals. Investigates a variety of topics such as: associate degree and transfer requirements, basics of time management, planning a career and major, financial aid and scholarship opportunities, using the college library, and other student services and workshops. Culminates in the development of an individual education plan. Only offered pass/no-pass. Applies to Associate Degree.

### COUN M05 – COLLEGE STRATEGIES

3 UNITS

*Prerequisites: None*

*Class Hours: 3 lecture*

Develops students' learning strategies for college success. Examines and practices critical thinking, study methods, learning styles, time management, test preparation and test taking, and self-regulated learning. (Same as COL M01.) Applies to Associate Degree. Transfer credit: CSU; UC

### COUN M10 – STUDENT SUCCESS: EOPS

1 UNIT

*Prerequisites: None*

*Class Hours: 1 lecture*

Introduces college information, resources, and skills that promote student success. Presents the history of Extended Opportunity Programs and Services (EOPS) and the role of past and current theory on social justice and advocacy that strengthens EOPS. Covers campus resources, and strategies to navigate the college system such as the college catalog, website, portal, and university websites. Provides instruction on educational planning to reach certificate, degree, and transfer goals. Identifies student learning challenges and examines study skill strategies to ensure student success. Course credit Limitation: COUN M01 combined with COUN M10, maximum credit, one course Offered on a pass/no pass basis only. Applies to Associate Degree. Transfer credit: CSU

### COUN M20 – SELF-PACED CAREER ASSESSMENT

0.5 UNIT

*Prerequisites: None*

*Class Hours: 0.5 lecture*

Introduces online self-assessment tools to identify and prioritize values, interests, skills, and personality attributes in a self-paced format culminating in options for college majors and/or future careers. Includes assignments and activities to strategize next steps congruent with individual goals and objectives. (Formerly COUN M60C.) Applies to Associate Degree. Transfer credit: CSU

### COUN M23 – PASS ACADEMY I

0.5 UNIT

*Prerequisites: None*

*Class Hours: 0.5 lecture*

Provides PASS (Probation and Student Success) students with strategies, attitudes and skills that promote satisfactory academic progress. Includes personal interest and values assessment, time management, learning styles, career/major exploration, academic probation/dismissal, and student support services. Applies to Associate Degree. Transfer credit: CSU

## CRIMINAL JUSTICE

*Program Purpose: Students who complete Criminal Justice courses will utilize the Community Policing philosophy of partnerships to interact with and influence the diverse community that the Criminal Justice system serves. Students completing the Criminal Justice program will acquire the practical knowledge and skills to successfully pass the Criminal Justice Law Enforcement vocational entrance exams and academy programs.*

Public concern with rising crime rates and the increasing role of law enforcement in public service work has contributed to the growth of criminal justice agencies throughout the nation. There is a broad range of employment opportunities for men and women in all components of the Criminal Justice System both public and private. This Criminal Justice program offers courses to students in the varied aspects of law enforcement, court procedures, and corrections. A foundation of knowledge is provided for those interested in becoming competitive candidates for Criminal Justice rewarding and challenging positions.

### DEAN

Howard Davis, Phone (805) 553-4622

### FACULTY

Chad Basile

### COUNSELORS

Daniel Aguilar, Traci Allen, Pam Kennedy-Luna, Giselle Ramirez

### TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

## ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE FOR TRANSFER DEGREE

Students completing the Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice), will acquire the practical knowledge and skills to successfully pass the Criminal Justice Law Enforcement vocational entrance exams and academy programs and will be prepared to transfer to the California State University (CSU) system as a Criminal Justice major, or a similar major.

To earn an AS-T in Administration of Justice, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. A minimum of 18 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 § 55063).

- Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

<b>REQUIRED CORE</b>		<b>UNITS</b>
<b>Select and complete four courses (12 units) from the following:</b>		
CJ M01/M01H	Introduction to Criminal Justice/Honors	3.0
CJ M02	Concepts of Criminal Law	3.0
CJ M03	Community Relations	3.0
CJ M05	Principles and Procedures of the Justice System	3.0
UNITS from List of ADDITIONAL COURSES		6.0
<b>TOTAL UNITS</b>		<b>18.0</b>

<b>ADDITIONAL COURSES REQUIRED</b>		<b>UNITS</b>
<b>Select and complete two courses from the following:</b>		
CJ M04	Legal Aspects of Evidence	3.0
CJ M06	Criminal Justice Report Writing	3.0
CJ M07	Principles of Civil Law	3.0
CJ M08	Introduction to Constitutional Law	3.0
CJ M10	Tactical Patrol Procedures	3.0
CJ M11	Criminal Investigation	3.0
CJ M12	Introduction to Conflict Resolution	3.0
CJ M14	Juvenile Procedures	3.0
CJ M17	Anatomy of a Murder	3.0
CJ M18	Narcotics Investigation	3.0
CJ M41	Introduction to Probation, Parole and Corrections	3.0
COMM M07	Argumentation and Debate	3.0
POLS M03/M03H	American Government and Politics/Honors	3.0
PSY M01/M01H	Introduction to Psychology/Honors	3.0
SOC M01/M01H	Introduction to Sociology/Honors	3.0
SOC M02	Social Problems	3.0
SOC M15	Introduction to Criminology	3.0

#### PROGRAM STUDENT LEARNING OUTCOMES

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

- apply and follow criminal justice system policies and procedures, including but not limited to arrest, search, seizure, investigation, and court and corrections processes.
- demonstrate the academic skills necessary to transfer and complete a four year university degree in Criminal Justice and related fields.

### ASSOCIATE IN ARTS IN LAW, PUBLIC POLICY, AND SOCIETY FOR TRANSFER DEGREE

The Associate in Arts in Law, Public Policy, and Society for Transfer (AA-T) is intended for students who plan to transfer and complete a bachelor's degree in American Studies, Communications, Criminal Justice, Criminology, Global Intelligence and National Security, International Relations, Philosophy, Political Science, Social and Behavioral Sciences (Political Economy Concentration) or a major deemed similar at a CSU campus. Students completing this AA-T degree are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on admission to specific universities and their transfer requirements as individual schools may require different or additional coursework to that listed for the AA-T in Law, Public Policy, and Society degree.

To earn an AA-T in Law, Public Policy, and Society, students must:

- Complete 60 semester or 90 quarter CSU transferable units.

- Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA.
- Complete 32 specified major units. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is highly recommended that students complete their major courses with a grade.
- Obtain certification of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE-Breadth) pattern.

<b>REQUIRED CORE</b>		<b>Units</b>
<b>Choose one</b>		
ENGL M01A/M01AH	English Composition/Honors	4.0
<b>Choose one</b>		
COMM M01/M01H	Public Speaking/Honors	3.0
<b>Choose one</b>		
PHIL M02/M02H	Introduction to Ethics/Honors	3.0
<b>Choose one</b>		
HIST M130	United States History Through Reconstruction	3.0
HIST M140	United States History Since the Civil War	3.0
<b>Choose one</b>		
BUS M33	Business Law	3.0
CJ M01/M01H	Introduction to Criminal Justice/Honors	3.0
CJ M02	Concepts of Criminal Law	3.0
CJ M05	Principles and Procedures of the Justice System	3.0
<b>Choose one</b>		
COMM M02	Introduction to Persuasion	3.0
COMM M07	Argumentation and Debate	3.0
ENGL M01C/M01CH	Critical Thinking and Composition/Honors	3.0
PHIL M07	Introduction to Logic	3.0
<b>Choose one</b>		
MATH M15/M15H	Introductory Statistics/Honors	4.0
<b>Choose one</b>		
POLS M03/M03H	American Government and Politics/Honors	3.0
UNITS from LIST A		6.0
<b>TOTAL UNITS</b>		<b>32.0</b>

**LIST A: Select and complete two courses (6 units), each from a different Area. Choose from courses that have not been completed as part of the REQUIRED CORE.**

#### Area 1: Administrative of Justice/Criminal Justice/Criminology

CJ M01/M01H	Introduction to Criminal Justice/Honors	3.0
CJ M02	Concepts of Criminal Law	3.0
CJ M03	Community Relations	3.0
CJ M04	Legal Aspects of Evidence	3.0
CJ M05	Principles and Procedures of the Justice System	3.0
CJ M14	Juvenile Procedures	3.0
CJ M41	Introduction to Probation, Parole and Corrections	3.0
SOC M15	Introduction to Criminology	3.0

#### Area 2: Business

BUS M33	Business Law	3.0
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#### Area 3: Economics

ECON M201	Principles of Microeconomics	3.0
ECON M202/M202H	Principles of Macroeconomics/Honors	3.0

#### Area 4: Political Science

POLS M01	Introduction to Politics	3.0
POLS M02	Comparative Politics	3.0
POLS M04	International Relations	3.0
POLS M06	Introduction to Political Theory	3.0
POLS M09	Introduction to Political Science Research Methods	3.0

*continued on next page*

**Area 5: Public Policy**

JOUR M14	Introduction to Public Relations	3.0
SOC M02	Social Problems	3.0

**Area 6: Diversity**

ANTH M02	Cultural Anthropology	3.0
COMM M12	Intercultural Communications	3.0
GEOG M02	Cultural Geography	3.0
SOC M08	Introduction to Race and Ethnicity	3.0
SOC M10	Sociology of Gender	3.0

**Any course that emphasizes the perspective of under-represented groups and has articulation as CSU GE Area D or E**

ANTH M06	Introduction to Native American Studies	3.0
ANTH M09	Sex, Gender, and Culture	3.0
ANTH M13	The Chumash and Their Neighbors: Indians of California	3.0
CD M05	Teaching in a Diverse Society	3.0
FILM M51	Women in Cinema	3.0
HIST M131	African American History to 1877	3.0
HIST M133	History of Mexican Americans in the United States	3.0
HIST M135	Native American History	3.0
HIST M137/M137H	History of American Women/Honors	3.0
HIST M141	African American History Since 1877	3.0
HIST M145	Race and Ethnicity in American History	3.0
HIST M152	History of Asia from Prehistory to 1600	3.0
HIST M162	History of Asia from 1600 to the Present	3.0
HIST M164	History of Latin America	3.0
PSY M14	Cross-Cultural Psychology	3.0
SOC M10	Sociology of Gender	3.0

**Area 7: College Success**

COUN M02	Career and Life Planning	3.0
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**Area 8: Internship/Fieldwork**

CJ M80	Internship in Criminal Justice	3.0
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**ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE DEGREE**

The Associate in Science in Criminal Justice degree is designed to serve students who wish to immediately enter the workforce. It will also satisfy the needs of current practitioners and provide opportunity for promotions. Students must complete 24 specified units below plus the General Education Degree Requirements.

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

<b>REQUIRED COURSES</b>		<b>UNITS</b>
<b>Select and complete 18 units:</b>		
CJ M01	Introduction to Criminal Justice	3.0
CJ M02	Concepts of Criminal Law	3.0
CJ M03	Community Relations	3.0
CJ M04	Legal Aspects of Evidence	3.0
CJ M05	Principles and Procedures of the Justice System	3.0
CJ M41	Introduction to Probation, Parole and Corrections	3.0
UNITS from ELECTIVES		6.0
<b>TOTAL UNITS</b>		<b>24.0</b>

<b>ELECTIVES</b>		<b>UNITS</b>
<b>Select and complete two courses (6 units):</b>		
CJ M06	Criminal Investigative Report Writing	3.0
CJ M10	Tactical Patrol Procedures	3.0
CJ M11	Criminal Investigation	3.0
CJ M14	Juvenile Procedures	3.0
CJ M18	Narcotics Investigation	3.0

**PROGRAM STUDENT LEARNING OUTCOMES**

Students completing the Associate in Science in Criminal Justice will be able to:

- apply and follow criminal justice system policies and procedures, including but not limited to arrest, search, seizure, investigation, and court and corrections processes.
- foster long-term relationships with community service agencies in addressing quality of life issues in the community and identify workable solutions

**ADMINISTRATION OF JUSTICE CERTIFICATE OF ACHIEVEMENT****(MORE THAN 18 UNITS)**

The Administration of Justice Certificate of Achievement is designed to serve students who wish to directly enter the workforce with practical knowledge and skills. It will also satisfy the needs of current practitioners and provide opportunity for promotion. Students must complete 20 specified units of criminal justice courses listed below.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
<b>Complete the following courses:</b>		
CJ M01	Introduction to Criminal Justice	3.0
CJ M02	Concepts of Criminal Law	3.0
CJ M03	Community Relations	3.0
CJ M05	Principles and Procedures of the Justice System	3.0
CJ M41	Introduction to Probation, Parole and Corrections	3.0
UNITS from LIST A		3.0
UNITS from LIST B		2.0
<b>TOTAL UNITS</b>		<b>20.0</b>

**LIST A - Select and complete one of the following courses (3 units):**

CJ M04	Legal Aspects of Evidence	3.0
CJ M17	Anatomy of a Murder	3.0

**LIST B - Select and complete one of the following courses (2 units):**

CJ M09A	Bujinkan - Practical Self Defense	2.0
CJ M43	Criminal Justice Employment Orientation	2.0

**PROGRAM STUDENT LEARNING OUTCOMES**

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

- apply and follow criminal justice system policies and procedures, including but not limited to arrest, search, seizure, investigation, and court and corrections processes.
- foster long-term relationships with community service agencies in addressing quality of life issues in the community and identify workable solutions.

**FUNDAMENTALS OF LAW CERTIFICATE OF ACHIEVEMENT**

The Fundamentals of Law Certificate of Achievement is designed to serve students who wish to directly enter the work force with practical knowledge and skills relating to employment in the field of law. This certificate will also support the current public and private law practitioners pursuit of qualified personnel. Students must complete 18 specified units of criminal justice courses.

*continued on next page*



REQUIRED COURSES		UNITS
<b>Complete the following courses:</b>		
CJ M01/CJ M01H	Introduction to Criminal Justice/Honors	3.0
CJ M02	Concepts of Criminal Law	3.0
CJ M04	Legal Aspects of Evidence	3.0
CJ M07	Principles of Civil Law	3.0
CJ M08	Introduction to Constitutional Law	3.0
CJ M12	Introduction to Conflict Resolution	3.0

**TOTAL UNITS 18.0**

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Fundamentals of Law will be able to:

- apply rules and principles to new situations in the legal assisting arena
- demonstrate familiarity with, and ability to use and write with, appropriate legal terms and legal terminology.
- demonstrate knowledge and understanding of the American Criminal and Civil justice systems, federal and state court proceedings and typical alternative dispute resolution processes.
- acquire knowledge and skills to successfully complete entrance level application, testing, and interview process for a career position in the American criminal and civil justice systems
- demonstrate practical knowledge of the criminal and civil justice system, including but not limited to knowledge of arrest, search, seizure, investigative skills, presentation of evidence and interview and deposition techniques.

## CRIMINAL JUSTICE COURSES

### CJ M01 – INTRODUCTION TO CRIMINAL JUSTICE 3 UNITS

*Prerequisites: None*

*Recommended Prep: ENGL M01A or ENGL M01AH*

*Class Hours: 3 lecture*

*C-ID: AJ 110*

Introduces the history and philosophy of criminal justice in America, reviewing system recapitulation, sub-system identification, role expectations and interrelationships. Examines crime, punishment and rehabilitation theories, and ethics, education and training issues. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade. UC Credit Limitation- CJ M01, M01H and CJ M40 combined: max credit, one course

### CJ M01H – HONORS: INTRODUCTION TO CRIMINAL JUSTICE 3 UNITS

*Prerequisites: None*

*Recommended Prep: ENGL M01A or ENGL M01AH*

*Class Hours: 3 lecture*

*C-ID: AJ 110*

Introduces the history and philosophy of criminal justice in America, reviewing system recapitulation, sub-system identification, role expectations and interrelationships. Examines crime, punishment and rehabilitation theories, and ethics, education and training issues. 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. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade. UC Credit Limitation- CJ M01, M01H and CJ M40 combined: max credit, one course

### CJ M02 – CONCEPTS OF CRIMINAL LAW 3 UNITS

*Prerequisites: None*

*Recommended Prep: CJ M01 or CJ M01H, and ENGL M01A or ENGL M01AH*

*Class Hours: 3 lecture*

*C-ID: AJ 120*

Introduces the historical development and philosophy of law. Reviews constitutional provisions, definitions and classifications of crimes and their application to the criminal justice system. Examines concepts of the law as a social force. Explores crimes against persons, property and the state as social, religious and historical ideology. Defines common and statutory law and the nature of acceptable evidence and defenses to crimes. Employs legal research and review of case law methodology to introduce students to criminal law. Applies to Associate Degree. Transfer credit: CSU; UC

### CJ M03 – COMMUNITY RELATIONS 3 UNITS

*Prerequisites: None*

*Recommended Prep: CJ M01 or CJ M01H*

*Class Hours: 3 lecture*

*C-ID: AJ 160*

Explores the complex interrelationship and role expectations among the various agencies and the public in addressing crime and conflict. Emphasizes the challenges and prospects of administering justice within a diverse multicultural population. Examines the professional image of the criminal justice system and the development of positive relationships between the system and the public. Studies the consensus and conflicting values in culture, religion and law. Focuses on community policing and its fundamentals. Applies to Associate Degree. Transfer credit: CSU; UC

### CJ M04 – LEGAL ASPECTS OF EVIDENCE 3 UNITS

*Prerequisites: None*

*Recommended Prep: CJ M01 or CJ M01H, and CJ M02*

*Class Hours: 3 lecture*

*C-ID: AJ 124*

Introduces the origin, development, philosophy and constitutional basis of evidence. Includes examination of constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights. Applies to Associate Degree. Transfer credit: CSU

### CJ M05 – PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM 3 UNITS

*Prerequisites: None*

*Recommended Prep: CJ M01 or CJ M01H, and CJ M02*

*Class Hours: 3 lecture*

*C-ID: AJ 122*

Introduces the role and responsibilities of each segment within the criminal justice system: law enforcement, courts, and corrections. Reviews each subsystem's procedures from initial entry to final disposition as well as the relationship each segment maintains with its system members. Examines statutory law and constitutional law precedents. Applies to Associate Degree. Transfer credit: CSU

### CJ M06 – CRIMINAL INVESTIGATIVE REPORT WRITING 3 UNITS

*Prerequisites: None*

*Recommended Prep: ENGL M02*

*Class Hours: 3 lecture*

Emphasizes the practical aspects of gathering, organizing, and preparing written reports for criminal justice activities on local, state and federal levels. Introduces techniques of communicating facts, information, and ideas effectively in a simple, clear and logical manner for various types of criminal justice system reports, letters, memoranda, directives and administrative reports appropriate for court presentation. Applies to Associate Degree. Transfer credit: CSU

**CJ M07 – PRINCIPLES OF CIVIL LAW****3 UNITS***Prerequisites: None**Recommended Prep: CJ M01 or CJ M01H**Class Hours: 3 lecture*

Introduces students to the principles of the primary areas of American Civil Law, providing an overview of Civil Tort Law, Contracts, Real Property, Corporations, Community Property, Family Law, Wills, Trusts and Estate Law. Explores and exposes students to the general principles of United States Civil Law with emphasis upon current issues relating and impacting both the criminal and civil systems of justice. Provides a strong foundation in statutory and case law with a focus upon practical application. Applies to Associate Degree. Transfer credit: CSU

**CJ M08 – INTRODUCTION TO CONSTITUTIONAL LAW****3 UNITS***Prerequisites: None**Recommended Prep: CJ M01 or CJ M01H, and CJ M02 and CJ M05**Class Hours: 3 lecture*

Introduces the critical study of landmark cases as interpreted by the U.S. Supreme Court. Interprets the historical context, processes, and modern application of policy utilized by the U.S. Supreme Court in reaching its decisions. Emphasizes the protection of individual rights and privileges as set forth in the Bill of Rights. Explores the formal and informal processes applied to judicial interpretation and precedent. Applies to Associate Degree. Transfer credit: CSU; UC

**CJ M09A – BUJINKAN FUNDAMENTALS - PRACTICAL SELF-DEFENSE****2 UNITS***Prerequisites: None**Class Hours: 1 lecture, 3 lab*

Presents the art, history, philosophy and practice of Bujinkan, one of the oldest martial arts system in Japan, and its application to the personal safety and survival of modern career professionals working in the fields of criminal justice, healthcare, mental health and related emergency services. Emphasizes self-defense survival principles and techniques stressing non-violent, safe control of physical and mental conflict situations. Applies to Associate Degree. Transfer credit: CSU

**CJ M09B – BUJINKAN INTERMEDIATE - PRACTICAL SELF-DEFENSE****2 UNITS***Prerequisites: CJ M09A**Class Hours: 1 lecture, 3 lab*

Presents intermediate-level art, history, philosophy and practice of Bujinkan, one of the oldest martial arts system in Japan, and its application to the personal safety and survival of modern career professionals working in the fields of criminal justice, healthcare, mental health and related emergency services. Emphasizes self defense survival principles and techniques stressing non-violent, safe control of physical and mental conflict situations. Applies to Associate Degree. Transfer credit: CSU

**CJ M10 – TACTICAL PATROL PROCEDURES****3 UNITS***Prerequisites: None**Recommended Prep: CJ M01 or CJ M01H**Class Hours: 3 lecture*

Introduces responsibilities, procedures, philosophies, techniques, and methods of police patrol. Includes patrol preparation, field observation, field interviews, handling of complaints, mechanics of arrest, police ethics and professionalism. Applies to Associate Degree. Transfer credit: CSU

**CJ M11 – CRIMINAL INVESTIGATION****3 UNITS***Prerequisites: None**Recommended Prep: CJ M01 or CJ M01H, and CJ M02**Class Hours: 3 lecture**C-ID: AJ 140*

Introduces the fundamentals of investigation. Includes crime scene search and recording; collection and preservation of physical evidence; scientific aids and modus operandi; sources of information; interviews and interrogation; surveillance; follow-up; and case preparation. Applies to Associate Degree. Transfer credit: CSU

**CJ M12 – INTRODUCTION TO CONFLICT RESOLUTION****3 UNITS***Prerequisites: None**Recommended Prep: CJ M01 and CJ M01H**Class Hours: 3 lecture*

Introduces practical approaches to resolving common human conflicts arising in interactions related to community, labor, law, business and criminal justice. Examines practical theory and methodology focusing on constructive communication, ethics, cultural awareness and sensitivity with the goal of resolving conflicts in ways that are beneficial to all parties in conflict. Applies to Associate Degree. Transfer credit: CSU

**CJ M14 – JUVENILE PROCEDURES****3 UNITS***Prerequisites: None**Recommended Prep: CJ M01 or CJ M01H**Class Hours: 3 lecture**C-ID: AJ 220*

Focuses upon the organization, functions, and jurisdiction of juvenile agencies. Covers the processing and detention of juveniles, juvenile case disposition, and juvenile statutes and court procedures. Applies to Associate Degree. Transfer credit: CSU; UC

**CJ M15 – LEGAL ASPECTS OF CYBER INVESTIGATIONS****3 UNITS***Prerequisites: None**Recommended Prep: CJ M05 and CJ M08 and CJ M11**Class Hours: 3 lecture*

Provides an overview of the legal aspects of computer investigations and the criminal justice system, as it applies to investigating computer crimes. Analyzes evolving search and seizure requirements and exceptions with emphasis on constitutional law, criminal law and procedural law as they apply to investigating computer crime. Discusses how to anticipate defenses to computer crimes and how to effectively communicate findings in reports and in courtrooms. Applies to Associate Degree. Transfer credit: CSU

**CJ M17 – ANATOMY OF A MURDER****3 UNITS***Prerequisites: None**Recommended Prep: CJ M01 or CJ M01H or CJ M11**Class Hours: 3 lecture*

Examines the historical and contemporary analysis of criminal homicide. Uses case studies to examine the nature and extent of murder, including serial murder and sex crime related murder. Includes victimology, suspect profiling and investigative techniques and procedures for the identification, collection, preservation and presentation of evidence from a homicide crime scene. Applies to Associate Degree. Transfer credit: CSU

**CJ M18 – NARCOTICS INVESTIGATION****3 UNITS***Prerequisites: None**Recommended Prep: CJ M01 or CJ M01H, and CJ M04, and CJ M11**Class Hours: 3 lecture*

Reviews identification of marijuana, opiates, dangerous drugs, hallucinogens, and their paraphernalia. Includes principles of identifying and dealing with the "user," laws and court decisions relating to the offender, fundamentals of search and arrest strategies, report writing and court testimony, and prevention and control of drug abuse within society. Applies to Associate Degree. Transfer credit: CSU

**CJ M40 – ETHICS IN CRIMINAL JUSTICE****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Examines ethical issues in the three components of the criminal justice system: law enforcement, judicial courts, and corrections. Explores the various ethical dilemmas, value definitions, and their application to decision-making by police, court, probation, parole, and corrections. Reviews the key elements of ethical guidelines, individual aspects of ethical codes, courtroom testimony and admissibility issues. Includes ethical standards for all written reports, procedural and substantive law issues. Applies to Associate Degree. Transfer credit: CSU; UC. UC Credit Limitation- CJ M01, M01H and CJ M40 combined: max credit, one course.

## **CJ M41 – INTRODUCTION TO PROBATION, PAROLE AND CORRECTIONS**

**3 UNITS**

*Prerequisites:* None

*Recommended Prep:* CJ M01 or CJ M01H

*Class Hours:* 3 lecture

*C-ID:* AJ 200

Introduces an overview of the historical aspects of punishment and the development of contemporary correctional philosophy in the United States. Focuses on legal and practical aspects, practices and procedures of probation, parole and the correctional institutions. Examines rehabilitation issues, legal issues, general laws, and operations of correctional institutions, and the relationship between corrections and other components of the criminal justice system. Applies to Associate Degree. Transfer credit: CSU

## **CJ M43 – CRIMINAL JUSTICE EMPLOYMENT PREPARATION**

**2 UNITS**

*Prerequisites:* None

*Recommended Prep:* CJ M01 or CJ M01H

*Class Hours:* 1.5 lecture, 1.5 lab

Assists students in identifying areas of training and knowledge necessary to qualify for employment in the criminal justice field. Focuses on the skills necessary to pass the law enforcement entry-level, physical agility test. (Formerly CJ M60B.) Applies to Associate Degree.

## **CJ M80 – INTERNSHIP IN CRIMINAL JUSTICE**

**1 TO 4 UNITS**

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

## **CJ M122 – INDEPENDENT STUDY - CRIMINAL JUSTICE**

**0.5 TO 3 UNITS**

*Prerequisites:* A previous course in Criminal Justice and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

## **DANCE**

*Program Purpose:* Students who complete Dance courses will develop performing arts appreciation through exploration and analysis of dance practices in various cultural and historical contexts. Dance activity students will condition the body, develop alignment and postural awareness, and make personal discoveries through expressive practices and performance.

People who study the various specialties of dance (ballet, modern, jazz, tap and hip hop) may decide on a professional career on stage, television or in films. Many become teachers in public or private schools as well as in dance centers and studios. The dance program is designed for both the student who wishes to major in dance and the student seeking to experience dance technique classes. The grace, carriage and confidence one gains in dance as well as the physical agility and flexibility are beneficial in all aspects of life. Dance activity classes fulfill the Physical Education requirement for graduation.

## **DEAN**

VACANT, Phone (805) 553-4121

## **FACULTY**

Beth Megill, Robert Salas

## **COUNSELORS**

Jodi Dickey

## **TRANSFER INFORMATION**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Most universities require an audition for level placement in technique.

## **ASSOCIATE IN ARTS IN DANCE DEGREE**

To earn an Associate in Arts Degree in Dance, students complete 19 units, plus General Education Degree Requirements, for a total of 60 units. This degree program provides training in four areas of technique: ballet, modern, jazz and improvisation. Integral parts of the curriculum are practical experience in concert performance and production work as well as a theoretical background in choreography and dance history.

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

<b>REQUIRED COURSES</b>		<b>UNITS</b>
DANC M03	Dance History	3.0
DANC M15A	Choreography I - Beginning	2.0
Select and complete one of the following:		
DANC M17	Musical Theater Dance	2.0
DANC M55A	Dance Rehearsal and Performance I	2.0
DANC M55B	Dance Rehearsal and Performance II	2.0
DANC M56	Performing Dance Ensemble	2.0
UNITS from RECOMMENDED GROUPS		12.0

**TOTAL UNITS 19.0**

## **RECOMMENDED GROUPS**

**UNITS**

**Complete ALL units as specified**

### **GROUP A - Complete 4 units:**

DANC M10B	Ballet II - Beginning	2.0
DANC M10C	Ballet III - Intermediate	2.0

### **GROUP B - Complete 2 units:**

DANC M12B	Modern Dance II - Beginning	2.0
DANC M12C	Modern Dance III - Intermediate	2.0

### **GROUP C - Complete 2 units:**

DANC M11B	Jazz Dance II - Beginning	2.0
DANC M11C	Jazz Dance III - Intermediate	2.0

### **GROUP D - Complete 2 units:**

DANC M20A	Movement Improvisation I	2.0
DANC M20B	Movement Improvisation II	2.0
DANC M20C	Movement Improvisation III	2.0

### **GROUP E - Complete 2 units:**

DANC M18	Dance Somatics/Conditioning for Dance	2.0
DANC M19A	Conditioning for Dance: Pilates I	2.0
DANC M19B	Conditioning for Dance: Pilates II	2.0
DANC M19C	Conditioning for Dance: Pilates III	2.0

## **PROGRAM STUDENT LEARNING OUTCOMES**

Students completing the Associate in Arts in Dance will be able to:

- demonstrate literacy in dance history and appreciation.
- demonstrate literacy in dance technique, somatic techniques & alignment.
- demonstrate literacy in dance theory/analysis/creativity and performance skills.



## COMMERCIAL DANCE PROFICIENCY AWARD

The Dance Proficiency Award provides training in essential areas of dance technique emphasized in commercial dance industries: jazz, tap, hip hop, and ballroom. The emphasis of this proficiency award is on performance technique and skills acquisition that will serve students in film, television, musical theater and other commercial dance pursuits.

To obtain a Proficiency Award in Commercial Dance, students must complete the following requirements:

### Jazz Dance - Select and complete one course (2 units) from the following:

DANC M11A	Jazz Dance I - Fundamentals	2.0
DANC M11B	Jazz Dance II - Beginning	2.0
DANC M11C	Jazz Dance III - Intermediate	2.0
DANC M11D	Jazz Dance IV - Advanced	2.0

### Hip Hop - Complete the following course (1.5 units)

DANC M16A	Hip Hop 1 - Fundamentals	1.5
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### Ballroom or Swing Dance - Select and complete one course (1.5-2 units) from the following:

DANC M30A	Theory and Practice of Social Dance Forms: Ballroom Dance I	1.5
DANC M30B	Theory and Practice of Social Dance Forms: Ballroom Dance II	1.5
DANC M32	Theory and Practice of Social Dance Forms: Swing Dance	2.0

### Tap Dance - Select and complete one course (1.5 units) from the following:

DANC M13A	Tap I - Fundamentals	1.5
DANC M13B	Tap II - Beginning	1.5
DANC M13C	Tap III - Intermediate	1.5
DANC M13D	Tap IV - Advanced	1.5

### Creative Practice - Select and complete one course (2 units) from the following:

DANC M15A	Choreography I - Beginning	2.0
DANC M20A	Movement Improvisation I	2.0

### Performance - Select and complete one course (0.5-2 units) from the following:

DANC M17	Musical Theater Dance	0.5-2.0
DANC M55A	Dance Rehearsal and Performance I	2.0

**TOTAL UNITS** **9.0-11.0**

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Commercial Dance Proficiency will:

- contextualize their dance performance into culturally and historically relevant situations as pertinent to commercial dance practices.
- deepen their understanding of musical structures relevant to dance styles and historical eras commonly incorporated into commercial dance practices.
- embody and perform vernacular dance styles as practiced in the commercial dance industry.

## DANCE COURSES

### DANC M01 – DANCE APPRECIATION 3 UNITS

*Prerequisites:* None

*Recommended Prep:* ENGL M01A

*Class Hours:* 3 lecture

Examines dance through lecture and viewing dance performances both live and on video. Presents the developments of dance within each of the major genres and analyzes the factors which have influenced change in dance historically, culturally, and as an art form. (Formerly DANC M01A.) Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M01 – HONORS: DANCE APPRECIATION 3 UNITS

*Prerequisites:* ENGL M02 with a grade of B or better, or completion of the online assessment process.

*Class Hours:* 3 lecture

Examines dance through lecture and viewing dance performances both live and on video. Presents the developments of dance within each of the major genres and analyzes the factors which have influenced change in dance historically, culturally, and as an art form. 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.

**Course Credit Limitations:** Students cannot complete both DANC M01 and DANC M01H, credit will only be awarded to the first course completed.

### DANC M03 – DANCE HISTORY 3 UNITS

*Prerequisites:* None

*Recommended Prep:* ENGL M01A

*Class Hours:* 3 lecture

Introduces, through a sweeping overview of tribal, ethnic, and folk-dance forms, the wide-ranging activity of dance as it has existed throughout the world. Focuses on ballet from its origin in Renaissance Europe to the present as well as twentieth century modern and jazz dance, including the contemporary scene which is international and eclectic. Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M09A – INTRODUCTION TO DANCE - BALLET 2 UNITS

*Prerequisites:* None

*Class Hours:* 1 lecture, 3 lab

Introduces fundamental ballet technique and terminology, general principles of alignment, centering and posture as it relates to ballet. Includes exercises at the barre to develop flexibility, strength, control, coordination and resilience and center practice of port de bras, simple adage and allegro movements. Moorpark College Faculty has defined Ballet Technique as a family of courses which includes DANC M09A, M10A, M10B, M10C, M10D and M40. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M10A – BALLET I - FUNDAMENTALS 2 UNITS

*Prerequisites:* None

*Recommended Prep:* DANC M09A

*Class Hours:* 1 lecture, 3 lab

Continues to introduce new movement and terminology that is part of the fundamental ballet technique. Focuses on proper alignment in Barre exercises for a strong technical foundation. Begins training in center with adage and allegro patterns. Moorpark College Faculty has defined Ballet Technique as a family of courses which includes DANC M09A, M10A, M10B, M10C, M10D and M40. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M10B – BALLET II - BEGINNING 2 UNITS

*Prerequisites:* None

*Recommended Prep:* DANC M10A

*Class Hours:* 1 lecture, 3 lab

Continues development of ballet technique at the beginning level. Focuses on consistency, stamina and details in performance of ballet at the barre and in simple center sequences. Emphasizes the mechanics and performance of transitions, weight shifts, balances, turning and extension in preparation for intermediate-level training. Addresses specific student needs for improvement. Moorpark College Faculty has defined Ballet Technique as a family of courses which includes DANC M09A, M10A, M10B, M10C, M10D and M40. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M10C – BALLET III - INTERMEDIATE 2 UNITS**

*Prerequisites: DANC M10B or commensurate skills demonstration*

*Class Hours: 1 lecture, 3 lab*

Continues the study of ballet technique at the intermediate-level both at the barre and in center work, with emphasis on the physical discipline within ballet forms and the physical abilities necessary to execute movements. Develops an appreciation of ballet as a creative art form. Moorpark College Faculty has defined Ballet Technique as a family of courses which includes DANC M09A, M10A, M10B, M10C, M10D and M40. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M10D – BALLET IV - ADVANCED 2 UNITS**

*Prerequisites: DANC M10C or commensurate skills demonstration*

*Class Hours: 1 lecture, 3 lab*

Presents analysis and application of kinesthetic principles for advanced ballet to further develop skills, techniques and physical capabilities. Analyzes and discusses current trends in ballet and applies them in performance. Moorpark College Faculty has defined Ballet Technique as a family of courses which includes DANC M09A, M10A, M10B, M10C, M10D and M40. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M11A – JAZZ DANCE I - FUNDAMENTALS 2 UNITS**

*Prerequisites: None*

*Class Hours: 1 lecture, 3 lab*

Introduces basic movement skills in jazz dance technique, emphasizing an understanding and appreciation of jazz as an artistic dance form. Focuses on alignment of the body, strength, flexibility, simple locomotor patterns and stylistic movement. Moorpark College faculty has defined Jazz Dance as a family of courses which includes DANC M11A, DANC M11B, DANC M11C, and DANC M11D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M11B – JAZZ DANCE II - BEGINNING 2 UNITS**

*Prerequisites: None*

*Recommended Prep: DANC M11A or Possess the skill that is appropriate to this level as determined by placement audition.*

*Class Hours: 1 lecture, 3 lab*

Develops jazz dance technique at the beginning level. Continues to develop the student's alignment of the body, strength, flexibility, coordination in locomotor patterns and stylistic movement. Moorpark College Faculty has defined Jazz Dance Technique as a family of courses which includes DANC M11A, M11B, M11C and M11D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M11C – JAZZ DANCE III - INTERMEDIATE 2 UNITS**

*Prerequisites: DANC M11B or commensurate skills demonstration*

*Class Hours: 1 lecture, 3 lab*

Continues to study jazz dance skill at the intermediate level. Emphasizes style and refinement of technical ability. Stresses more complex patterns and combinations to promote fluency in the dance form. Moorpark College Faculty has defined Jazz Dance Technique as a family of courses which includes DANC M11A, M11B, M11C and M11D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M11D – JAZZ DANCE IV - ADVANCED 2 UNITS**

*Prerequisites: DANC M11C or commensurate skills demonstration*

*Class Hours: 1 lecture, 3 lab*

Presents analysis and application of jazz dance technique at the advanced level with an emphasis on connectivity, fluency and mastery of the genre. Emphasizes performance style, form, technical ability and choreographic skills at the advanced/pre-professional level. Moorpark College Faculty has defined Jazz Dance Technique as a family of courses which includes DANC M11A, M11B, M11C and M11D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M12A – MODERN DANCE I - FUNDAMENTALS 2 UNITS**

*Prerequisites: None*

*Class Hours: 1 lecture, 3 lab*

Covers the fundamentals of modern dance techniques based on the teaching of modern dance masters such as Graham, Humphrey, Limon and Laban. Develops fundamental modern technique, basic locomotor movements, movement dynamics and qualities, elements of modern dance history, evaluation and application of dance composition, and the understanding and appreciation of modern dance as an art form. Moorpark College Faculty has defined Modern Dance as a family of courses which includes DANC M12A, M12B, M12C and M12D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M12B – MODERN DANCE II - BEGINNING 2 UNITS**

*Prerequisites: None*

*Recommended Prep: DANC M12A*

*Class Hours: 1 lecture, 3 lab*

Continues to develop the basic skills in modern dance techniques based on the teaching of modern dance masters such as Graham, Humphrey, Limon, and Laban. Develops beginning modern technique, simple improvisation and composition, the understanding of the principles of alignment and motion, and the experience of movement in more complex rhythmic forms. Moorpark College Faculty has defined Modern Dance as a family of courses which includes DANC M12A, M12B, M12C and M12D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M12C – MODERN DANCE III - INTERMEDIATE 2 UNITS**

*Prerequisites: DANC M12B or commensurate skills demonstration*

*Class Hours: 1 lecture, 3 lab*

Continues to study intermediate modern dance technique with an emphasis on increasing flexibility, strength and coordination. Studies dance phrases/combinations as they integrate elements of rhythm, design, dynamics and motivation. Develops an appreciation of modern dance as a creative art form. Moorpark College Faculty has defined Modern Dance as a family of courses which includes DANC M12A, M12B, M12C and M12D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M12D – MODERN DANCE IV - ADVANCED 2 UNITS**

*Prerequisites: DANC M12C or commensurate skills demonstration*

*Class Hours: 1 lecture, 3 lab*

Studies modern dance technique and performance at the advanced level with an emphasis on increasing flexibility, strength and coordination. Integrates elements of rhythm, design, dynamics and motivation in classroom phrases/combinations and performance. Develops an appreciation of modern dance as a creative art form. Moorpark College Faculty has defined Modern Dance as a family of courses which includes DANC M12A, M12B, M12C and M12D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M13A – TAP I - FUNDAMENTALS 1.5 UNITS**

*Prerequisites: None*

*Class Hours: 0.5 lecture, 3 lab*

Introduces the fundamentals of tap dance technique and performance. Emphasizes the rudiments of tap as the foundation for more advanced practices. Moorpark College Faculty has defined Tap Dance Technique as a family of courses which includes DANC M13A, M13B, M13C and M13D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M13B – TAP II - BEGINNING****1.5 UNITS***Prerequisites: None**Recommended Prep: DANC M13A**Class Hours: 0.5 lecture, 3 lab*

Further develops tap dance technique at the beginning-level. Focuses on the development of the motor skills and coordination of dancers, expanding their tap dance vocabulary and fluency as performers. Integrates elements of style in performance and contextualizes the dance through historical awareness. Moorpark College Faculty has defined Tap Dance Technique as a family of courses which includes DANC M13A, M13B, M13C and M13D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M13C – TAP III - INTERMEDIATE****1.5 UNITS***Prerequisites: DANC M13B or commensurate skills demonstration**Recommended Prep: DANC M11B**Class Hours: 0.5 lecture, 3 lab*

Builds upon basic tap vocabulary and techniques. Introduces musical theory concepts as they apply to the syncopated rhythms of tap dance providing an opportunity to further develop motor coordination and rhythm. Explores the fusion of tap with other dance techniques. Moorpark College Faculty has defined Tap Dance Technique as a family of courses which includes DANC M13A, M13B, M13C and M13D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M13D – TAP IV - ADVANCED****1.5 UNITS***Prerequisites: DANC M13C or commensurate skills demonstration**Recommended Prep: DANC M11C**Class Hours: 0.5 lecture, 3 lab*

Develops tap dance vocabulary and techniques at the advanced-level. Presents challenging syncopated rhythms and high-level motor coordination. Integrates the performance of tap tricks including pick ups, pull backs and wings, into complex rhythmic patterns. Emphasizes stylistic elements in various historical contexts. Furthers the development of the individual in choreographing for tap dance. Moorpark College Faculty has defined Tap Dance Technique as a family of courses which includes DANC M13A, M13B, M13C and M13D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M15A – CHOREOGRAPHY I: BEGINNING****2 UNITS***Prerequisites: None**Recommended Prep: DANC M10B or DANC M11B or DANC M12B or DANC M20A**Class Hours: 1 lecture, 3 lab*

Introduces the theory and techniques of dance composition basics. Focuses on movement generation as enhanced through the analysis of choreographic exercises in space, time, shape and movement dynamics. Emphasizes student application of choreographic concepts through the development of solo and group movement compositions. (Formerly DANC M15.) Moorpark College Faculty has defined Choreography as a family of courses which includes DANC M15A and M15B. A student may take a maximum of two (2) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M15B – CHOREOGRAPHY II: INTERMEDIATE****2 UNITS***Prerequisites: DANC M15A**Recommended Prep: Concurrent enrollment in a dance technique class is recommended.**Class Hours: 1 lecture, 3 lab*

Explores further the principles of dance composition as an art form through practical and theoretical applications. Explores the concepts of space, time and energy in creating dances. Integrates dance movement technique as a form of expression to communicate literal and non-literal themes. Emphasizes small group choreography as well as improvisations. Moorpark College Faculty has defined Choreography as a family of courses which includes DANC M15A and M15B. A student may take a maximum of two (2) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M16A – HIP HOP 1 - FUNDAMENTALS****1.5 UNITS***Prerequisites: None**Class Hours: 1 lecture, 2 lab*

Introduces the fundamentals of hip hop dancing, pop and lock, hip hop funk, krumping, freestyling, break dancing, syncopations and rhythms as applied in commercial hip hop venues. Develops flexibility, strength, control, coordination, endurance, style and the understanding and appreciation of hip hop and its cultural significance and history. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M17 – MUSICAL THEATER DANCE****0.5-2 UNITS***Prerequisites: None**Recommended Prep: DANC M11A or DANC M11B**Class Hours: 1.5 to 6 lab*

Emphasizes performance specific to the American musical in either a complete production of a single musical or as a revue of dance production numbers from two or more musicals. Focuses on musical theater dance skills through rehearsal and performance. See the Moorpark Performing Arts Center for specific musical audition information. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M18 – DANCE SOMATICS/CONDITIONING FOR DANCE****2 UNITS***Prerequisites: Student must have completed at least one dance technique or performing classes at Moorpark College which includes the following: DANC M10A-D, DANC M11A-D, DANC M12A-D, DANC M16, DANC 17, or DANC M55A**Class Hours: 1 lecture, 3 lab*

Presents information pertaining to the anatomy, kinesiology, nutrition, basic injury prevention and self-care practices needed for a dancer's best performance. Includes a survey of supplemental training methods often used by dancers to support their performance. Practices fundamental conditioning and repatterning techniques often used to improve dance performance. Introduces somatic practices which may include yoga, Pilates, Bartenieff fundamentals, resistance training, foam rolling, Franklin Imagery or other current conditioning practices to support a dancer's training and overall health and fitness. Applies to Associate Degree. Transfer credit: CSU; UC  
**Course Credit Limitation:** UC - maximum 4 units when combined with any or all ICA/KIN/PE activity courses.

**DANC M19A – CONDITIONING FOR DANCE: PILATES I****2 UNITS***Prerequisites: None**Recommended Prep: DANC M18**Class Hours: 1 lecture, 3 lab*

Introduces the fundamental somatic work of Joseph H. Pilates to improve posture and alignment using apparatus, mat, and supplemental techniques. Focuses on improving strength, and flexibility alignment using the Pilates principles of: Control, Centering, Coordination, Precision, Flow and Dynamics as they apply to human movement and performance. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M19B – CONDITIONING FOR DANCE: PILATES II****2 UNITS***Prerequisites: DANC M19A**Class Hours: 1 lecture, 3 lab*

Introduces and practices level II somatic work of Joseph H. Pilates for apparatus and mat. Develops further strength, and flexibility alignment using the Pilates principles: Control, Centering, Coordination, Precision, Flow and Dynamics as they apply to human movement and performance. Applies to Associate Degree. Transfer credit: CSU; UC



**DANC M19C – CONDITIONING FOR DANCE: PILATES III 2 UNITS**

*Prerequisites:* DANC M19B

*Class Hours:* 1 lecture, 3 lab

Presents level III somatic work of Joseph H. Pilates for apparatus and mat. Continues to develop strength and flexibility alignment using the Pilates principles. Introduces exercise modifications as a means for injury recuperation, strengthening and well-being. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M20A – MOVEMENT IMPROVISATION I 2 UNITS**

*Prerequisites:* None

*Class Hours:* 1 lecture, 3 lab

Introduces the art and practice of improvisational dance. Focuses on movement generation through the study of time, space, shape, effort and body. Stimulates the discovery of the joy of movement and the entering into a free environment in which to explore the unique and creative language of physical expression. **Course Credit Limitations:**

1.) Students cannot complete both DANC M20A and DANC M20AH, credit will only be awarded to the first course completed. 2.) Moorpark College Faculty has defined Movement Improvisation as a family of courses which includes DANC M20A (or M20AH), M20B, and M20C. A student may take a maximum of three (3) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M20B – MOVEMENT IMPROVISATION II 2 UNITS**

*Prerequisites:* DANC M20A or Instructor approval through audition/demonstration

*Class Hours:* 1 lecture, 3 lab

Continues the development of improvisational techniques for performance and composition. Emphasizes solo performance skills in an improvisational setting. Moorpark College Faculty has defined Movement Improvisation as a family of courses which includes DANC M20A, M20B and M20C. A student may take a maximum of three (3) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M20C – MOVEMENT IMPROVISATION III 2 UNITS**

*Prerequisites:* DANC M20B and DANC M12B or Instructor approval through audition/demonstration

*Recommended Prep:* DANC M12C or DANC M12D

*Class Hours:* 1 lecture, 3 lab

Further the development of improvisational movement techniques focusing on performing with a partner or group in a contact improvisation setting. Explores the use of the body, space, shape, effort and time as it relates to creating improvisational performances using weight sharing and support between two or more people. Moorpark College Faculty has defined Movement Improvisation as a family of courses which includes DANC M20A, M20B, and M20C. A student may take a maximum of three (3) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M24 – INTRODUCTION TO DANCE EDUCATION 1.5 UNITS**

*Prerequisites:* None

*Corequisites:* MUS M24

*Class Hours:* 1.5 lecture

Presents pedagogical principles and best practices for teaching dance as art in elementary education. Introduces the elements of dance, best practices, cultural, historical and global considerations. Must be taken concurrently with MUS M24. Applies to Associate Degree. Transfer credit: CSU

**DANC M26 – TEACHING PRINCIPLES FOR DANCE 3 UNITS**

*Prerequisites:* None

*Recommended Prep:* ENGL M01A or ENGL M01AH

*Class Hours:* 3 lecture

Presents principles and best practices for teaching dance in a variety of dance-focused contexts. Introduces the elements of dance, best practices, cultural, historical and global considerations. Focuses on frameworks for creative movement and methodology for dance technique classes, in both private and public sectors. Introduces developmentally appropriate and standards-based curriculum, and incorporates hands-on performing arts experiences. Applies to Associate Degree. Transfer credit: CSU

**DANC M30A – THEORY AND PRACTICE OF SOCIAL DANCE FORMS: BALLROOM DANCE I****1.5 UNITS**

*Prerequisites:* None

*Class Hours:* 1 lecture, 2 lab

Introduces beginning ballroom dance techniques through a focus on one or more ballroom dances. Includes history, music and fundamental practices of one or more of the following: cha-cha, salsa, waltz, fox trot, samba or tango. Moorpark College Faculty has defined Theory and Practice of Social Dance Forms: Ballroom Dance as a family of courses which includes DANC M30A and M30B. A student may take a maximum of two (2) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M30B – THEORY AND PRACTICE OF SOCIAL DANCE FORMS: BALLROOM DANCE II****1.5 UNITS**

*Prerequisites:* DANC M30A

*Class Hours:* 1 lecture, 2 lab

Continues to develop techniques 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. Moorpark College Faculty has defined Theory and Practice of Social Dance Forms: Ballroom Dance as a family of courses which includes DANC M30A and M30B. A student may take a maximum of two (2) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M31 – WORLD DANCE CULTURES****3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

Surveys dance practices around the world. Analyzes similarities and differences among dance practices in reference to geographical zones, societal structures and values, religious practices, historical events, and other related art practices within the culture. (Formerly DANC M31A.) Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M31L – WORLD DANCE FORMS****1 UNIT**

*Prerequisites:* None

*Recommended Prep:* DANC M31

*Class Hours:* 3 lab

Introduces students to the historical and cultural aspects of world dance through training and performance. Includes a survey of different world dance forms or an in-depth look at a selected world dance form. Facilitates students' cultural awareness and personal expression in a new art form. (Formerly DANC M31A and M31B.) Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M32 – THEORY AND PRACTICE OF SOCIAL DANCE FORMS: SWING DANCE****2 UNITS**

*Prerequisites:* None

*Class Hours:* 1 lecture, 3 lab

Reviews American Swing Dance in the 20th century. Introduces movement theory, dance vocabulary, dance courtesy, fundamentals of music as they relate to dance, and dance history. Includes vintage or early vernacular dance forms as well as current trends. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M40 – BALLET VARIATIONS****2 UNITS**

*Prerequisites:* None

*Recommended Prep:* DANC M10C

*Class Hours:* 1 lecture, 3 lab

Continues development of technical skills through the practice of ballet repertory. Emphasizes developing artistic expression in Romantic, Classical and Contemporary variations and pas de deux. Moorpark College Faculty has defined Ballet Technique as a family of courses which includes DANC M09A, M10A, M10B, M10C, M10D and M40. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M51 – ELEMENTS OF DANCE PRODUCTION 1 UNIT**

*Prerequisites: None*

*Recommended Prep: Dance technique course*

*Class Hours: 1 lecture*

Introduces the basic elements of dance production and performance: staging, lighting, publicity, make-up, costumes, set design and construction. Prepares students to apply knowledge through participation in a dance production or dance-related event. (Formerly DANC M51A.) Recommended to be taken concurrently with DANC M55A. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M53 – CAREERS IN DANCE 3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Introduces the study of the dance industry. Focuses on best practices for navigating the business and industry aspects of a dance-related career and how to find and maintain gainful employment within the field. Applies to Associate Degree. Transfer credit: CSU

**DANC M55A – DANCE REHEARSAL AND PERFORMANCE I 2 UNITS**

*Prerequisites: DANC M51 or concurrent enrollment*

*Recommended Prep: Recommended concurrent enrollment in a dance technique class.*

*Class Hours: 6 lab*

Covers the specific demands of being a member of a large dance ensemble. Focuses on learning repertory choreographed by students, faculty, and guest artists through rehearsal and performance. Explores various styles and genres of dance. Culminates in a performance of the works learned in a formal concert environment. Faculty has defined Dance Rehearsal as a family of courses which includes DANC M55A, M55B, M55C and M55D. A student may take a maximum of four (4) courses from a family. (Formerly DANC M55.) Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M55B – DANCE REHEARSAL AND PERFORMANCE II 2 UNITS**

*Prerequisites: DANC M55A*

*Recommended Prep: Recommended concurrent enrollment in a dance technique class.*

*Class Hours: 6 lab*

Covers the specific demands of performing in a small or medium sized dance ensemble with greater performance responsibilities and attention to consistency of dance technique in performance. Focuses on learning repertory choreographed by students, faculty, and guest artists. Explores various styles and genres of artistic dance. Culminates in a performance of the works learned in a formal concert environment. Moorpark College Faculty has defined Dance Rehearsal as a family of courses which includes DANC M55A, M55B, M55C and M55D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M55C – DANCE REHEARSAL AND PERFORMANCE III 2 UNITS**

*Prerequisites: DANC M55B*

*Recommended Prep: Recommended concurrent enrollment in a dance technique class.*

*Class Hours: 6 lab*

Covers the specific demands of performing in a small dance ensemble, duet or solo. Emphasizes increased technical demands including nuances in style as identified and explored through dance theory. Emphasizes performance style, increased physical demands, and more demanding rehearsal technique. Focuses on learning repertory choreographed by students, faculty, and guest artists through rehearsal and performance. Explores various styles and genres of artistic dance. Culminates in a performance of the works learned in a formal concert environment. Moorpark College Faculty has defined Dance Rehearsal as a family of courses which includes DANC M55A, M55B, M55C and M55D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M55D – DANCE REHEARSAL AND PERFORMANCE IV 2 UNITS**

*Prerequisites: DANC M55C*

*Recommended Prep: Recommended concurrent enrollment in a dance technique class.*

*Class Hours: 6 lab*

Covers the specific demands of performing a leadership role within a dance performance and ensemble. Focuses on leadership responsibilities including leading warm up, acting as a choreographer or assistant choreographer, directing small practices sessions and assisting in the coaching of newer performers. Focuses on learning repertory choreographed by students, faculty, and guest artists through rehearsal and performance. Explores various styles and genres of artistic dance. Culminates in a performance of the works learned in a formal concert environment. Moorpark College Faculty has defined Dance Rehearsal as a family of courses which includes DANC M55A, M55B, M55C and M55D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M56 – PERFORMANCE DANCE ENSEMBLE 2 UNITS**

*Prerequisites: DANC M55A*

*Recommended Prep: DANC M10C or DANC M11C or DANC M12C*

*Class Hours: 1 lecture, 3 lab*

Emphasizes performance skills and techniques in preparation for non-athletic competitive environments where students can have their dance works adjudicated in intercollegiate events and conferences to promote excellence in choreography and/or performance. Provides opportunities for intermediate to advanced dance students to rehearse and present choreography in a multitude of performance venues on campus or in the community. Includes outreach activities, staging, site specific performances and touring. Requires participation in intercollegiate academic dance competitive events. May be taken a maximum of 4 times for credit. Applies to Associate Degree. Transfer credit: CSU

**DANC M80 – INTERNSHIP IN DANCE 1 TO 4 UNITS**

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**DANC M122 – INDEPENDENT STUDY - DANCE 0.5 TO 3 UNITS**

*Prerequisites: Completion of one course in Dance and instructor approval*

*Class Hours: 1.5 to 9 lab hours as arranged*

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

**DESIGN****SEE COURSES IN  
ART AND GRAPHICS**

## ECONOMICS

*Program Purpose: Students who complete Economics courses will apply essential domestic and global economic principles by analyzing the individual economic behavior of consumers, producers, and at the highest level, individual industries. Students will analyze the major debates on taxes and government spending and recognize the implications of economic behavior in business cycles, explaining the interaction of money, banking and the Federal Reserve on the economy.*

The major in economics leads to careers in business or government and offers repeated valuable preparation for various professions including economics, finance, business, law and government. The study of Economics provides the opportunity to build a solid foundation for graduate study in many subjects. In this deep and broad discipline, our Moorpark College Economics faculty members focus on two essential objectives in teaching. First, to educate students in basic economic principles so that they can effectively understand public and private issues. Second, to offer fundamental training for those students who wish to use these essential logic and thinking skills of Economics as a tool to advance their careers.

### DEAN

Howard Davis, Phone (805) 378-1445

### FACULTY

Rex Edwards, Ray Zhang

### COUNSELORS

Pam Kennedy-Luna, Giselle Ramirez, Trulie Thompson

### TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Economics who wish to qualify for an Associate in Arts Degree could explore Business as a possible major. See General Education Degree Requirements and Transfer Information.

## ASSOCIATE IN ARTS IN ECONOMICS FOR TRANSFER DEGREE

The Associate in Arts in Economics for Transfer (AA-T in Economics) is intended for students who plan to transfer and complete a bachelor's degree in Economics, or similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Economics may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in Economics, students must:

1. Complete 60 semester or 90 quarter CSU transferable units.
2. Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Complete 19-25 specified major units. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with letter grade.
4. Obtain certification of the California State University General Education-Breadth (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

### REQUIRED CORE

Complete courses in GROUP 1 and GROUP 2 (13-15 units):

### UNITS

#### GROUP 1 - Select and complete 3 courses (10 units):

ECON M201	Principles of Microeconomics	3.0
ECON M202/M202H	Principles of Macroeconomics/Honors	3.0
MATH M15/M15H	Introductory Statistics/Honors	4.0

#### GROUP 2 - Select and complete one course (3-5 units):

MATH M16A	Applied Calculus I	3.0
MATH M25A/M25AH	Calculus with Analytic Geometry I/Honors	5.0
UNITS from LIST A		3.0-5.0
UNITS from LIST B		3.0-5.0

**TOTAL UNITS** **19.0-25.0**

#### LIST A - Select and complete one course (3-5 units):

ACCT M110	Financial Accounting	3.0
ACCT M120	Managerial Accounting	3.0
BUS M39	Business Communication	3.0
BUS M140	Business Information Systems	3.0
CIS M140	Introduction to Information Systems	3.0
COMM M07	Argumentation and Debate	3.0
MATH M25B	Calculus with Analytic Geometry II	5.0
MATH M35	Applied Differential Equations	3.0
SOC M01/M01H	Introduction to Sociology/Honors	3.0
SPAN M01	Elementary Spanish I	5.0
SPAN M02	Elementary Spanish II	5.0
SPAN M03	Intermediate Spanish I	5.0
SPAN M04	Intermediate Spanish II	5.0

#### LIST B - Select and complete one course (3-5 units):

Any course not used in LIST A		
ECON M170	Economic History of the US	3.0
MATH M25C	Calculus with Analytic Geometry III	5.0
MATH M31	Introduction To Linear Algebra	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

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

- demonstrate critical thinking skills, analyze abstract economic theories and concepts, and transition from the concrete to the abstract in economic thinking.

## ECONOMICS COURSES

### ECON M170 – ECONOMIC HISTORY OF THE US 3 UNITS

*Prerequisites: None*

*Class Hours: 3 lecture*

Surveys the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation, manufacturing, tariffs, slavery, big business, labor, government regulation and deregulation leading to a modern industrial nation. Applies to Associate Degree. Transfer credit: CSU; UC

### ECON M201 – PRINCIPLES OF MICROECONOMICS 3 UNITS

*Prerequisites: MATH M03 or MATH M03B*

*Class Hours: 3 lecture*

*C-ID: ECON 201*

Examines the function of the market mechanism and its strengths and weaknesses in allocating scarce resources in the economy. Develops a method of thinking by investigating and applying the principles of economic inquiry to the behavior of individual consumers, producers and industries. Discusses the structure of industries and the distribution of resources. (Formerly ECON M01.) Applies to Associate Degree. Transfer credit: CSU; UC



## **ECON M202 – PRINCIPLES OF MACROECONOMICS 3 UNITS**

*Prerequisites: MATH M03 or MATH M03B*

*Class Hours: 3 lecture*

*C-ID: ECON 202*

Introduces macroeconomic issues such as unemployment, inflation, taxation, economic growth, trade balance, the Classical and Keynesian Models, government deficits, as well as fiscal and monetary policy. Examines the role of government policy in relation to these issues. Reviews recent economic events such as recession, recovery and boom. Equips students to analyze and evaluate real life macroeconomic phenomena through deduction of the logical consequences of well-defined assumptions. (Formerly ECON M202.) Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

## **ECON M202H – HONORS: PRINCIPLES OF MACROECONOMICS 3 UNITS**

*Prerequisites: MATH M03 or MATH M03B*

*Class Hours: 3 lecture*

*C-ID: ECON 202*

Introduces macroeconomic issues such as unemployment, inflation, taxation, economic growth, trade balance, the Classical and Keynesian Models, government deficits, as well as fiscal and monetary policy. Examines the role of government policy in relation to these issues. Reviews recent economic events such as recession, recovery and boom. Equips students to analyze and evaluate real life macroeconomic phenomena through deduction of the logical consequences of well-defined assumptions. Honors work challenges students to be more analytical and innovative through expanded assignments, real-world applications and policy implementations and enrichment opportunities. (Formerly ECON M202H.) Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

## **ECON M80 – INTERNSHIP IN ECONOMICS 1 TO 4 UNITS**

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

## **EDUCATION**

*Program Purpose: The Elementary Teacher Education program is designed for students who aspire to become elementary or special education teachers, and offers a breadth of study across disciplines. Elementary Teacher Education incorporates subject matter that prepares students to teach elementary education level subjects including science, mathematics, literature, history, geography and the arts. Elementary Teacher Education coursework will also introduce theories of education and child development, as well as provide an early field experience. Students who complete these interdisciplinary courses will be able to:*

- 1. demonstrate college-level skills in written English, oral communications, math, and critical thinking;*
- 2. demonstrate a basic grasp of the disciplines most commonly taught in elementary schools in California, including physical science, biology, art, literature in a cultural or geographic context, world geography, United States history, and United States government;*
- 3. demonstrate a basic grasp of child growth and development.*

## **DEAN**

Howard Davis, Phone (805) 553-4622

## **FACULTY**

Shannon Coulter, Phone (805) 553-4127

Cynthia Sheaks-McGowan, Phone (805) 553-4819

## **COUNSELORS**

Traci Allen, Eddie Beltran, Pam Kennedy-Luna, Giselle Ramirez

## **CAREER INFORMATION**

Due to the varying certification requirements in the education field, students are advised to consult with a Child Development/Education faculty member prior to finalizing their Student Education Plans.

For additional coursework to prepare for careers with elementary-aged children, particularly in transitional kindergarten through second grade, please see courses in the Child Development section of this catalog.

## **ASSOCIATE IN ARTS IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER DEGREE**

The Elementary Teacher Education program is designed for students who aspire to become elementary or special education teachers, and offers a breadth of study across disciplines. Elementary Teacher Education incorporates subject matter that prepares students to teach elementary education level subjects including science, mathematics, literature, history, geography and the arts.

Elementary Teacher Education coursework will also introduce theories of education and child development, as well as provide an early field experience. Students who complete these interdisciplinary courses will be able to:

1. Demonstrate college-level skills in written English, oral communications, math, and critical thinking.
2. Demonstrate a basic grasp of the disciplines most commonly taught in elementary schools in California, including physical science, biology, art, literature in a cultural or geographic context, world geography, United States history, and United States government.
3. Demonstrate a basic grasp of child growth and development.

The Associate in Arts in Elementary Teacher Education for Transfer (AA-T) is intended for students who plan to transfer and complete a bachelor's degree in Liberal Studies, Integrated Teacher Education, or a major deemed similar at a CSU campus.

Students completing this AA-T degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Elementary Teacher Education may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in Elementary Teacher Education, students must:

1. Complete 60 semester or 90 quarter CSU transferable semester units.
2. Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Complete 50-51 specified major units. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is highly recommended that students complete their major courses with a grade.
4. Obtain certification of the California State University General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

*continued on next page*

**NOTE:** Although the IGETC pattern is permissible for the Associate Degree for Transfer, MATH M10 is NOT an approved course for the IGETC pattern, therefore it's recommended that the student complete the CSU GE-Breadth pattern for this degree or complete a transferable math course that is approved for the IGETC, as part of the completion of the IGETC.

## REQUIRED CORE

## UNITS

### Select and complete the following courses (44-45 units):

CD M02	Human Development: Infancy Through Adolescence	3.0
COMM M01	Public Speaking	3.0
EDU M02	Introduction to Elementary Teaching	3.0
HIST M130	United States History Through Reconstruction	3.0
HIST M150	World History: From Prehistory to 1500	3.0
MATH M10	Mathematics for Elementary Teachers	3.0

### College Composition - one course:

ENGL M01A/M01AH	English Composition/Honors	4.0
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### Introduction to Literature - one course:

ENGL M01B/M01BH	Literature: Critical Thinking and Composition/Honors	4.0
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### World Regional Geography - one course:

GEOG M03/M03H	World Regional Geography/Honors	3.0
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### Earth Science - one to two course(s):

GEOL M121	Earth Science with Lab	4.0
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#### OR

GEOL M02	Physical Geology	3.0
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#### AND

GEOL M02L	Physical Geology Lab	1.0
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### Introduction to American Government and Politics - one course:

POLS M03/M03H	American Government and Politics/Honors	3.0
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### Physical Science - one science course with a corresponding lab:

CHEM M12	Introductory Chemistry I	4.0
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PHSC M01	Principles of Physical Science	3.0
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#### AND

PHSC M01L	Principles of Physical Science Laboratory	1.0
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PHYS M01	Descriptive Physics	3.0
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#### AND

PHYS M01L	Descriptive Physics Lab	1.0
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### Biology - one course:

BIOL M01	Introduction to Biology	4.0
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BIOL M02A/M02AH	General Biology I/Honors	5.0
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UNITS from LIST A		3.0
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UNITS from LIST B		3.0
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### TOTAL UNITS

50.0-51.0

### LIST A: Select one course from the following (3 units):

COMM M25	Introduction to Rhetorical Criticism	3.0
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ENGL M01C	Critical Thinking and Composition	3.0
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ENGL M01CH	Honors: Critical Thinking and Composition	3.0
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PHIL M05	Critical Thinking and Analytic Writing	3.0
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### LIST B: Select one course from the following (3 units):

ARTH M100/M100H	Understanding Art	3.0
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MUS M08	Music Appreciation	3.0
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THA M01	Introduction to Theatre	3.0
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THA M01H	Honors: Introduction to Theatre	3.0
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## PROGRAM STUDENT LEARNING OUTCOMES

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

- analyze and describe the teacher's comprehensive role in supporting learning and development in elementary school settings.

## EDUCATION COURSES

### EDU M02 – INTRODUCTION TO ELEMENTARY TEACHING

3 UNITS

*Prerequisites:* None

*Recommended Prep:* ENGL M01A or ENGL M01AH

*Class Hours:* 3 lecture

*C-ID:* EDUC 200

Introduces the concepts and issues related to teaching diverse learners in today's contemporary schools, Pre-Kindergarten through grade 12 (P-12). Includes such topics as teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. Applies to Associate Degree. Transfer credit: CSU; UC

### EDU M08 – CHILDREN'S ART WITHIN A MULTICULTURAL PERSPECTIVE

3 UNITS

*Prerequisites:* None

*Recommended Prep:* CD M02 and CD M14 or EDU M02

*Class Hours:* 3 lecture

Presents theoretical foundations and practices for designing art curricula that reflect P-12 educational state standards and common core standards. Emphasizes the creation of hands-on artistic projects, the importance of art in the child's development, and the understanding of multicultural art traditions in subject matter, materials, and processes. Provides opportunities for students to gain basic art skills, understand the creative process, and investigate the critique process. Examines supportive environments and selecting materials and experiences appropriate to individual children. Examines historical contexts and indigenous aesthetics as they relate to the development of primary skills and appreciation for art and the creative process. (Same course as CD M08) CA Child Development Permit. Applies to Associate Degree. Transfer Credit: CSU

### EDU M10 – DEVELOPING LITERACY IN DIVERSE CLASSROOMS

3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

Provides an understanding of learning and teaching literacy in a diverse, technologically complex society. Focuses on providing students with knowledge of a comprehensive balanced literacy approach. Includes an understanding and use of the major descriptors of developing literacy, appropriate assessment methods and instruments, and a developmental and analytical appreciation for writing strategies, conventions, applications, and interpretation of texts and genres. Applies to Associate Degree. Transfer credit: CSU

### EDU M80 – INTERNSHIP IN EDUCATION

1 TO 4 UNITS

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

## EMERGENCY MEDICAL TECHNICIAN

*Program Purpose: The Emergency Medical Technician program will provide students with the practical knowledge and skills to be prepared for the National Registry Emergency Medical Technician certification examination.*

The Emergency Medical Technician (EMT) functions as an entry-level emergency healthcare team member and provider of emergency care. Upon completion of this one semester program, the student will be prepared for the two part National Registry Emergency Medical Technician (NREMT) certification examination. Current health insurance, a current American Heart Association CPR BLS Provider card, Los Angeles City Hospital Fire & Life Safety Card and clearance of health appraisal, background check, and drug screening is required prior to clinical rotations and for continued enrollment in the course. Students who do not complete the requirements for clinical participation by the dates provided at the beginning of the term will be unable to complete the course. Due to clinical partners' contractual requirements, students must be 18 years old by the start of the classes. There are no exceptions.

### DEAN

Carol Higashida, Phone (805) 378-1459

### ALLIED HEALTH COORDINATOR

John Everlove Phone (805) 553-4132

### FACULTY

Emmanuel Godinez, Dan Kost, Kristen Shorts

### COUNSELORS

Lydia Basmajian

### TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

## EMERGENCY MEDICAL TECHNICIAN PROFICIENCY AWARD

The Emergency Medical Technician Program provides students with the practical knowledge and skills to be prepared for the National Registry Emergency Medical Technician (NREMT) certification examination and to function as an EMT in pre-hospital settings.

To earn a Proficiency Award in Emergency Medical Technician students must complete 8 specified units.

REQUIRED COURSES		UNITS
EMT M01	Emergency Medical Technician	6.0
EMT M01L	Emergency Medical Technician-Laboratory	2.0
<b>TOTAL UNITS</b>		<b>8.0</b>

### Emergency Medical Technician Program Requirements

Eligibility to participate in the clinical experience is contingent upon receiving all mandatory requirements by the specified deadline. Students who do not complete the requirements for clinical participation by the dates provided at the beginning of the term will be unable to complete the course.

- A Physical Exam documented on the Moorpark College Health Appraisal form, which considers the student free from communicable diseases; (proof of immunity to rubella, mumps, rubella, hepatitis B, & varicella); tuberculosis clearance; and the ability to function in a pre-hospital and hospital setting.
- Proof of a current American Heart Association Cardiopulmonary Resuscitation Basic Life Support Provider (BLS Provider) card (will be checked the first day of the courses).
- Criminal background check and drug screen clearance; paid by the student and through an agency approved by the Health Sciences Department.
- Los Angeles City Hospital Fire & Life Safety Card
- Proof of health insurance

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Emergency Medical Technician Proficiency Award will be:

- be prepared to take the standardized Emergency Medical Technician National Certification skills and written tests.

## EMERGENCY MEDICAL TECHNICIAN COURSES

### EMT M01 – EMERGENCY MEDICAL TECHNICIAN

**6 UNITS**

*Prerequisites: Current American Heart Association Basic Life Support Provider (BLS Provider) CPR card.*

*Corequisites: EMT M01L*

*Recommended Prep: NS M19*

*Class Hours: 6 lecture*

Prepares students to render pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured, or during inter-facility transfer. Introduces topics in the field of emergency care including anatomy, physiology, patient assessment, medical and traumatic emergencies and injuries. Successful completion of this course and EMT M01L will prepare the student to take the National Registry of EMT (NREMT) Basic Exam (provided all other requirements are met). Students are required to bring a current American Heart Association Basic Life Support Provider (BLS Provider) CPR card to the first day of class to remain enrolled in the class. Due to clinical facility requirements, students must be 18 years old by the first day of class. Evidence of current health insurance and clearance of health appraisal, background check, and drug screening is required prior to clinical rotations and for continued enrollment in the course. (Formerly HS M24). Applies to Associate Degree. Transfer credit: CSU

### EMT M01L – EMERGENCY MEDICAL TECHNICIAN- LABORATORY

**2 UNITS**

*Prerequisites: Current American Heart Association Basic Life Support Provider (BLS Provider) CPR card.*

*Corequisites: EMT M01*

*Class Hours: 6 lab*

Prepares the student to render pre-hospital basic life support at the scene of an emergency, during transport of the sick, injured or during inter-facility transfer. Applies the theory of patient assessment and emergency care presented in skills lab setting in a mock casualty emergency situation. Provides skills training and clinical experience in an emergency room and/or on an emergency vehicle. Successful completion of this course and EMT M01 will prepare the student to take the National Registry of EMT (NREMT) Basic Exam (providing all other requirements are met). Students are required to bring a current American Heart Association Basic Life Support Provider (BLS Provider) CPR card to the first day of class to remain enrolled in the class. Due to clinical facility requirements, students must be 18 years old by the first day of class. Evidence of current health insurance and clearance of health appraisal, background check, and drug screening is required prior to clinical rotations and for continued enrollment in the course. (Formerly HS M24L.) Applies to Associate Degree. Transfer credit: CSU

### EMT M04 – EMT-REFRESHER

**2 UNITS**

*Prerequisites: Current EMT Certification issued in California or expired no more than 24 months from effective date.*

*Class Hours: 2 lecture*

Updates the skills and knowledge of the Emergency Medical Technician to meet State/National Registry of Emergency Medical Technicians (NREMT) requirements for recertification. Reviews life support assessment, emergency interventions and the use of emergency equipment and supplies. EMT-1 (Basic) Certification or expired EMT-1 (Basic) Certification – not more than 24 months from expiration date and from a U.S. state. Can be used only once toward AA/AS Degree. (Formerly HS M24R). Applies to Associate Degree. Transfer credit: CSU. NOTE: Students may repeat this course if legally mandated.



# ENGINEERING

*Program Purpose: Engineering Program prepares students for transferring to degree completion programs or for earning an Associate of Science Degree by providing high quality education, rigorous UC and CSU transferrable engineering courses, with the student-first approach, in order to help students succeed in their educational and career goals. It also prepares students for the work place by providing them with the skills necessary for internships or entry level engineering positions. Students who complete engineering courses will understand the application of engineering principles to the design and manufacturing of products and critically evaluate observations and measurements through the use of accepted engineering methods. They will also be able to apply physical laws, engineering concepts and formulas to analyze engineering problems and synthesize solutions qualitatively and quantitatively. Completers will also communicate engineering design ideas and solutions to problems through engineering drawings, oral presentations, and technical writing.*

The field of engineering is a particularly broad one that offers several areas in which to specialize. The lower division course work described below provides basic preparation for any of these choices.

## DEAN

Robert Cabral, Phone (805) 378-1572

## FACULTY

Scarlet Relle

## COUNSELORS

Daniel Aguilar, Danita Redd, Samantha Zaldivar

## TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

## ASSOCIATE IN SCIENCE IN ENGINEERING DEGREE

The Associate in Science in Engineering develops and advances the ability to apply knowledge of mathematics, science, and engineering to identify, formulate, and solve engineering problems, and to evaluate solutions of these problems based on engineering concepts and principles.

Completing the Associate in Science in Engineering will prepare students for transferring to universities as well as entry-level engineering positions for those seeking immediate employment.

To earn an Associate in Science in Engineering, students must complete 41-46 specified units, plus General Education Degree Requirements.

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

REQUIRED COURSES	UNITS
<b>Complete the following courses (42 units):</b>	
CHEM M01A/M01AH General Chemistry I/Honors	5.0
ENGR M04 Engineering and Design/CAD	3.0
ENGR M12 Engineering Materials	3.0
ENGR M12L Engineering Materials Laboratory	1.0
MATH M25A/M25AH Calculus with Analytical Geometry I/Honors	5.0
MATH M25B Calculus with Analytical Geometry II	5.0
MATH M25C Calculus with Analytical Geometry III	5.0
PHYS M20A Mechanics of Solids and Fluids	4.0
PHYS M20AL Mechanics of Solids and Fluids Laboratory	1.0
PHYS M20B Thermodynamics, Electricity and Magnetism	4.0
PHYS M20BL Thermodynamics, Electricity and Magnetism Laboratory	1.0
UNITS from ELECTIVES	4.0-9.0
<b>TOTAL UNITS</b>	<b>41.0-46.0</b>

## ELECTIVES

### Select and complete (4-9 units):

ENGR M01	Introduction to Engineering	2.0
ENGR M07	SolidWorks I-Engineering Mechanical Design	3.0
ENGR M08	SolidWorks II-Engineering Design Practicum	3.0
ENGR M10	Programming and Problem-Solving in MATLAB	3.0
ENGR M16	Engineering Statics and Strength of Materials	4.0
ENGR M18	Engineering Dynamics	3.0
ENGR M20	Electrical Engineering Fundamentals	3.0

### AND

ENGR M20L	Electrical Engineering Fundamentals Laboratory	1.0
PHYS M20C	Wave Motion, Optics and Modern Physics	4.0
PHYS M20CL	Wave Motion, Optics and Modern Physics Laboratory	1.0

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Engineering will be able to:

- Discuss engineering concepts and principles, and apply engineering formulas.
- Devise logical approaches to solving engineering problems, and assess the reasonableness of the solutions according to engineering concepts and principles.
- Explain and apply the engineering design process.
- Demonstrate effective oral and written communication skills.
- Conduct reliable independent work and develop the skills necessary for effective teamwork.

## ENGINEERING COMPUTER AIDED DESIGN AND DRAFTING: SOLIDWORKS CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Engineering Computer-Aided Design and Drafting: SOLIDWORKS prepares students to work in the engineering industry to create technical drawings for the design of many different products, machines, and structures ranging in size from small microchips to large aircrafts. Students completing this program will be well versed in 3-D SOLIDWORKS drawing software, and will be prepared to take the Certified SOLIDWORKS Associate-Academic, and Certified SOLIDWORKS Professional examinations. Students earning the two Certifications in SOLIDWORKS will be able to enter their name in the industry database with a link to their resume. Furthermore, with the Professional SOLIDWORKS Certification students may obtain a business card from SOLIDWORKS which they can use during job interviews.

## REQUIRED COURSES

### Complete the following courses (12 units):

ENGR M04	Engineering Design/CAD	3.0
ENGR M07	SolidWorks I-Engineering Mechanical Design	3.0
ENGR M08	SolidWorks II-Engineering Design Practicum	3.0

**TOTAL UNITS 9.0**

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the certificate in Engineering Computer Aided Design and Drafting: SOLIDWORKS will be able to:

- demonstrate preparedness for the Certified SolidWorks Associate-Academic (CSWA-Academic), and Certified SolidWorks Professional (CSWP) examinations.
- demonstrate skills necessary in using AutoCAD's 2-D drawing software and SolidWorks 3-D modeling software to create technical drawings, plans, and designs in order to help the engineers and the architects with the design of any different products, machines, and structures.

## ENGINEERING COURSES

### ENGR M01 – INTRODUCTION TO ENGINEERING

**2 UNITS**

*Prerequisites:* None

*Class Hours:* 1 lecture, 3 lab

*C-ID:* ENGR 110

Explores the branches of engineering, the engineering profession, the interface of the engineer with society, and engineering ethics. Explains the engineering education process and explores effective strategies for students to reach their full academic potential. Introduces the methods of engineering analysis, engineering design and problem solving. Develops written, computer and oral communication skills in analyzing and presenting data in engineering design and problem solving. Applies to Associate Degree. Transfer credit: CSU; UC

### ENGR M04 – ENGINEERING DESIGN/CAD

**3 UNITS**

*Prerequisites:* MATH M06 or MATH M07

*Class Hours:* 2 lecture, 3 lab

Develops engineering drawing skills through manual and computer-aided drafting (CAD) in two- and three-dimensions. Improves three-dimensional spatial visualization skills. Utilizes principles of orthographic drawing, pictorial drawing, and descriptive geometry. Covers principles of orthographic projections; graphical presentation of normal, inclined, and oblique surfaces; auxiliary and sectional views; dimensioning; and tolerances. Builds an understanding for the engineering problem solving and design process through design projects. Applies to Associate Degree. Transfer credit: CSU; UC (ENGR M04, DRFT M02A, and DRFT M02B combined: maximum credit, one course.)

### ENGR M05 – 2-DIMENSIONAL COMPUTER-AIDED DRAWING AND DESIGN WITH AUTOCAD

**3 UNITS**

*Prerequisites:* ENGR M04

*Class Hours:* 2 lecture, 3 lab

Develops further engineering drawing skills through computer-aided design (CAD) software in two dimensions using AutoCAD. Includes instruction in 2D vector-based drawings for architectural design, industrial design, and various civil, electrical, and mechanical engineering projects. Covers technological approaches and best practices in representing engineering design concepts in response to a problem need. Continues to develop a deeper understanding and a more sophisticated working knowledge of AutoCAD's many features and capabilities in preparation for industry certification, namely the AutoCAD Certified User (ACU) certification. Applicable towards AutoCAD Certified User (ACU) certification program. Applies to Associate Degree. Transfer credit: CSU

### ENGR M07 – SOLIDWORKS I ENGINEERING MECHANICAL DESIGN

**3 UNITS**

*Prerequisites:* ENGR M04

*Class Hours:* 2 lecture, 3 lab

Matures further engineering drawing skills through computer-aided design (CAD) software in three dimensions using SolidWorks. Enhances three-dimensional (3D) spatial visualization and refinement of 3D modeling representations. Covers principles in mechanical design, design methodology, design for manufacturing, and cultivates topics in engineering materials selection and metal forming/removal theory through various case studies and examples. Advances further the understanding of the engineering design process and problem solving through design projects. Applicable towards a certification program known as Certified SolidWorks Associate-Academic (CSWA-Academic). Applies to Associate Degree. Transfer credit: CSU

### ENGR M08 – SOLIDWORKS II ENGINEERING DESIGN PRACTICUM

**3 UNITS**

*Prerequisites:* ENGR M07

*Class Hours:* 2 lecture, 3 lab

Develops further the various application and analysis tools available in SolidWorks for a more comprehensive three-dimensional modeling of engineering designs. Explores various features for model configuration and modification, including using linked variables and equations. Advances further the understanding of the engineering design process and problem solving through design projects. Applicable towards a certification program known as Certified SolidWorks Professional (CSWP) Certification. Applies to Associate Degree. Transfer credit: CSU

### ENGR M10 – PROGRAMMING AND PROBLEM-SOLVING IN MATLAB

**3 UNITS**

*Prerequisites:* MATH M25A or MATH M25AH

*Class Hours:* 2 lecture, 3 lab

*C-ID:* ENGR 220

Utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem solving methods relevant to science and engineering. Introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Uses examples and assignments in the course which are drawn from practical applications in engineering, physics, and mathematics. Applies to Associate Degree. Transfer credit: CSU; UC

### ENGR M12 – ENGINEERING MATERIALS

**3 UNITS**

*Prerequisites:* CHEM M01A, CHEM M01AH, and PHYS M20A

*Class Hours:* 3 lecture

Examines the interrelationships between processing, structure, properties, and performance of various engineering materials such as metals, polymers, ceramics, composites, and semiconductors. Investigates the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Emphasizes developing an ability to select appropriate materials to meet engineering design criteria. Requires a design project on material properties, selection, and application. Applies to Associate Degree. Transfer credit: CSU; UC

### ENGR M12L – ENGINEERING MATERIALS LABORATORY

**1 UNIT**

*Prerequisites:* ENGR M12 or concurrent enrollment

*Class Hours:* 3 lab

Provides opportunities to directly observe and study the interrelationships between engineering materials' structure and properties. Teaches the operation of engineering materials testing equipment, data gathering and analysis, and technical writing mechanics through formal laboratory reports. Applies to Associate Degree. Transfer credit: CSU; UC

### ENGR M16 – ENGINEERING STATICS AND STRENGTH OF MATERIALS

**4 UNITS**

*Prerequisites:* PHYS M20A and PHYS M20AL and MATH M25B or concurrent enrollment in MATH M25B

*Class Hours:* 4 lecture

*C-ID:* ENGR 130

Examines the relationships which exist between two important branches of mechanics, namely, statics and strength of materials. Applies the principles of statics to the study of forces both external and internal to the body, moments and couples, responsible for maintaining a state of equilibrium. Uses the principles of strength to investigate the effects of external and internal loadings on the stability and deformation of the body. Analyzes two- and three-dimensional force systems including frictional forces, support reactions, and distributed forces with respect to rigid bodies, trusses, frames, machines, beams, shafts, and thin-walled pressure vessels. Incorporates concepts of centroids, area moments of inertia, stresses, strains, Mohr's Circle, shear and bending moment diagrams, ductile and brittle failure theories, and deformations associated with axial, torsional and flexural loadings. Surveys analysis of statically indeterminate axially loaded members. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGR M18 – ENGINEERING DYNAMICS****3 UNITS***Prerequisites: ENGR M16**Class Hours: 3 lecture**C-ID: ENGR 230*

Studies fundamentals of kinematics and kinetics in describing the motion of particles and rigid bodies, and introduces the concepts of free and forced mechanical vibrations. Investigates kinematics principles for analyzing rectilinear and curvilinear motion of particles and plane motion of rigid bodies. Uses kinetics principles, including Newton's laws of motion, work-energy and impulse-momentum principles, to examine causes of motion and to predict the type of motion caused by the application of forces. Studies mechanical vibrations of particles and rigid bodies in terms of simple harmonic motion. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGR M20 – ELECTRICAL ENGINEERING FUNDAMENTALS 3 UNITS***Prerequisites: PHYS M20B and MATH M35 or concurrent enrollment**Class Hours: 3 lecture*

Introduces analysis of electrical circuits using analytical techniques based on the application of circuit laws and network theorems. Studies direct current (DC) and alternating current (AC) circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and switches. Investigates natural and forced responses of first and second order resistor-inductor-capacitor (RLC) circuits, use of phasors, AC power generation including power transfer and power factor correction calculations, and energy concepts. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGR M20L – ELECTRICAL ENGINEERING FUNDAMENTALS LAB****1 UNIT***Prerequisites: PHYS M20BL and ENGR M20 or concurrent enrollment**Class Hours: 3 lab**C-ID: ENGR 260L*

Examines the operation of basic electrical and electronic circuits. Provides practical knowledge for designing, constructing, and trouble shooting of electrical circuits and basic operational amplifier circuits using real circuit components and circuit simulation software. Teaches the basic use of electrical testing and measuring instruments, including multimeters, oscilloscopes, function generators, and power supplies, while considering tolerance value and non-ideal aspects of laboratory instruments. Emphasizes the interpretation of measured and simulated data based on principles of circuit analysis for direct current, transient, and sinusoidal steady-state or alternating current conditions. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGR M33 – INTRODUCTION TO ENVIRONMENTAL ENGINEERING****3 UNIT***Prerequisites: None**Recommended Prep: CHEM M12 and MATH M03 or MATH M03B**Class Hours: 3 lecture*

Introduces local and global environmental pollution issues. Focuses on air, water, and soil pollution by identifying the various sources of contamination, examining the processes responsible for contaminant transformation and transportation, investigating the various methods of contaminant removal, and considering the effects of these contaminants on the health of humans and the ecosystems. Discusses and analyzes the relevant physical, chemical and biological principles responsible for all the aforementioned processes. Identifies and explains the applicable federal, state and local regulatory practices. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGR M33L – ENVIRONMENTAL ENGINEERING LAB 1 UNIT***Prerequisites: ENGR M33 or concurrent Enrollment**Class Hours: 3 lab*

Provides students with working knowledge of physical, chemical, and biological processes that control environmental pollution transport, transformation, and remediation. Explores various laboratory techniques in analytical chemistry and microbial biology related to identification and quantification of inorganic and organic contaminants present in soil, water, wastewater, and air samples. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGR M35 – SOLID WASTE AND HAZARDOUS WASTE MANAGEMENT****3 UNIT***Prerequisites: ENGR M33**Class Hours: 3 lecture*

Provides students with a working knowledge of solid waste and hazardous waste management practices including waste generation, minimization, transport, treatment, recycling, storage, and disposal. Identifies and explains the applicable federal, state, and local regulatory policies. Assesses the consequences of these regulations, and the various waste management practices, on the public health and safety as well as environmental sustainability. Surveys waste management techniques pertaining to plastic wastes, biomedical wastes, and electronic wastes. Draws examples and assignments from practical applications in the field of environmental engineering. Applies to Associate Degree. Transfer credit: CSU

**ENGR M80 – INTERNSHIP IN ENGINEERING 1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

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

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

**ENGINEERING TECHNOLOGY**

*Program Purpose: Electronics and Mechatronics Engineering Technology Programs prepare students to work in engineering and technology related industries to help engineers design, develop, and troubleshoot electrical, mechanical, and electronic equipment and systems, including robotics. Students completing the engineering technology programs will be well versed in operational characteristics, architecture, and application of various electronic and electromechanical devices through course work that heavily incorporates experiential learning. Students will be strongly encouraged and provided with opportunities to participate in internship programs with local industries through Moorpark College.*

**DEAN**

Robert Gabral

**FACULTY**

Scarlet Relle

**COUNSELORS****TRANSFER INFORMATION**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.



## ENGINEERING TECHNOLOGY COURSES

### ENGT M02 – DIGITAL CIRCUITS

3 UNITS

*Prerequisites:* None

*Recommended Prep:* Knowledge of Elementary Algebra the equivalent of MATH M01 is recommended.

*Class Hours:* 2 lecture, 3 lab

Studies the construction and application of logic circuits as they relate to modern electronic computers and digital systems by applying Boolean algebra, mathematics, and number systems. Analyzes basic gate and digital circuits and their integration (MSI - medium scale integration and LSI - large scale integration) into complete systems. Describes and incorporates circuit simplifications, mapping, digital counters, registers, encoders/decoders, converters and timing. Applies to Associate Degree. Transfer credit: CSU

### ENGT M04 – BASIC ELECTRONICS

3 UNITS

*Prerequisites:* None

*Recommended Prep:* Ability to solve simple algebraic linear equations in one variable.

*Class Hours:* 2 lecture, 3 lab

Introduces the basics of electrical theory and devices including Ohm's Law, magnetism, electromagnetism, voltage, resistance, current, inductance, capacitance, reactance, impedance, phase angle, power-factor, current control devices, sensors and actuators, transformers, motors, power distribution systems, and proper usage of electrical test equipment. Uses concepts of electrical power (Watts, Volt-Amps, Volts-Amps reactive units), energy, and Kirchhoff's Laws, along with basic math to solve fundamental electrical problems related to both alternating current (AC) and direct current (DC) circuits. Addresses basic electrical safety procedures. Applies to Associate Degree. Transfer credit: CSU

### ENGT M06 – INTRODUCTION TO MICROPROCESSORS AND MICROCONTROLLERS

3 UNITS

*Prerequisites:* ENGT M02

*Class Hours:* 2 lecture, 3 lab

Introduces the basics of microprocessor and microcontroller functions and architecture including internal operations, input/output (I/O) ports, tri-state buses, memory, instruction sets, interrupts, addressing modes, and address decoding. Uses machine language and assembly language programming and logical and mathematical operations for assembly, Peripheral Interface Adapter (PIA) interfacing as well as troubleshooting techniques. Includes the design of hardware, software, and interfacing circuitry to provide microprocessor- or microcontroller-based functions or systems. Applies to Associate Degree. Transfer credit: CSU

### ENGT M10 – INTRODUCTION TO UNMANNED AERIAL VEHICLE TECHNOLOGY

3 UNITS

*Prerequisites:* MATH M06 or MATH M07

*Class Hours:* 2 lecture, 3 lab

Introduces topics related to Unmanned Aerial Vehicle (UAV) systems, regulations, and operating principles including aerodynamics, propulsion, flight mechanics, materials, design, mission planning, and various operating environments. Includes historical background, career opportunities, and professionalism in operating UAVs. Presents a wide range of UAV technology and its various uses in industry. Studies current and former Federal Aviation Administration (FAA) regulations regarding UAV systems and operations. Develops basic operating skills for quad-rotor configured unmanned aircrafts. This course prepares students for Part 107 Drone (UAS - Unmanned Aerial Systems) licensing. Applies to Associate Degree. Transfer credit: CSU

### ENGT M12 – RADAR FUNDAMENTALS

3 UNITS

*Prerequisites:* MATH M06 or MATH M07

*Class Hours:* 2 lecture, 3 lab

Introduces the basics of radar technology, emphasizing the fundamentals of modern civilian and defense radar systems. Examines the principles governing the operations and applications of radars used in air traffic controls, ships and boats, defense industry, automotive industry, testing instrumentation, and sensors. Applies to Associate Degree. Transfer credit: CSU

### ENGT M28 – CAPSTONE PROJECT IN ELECTRONICS ENGINEERING TECHNOLOGY

2 UNITS

*Prerequisites:* ENGT M02; ENGT M04; ENGT M06; ENGT M20

*Class Hours:* 6 lab

Provides engineering design experience by requiring the integration of knowledge gained in previous coursework related to electronics engineering technology. Incorporates the engineering design process, problem solving and troubleshooting, teamwork, project management, technical writing, and project presentation skills. Applies to Associate Degree. Transfer credit: CSU

## ENGLISH

*Program Purpose:* Students who complete English courses will be able to communicate effectively using appropriate rhetorical strategies; use critical thinking and creative expression in reading, writing, and oral communication; access, evaluate, and incorporate information effectively to accomplish a specific purpose; demonstrate an understanding of genre, concepts, themes, style, and tone in a piece of fiction or nonfiction, appreciate the interaction of content and style, and incorporate insights from criticism into an analysis of the readings; and relate the literature to its historical and cultural context and to their own lives.

The study of English offers a basic understanding of reading and writing skills and an appreciation of literature. The more practical skills offered by the study of English -- effective reading, writing and thinking -- are applicable to all education careers and civic responsibilities.

### DEAN

Samuel Lingrosso, Phone (805) 378-1443

### FACULTY

Jeffrey Baker, David Birchman, Katherine Booth, Wade Bradford, Tamara Coleman-Hill, Sona Dombourian, Elizabeth Gillis-Smith, Jeremy Kaye, Ryan Kenedy, Kyle Loughman, Kara Lybarger-Monson, Jerry Mansfield, Judith Ramos, Diane Scrofano, Sydney Sims, Nils Slattum, Tracy Tennenhouse

### COUNSELORS

Anitra Evans-Tykeson, Trulie Thompson

### TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in English who wish to qualify for an Associate Degree could explore Liberal Studies as a possible major.

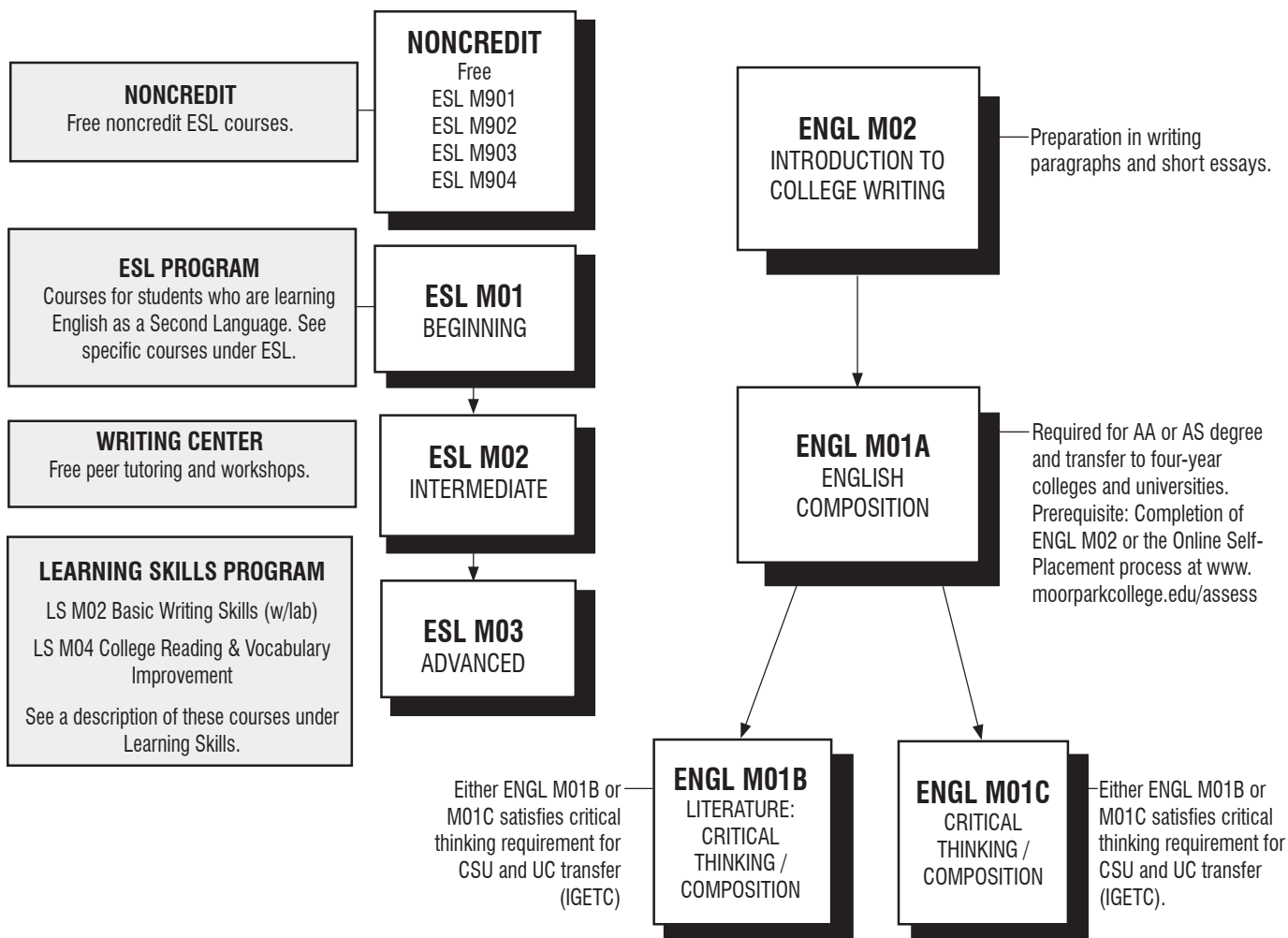
### DECIDING ON YOUR FIRST MOORPARK COLLEGE ENGLISH COURSE

The English Self-Placement Guide helps each student decide on the best entry-level English course to take, given individual needs and abilities. Effective placement saves students time and money as they progress through their academic careers. Students can complete the assessment process online at [moorparkcollege.edu/assess](http://moorparkcollege.edu/assess) or visit the Counseling office for help making this important decision.

# Sequence of English and English as a Second Language (ESL) Courses

**English:** To determine the best starting point in the English sequence, complete the English Self-Placement process, online at [www.moorparkcollege.edu/assess](http://www.moorparkcollege.edu/assess).

**ESL:** To determine the best starting point in the ESL sequence, read the course descriptions and the frequently asked questions at [www.moorparkcollege.edu/esl](http://www.moorparkcollege.edu/esl). Choose your class level and attend the first class meeting. ESL students will receive an orientation and individualized placement recommendation at the first class meeting. Changes of class level will be readily accommodated. More basic noncredit courses are also offered.



## ADVANCED ENGLISH COURSES

ENGL M10A/B	Creative Writing	ENGL M20	Introduction of Drama
ENGL M13A/B	Major American Writers I & II	ENGL M29A/B	Bible as Literature, Old & New Testaments
ENGL M14	Introduction to Poetry	ENGL M30A/M30B	Masterpieces of World Literature I & II
ENGL M15A/B	Survey of English Literature I & II	ENGL M40	Children's Literature
ENGL M16	Introduction to Fiction	ENGL M47	Literary Magazine Publication
ENGL M17	Shakespeare		

## ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER DEGREE

The study of English offers a basic understanding of reading and writing skills and an appreciation of literature. The more practical skills offered by the study of English -- effective reading, writing and thinking -- are applicable to all education careers and civic responsibilities.

The Associate in Arts in English for Transfer (AA-T in English) is intended for students who plan to transfer and complete a bachelor's degree in English, English Literature, or Creative Writing major at a CSU campus. Students completing this degree (AA-T) are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements, as this AA-T in English degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in English, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. 19 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

### REQUIRED CORE

#### Select and complete 4 units:

ENGL M01B/M01BH	Literature: Critical Thinking and Composition/Honors	4.0
UNITS from LIST A		6.0
UNITS from LIST B		6.0
UNITS from LIST C		3.0

### TOTAL UNITS

19.0

#### LIST A - Complete two courses from the following (6 units):

ENGL M13A	Major American Literature I	3.0
ENGL M13B	Major American Literature II	3.0
ENGL M15A	Survey of English Literature I	3.0
ENGL M15B	Survey of English Literature II	3.0
ENGL M30A	Masterpieces of World Literature I	3.0
ENGL M30B	Masterpieces of World Literature II	3.0

#### LIST B - Complete two courses from the following (6 units):

Any course(s) from LIST A not already used.		
ENGL M10A	Creative Writing	3.0
ENGL M14	Introduction to Poetry	3.0
ENGL M16	Introduction to Fiction	3.0
ENGL M17	Shakespeare	3.0
ENGL M20	Introduction to Drama	3.0

#### LIST C - Complete one course from the following (3 units):

Any course(s) from LIST A or LIST B not already used		
ANTH M08	Linguistic Anthropology	3.0
BUS M39	Business Communication	3.0
COMM M05	Oral Interpretation of Literature	3.0
ENGL M01C/M01CH	Critical Thinking and Composition/Honors	3.0
ENGL M10B	Advanced Creative Writing	3.0
ENGL M29A	The Bible as Literature (Old Testament)	3.0
ENGL M29B	The Bible as Literature (New Testament)	3.0
ENGL M40	Children's Literature	3.0
ENGL M47	Literary Magazine Publication	3.0
FTVM M01	Introduction to Mass Communications	3.0
HUM M07	Survey of the Arts	3.0
JOUR M01	Introduction to Mass Communications	3.0
THA M01/M01H	Introduction to Theatre/Honors	3.0

Any course from LIST A or B not already used

## PROGRAM STUDENT LEARNING OUTCOMES

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

- communicate effectively using appropriate rhetorical strategies.
- utilize critical thinking skills through reading, writing, and oral communication.
- access, evaluate, and incorporate information effectively to accomplish a specific purpose.
- relate literature to its historical and cultural context and to their lives.

## ENGLISH COURSES

### ENGL M01A – ENGLISH COMPOSITION

4 UNITS

*Prerequisites:* ENGL M02 or placement as determined by the college's multiple measures assessment process.

*Class Hours:* 4 lecture

*C-ID:* ENGL 100

Emphasizes expository writing and research, demonstrating principles of thesis and support, rhetorical organization, control of diction, clear sentence and paragraph construction, and command of the conventions of English usage. Develops analytical and interpretive reading skills. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### ENGL M01AH – HONORS: ENGLISH COMPOSITION

4 UNITS

*Prerequisites:* ENGL M02 or placement as determined by the college's multiple measures assessment process.

*Class Hours:* 4 lecture

*C-ID:* ENGL 100

Emphasizes expository writing and research, demonstrating principles of thesis and support, rhetorical organization, control of diction, clear sentence and paragraph construction, and command of the conventions of English usage. Develops analytical and interpretive reading skills. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### ENGL M01B – LITERATURE: CRITICAL THINKING AND COMPOSITION

4 UNITS

*Prerequisites:* ENGL M01A or ENGL M01AH

*Class Hours:* 4 lecture

*C-ID:* ENGL 110, ENGL 120

Develops critical thinking and writing skills in close textual analysis of issues and themes in fiction, poetry, and drama as well as in non-fictional literature and literary criticism. Reviews deductive and inductive reasoning, recognition and avoidance of logical fallacies, and relationships between language and meaning while emphasizing detailed critical analysis. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.



**ENGL M01BH – HONORS LITERATURE: CRITICAL THINKING AND COMPOSITION 4 UNITS**

*Prerequisites: ENGL M01A or ENGL M01AH with a grade B or higher*

*Class Hours: 4 lecture*

*C-ID: ENGL 110, ENGL 120*

Develops critical thinking and writing skills in close textual analysis of issues and themes in fiction, poetry, and drama as well as in non-fictional literature and literary criticism. Reviews deductive and inductive reasoning, recognition and avoidance of logical fallacies, and relationships between language and meaning while emphasizing detailed critical analysis. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**ENGL M01C – CRITICAL THINKING AND COMPOSITION 3 UNITS**

*Prerequisites: ENGL M01A or ENGL M01AH*

*Class Hours: 3 lecture*

*C-ID: ENGL 105*

Develops advanced skills in critical thinking, reading, and writing. Focuses primarily on the analysis and evaluation of non-fiction works to develop logical reasoning as well as analytical and argumentative writing skills. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**ENGL M01CH – HONORS: CRITICAL THINKING AND COMPOSITION 3 UNITS**

*Prerequisites: ENGL M01A or ENGL M01AH, with a grade of B or higher*

*Class Hours: 3 lecture*

*C-ID: ENGL 105*

Develops advanced skills in critical thinking, reading, and writing. Focuses primarily on the analysis and evaluation of non-fiction works to develop logical reasoning as well as analytical and argumentative writing skills. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**ENGL M02 – INTRODUCTION TO COLLEGE WRITING 3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Introduces collegelevel writing, focusing on composing clear, organized paragraphs and short essays that demonstrate the development and support of coherent central ideas with relevant reasoning and examples. Offers instruction in the writing process (preparation, organization, development, revision, editing) as well as grammar, punctuation, and sentence structure. Applies to Associate Degree.

**ENGL M03 – WRITING SKILLS 3 UNITS**

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

Emphasizes basic writing skills through intensive practice in developing ideas, making clear statements, and organizing information at the level of the paragraph and short essay. Stresses grammar, spelling, vocabulary, and sentence structure in order to compose, revise, and edit essays through regular practice in the computer lab. Does NOT apply to Associate Degree.

**ENGL M10A – CREATIVE WRITING 3 UNITS**

*Prerequisites: ENGL M01A or ENGL M01AH*

*Class Hours: 3 lecture*

*C-ID: ENGL 200*

Practices critique and revision of original work in poetry and fiction and stresses writing techniques useful for finding a voice. Introduces advanced study of literary forms, emphasizing prose and poetry through practice, discussion, and analysis with a goal of publication. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M10B – ADVANCED CREATIVE WRITING 3 UNITS**

*Prerequisites: ENGL M10A*

*Class Hours: 3 lecture*

Practices critique and revision of original work in poetry and fiction and stresses writing techniques useful for finding a voice. Introduces advanced study of literary forms, emphasizing prose and poetry through practice, discussion, and analysis with a goal of publication. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M13A – SURVEY OF AMERICAN LITERATURE I 3 UNITS**

*Prerequisites: ENGL M01A or ENGL M01AH*

*Recommended Prep: ENGL M01B or ENGL M01BH*

*Class Hours: 3 lecture*

*C-ID: ENGL 130*

Surveys American fiction, non-fiction, and poetry from the colonial period to the end of the Civil War. Includes works of Bradstreet, Edwards, Franklin, Poe, Melville, Hawthorne, Emerson, Thoreau, Whitman, Dickinson, Equiano, and Stowe. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M13B – SURVEY OF AMERICAN LITERATURE II 3 UNITS**

*Prerequisites: ENGL M01A or ENGL M01AH*

*Recommended Prep: ENGL M01B or ENGL M01BH*

*Class Hours: 3 lecture*

*C-ID: ENGL 135*

Surveys American fiction, non-fiction, drama, and poetry from the post-Civil War era to the present. Includes works of Twain, Frost, Hemingway, Eliot, Hughes, Morrison, and selected other authors, poets, dramatists, and essayists. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M14 – INTRODUCTION TO POETRY 3 UNITS**

*Prerequisites: ENGL M01A or ENGL M01AH*

*Class Hours: 3 lecture*

Introduces the study of poetry, emphasizing theme, imagery, figurative language, symbolism, rhythm, and diction. Includes poetry in English and in translation. Applies to Associate Degree. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M15A – SURVEY OF ENGLISH LITERATURE I 3 UNITS**

*Prerequisites: ENGL M01A or ENGL M01AH*

*Recommended Prep: ENGL M01B OR ENGL M01BH*

*Class Hours: 3 lecture*

*C-ID: ENGL 160*

Surveys major works of British literature from the Anglo-Saxon period to the 18th century in their literary, historical, and cultural contexts. Includes selected works from Chaucer, Shakespeare, Milton, and other major authors. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M15B – SURVEY OF ENGLISH LITERATURE II 3 UNITS**

*Prerequisites: ENGL M01A or ENGL M01AH*

*Recommended Prep: ENGL M01B or ENGL M01BH*

*Class Hours: 3 lecture*

*C-ID: ENGL 165*

Surveys major works of British literature from the Romantic period to the present in their literary, historical, and cultural contexts. Includes selected works of major Romantic, Victorian, and 20th-century writers. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M16 – INTRODUCTION TO FICTION****3 UNITS***Prerequisites: ENGL M01A or ENGL M01AH**Recommended Prep: ENGL M01B or ENGL M01BH**Class Hours: 3 lecture*

Focuses on the analysis and interpretation of representative short stories and novels. Examines the connection between content and form in fiction, and compares/contrasts the approaches, content, and style among various writers, cultures, and time periods. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M17 – SHAKESPEARE****3 UNITS***Prerequisites: ENGL M01A or ENGL M01AH**Recommended Prep: ENGL M01B or ENGL M01BH**Class Hours: 3 lecture*

Surveys several plays, including comedies, histories, tragedies, and problem plays. Discusses works of Shakespeare in their social context. Introduces the sonnets. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M20 – INTRODUCTION TO DRAMA****3 UNITS***Prerequisites: ENGL M01A or ENGL M01AH**Recommended Prep: ENGL M01B or ENGL M01BH**Class Hours: 3 lecture*

Introduces the study of drama in its historical, cultural, and biographical context. Studies plays ranging from ancient Greek tragedy to modern drama, emphasizing analysis and sound critical judgment. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M29A – THE BIBLE AS LITERATURE (OLD TESTAMENT)****3 UNITS***Prerequisites: None**Recommended Prep: ENGL M01A or ENGL M01AH and ENGL M01B or ENGL M01BH**Class Hours: 3 lecture*

Introduces the 39 books of the Old Testament and the Old Testament Apocrypha through lecture, reading, and discussion. Emphasizes literary qualities such as characters, recurrent themes, motifs, images, and symbols, as well as major genres and representative forms of Biblical writings. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M29B – THE BIBLE AS LITERATURE (NEW TESTAMENT)****3 UNITS***Prerequisites: None**Recommended Prep: ENGL M01A or ENGL M01AH and ENGL M01B or ENGL M01BH**Class Hours: 3 lecture*

Introduces the New Testament through lectures, reading, and discussion. Emphasizes literary qualities such as characters, recurrent themes, motifs, images, and symbols, as well as major genres and representative forms of Biblical writings. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M30A – MASTERPIECES OF WORLD LITERATURE I****3 UNITS***Prerequisites: ENGL M01A or ENGL M01AH**Recommended Prep: ENGL M01B or ENGL M01BH**Class Hours: 3 lecture**C-ID: ENGL 140*

Surveys important works of literature from the Americas, Asia, Europe, and Africa in their literary, historical, and cultural context. Includes works from the earliest to about 1650 CE. (Formerly ENGL M30). Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M30B – MASTERPIECES OF WORLD LITERATURE II****3 UNITS***Prerequisites: ENGL M01A or ENGL M01AH**Recommended Prep: ENGL M01B or ENGL M01BH**Class Hours: 3 lecture**C-ID: ENGL 145*

Surveys important works of literature from the Americas, Asia, Europe, Australia, and Africa in their literary, historical, and cultural context. Includes works from 1650 CE to the present. (Formerly ENGL M31). Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M40 – CHILDREN'S LITERATURE****3 UNITS***Prerequisites: ENGL M01A or ENGL M01AH**Recommended Prep: ENGL M01B or ENGL M01BH**Class Hours: 3 lecture**C-ID: ENGL 180*

Introduces children's literature, focusing on discussion and literary analysis of the specific features, historical development, basic genres and kinds of children's literature (fairy tale, fantasy, picture book, adventure story, and contemporary realistic fiction). Covers classics from the golden age of children's literature (1846 to 1908), 20th-century picture books, poetry, and contemporary books for elementary and middle-grade readers. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M47 – LITERARY MAGAZINE PUBLICATION****3 UNITS***Prerequisites: None**Recommended Prep: ENGL M01A or ENGL M01AH**Class Hours: 3 lecture*

Focuses on the strategies and techniques of literary magazine production by using a project-based learning approach. Provides experience in reading, evaluating, editing, and producing literary manuscripts for publication. Produces The Moorpark Review, a creative arts magazine, and other student writing projects. Applies to Associate Degree. Transfer credit: CSU

**ENGL M80 – INTERNSHIP IN ENGLISH****1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

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

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

**ENGLISH AS A SECOND LANGUAGE**

*Program Purpose: Students who successfully complete English as a Second Language courses will improve their English listening, speaking, reading, and writing skills for professional development or to mainstream into college-level courses.*

The English as a Second Language program prepares students for transfer-level courses and improves language facility in social and job situations. Being multilingual is an asset in the local and global job market. To explore specific career options, check the software and online resources available in the Career Transfer Center, (805) 378-1536. See course sequence chart page 175.

**DEAN**

Samuel Lingrosso, Phone (805) 378-1443

**COUNSELORS**

Danita Redd, Trulie Thompson

## ENGLISH AS A SECOND LANGUAGE COURSES

### ESL M01 – BEGINNING ESL

**4 UNITS**

*Prerequisites:* None

*Class Hours:* 4 lecture, 1 lab

Focuses on listening, speaking, reading, and writing skills of beginning English language learners, using daily activities and topics of general interest. Includes group and class discussions and oral presentations. Covers vocabulary acquisition; accurate pronunciation; and grammar review of parts of speech, parts of the sentence, sentence structure and patterns, and verb tenses; reading comprehension of brief paragraphs and essays; and writing paragraphs. Does NOT apply to Associate Degree.

### ESL M02 – INTERMEDIATE ESL

**4 UNITS**

*Prerequisites:* None

*Recommended Prep:* ESL M01 or equivalent

*Class Hours:* 4 lecture, 1 lab

Focuses on listening, speaking, reading, and writing skills of intermediate English language learners using general interest and academic subjects. Includes group and class discussions of text material, TV/video segments and lectures and oral presentations. Stresses vocabulary acquisition, accurate pronunciation, and intonation; grammar study of sentence structure, compound and complex sentences, and reduction of grammar errors; reading comprehension and critical thinking; and writing multi-paragraph essays. Does NOT apply to Associate Degree.

### ESL M03 – ADVANCED ESL

**4 UNITS**

*Prerequisites:* None

*Recommended Prep:* ESL M02 or equivalent

*Class Hours:* 4 lecture, 1 lab

Focuses on listening, speaking, reading, and writing skills of advanced English Language Learners, using cross-curricular and current events subjects. Includes discussions of text and selected materials, TV shows/DVDs, news programs, lectures, and one complete feature film. Emphasizes vocabulary acquisition, accurate pronunciation and intonation; grammar study of sentence correctness and style; reading interpretation, analysis, and application; and writing essays developed by a combination of rhetorical modes. Does NOT apply to Associate Degree.

## ENVIRONMENTAL SCIENCE

*Program Purpose:* Students participating in the Environmental Science program will examine the role and impacts of humans in the ecosystem.

Environmental Science is a multidisciplinary field covering the physical, biological, economical, and legal aspects of the environment.

### DEAN

Robert Cabral, Phone (805) 553-4721

### FACULTY

Brian Swartz

### COUNSELORS

Danita Redd, Samantha Zaldivar

### TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

## ASSOCIATE IN SCIENCE IN ENVIRONMENTAL SCIENCE FOR TRANSFER DEGREE

The Associate in Science in Environmental Science for Transfer Degree (AS-T) is intended for students who plan to transfer and complete a bachelor's degree in Environmental Science at a CSU campus. Students completing this AS-T degree are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on admission to specific universities and their transfer requirements as individual schools may require different or additional course work to that listed for the AS-T in Environmental Science.

To earn an AS-T in Environmental Science, students must:

### REQUIRED COURSES

**UNITS**

#### Select 1 of 2 OPTIONS:

##### OPTION 1: Biology sequence

BIOL M02A/M02AH General Biology I/Honors 5.0

AND

BIOL M02B General Biology II 5.0

AND

CHEM M01A/M01AH General Chemistry I/Honors 5.0

##### OPTION 2: Chemistry sequence

BIOL M02A/M02AH General Biology I/Honors 5.0

AND

CHEM M01A/M01AH General Chemistry I/Honors 5.0

AND

CHEM M01B General Chemistry II 5.0

UNITS from LISTED OPTIONS 6.0

### TOTAL UNITS

**41.0-42.0**

#### LIST A - Select and complete 13-14 units. Students are recommended to complete ENSC M01:

ENSC M01 Environmental Science 3.0

#### Complete MATH M15/M15H and select and complete one other MATH course:

MATH M15/M15H Introductory Statistics/Honors 4.0

MATH M16A Applied Calculus I 3.0

MATH M25A/M25AH Calculus with Analytic Geometry I/Honors 5.0

#### Select and complete either Physical Geology or Physical Geography with corresponding Lab

GEOG M01 Physical Geography 3.0

AND

GEOG M01L Physical Geography Lab 1.0

OR

GEOL M02 Physical Geology 3.0

AND

GEOL M02L Physical Geology Lab 1.0

#### LIST B - Select two to three courses (11 units). NOTE: Physics must be of the same sequence.

ECON M201 Principles of Microeconomics 3.0

PHYS M10A General Physics I 4.0

AND

PHYS M10AL General Physics I Lab 1.0

AND

PHYS M10B General Physics II 4.0

AND

PHYS M10BL General Physics II Laboratory 1.0

OR

PHYS M20A Mechanics of Solids and Fluids 4.0

AND

PHYS M20AL Mechanics of Solids and Fluids Lab 1.0

AND

PHYS M20B Thermodynamics, Electricity and Magnetism 4.0

AND

PHYS M20BL Thermodynamics, Electricity and Magnetism Laboratory 1.0



## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the AS-T in Environmental Science will be able to:

- Diagnose the concept of sustainability, from local through global scales.
- Understand the relationship between photosynthesis and cellular respiration, and explain how thermodynamics underpins living systems.
- Diagram how water and key chemical elements (e.g., carbon, etc.) cycle throughout the earth system.
- Relate population growth with environmental issues.
- Describe the properties, conservation, and role of soil in agriculture, including how water is consumed and managed throughout the anthroposphere.
- Analyze the impacts of modern technologies on living and non-living systems, including the health of human and non-human animals.
- Describe the history and current use of fossil fuels; debate the challenges associated with their use and the relevance of alternative forms of energy (including nuclear) in the modern energy landscape.
- Discuss sources of air, land, and water pollution, including management and legislation that helps to mitigate their impacts on the ecosphere.

## ASSOCIATE IN ARTS IN ENVIRONMENTAL STUDIES DEGREE

To earn an Associate in Arts Degree with a major in Environmental Studies, students complete 20-21 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper-division course work for advanced degrees in Environmental Studies offered by four-year institutions. Since the course work in environmental studies is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in environmental studies. In addition, earning this degree provides a well-rounded basic education to prepare students for entry-level positions in business, government, or non-governmental organizations.

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

REQUIRED COURSES		UNITS
ENSC M01	Environmental Science	3.0
ENSC M01L	Environmental Science Lab	1.0
ENSC M02	Environment and Human Interactions	4.0
ENSC M03	Energy Resources and Conservation	3.0
GEOG M01	Physical Geography	3.0
OR		
MATH M15	Introductory Statistics	4.0
OR		
CHEM M12/M12H	Introductory Chemistry I/Honors	4.0
UNITS from LISTED OPTIONS		6.0

**TOTAL UNITS** **20.0-21.0**

LISTED OPTIONS		UNITS
<b>Choose two Social and Behavioral Sciences from the following:</b>		
ECON M01	Principles of Microeconomics	3.0
GEOG M03/M03H	World Regional Geography/Honors	3.0
POLS M03/M03H	American Government and Politics/Honors	3.0

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Arts in Environmental Studies will be able to:

- demonstrate an understanding of sustainable development and the interactions between society, economy, and environment.

## ASSOCIATE IN SCIENCE IN ENVIRONMENTAL SCIENCE DEGREE

To earn an Associate in Science Degree with a major in Environmental Science, students complete 24-25 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper-division course work for advanced degrees in Environmental Science offered by four-year institutions. Since the course work in environmental science is sequential, students spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in environmental science. In addition, earning this provides students with a knowledge base that will prepare them for work in environmental research, conservation, or consulting.

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

REQUIRED COURSES		UNITS
BIOL M02A	General Biology I	5.0
CHEM M01A	General Chemistry I	5.0
ENSC M01	Environmental Science	3.0
ENSC M01L	Environmental Science Lab	1.0
ENSC M02	Environment and Human Interactions	4.0
ENSC M03	Energy Resources and Conservation	3.0
UNITS from LISTED OPTIONS		3.0-4.0

**TOTAL UNITS** **24.0-25.0**

LISTED OPTIONS		UNITS
<b>Choose one of the following:</b>		
BIOL M05	Field Biology - A Natural History of California	4.0
GEOG M01	Physical Geography	3.0
GEOL M05	The World Ocean	3.0
GIS M01	Introduction to Mapping and Geographic Information Systems (GIS)	3.0

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Environmental Science will be able to:

- quantify the environmental impact of a societal practice.

## PHOTOVOLTAIC TECHNOLOGY PROFICIENCY AWARD

The Proficiency Award in Photovoltaic (PV) Technology is designed for students who would like to develop the skills needed to work as solar technicians. It is an excellent way to obtain certification for changing careers or to gain initial employment in the field and suggests an achievement of technical skills that may be helpful in seeking immediate employment as a solar panel installer, inspector, technician, or business development specialist. The proficiency award is designed to prepare students for the North American Board of Certified Energy Practitioners (NABCEP) PV Installer Certification test, an industry standard qualification.

REQUIRED COURSES		UNITS
ENSC M03	Energy Resources and Conservation	3.0
ENSC M07	Applied Solar Technology	3.0
ENSC M07L	Applied Solar Technology Lab	1.0
ENSC M80	Internship in Environmental Science	2.0
OR		
ENSC M122	Independent Study - Environmental Science	2.0
<b>TOTAL UNITS</b>		<b>9.0</b>

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Proficiency Award in Photovoltaic Technology will be able to:

- properly design, install, maintain, and troubleshoot different types of photovoltaic systems.
- demonstrate an awareness of key features, adaptations, costs, safety, and benefits associated with various loads and photovoltaic systems.
- identify and express an awareness of national electric codes, government incentives, local standards, and other regulations relevant to photovoltaic systems.

## ENVIRONMENTAL SCIENCE COURSES

### ENSC M01 – ENVIRONMENTAL SCIENCE

3 UNITS

*Prerequisites: None*

*Class Hours: 3 lecture*

Provides students with an understanding of the natural processes that operate in the world, including the mechanisms in biology, chemistry, physics, and the earth sciences that control these processes. Emphasizes the interrelationship between humans and the natural world, including the impact of human activity on the health of the global environment. Surveys subjects such as energy, air and water quality, soil pollution, and conservation. Presents sustainable development and practices. Applies to Associate Degree. Transfer credit: CSU; UC

### ENSC M01L – ENVIRONMENTAL SCIENCE LAB

1 UNIT

*Prerequisites: ENSC M01 or concurrent enrollment*

*Class Hours: 3 lab*

Explores environmental processes associated with society including energy production, waste management, and soil and water quality. Emphasizes the scientific method, elements of statistics and sampling, and the completion of a research-based oral presentation. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

### ENSC M02 – ENVIRONMENT AND HUMAN INTERACTIONS

4 UNITS

*Prerequisites: None*

*Class Hours: 3 lecture, 3 lab*

Introduces the biological principles governing ecosystems. Analyzes environmental problems as they relate to world demography and human activities. Covers the topics of: population dynamics, major world biotic communities, the urban environment and environmental health, basic toxicology, and sustainable development. Includes study of California's major plant communities and the study of the local environment. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

### ENSC M03 – ENERGY RESOURCES AND CONSERVATION

3 UNITS

*Prerequisites: None*

*Class Hours: 3 lecture*

Offers a qualitative and quantitative survey of current energy resources and consumption, alternative methods of power production and transportation, and various energy conservation practices. Emphasizes practical application of energy conservation relevant to the current economic and technological setting. Stresses the physics of energy use, conversions, and conservation. Applies to Associate Degree. Transfer credit: CSU; UC

### ENSC M04 – ENVIRONMENTAL REGULATIONS

1.5 UNITS

*Prerequisites: None*

*Class Hours: 1.5 lecture*

Introduces current laws and regulations governing air and water pollution, solid waste, hazardous materials, and pesticides. Reviews federal, state, and local regulation as well as appropriate regulatory agencies. Applies to Associate Degree. Transfer credit: CSU

### ENSC M05 – ENVIRONMENTAL SAMPLING AND INSTRUMENTATION

1.5 UNITS

*Prerequisites: None*

*Recommended Prep: CHEM M12 and ENSC M01*

*Class Hours: 1 lecture, 1.5 lab*

Introduces sampling protocols/techniques for environmental site characterization and field instrumentation to collect and monitor environmental field data. Includes hands-on operations of various instruments/field equipment utilized for soil matrix, water, and air monitoring/sampling. Provides an overview of field sampling plan preparation, health and safety procedures, use of general personal protection equipment, appropriate laboratory analysis, field/lab quality assurance/control, and evaluation of lab data. Requires field trips. Applies to Associate Degree. Transfer credit: CSU

### ENSC M07 – APPLIED SOLAR TECHNOLOGY

3 UNITS

*Prerequisites: None*

*Class Hours: 3 lecture*

Surveys the fundamentals of solar technology and photovoltaic systems with a focus on design, installation, and maintenance. Emphasizes mechanical and electrical integration, system sizing, array layout, mounting, related electric codes, workplace safety standards, and troubleshooting. Applies to Associate Degree. Transfer credit: CSU

### ENSC M07L – APPLIED SOLAR TECHNOLOGY LAB

1 UNIT

*Prerequisites: ENSC M07 or concurrent enrollment*

*Class Hours: 3 lab*

Provides hands-on learning of solar technology and photovoltaic systems. Emphasizes design, installation, and maintenance of residential and commercial projects. Requires field trips. Applies to Associate Degree. Transfer credit: CSU

### ENSC M80 – INTERSHIP IN ENVIRONMENTAL SCIENCE

1 TO 4 UNITS

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

### ENSC M122 – INDEPENDENT STUDY – ENVIRONMENTAL SCIENCE

0.5 TO 3 UNITS

*Prerequisites: Completion of one course in Environmental Science and instructor approval*

*Class Hours: 1.5 to 9 lab hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of environmental science through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact an environmental science instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of 6 units. (Formerly ENSC M22A/B.) Transfer credit: CSU; UC (determined after admission).

# EXOTIC ANIMAL TRAINING AND MANAGEMENT

*Program Purpose: Students who complete the EATM program will acquire the practical knowledge and skills to successfully perform scientific observations, provide appropriate animal husbandry, and apply animal behavior modification to a wide variety of domestic and non-domestic animals to further animal welfare and wildlife conservation. In addition, students will develop skills in critical thinking, communicating effectively, and working as a dynamic team member.*

This program offers preparation for students interested in entering the expanding animal care industry. The increasing importance of zoos and wildlife education to the efforts of conservation as well as the use of animals in various entertainment fields present many career options to graduates of this curriculum. Entry-level positions exist in zoos, oceanariums, animal parks, government facilities, and the entertainment field.

## DEAN

Carol Higashida, Phone (805) 378-1459

## FACULTY

Cynthia Stringfield, Gary Wilson, Brenda Woodhouse

## COUNSELOR

Chuck Brinkman

## APPLICATION PROCEDURES

Applicants will be selected in the Spring semester for admission into the Fall classes subject to available openings. The requirements, procedures, application dates and program offerings are subject to change. Consult the EATM faculty or counselor for current information. Phone: (805) 378-1441 or [www.moorparkcollege.edu/zoo](http://www.moorparkcollege.edu/zoo).

## QUALIFYING REQUIREMENTS

1. \*Prerequisite college-level courses for application to the EATM Program are:

REQUIRED COURSES	UNITS
<b>Language/Rationality</b>	
ENGL M01A/M01AH English Composition/Honors	4.0
<b>Math Competency</b>	
MATH M03** Intermediate Algebra or higher	5.0
<b>Biological Science</b>	
BIOL M01 General Biology	4.0
<b>Communication</b>	
COMM M01/M01H Introduction to Speech/Honors	3.0
<b>Health Education</b>	
HED M05 First Aid, CPR and AED	3.0

\*Prerequisites courses must be completed with a grade of C or better.

\*\*Please note, College Algebra (Moorpark College MATH M05) or higher is required for transfer for a Bachelor's Degree. Courses equivalent to the Prerequisites above, taken at accredited Colleges and Universities, will apply. Contact the EATM Counselor for equivalency determination.

2. The following documents must be presented or sent to the EATM Program Office in one envelope between December 1 and January 31.
  - a. All official, sealed college transcripts documenting successful completion of the Prerequisites coursework with a C or better;
  - b. Completed EATM program application form.
3. Upon completion of #1 and #2, all applicants who are residents of the United States, Canada and Mexico are required to attend one of the several Applicant Information Meetings (AIM) scheduled during the Spring Semester. Applicants from other countries are encouraged to attend, but attendance is not mandatory. The applicant is encouraged to invite anyone they choose to also attend this meeting.

## Recommended General Education Courses

Due to the time requirements of the program and because many of the occupational opportunities in the animal field require a Bachelor's degree, it is strongly recommended that all applicants complete as many transferable general education requirements as possible prior to entering the program. The following courses meet the remaining Moorpark College general education requirements for the EATM Associate in Science degree.

## RECOMMENDED COURSES

	UNITS
Physical Science (Introduction to Chemistry course or General Chemistry)	5.0
American History/Institution - U.S. History or US Government	3.0
Fine/Performing Arts (Beginning Acting or Photography)	3.0
Physical Education (Course of Choice)	1.5

To take maximum advantage of the unique opportunity with exotic animals that EATM offers, the applicant is encouraged to obtain a broad base of experience in caring for both domestic and exotic animals in a variety of job/volunteer situations prior to applying.

## Program Requirements and Ethical Expectations

The EATM program prepares the student for employment in the animal industry, which often involves working with dangerous animals. During this course of study, the student will work with dangerous animals at the college's teaching zoo, as well as other animal facilities.

Therefore, students enrolled in the EATM program are expected to strictly adhere to the rules and regulations of the program in order to ensure the safety of the students, animals, staff, and public. Furthermore, all students are expected to maintain the highest personal and ethical standards of conduct consistent with professional standards as perceived by the program faculty and professional personnel at the facilities where students perform internships. Any information indicating that such standards are not maintained is subject to review by members of the faculty, which may recommend student dismissal to the college administration.

For successful completion of the EATM program, a minimum grade of C is necessary in all courses required for the major. Because much of the EATM program is sequential in nature, a minimum grade of C in each required course must be obtained before continuing to the next semester.

## Performance Standards

In compliance with the 1990 American with Disabilities Act, the EATM Program does not discriminate against qualified applicants with disabilities. These performance standards, reflected in specific EATM course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The EATM Faculty in conjunction with the Moorpark College Health Services and community animal facilities will determine, on an individual basis, whether the necessary accommodations or modifications can reasonably be made.

**Critical Thinking** - ability sufficient for safe judgment: calculating, reasoning, analyzing, prioritizing, and synthesizing data. Examples: identify cause/effect relationships in animal behavior and safety decisions.

**Interpersonal** - the ability sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds; function effectively under stress. Examples: Establish rapport with the public, effectively interacting and working as a member of a team.

**Communication** - abilities sufficient for effective verbal and written interactions. Examples: Explain animal behavior, teaching wildlife conservation, and document and interpret animal actions and animal responses.

**Mobility** - sufficient to rapidly walk the entire length of America's Teaching Zoo without interruption, run distances of 50 yards, maneuver in small confined spaces while reaching overhead objects. Examples: running to capture an escaped animal, shifting animal cages in overhead storage areas.



**Motor Skills** - gross and fine motor abilities sufficient to provide safe and effective animal care. Examples: dexterity ranges from restraining a small bird or lizard to being able to stack bales of hay, lift 50lbs.

**Hearing** - ability sufficient to monitor and assess animal behavior and health needs and to heed emergency signals. Example: animal behavioral changes are frequently accompanied by vocalization, must be able to recognize these changes, hear cries for help.

**Visual** - ability sufficient for observation and visual assessment in well-lit and dimly-lit areas. Examples: observe animal responses and changes in condition, do a positive cage count of animals in varying conditions.

**Tactile** - ability sufficient for safe and humane handling of various-size animals. Examples: appreciation for the strength necessary for controlling a camel versus that for handling a rat, able to palpate the pulse rate of an animal.

### Travel Expectations

Each EATM student is responsible for his or her own transportation and travel expenses. A portion of the curriculum involves travel by students to Los Angeles Zoo, an approximate radius of 45 miles from Moorpark. Students participate in field trips extending from one to several days in southern California and for one week in northern California. Additionally, students participate in several week-long internships located primarily in the United States, but there are also opportunities abroad.

### Program Costs

Costs incurred by EATM students include, but are not limited to: personal health examination, immunizations, uniforms, equipment, materials fees, internship travel, field trips, tuition, books and living expenses.

## ASSOCIATE IN SCIENCE IN EXOTIC ANIMAL TRAINING AND MANAGEMENT DEGREE

Students who complete the EATM program will acquire the practical knowledge and skills to successfully perform scientific observations, provide appropriate animal husbandry, and apply animal behavior modification to a wide variety of domestic and non-domestic animals to further animal welfare and wildlife conservation. In addition, students will develop skills in critical thinking, communicating effectively, and working as a dynamic team member. This program offers preparation for students interested in entering the expanding animal care industry. The increasing importance of zoos and wildlife education to the efforts of conservation as well as the use of animals in various entertainment fields presents many career options to graduates of this curriculum. Entry-level positions exist in zoos, oceanariums, animal parks, government facilities, wildlife rehabilitation centers, and the entertainment field. To earn an Associate in Science in Exotic Animal Training and Management, students must complete 62 specified units, plus General Education Degree Requirements.

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

REQUIRED COURSES	UNITS
EATM M01A Animal Care and Handling I	1.0
EATM M01AL Animal Care and Handling Lab I	4.0
EATM M01B Animal Care and Handling II	1.0
EATM M01BL Animal Care and Handling II Lab	4.0
EATM M02A Zoo Work Skills First Year-Fall	1.0
EATM M02C Zoo Work Skills First Year-Spring	1.5
EATM M02D Zoo Work Skills Second Year-Summer	2.0
EATM M02E Zoo Work Skills Second Year-Fall	3.0
EATM M02F Zoo Work Skills Second Year-Spring	1.5
EATM M08 Wildlife Conservation	2.0
EATM M09/ANSC M09 Animal Behavior	3.0
EATM M09L/ANSC M09L Animal Behavior Lab	0.5
EATM M12 Anatomy/Physiology of Mammals	2.0
EATM M14A Projects I	0.5
EATM M14B Projects II	1.5
EATM M15A Wildlife Education I	0.5
EATM M15AL Wildlife Education I Lab	1.0

EATM M15B Wildlife Education II	0.5
EATM M15BL Wildlife Education II Lab	1.0
EATM M15CL Wildlife Education III Lab	2.0
EATM M15D Wildlife Education IV	0.5
EATM M15DL Wildlife Education IV Lab	1.0
EATM M15EL Wildlife Education Spring Spectacular Lab	1.5
EATM M17/ANSC M17 Animal Diversity	3.5
EATM M18 Animal Health and Safety	2.0
EATM M19 Animal Nutrition	2.0
EATM M21A Animal Training I	1.0
EATM M21AL Animal Training I Lab	2.0
EATM M21B Animal Training II	1.0
EATM M21BL Animal Training II Lab	2.0
EATM M21P Animal Training Practicum	1.0
EATM M23A Elementary Veterinary Care I	2.0
EATM M23AL Elementary Veterinary Care I Laboratory	1.0
EATM M23B Elementary Veterinary Care II	2.0
EATM M24 Avian and Herptile Care	1.0
EATM M26 Primate Behavior	1.0
EATM M26L Primate Behavior Lab	1.0
EATM M27 Animal Ethical and Legal Issues	1.0
EATM M30A Zoo Days I	0.5
EATM M30B Zoo Days II	0.5

**TOTAL UNITS 62.0**

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Exotic Animal Training and Management will be able to:

- demonstrate effective, professional, and humane interpersonal communication necessary for working in a team environment.
- problem solve, organize and prioritize, perform, and be held accountable for daily zoo activities involving basic husbandry, housing, nutrition, health and sanitation related to domestic and non-domestic animals.
- understand the role of captive wildlife populations in preserving biodiversity and being prepared to participate in related outreach, education, research, and conservation efforts.
- explain the science behind the art of animal care including: basic biology, basic anatomy/physiology operant conditioning, diverse wildlife taxa, and animal welfare.
- obey all applicable laws and regulation and uphold professional ethic standards.
- understand the risks of husbandry work, accepting responsibility for personal, coworker, and public safety, and demonstrating the ability to safely handle a variety of domestic and non-domestic animals.

## EXOTIC ANIMAL TRAINING AND MANAGEMENT CERTIFICATE OF ACHIEVEMENT

### (MORE THAN 18 UNITS)

Students who complete the EATM program will acquire the practical knowledge and skills to successfully perform scientific observations, provide appropriate animal husbandry, and apply animal behavior modification to a wide variety of domestic and non-domestic animals to further animal welfare and wildlife conservation. In addition, students will develop skills in critical thinking, communicating effectively, and working as a dynamic team member. This program offers preparation for students interested in entering the expanding animal care industry. The increasing importance of zoos and wildlife education to the efforts of conservation as well as the use of animals in various entertainment fields presents many career options to graduates of this curriculum. Entry-level positions exist in zoos, oceanariums, animal parks, government facilities, wildlife rehabilitation centers, and the entertainment field.

To earn an Exotic Animal Training and Management Certificate of Achievement students must complete 56-56.5 specified units.

REQUIRED COURSES		UNITS
EATM M01A	Animal Care and Handling I	1.0
EATM M01AL	Animal Care and Handling Lab I	4.0
EATM M01B	Animal Care and Handling II	1.0
EATM M01BL	Animal Care and Handling Lab II	4.0
EATM M02A	Zoo Work Skills First Year-Fall	1.0
EATM M02C	Zoo Work Skills First Year-Spring	1.5
EATM M02D	Zoo Work Skills Second Year-Summer	2.0
EATM M02E	Zoo Work Skills Second Year-Fall	3.0
EATM M02F	Zoo Work Skills Second Year-Spring	1.5
EATM M08	Applied Wildlife Conservation	2.0
EATM M09/ANSC M09	Animal Behavior	3.0
EATM M09L/ANSC M09L	Animal Behavior Lab	0.5
EATM M12	Anatomy/Physiology of Mammals	2.0
EATM M14A	Projects I	0.5
EATM M14B	Projects II	1.5
EATM M15A	Wildlife Education I	0.5
EATM M15AL	Wildlife Education I Lab	1.0
EATM M15B	Wildlife Education II	0.5
EATM M15BL	Wildlife Education II Lab	1.0
EATM M15CL	Wildlife Education III Lab	2.0
EATM M15EL	Wildlife Education Spring Spectacular Lab	1.5
EATM M17/ANSC M17	Animal Diversity	3.5
EATM M18	Animal Health and Safety	2.0
EATM M19	Animal Nutrition	2.0
EATM M21A	Animal Training I	1.0
EATM M21AL	Animal Training I Lab	2.0
EATM M21B	Animal Training II	1.0
EATM M21BL	Animal Training II Lab	2.0
EATM M23A	Elementary Veterinary Care I	2.0
EATM M23AL	Elementary Veterinary Care I Laboratory	1.0
EATM M23B	Elementary Veterinary Care II	2.0
EATM M30A	Zoo Days I	0.5
EATM M30B	Zoo Days II	0.5
<b>Electives: Select and complete courses from Option 1 or Option 2 (1.5-2 units)</b>		
<b>Option 1 (1.5 units)</b>		
EATM M15D	Wildlife Education IV	0.5
EATM M15DL	Wildlife Education IV Lab	1.0
<b>Option 2 (2 units)</b>		
EATM M26	Applied Primate Behavior	1.0
EATM M26L	Applied Primate Behavior Lab	1.0
<b>TOTAL UNITS</b>		<b>56.0-56.5</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Exotic Animal Training and Management will be able to:

- demonstrate effective, professional, and humane interpersonal communication necessary for working in a team environment.
- problem solve, organize and prioritize, perform, and be held accountable for daily zoo activities involving basic husbandry, housing, nutrition, health and sanitation related to domestic and non-domestic animals.
- understand the role of captive wildlife populations in preserving biodiversity and being prepared to participate in related outreach, education, research, and conservation efforts.

- explain the science behind the art of animal care including: basic biology, basic anatomy/physiology operant conditioning, diverse wildlife taxa, and animal welfare.
- obey all applicable laws and regulation and uphold professional ethic standards.
- understand the risks of husbandry work, accepting responsibility for personal, coworker, and public safety, and demonstrating the ability to safely handle a variety of domestic and non-domestic animals.

## EXOTIC ANIMAL TRAINING AND MANAGEMENT COURSES

### EATM M01A – ANIMAL CARE AND HANDLING I 1 UNIT

*Prerequisites:* Admission to the EATM program

*Class Hours:* 1 lecture

Introduces concepts of basic zoo keeping practices used in the husbandry of domestic and non-domestic animals. Includes topics such as USDA (U.S. Department of Agriculture) regulations, record keeping, America's Teaching Zoo protocols with an emphasis on safety and sanitation. Applies to Associate Degree. Transfer credit: CSU

### EATM M01AL – ANIMAL CARE AND HANDLING LAB I 4 UNITS

*Prerequisites:* Admission to the EATM program

*Corequisites:* EATM M01A

*Class Hours:* 12 lab

Provides students the opportunity to practice the concepts of basic zoo keeping used in the care and handling of the America's Teaching Zoo animal collection. Develops essential zoo keeping skills through "hands-on" approach. Applies to Associate Degree.

### EATM M01B – ANIMAL CARE AND HANDLING II 1 UNIT

*Prerequisites:* Admission to the EATM program and EATM M01A

*Corequisites:* EATM M01BL

*Class Hours:* 1 lecture

Instructs students in basic zoo keeping practices used in the husbandry of domestic and non-domestic animals. Includes topics such as restraint, enrichment, enclosure design and identification methods. Applies to Associate Degree.

### EATM M01BL – ANIMAL CARE AND HANDLING LAB II 4 UNITS

*Prerequisites:* Admission to the EATM program, EATM M01A and EATM M01AL

*Corequisites:* EATM M01B

*Class Hours:* 12 lab

Provides the student with the opportunity to apply the theory and principles of the care and handling of America's Teaching Zoo's animal collection. Develops essential zoo keeping skills through "hands-on" approach. Applies to Associate Degree.

### EATM M02A – ZOO WORK SKILLS FIRST YEAR-FALL 1 UNIT

*Prerequisites:* Admission to the EATM program

*Class Hours:* 3 lab

Provides the first year/first semester student an on-campus laboratory for supervised on-the-job zoo keeping experience and skill practice in animal care and handling. Includes work assignments such as zoo operations team member, holiday and weekend zoo keeping, assisting with daily zoo operations, zoo maintenance and improvement projects, day watch with safety rounds, leading tours, and assisting with educational presentations. Applies to Associate Degree.

**EATM M02C – ZOO WORK SKILLS FIRST YEAR-SPRING 1.5 UNITS**

*Prerequisites:* Admission to the EATM program and EATM M02A

*Class Hours:* 4.5 lab

Provides the first year, spring semester student an on-campus laboratory for supervised on-the-job zoo keeping experience and additional skill practice in animal care and handling. Includes participating as a zoo operations team member and team leader, holiday/spring break zoo keeping, weekend area, zoo daily operations, maintenance and improvement projects, day watch with safety rounds, leading tours, and participating in educational presentations. Applies to Associate Degree.

**EATM M02D – ZOO WORK SKILLS SECOND YEAR-SUMMER SESSION 2 UNITS**

*Prerequisites:* Admission to the EATM program and EATM M02C

*Class Hours:* 6 lab

Provides the second year summer session student an on-campus laboratory for supervised on-the-job intermediate zoo keeping experience and skill practice in animal care, handling and training. Includes work assignments such as conducting training sessions with assigned animals, participating as a zoo operations team member or leader, holiday/weekend zoo keeping, intermediate zoo daily operations, maintenance and improvement projects, day watch with safety rounds, and conducting tours. Applies to Associate Degree.

**EATM M02E - ZOO WORK SKILLS SECOND YEAR-FALL 3 UNITS**

*Prerequisites:* Admission to the EATM program and EATM M02D

*Class Hours:* 9 lab

Provides the second year fall session student an on-campus laboratory for supervised on-the-job intermediate to advanced zoo keeping experience and skill practice in animal care, handling and training. Includes work assignments such as conducting training sessions with assigned animals, participating as a zoo operations team member and leader, holiday/weekend zoo keeping, intermediate zoo daily operations, maintenance and improvement projects, day watch with safety rounds, and conducting tours. Applies to Associate Degree.

**EATM M02F – ZOO WORK SKILLS SECOND YEAR-SPRING 1.5 UNITS**

*Prerequisites:* Admission to the EATM program and EATM M02E

*Class Hours:* 4.5 lab

Provides the second year spring session student an on-campus laboratory for supervised on-the-job advanced zoo keeping experience and skill practice in animal care, handling and training. Includes work assignments such as conducting training sessions with assigned animals, participating as a zoo operations team member and leader, holiday/weekend zoo keeping, advanced zoo daily operations, maintenance and improvement projects, day watch with safety rounds and conducting tours. Applies to Associate Degree.

**EATM M08 – APPLIED WILDLIFE CONSERVATION 2 UNITS**

*Prerequisites:* Admission to the EATM program

*Class Hours:* 2 lecture

Develops global awareness and knowledge about wildlife, the environment, and conservation in zoos and in the wild. Examines human values related to wildlife, cultural and social interaction with wildlife, wildlife issues, and responsible human actions. (Formerly ANSC M08.) Applies to Associate Degree. Transfer credit: CSU

**EATM M09 – ANIMAL BEHAVIOR 3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

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

**EATM M09L – ANIMAL BEHAVIOR LAB 0.5 UNIT**

*Prerequisites:* ANSC M09 or EATM M09 (or concurrent enrollment)

*Class Hours:* 1.5 lab

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

**EATM M12 – ANATOMY/PHYSIOLOGY OF MAMMALS 2 UNITS**

*Prerequisites:* Admission to the EATM program

*Class Hours:* 2 lecture

Presents a practical system-by-system approach to the basic structure (anatomy) and function (physiology) of domestic mammals. Discusses anatomy and physiology of non-domestic species. (Formerly ANSC M06.) Applies to Associate Degree. Transfer credit: CSU

**EATM M14A – PROJECTS I 0.5 UNIT**

*Prerequisites:* Admission to the EATM program and EATM M02D

*Class Hours:* 1.5 lab

Provides students with experience at an animal facility such as a zoo, animal training/entertainment venue, conservation or wildlife education site. Introduces students to daily operations at such sites. (Formerly EATM M30D.) Applies to Associate Degree.

**EATM M14B – PROJECTS II 1.5 UNITS**

*Prerequisites:* Admission to the EATM program. and EATM M14A

*Class Hours:* 4.5 lab

Provides students with an in-depth experience at an animal facility such as a zoo, animal training/entertainment or wildlife education site. Further students' experience related to daily operations at such sites. (Formerly EATM M30D.) Applies to Associate Degree.

**EATM M15A – WILDLIFE EDUCATION I 0.5 UNIT**

*Prerequisites:* Admission to the EATM program

*Corequisites:* EATM M15AL

*Class Hours:* 0.5 lecture

Introduces the student to the use of live animals for educational presentations in zoos and other situations. Focuses on public speaking, environmental education, interpretation techniques, and the handling of animals for presentations. Applies to Associate Degree.

**EATM M15AL – WILDLIFE EDUCATION I LAB 1 UNIT**

*Prerequisites:* Admission to the EATM program and EATM M08

*Corequisites:* EATM M15A

*Class Hours:* 3 lab

Provides the student with the opportunity to develop public speaking skills, interpretation techniques, and animal handling skills appropriate for educational presentations in zoos and other situations. Provides students opportunities to perform presentations to both large and small audiences and conduct tours of America's Teaching Zoo. Applies to Associate Degree.

**EATM M15B – WILDLIFE EDUCATION II 0.5 UNIT**

*Prerequisites:* Admission to the EATM program and EATM M15A

*Corequisites:* EATM M15BL

*Class Hours:* 0.5 lecture

Instructs the student in the use of live animals for educational presentations in zoos and other situations. Covers topics including messaging, public relations issues, nonverbal communication, and proper terminology. Applies to Associate Degree.



**EATM M15BL – WILDLIFE EDUCATION II LAB****1 UNIT***Prerequisites: EATM M15AL**Corequisites: EATM M15B**Class Hours: 3 lab*

Provides students with the opportunity to develop wildlife education skills, including interpretation and animal handling techniques. Focuses on presentation skills before a variety of audiences and the conducting of tours of the teaching zoo. Applies to Associate Degree.

**EATM M15CL – WILDLIFE EDUCATION III LAB****2 UNITS***Prerequisites: Admission to the EATM program, EATM M15B, and EATM M15BL**Class Hours: 6 lab*

Provides a range of supervised educational experiences, including shows, tours and up close animal encounters with audiences. Stresses opportunities for students to practice educational and conservation messaging with the public. Provides students an opportunity to develop and perform a scripted show. (Formerly EATM M16.) Applies to Associate Degree.

**EATM M15D – WILDLIFE EDUCATION IV****0.5 UNIT***Prerequisites: Admission to the EATM program and EATM M15B**Corequisites: EATM M15DL**Class Hours: 0.5 lecture*

Requires the design, development and implementation of wildlife education outreach programs for audiences of various ages, cultural orientations, and developmental levels. Introduces students to the concepts of creating flexible plans specific to working with live animals and the transporting of animals to an outside venue. Focuses on the concepts of reading and engaging with all audiences. Applies to Associate Degree.

**EATM M15DL – WILDLIFE EDUCATION IV LAB****1 UNIT***Prerequisites: Admission to the EATM program and EATM M15CL**Corequisites: EATM M15D**Class Hours: 3 lab*

Provides second year EATM students with the opportunity to develop and implement wildlife education programs for audiences of various ages, cultural orientations and developmental levels. Introduces students to creating educational and engaging content, bio-fact preparations and the safe transport and presentation of animals away from zoo grounds. (Formerly EATM M46.) Applies to Associate Degree.

**EATM M15EL – WILDLIFE EDUCATION SPRING SPECTACULAR LAB****1.5 UNITS***Prerequisites: Admission to the EATM program and EATM M15CL**Class Hours: 4.5 lab*

Provides a supervised Wildlife Education production and presentation involving live animals for the annual Spring Spectacular event to be repeated over several weekends at America's Teaching Zoo. Stresses advanced animal handling, safety and training. (Formerly EATM M16.) Applies to Associate Degree.

**EATM M17 – ANIMAL DIVERSITY****3.5 UNITS***Prerequisites: None**Class Hours: 3 lecture, 1.5 lab*

Surveys invertebrate and vertebrate animals, both terrestrial and marine. Focuses on classification, general characteristics, adaptations, animal recognition, evolutionary history, and basic concepts of ecology. (Same as ANSC M17.) (Formerly ANSC M07 and ANSC M07L.) Applies to Associate Degree. Transfer credit: CSU

**EATM M18 – ANIMAL HEALTH AND SAFETY****2 UNITS***Prerequisites: Admission to the EATM program**Class Hours: 2 lecture*

Provides an introduction to the human health and safety issues associated with the keeping of animals in human care. Addresses the personal safety of the animal caretaker, as well as zoonosis concerns, animal escapes, and natural disasters. Presents the essentials of a preventive medicine program for animals with emphasis on procedures for proper hygiene and sanitation, quarantine, necropsy and routine medical screening and care, as well as occupational health programs for personnel. (Formerly ANSC M02.) Applies to Associate Degree.

**EATM M19 – ANIMAL NUTRITION****2 UNITS***Prerequisites: EATM M18**Recommended Prep: Basic mathematics (metric units of weight, multiplying and dividing fractions, and decimals)**Class Hours: 2 lecture*

Provides the student with a basic understanding of factors relating to the feeding of domestic and non-domestic animals in captivity. Provides the student with a basic understanding of the nutritional needs of animals in captivity and in the wild. (Formerly ANSC M03.) Applies to Associate Degree. Transfer credit: CSU

**EATM M21A – ANIMAL TRAINING I****1 UNIT***Prerequisites: Admission to the EATM program and EATM M01BL and EATM M09 and EATM M09L**Class Hours: 1 lecture*

Introduces the students to basic techniques of animal training, including operant conditioning theory, record keeping, and developing a training plan. Concentrates on the history of animal training, reasons for training animals, and factors affecting training success and shaping of new behaviors. Applies to Associate Degree. Transfer credit: CSU

**EATM M21AL – ANIMAL TRAINING I LAB****2 UNITS***Prerequisites: Admission to the EATM program, EATM M21A or concurrent enrollment and EATM M09L**Class Hours: 6 lab*

Provides students the opportunity to develop basic animal training techniques through hands-on work with animals at the teaching zoo. Requires behavioral observations, development of training plans, maintenance of training records, and shaping the behavior of one or more animals. Applies to Associate Degree. Transfer credit: CSU

**EATM M21B – ANIMAL TRAINING II****1 UNIT***Prerequisites: Admission to the EATM program and EATM M21A**Corequisites: EATM M21BL**Class Hours: 1 lecture*

Presents techniques of animal training including husbandry training, training groups of animals, dealing with aggression, and training for film work. Concentrates on protected contact training, desensitization, and etiquette on a movie set. Applies to Associate Degree.

**EATM M21BL – ANIMAL TRAINING II LAB****2 UNITS***Prerequisites: Admission to the EATM program and EATM M21AL**Corequisites: EATM M21B**Class Hours: 6 lab*

Provides students the opportunity to develop the skills needed to train husbandry behaviors through hands-on work with animals at the teaching zoo. Allows students to practice training animals in protected contact settings. Applies to Associate Degree.

**EATM M21C – ANIMAL TRAINING III****1 UNIT***Prerequisites: EATM M21B**Class Hours: 1 lecture*

Presents advanced techniques of animal training and studio animal training. Includes problem solving, career issues, complex training, and animal behavior management. Applies to Associate Degree.

**EATM M21P – ANIMAL TRAINING PRACTICUM 1 UNIT**

*Prerequisites:* EATM M21B and EATM M21BL

*Class Hours:* 3 lab

Provides hands-on experience in the training of animals. Requires students to develop training plans and work cooperatively with co-trainers, addressing training problems as necessary. Applies to Associate Degree.

**EATM M23A – ELEMENTARY VETERINARY CARE I 2 UNITS**

*Prerequisites:* Admission to the EATM program

*Corequisites:* EATM M23AL

*Class Hours:* 2 lecture

Provides the student with a basic understanding of the science of veterinary medicine and veterinary care. Introduces common diseases and methods of diagnosis and treatment with an emphasis on husbandry procedures and disease prevention. Applies to Associate Degree. Transfer credit: CSU

**EATM M23AL – ELEMENTARY VETERINARY CARE I LABORATORY 1 UNIT**

*Prerequisites:* EATM M01B, EATM M19, and EATM M24

*Corequisites:* EATM M23A

*Class Hours:* 3 lab

Provides students with basic veterinary care experiences. Introduces methods of diagnosis and treatment to assist veterinary personnel with procedures in basic veterinary care. Applies to Associate Degree. Transfer credit: CSU

**EATM M23B – ELEMENTARY VETERINARY CARE II 2 UNITS**

*Prerequisites:* Admission to the EATM program, EATM M23A, and EATM M23AL

*Class Hours:* 2 lecture

Continues the development of the student's basic understanding of the science of veterinary medicine and veterinary care. Provides the student with an understanding of common diseases and methods of diagnosis and treatment with an emphasis on husbandry procedures and disease prevention. Applies to Associate Degree. Transfer credit: CSU

**EATM M24 – AVIAN AND HERPTILE CARE 1 UNIT**

*Prerequisites:* Admission to the EATM program and EATM M12

*Class Hours:* 1 lecture

Provides a basic introduction to the anatomy, physiology, husbandry, and emergency first aid of birds, reptiles and amphibians. Identifies how to find a veterinarian specializing in these species. (Formerly ANSC M11 and ANSC M60A.) Applies to Associate Degree.

**EATM M26 – APPLIED PRIMATE BEHAVIOR 1 UNIT**

*Prerequisites:* Admission to the EATM program

*Class Hours:* 1 lecture

Introduces primate behavior and its application to successful handling and training of nonhuman primates. Includes comparison of new and old world primates and discussion of state and federal laws governing the care of primates. (Formerly ANSC M60B.) Applies to Associate Degree.

**EATM M26L – APPLIED PRIMATE BEHAVIOR LAB 1 UNIT**

*Prerequisites:* Admission to the EATM program

*Class Hours:* 3 lab

Focuses on observation and analysis of primate behavior at America's Teaching Zoo. Includes the application and evaluation of operant conditioning and environmental enrichment techniques specific to nonhuman primates. (Formerly ANSC M60BL.) Applies to Associate Degree.

**EATM M27 – ANIMAL ETHICAL AND LEGAL ISSUES 2 UNITS**

*Prerequisites:* Admission to the EATM program

*Class Hours:* 2 lecture

Introduces the ethical issues involving animal ownership and use in research, education, food production, exhibition, entertainment and animals as companions. Examines major animal rights groups, the legal issues relating to animal care and treatment, and local to international regulatory agencies involved. (Formerly ANSC M30.) Applies to Associate Degree.

**EATM M30A – ZOO DAYS I 0.5 UNIT**

*Prerequisites:* Admission to the EATM program and successful completion of a previous EATM course

*Class Hours:* 1.5 lab

Provides students a short-term experience in zoo keeping at the Los Angeles Zoo. Builds skills related to day-to-day interaction with a variety of species. Applies to Associate Degree.

**EATM M30B – ZOO DAYS II 0.5 UNIT**

*Prerequisites:* EATM M30A

*Class Hours:* 1.5 lab

Continues zoo keeping training at the Los Angeles Zoo. Develops skills and protocols to enhance public and animals safety. Continues to build skills related to day-to-day interactions with various zoo species. Applies to Associate Degree.

**EATM M34 – PRACTICAL RÉSUMÉS FOR ANIMAL PROFESSIONALS 0.5 UNIT**

*Prerequisites:* None

*Class Hours:* 0.5 lecture

Provides résumé and cover letter writing information and practice for specific animal-related careers. Focuses on the various styles as well as résumés in electronic format. Develops written personal résumés and cover letters using different formats. Applies to Associate Degree.

**EATM M36 – EFFECTIVE INTERVIEWS FOR ANIMAL PROFESSIONALS 0.5 UNIT**

*Prerequisites:* None

*Class Hours:* 0.5 lecture

Provides job interviewing information and practice for animal-related careers. Includes current interviewing styles, sample questions, legal parameters, and appropriate dress, demeanor, and responses. Applies to Associate Degree.

**EATM M60Z – ANIMAL TRAINING FOR ZOO PROFESSIONALS 1.5 UNITS**

*Prerequisites:* None

*Class Hours:* 1 lecture, 1.5 lab

Designed for zoo keepers and other zoo personnel. Provides instruction and hands-on experience in the basics of training zoo animals and techniques for utilizing trained behavior for educational purposes. May be taken a maximum of two (2) times for credit. Applies to Associate Degree.

**EATM M80 – INTERNSHIP IN EXOTIC ANIMAL TRAINING AND MANAGEMENT 1 TO 4 UNITS**

*Prerequisites:* Admission to the EATM program, completion of or concurrent enrollment in one course in the discipline and instructor approval, and EATM M02A

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**EATM M100 – ORIENTATION TO VETERINARY SCIENCE 1 UNIT**

*Prerequisites:* Admission to the EATM program

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, and Current tetanus vaccination.

*Class Hours:* 1 lecture

Directs student exploration of veterinary medicine as a career choice, including education, job tasks, and employment options. Includes discussions of Moorpark College's veterinary science program and the Exotic Animal Training and Management Program. Introduces the study of veterinary medical terminology. Applies to Associate Degree. Transfer credit: CSU

**EATM M108 – ANIMAL CARE EXPERIENCE 1 UNIT**

*Prerequisites:* EATM M101 or concurrent enrollment

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology (RVT) program or the EATM program, and Current tetanus vaccination.

*Class Hours:* 1 lecture

Provides registered veterinary science students both theoretical and hands-on learning in the care of domestic animals. Emphasizes sanitation, housing, nutrition, restraint, and environmental enrichment for livestock, lab, exotic and companion animals. Applies to Associate Degree. Transfer credit: CSU

**EATM M110 – ANIMAL NURSING I 2 UNITS**

*Prerequisites:* EATM M101, and EATM M108

*Corequisites:* EATM M110L, EATM M120, and EATM M120L

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, and Current tetanus vaccination.

*Class Hours:* 2 lecture

Introduces the concepts in the veterinary nursing of small animals. Highlights the representative diseases for each body system with an emphasis on the Registered Veterinary Technician's (RVT's) role in caring for patients with these diseases. Addresses the wellness protocols for dogs and cats with an emphasis on vaccine programs. Applies to Associate Degree. Transfer credit: CSU

**EATM M110L – ANIMAL NURSING I LABORATORY 1 UNIT**

*Prerequisites:* EATM M101, and EATM M108

*Corequisites:* EATM M110

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 1 lecture

Introduces students to specific skills involved with small animal nursing and provides opportunities to practice these skills under direct supervision in a veterinary care setting. Includes the techniques of administering vaccinations, performing injections, carrying out diagnostic tests, and obtaining laboratory samples. Applies to Associate Degree. Transfer credit: CSU

**EATM M112 – ANIMAL NURSING II 2 UNITS**

*Prerequisites:* EATM M110, and EATM M110L

*Corequisites:* EATM M112L

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 2 lecture

Expands on the concepts of veterinary nursing care of small animals to explore the topics of triage, veterinary care for emergency and critical animal patients. Focuses on the common disease conditions of companion exotic animals of birds and reptiles, the pharmacological agents used in their care and therapeutic regimens. Applies to Associate Degree. Transfer credit: CSU

**EATM M112L – ANIMAL NURSING II LABORATORY 1 UNIT**

*Prerequisites:* EATM M110, and EATM M110L

*Corequisites:* EATM M112

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 1 lecture

Expands upon the skills developed in the basic veterinary nursing care of small animals. Provides hands-on learning experience to develop skills in emergency medicine, pharmacological and therapeutic management of critically ill small companion domestic and exotic animals. Applies to Associate Degree. Transfer credit: CSU

**EATM M114 – CLINICAL PROCEDURES IN ANIMAL CARE I 2 UNITS**

*Prerequisites:* EATM M110, and EATM M110L

*Corequisites:* EATM M114L

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 2 lecture

Prepares veterinary technology students for practice in a small animal hospital by focusing on the areas of physical examination, medical record keeping, medication dose and fluid volume/rate calculations. Introduces the processes involved in administering and monitoring general anesthesia. Examines concepts of sterility for sterile procedures and the techniques and materials utilized for various suturing patterns to close surgical incisions. Applies to Associate Degree. Transfer credit: CSU

**EATM M114L – CLINICAL PROCEDURES IN ANIMAL CARE I LABORATORY 1 UNIT**

*Prerequisites:* EATM M110, and EATM M110L

*Corequisites:* EATM M114

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 3 lab hours

Provides the application of theoretical knowledge in the performance of physical examinations, record keeping, and the administration of medications and fluids. Includes the operation of general anesthetic and monitoring equipment, and basic operating room procedures and surgical assisting. Applies to Associate Degree. Transfer credit: CSU



**EATM M116 – CLINICAL PROCEDURES IN ANIMAL CARE II 2 UNITS**

*Prerequisites:* EATM M114, and EATM M114L

*Corequisites:* EATM M116L

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 2 lecture

Prepares the advanced veterinary technology student for practice in a small animal veterinary hospital, with particular focus on the areas of anesthesiology and surgery. Discusses the pharmacology of anesthetic agents, troubleshooting during general anesthesia, and actions taken in emergency situations. Investigates the veterinary technician's role as a member of the surgical team. Explores in-depth assessment of pain, and its pharmacological and non-pharmacological management. Applies to Associate Degree. Transfer credit: CSU

**EATM M116L – CLINICAL PROCEDURES IN ANIMAL CARE II LABORATORY 1 UNIT**

*Prerequisites:* EATM M114, and EATM M114L

*Corequisites:* EATM M116

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 3 lab

Provides practical experience in surgical preparation, anesthesia, and assisting with surgical procedures on animals. Focuses on the surgical procedures performed on dogs and cats. Applies to Associate Degree. Transfer credit: CSU

**EATM M118 – VETERINARY CLINICAL PATHOLOGY 2 UNITS**

*Prerequisites:* EATM M110, EATM M110L, EATM M120 and EATM M120L

*Corequisites:* EATM M118L

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 2 lecture

Introduces students to modern and practical methods in veterinary clinical laboratory analysis. Emphasizes the examination of blood, urine, feces and skin scrapings of companion, livestock, and exotic animals. Applies to Associate Degree. Transfer credit: CSU

**EATM M118L – VETERINARY CLINICAL PATHOLOGY LABORATORY 1 UNIT**

*Prerequisites:* EATM M110, EATM M110L, EATM M120, EATM M120L

*Corequisites:* EATM M118

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 3 lab

Provides application opportunities for performing various clinical examinations and procedures on animals in a veterinary setting. Focuses on the examination of blood, urine, feces, and skin scraping of animals to determine pathology. Applies to Associate Degree. Transfer credit: CSU

**EATM M119 – VETERINARY RADIOGRAPHY 2 UNITS**

*Prerequisites:* EATM 120 and EATM M120L

*Corequisites:* EATM M119L

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 2 lecture

Provides the veterinary technology student with entry-level information to begin clinical practice with diagnostic x-rays in a veterinary setting. Emphasizes radiation protection, equipment manipulation, animal positioning, and safety. Applies to Associate Degree. Transfer credit: CSU

**EATM M119L – VETERINARY RADIOGRAPHY LABORATORY 1 UNIT**

*Prerequisites:* EATM M120 and EATM M120L

*Corequisites:* EATM M119

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 3 lab

Provides students with a hands-on learning experience in safely taking quality diagnostic x-rays of animals. Emphasizes the proper positioning techniques of animals for various radiographic images, animal comfort, radiation safety, and equipment manipulation. Applies to Associate Degree. Transfer credit: CSU

**EATM M120 – ANATOMY AND PHYSIOLOGY OF ANIMALS 3 UNITS**

*Prerequisites:* EATM M101

*Corequisites:* EATM M120L

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 3 lecture

Presents a practical system-by-system approach to the basic structure (anatomy) and function (physiology) of domestic and exotic animals. Combines the study of anatomy and physiology which allows students to effectively integrate the study of structure with functioning of the system. For transfer, the laboratory course (EATM M120L) must be completed concurrently. **Course Credit Limitation:** Completion of EATM M120 will meet the subject requirement for EATM M12. However, EATM M12 will not meet the subject requirement for EATM M120. Maximum credit: 3 units if completed both EATM M12 and EATM M120. Applies to Associate Degree. Transfer credit: CSU

**EATM M120L – ANATOMY AND PHYSIOLOGY OF ANIMALS LABORATORY 1 UNIT**

*Prerequisites:* EATM M101

*Corequisites:* EATM M120

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 3 lab

Provides practical experience discovering principles and structures associated with the anatomy and physiology of animals. Includes microscope work and dissection of the cat. Covers basic suturing techniques to close incisions. Applies to Associate Degree. Transfer credit: CSU

**EATM M121L – LARGE ANIMAL NURSING LABORATORY 2 UNITS**

*Prerequisites:* EATM M100, EATM M110, EATM M110L, and EATM M180

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 6 lab

Provides students with hands-on practical experience in performing procedures and husbandry practices common to large animal species. Includes extensive practice in handling and restraint of animals to perform physical examinations and veterinary nursing procedures. Applies to Associate Degree. Transfer credit: CSU

**EATM M122 – INDEPENDENT STUDY - EXOTIC ANIMAL TRAINING AND MANAGEMENT 0.5 TO 3 UNITS**

*Prerequisites:* A previous EATM course and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

**EATM M124 – LABORATORY ANIMAL CARE 2 UNITS**

*Prerequisites:* EATM M114 and EATM M114L

*Corequisites:* EATM M124L

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 2 lecture

Introduces laboratory animal care and husbandry. Includes the care and safe restraint techniques for primates, rabbits, guinea pigs, rodents and other small laboratory animals. Addresses laboratory regulations, the role of the veterinary technician in biomedical research, and career opportunities in animal laboratory settings. Applies to Associate Degree. Transfer credit: CSU

**EATM M124L – LABORATORY ANIMAL CARE LABORATORY 1 UNIT**

*Prerequisites:* EATM M114 and EATM M114L

*Corequisites:* EATM M124

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 3 lab

Provides hands-on learning experience with laboratory animal care and husbandry. Includes the care and restraint of primates, rabbits, guinea pigs, rodents and other small lab animals. Emphasizes the compliance with laboratory regulations while participating in an animal laboratory setting. Applies to Associate Degree. Transfer credit: CSU

**EATM M125 – CLINICAL EXPERIENCE FOR VETERINARY TECHNICIANS 3 UNITS**

*Prerequisites:* EATM M112, EATM M112L, EATM M121L, EATM M124, and EATM M124L  
*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 0.5 lecture, 7.5 lab

Provides students the opportunity to integrate extensive class work and outside clinical work in a veterinary setting. Explores non-technical topics such as grief counseling, career development, practice management, and the human - animal bond. Focuses particularly on expanding student acquisition of medical terminology. Allows students to participate in a variety of clinical experiences encompassing multiple aspects of veterinary technology. Applies to Associate Degree. Transfer credit: CSU

**EATM M180 – ANIMAL HEALTH AND SAFETY FOR THE VETERINARY TECHNICIAN 3 UNITS**

*Prerequisites:* None

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 3 lecture

Introduces the physiology of animals and the relationship to animal health. Emphasizes common animal diseases, their causes, prevention and control. Includes the treatment of wounds and the relation of sanitation to disease prevention. Course Credit Limitation: Completion of EATM M180 will meet the subject requirement for EATM M18. However, EATM M18 will not meet the subject requirement of EATM M180. Maximum credit: 3 units if completed both EATM M18 and EATM M180. Applies to Associate Degree. Transfer credit: CSU

**EATM M190 – ANIMAL NUTRITION 3 UNITS**

*Prerequisites:* EATM M120, and EATM M120L

*Recommended Prep:* Understanding of the metric system, and basic math skills; anatomy and physiology of the various digestive systems

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Fingerprint clearance, Current negative TB test or chest x-ray, No visible tattoos or visible body piercings except single studs in earlobes, Admission to the Moorpark College Registered Veterinary Technology Program, Current tetanus vaccination.

*Class Hours:* 3 lecture

Introduces concepts relative to nutritional requirements of animals in captivity and in the wild. Emphasizes techniques in safely feeding domestic and non-domestic animals in captivity. Focuses on the constituents of feed (carbohydrates, proteins, fats, minerals, vitamins and water), and their utilization by the animal body. Discusses the digestive system, the process of digestion and assimilation of the various feed constituents, identification of feed-stuffs, feeding standards, computation of simple rations for livestock, and economy in feeding and purchasing feeds by nutritive values. Course Credit Limitation: Completion of EATM M190 will meet the subject requirement for EATM M19. However, EATM M19 will not meet the subject requirement of M190. Maximum credit: 3 units if completed both EATM M19 and EATM M190. Applies to Associate Degree. Transfer credit: CSU

## FILM TELEVISION MEDIA ARTS

*Program Purpose: Students who complete Film/TV/Media courses will transform language and concepts into fictional and non-fictional visualizations, and will be able to promote the critical analysis of mass communications through historical, cultural and business perspectives.*

This major is designed for students who plan professional or academic careers in educational or commercial radio, television, or film production. The major provides training that leads to positions in management or creative capacities or in related scholarly areas. Study is directed toward developing competence in specific areas of the mass media professions and providing a general knowledge of mass communication theory.

### DEAN

VACANT, Phone (805) 553-4121

### FACULTY

Nichole Block, Candice Larson, Lauren Snowden

### COUNSELORS

Jodi Dickey

## ASSOCIATE IN SCIENCE IN FILM, TELEVISION, AND ELECTRONIC MEDIA FOR TRANSFER DEGREE

The study of Film Television Media leads to a broad range of employment opportunities in the entertainment industry. This degree offers an education to students who seek careers in various production jobs such as: Film and Television Producers, Film and Television Directors, Film and Video Editors, Camera Operators for Television and Motion Pictures, and Broadcast Technicians.

The Associate in Science in Film, Television, and Electronic Media for Transfer (AS-T in Film, Television, and Electronic Media) is intended for students who plan to transfer and complete a bachelor's degree in Radio-Television Film, Television-Film, Television, Video, Film and Electronic Arts at a CSU campus. Students completing this AS-T degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AS-T in Film, Television, and Electronic Media may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AS-T in Film, Television, and Electronic Media, students must:

1. Complete 60 semester or 90 quarter CSU transferable units.
2. Obtain a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for CSU admission, some transfer institutions and majors may require a higher GPA.
3. Complete of 18-19 specified major units. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a grade.
4. Obtain certification of the California State University General Education-Breadth (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

### REQUIRED CORE

#### Select and complete two courses (6 units):

FTMA M100/JOUR M01	Introduction to Mass Communications	3.0
FTMA M103	Introduction to Media Aesthetics	3.0
FTMA M115	Introduction to Media Writing	3.0
UNITS from LIST A		6.0
UNITS from LIST B		3.0
UNITS from LIST C		3.0-4.0

### TOTAL UNITS

**18.0-19.0**

### LIST A - Select One Audio and One Video or Film Production course from the following (2 courses, 6 units total):

#### AREA 1: Audio

FTMA M140	Beginning Audio Production	3.0
FTMA M145A	Beginning Radio and Podcasting	3.0

#### AREA 2: Video or Film Production

FTMA M124	Introduction to Television Studio	3.0
FTMA M130	Beginning Single Camera Production	3.0
FTMA M138	Beginning Motion Picture Production	3.0

### LIST B - Select one course (3 units) from the list of courses below:

FTMA M105	History of International Cinema I: Emergence to World War II	3.0
FTMA M106	History of International Cinema II: World War II to the Present	3.0
FTMA M125	Intermediate Television Studio	3.0
Any course not already listed above		3.0

### LIST C - Select and complete 3 units minimum from the list of courses below:

#### Any CSU transferable Radio-TV-Film, TV-Film, TV, Video, Film and Electronic Arts course:

FTMA M26A	Non-Fiction/Reality Production	3.0
FTMA M134	Producing and Directing for Film and TV	3.0
FTMA M145B	Intermediate Radio and Podcasting	3.0
FTMA M170	Digital Editing	3.0
FTMA M175	Digital Asset Management	3.0
FTMA M190A	Film Portfolio I	2.0
FTMA M190B	Film Portfolio II	2.0
FTMA M192A	Television Studio Portfolio I	2.0
FTMA M192B	Television Studio Portfolio II	2.0
FTMA M80	Internship in Film Television Media Arts	1.0-4.0
THA M03A	Voice and Diction I	3.0
THA M03B	Voice and Diction II	3.0

#### Any course articulated as fulfilling CSU GE Area C listed below:

ARTH M100/M100H	Understanding Art/Honors	3.0
COMM M05	Oral Interpretation of Literature	3.0
ENGL M10A	Creative Writing	3.0
ENGL M10B	Advanced Creative Writing	3.0
ENGL M16	Introduction to Fiction	3.0
ENGL M17	Shakespeare	3.0
ENGL M20	Study of Drama	3.0
ENGL M40	Children's Literature	3.0
FTMA M101	Introduction to Cinema	3.0
FTMA M104	Introduction to Documentary	3.0
FTMA M109	Contemporary American Cinema	3.0
FTMA M110	Contemporary Global Cinema	3.0
FTMA M108	Women in Cinema	3.0
GR M10	Design and Society	3.0
GR M11	Design History	3.0
HUM M07	Survey of the Arts	3.0
PHIL M02/M02H	Introduction to Ethics/Honors	3.0
PHOT M10	Beginning Photography	3.0
PHOT M40	History of Photography	3.0
THA M01/M01H	Introduction to Theatre/Honors	3.0
THA M02A	Acting I	3.0
THA M04/M04H	History of the Theatre/Honors	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Arts in Film Television Media will be able to:

- transform language and concepts into fictional and non-fictional productions.



## ASSOCIATE IN ARTS FILM, TELEVISION, MEDIA DEGREE

To earn an Associate in Arts degree with a major in Film Television Media Arts students complete 18 specified units, plus General Education Degree requirements. The study of Film Television Media Arts leads to a broad range of employment opportunities in the entertainment industry. This degree offers an education to students who seek careers in various production jobs such as: Film and Television Producers, Film and Television Directors, Film and Video Editors, Camera Operators for Television and Motion Pictures, and Broadcast Technicians. The major provides training that leads to positions in management or creative capacities or in related scholarly areas. Study is directed toward developing competence in specific areas of the mass media professions and providing a general knowledge of mass communication theory.

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

REQUIRED CORE	UNITS
<b>Select and complete two courses (6 units):</b>	
FTMA M100/JOUR M01 Introduction to Mass Communications	3.0
FTMA M103 Introduction to Media Aesthetics	3.0
FTMA M115 Introduction to Media Writing	3.0
UNITS from LIST A	6.0
UNITS from LIST B	3.0
UNITS from LIST C	3.0

**TOTAL UNITS 18.0**

### LIST A - Select and complete One Audio and One Video Production course from the following (6 units):

#### Audio Production

FTMA M140	Beginning Audio Production	3.0
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AND

#### Video Production

FTMA M124	Introduction-Television Studio	3.0
FTMA M130	Beginning Single Camera Production	3.0
FTMA M138	Beginning Motion Picture Production	3.0

### LIST B - Select and complete one course (3 units):

FTMA M105	History of International Cinema I: Emergence to World War II	3.0
FTMA M106	History of International Cinema II: World War II to the Present	3.0
FTMA M125	Intermediate Television Studio	3.0

OR

Any course from REQUIRED CORE or LIST A not previously selected.

### LIST C - Select and complete 3 units minimum:

FTMA M102	Introduction to Television Studies	3.0
FTMA M107	Directors and Genres	3.0
FTMA M126A	Non-Fiction/Reality Production	3.0
FTMA M134	Producing and Directing for Film and TV	3.0
FTMA M170	Digital Editing	3.0
FTMA M190A	Film Portfolio I	2.0
FTMA M190B	Film Portfolio II	2.0
FTMA M80	Internship in Film Television Media Arts	1.0-4.0

OR

Any course from REQUIRED CORE, LIST A, or LIST B not previously selected.

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Arts in Film Television Media will be able to:

- transform language and concepts into fictional and non-fictional productions.
- critically analyze mass communication media and their business models.

## FTMA: AUDIO CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Film, Television & Media Arts: Audio introduces students to the fundamentals of audio recording for film, television, radio, and podcasting. After successfully completing a FTMA: Audio - Certificate of Achievement, a student could be hired as a: boom operator, sound mixer, sound editor, foley artist, audio engineer, second sound engineer, audio recordist, audio director, assistant audio technician, podcaster, radio broadcaster, radio announcer, technical sound designer, post sound coordinator, and other jobs on the sound team.

To earn a FTMA: Audio - Certificate of Achievement students must complete a minimum of 9 units.

### REQUIRED COURSES

#### Complete two courses (6 units):

FTMA M140	Beginning Audio Production	3.0
FTMA M145A	Beginning Radio and Podcasting	3.0

UNITS

### LIST A: Select and complete a minimum of 3 units from the following list:

FTMA M124	Introduction-Television Studio	3.0
FTMA M130	Beginning Single Camera Production	3.0
FTMA M138	Beginning Motion Picture Production	3.0
FTMA M145B	Intermediate Radio and Podcasting	3.0
FTMA M190A	Film Production Portfolio I	2.0
FTMA M190B	Film Production Portfolio II	2.0
FTMA M192A	Television Studio Production Portfolio I	2.0
FTMA M192B	Television Studio Production Portfolio II	2.0
FTMA M194A	Documentary Production Portfolio I	2.0
FTMA M194B	Documentary Production Portfolio II	2.0

**TOTAL UNITS 9.0**

## FTMA: FILM CERTIFICATE OF ACHIEVEMENT

To earn a Certificate of Achievement in Film, students must complete 9 units. The Film, Television & Media Arts courses are designed for students who plan professional careers in the film, television, broadcasting, cable, streaming, radio, podcasting, and social media industries. The training provided by these classes leads to positions in management or in the creative elements of the entertainment industry. Study is directed toward developing competence in specific areas of the mass communication profession.

### REQUIRED COURSES

#### Select and complete two courses (6 units):

FTMA M115	Introduction to Media Writing	3.0
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#### AND one of the following:

FTMA M124	Introduction-Television Studio	3.0
FTMA M130	Beginning Single Camera Production	3.0
FTMA M138	Beginning Motion Picture Production	3.0
FTMA M140	Beginning Audio Production	3.0

**TOTAL UNITS 9.0**

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Film Television Media will be able to:

- utilize a variety of digital cinema equipment.
- demonstrate professional skills that enable them to work in entry level film production jobs.

## FTVM: DIRECTING PROFICIENCY AWARD

The Proficiency Award in Film Television Media: Directing introduces students to the fundamentals of directing for film and television. This award will better prepare students seeking a career in the entertainment industry as an director, assistant director, and show runner.

After successfully completing a FTVM proficiency award, a student could be hired as a: production assistant, assistant to the director and casting director assistant.

To earn a Proficiency Award in Film Television Media: Directing students must complete a minimum of 9 units.

### REQUIRED CORE UNITS Complete the requirements from LIST A and LIST B:

#### LIST A - Complete the following course:

FTVM M34	Producing and Directing for Film and TV	3.0
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#### LIST B - Select and complete at least 6 units from the courses below:

FTVM M26	Non-Fiction/Reality Production	3.0
FTVM M30	Beginning Single Camera Production	3.0
FTVM M38	Beginning Motion Picture Production	3.0
FTVM M90A	Film Portfolio I	2.0
FTVM M90B	Film Portfolio II	2.0

**TOTAL UNITS** **9.0**

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the FTVM: Directing Proficiency Award will be able to:

- demonstrate professional skills in directing that will enable them to work in entry level production jobs.

## FTVM: EDITING PROFICIENCY AWARD

The Proficiency Award in Film Television Media: Editing introduces students to the fundamentals of editing. This award will prepare students seeking a career in the entertainment industry as an editor, video motion specialist, and video production coordinator.

After successfully completing a FTVM proficiency award, a student could be hired as a: production assistant, assistant editor, and digital imaging assistant.

To earn a Proficiency Award in Film Television Media: Editing, students must complete a minimum of 9 units.

### REQUIRED CORE UNITS Complete the requirements from LIST A and LIST B:

#### LIST A - Complete the following course:

FTVM M70	Digital Editing	3.0
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#### LIST B - Select and complete at least 6 units from the courses below:

FTVM M26	Non-Fiction/Reality Production	3.0
FTVM M30	Beginning Single Camera Production	3.0
FTVM M34	Producing and Directing for Film and TV	3.0
FTVM M38	Beginning Motion Picture Production	3.0
FTVM M90A	Film Portfolio I	2.0
FTVM M90B	Film Portfolio II	2.0

**TOTAL UNITS** **9.0**

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the FTVM: Editing Proficiency Award will be able to:

- demonstrate professional skills in editing that enable them to work in entry level production jobs.

## FILM TELEVISION MEDIA ARTS COURSES

### FTMA M100 – INTRODUCTION TO MASS COMMUNICATIONS

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Surveys the mass communication media and their interrelationships with society, including history, structure, and trends in a global, digital age. Explores theory of mass communication, media effects, economics, gender and cultural diversity, and examines media law, ethics, technology, and social issues with an emphasis on media literacy. (Formerly FTVM M01.) (Same course as JOUR M01.) Applies to Associate Degree. Transfer credit: CSU; UC

### FTMA M101 – INTRODUCTION TO CINEMA

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Introduces the art form of cinema. Includes topics such as a brief history of the movies, modes of production, form, style, genre, aesthetics, media industries, critical analysis, and socio-cultural and historical importance. Builds an appreciation for the art form and cultivates critical thinking about film. Combines lectures and discussions accompanied by screenings of appropriate films. (Formerly FILM M10; HUM M08.) Applies to Associate Degree. Transfer credit: CSU; UC

### FTMA M103 – INTRODUCTION TO MEDIA AESTHETICS

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Introduces the analysis of sound and image in the media. Examines the broad questions of aesthetics, meaning, history and culture. Explores the media's narrative form in a wide variety of productions styles, including theatrical releases, sitcoms, dramas, commercials and reality-based programming. Includes topics such as modes of production, narrative and non-narrative forms, visual design, editing, sound, lighting, genre, and critical analysis of aesthetics. (Formerly FTVM M03; FILM M15; HUM M17.) Applies to Associate Degree. Transfer credit: CSU; UC

### FTMA M104 – INTRODUCTION TO DOCUMENTARY STUDIES

**3 UNITS**

*Prerequisites: None*

*Recommended Prep: FTMA M101*

*Class Hours: 3 lecture*

Introduces documentary cinema and media through a formal, historical, social and political perspective. Focuses on analysis of various types of domestic and international documentary films with a wide range of subject matter. (Formerly FILM M15; HUM M17.) Applies to Associate Degree. Transfer credit: CSU; UC

### FTMA M105 – HISTORY OF INTERNATIONAL CINEMA I: EMERGENCE TO WORLD WAR II

**3 UNITS**

*Prerequisites: None*

*Recommended Prep: FTMA M101*

*Class Hours: 3 lecture*

Surveys international cinema from its emergence in the 1890s through World War II. Examines narrative, documentary and experimental film, and the medium's technical, aesthetic and theoretical developments. Focuses on historical, industrial, cultural and economic influences that contributed to the international art form. (Formerly FILM M25; HUM M03.) Applies to Associate Degree. Transfer credit: CSU; UC

**FTMA M106 – HISTORY OF INTERNATIONAL CINEMA II: WORLD WAR II TO THE PRESENT 3 UNITS**

*Prerequisites: None*

*Recommended Prep: FTMA M101*

*Class Hours: 3 lecture*

Surveys international cinema from the end of World War II to the present. Investigates the medium's technical, aesthetic, and theoretical developments through the examination of narrative, documentary, and experimental film. Focuses on the historical, cultural, industrial, and economic influences that contributed to the international art form. (Formerly FILM M26; HUM M04.) Applies to Associate Degree. Transfer credit: CSU; UC

**FTMA M107 – DIRECTORS AND GENRES 3 UNITS**

*Prerequisites: None*

*Recommended Prep: FTMA M101*

*Class Hours: 3 lecture*

Provides a focused study on the careers of selected cinema and media "auteurs" (directors) and examines their body of work in artistic, social, historical, and industrial terms. Examines recurring genres, themes, motifs, techniques, and aesthetic choices that define various directors' signature visual and narrative styles. (Formerly FILM M41.) Applies to Associate Degree. Transfer credit: CSU; UC

**FTMA M108 – WOMEN IN CINEMA 3 UNITS**

*Prerequisites: None*

*Recommended Prep: FTMA M101*

*Class Hours: 3 lecture*

Examines the intersections of gender, race, class and sexuality in American and/or international film using critical and historical perspectives. Surveys the economic, historical, and social influences upon these representations from early cinema to the present, focusing on both images of women onscreen and influences of women behind the scenes. Analyzes women's filmmaking, images of masculinity, and various "screen sexualities" and other representations of women. Introduces a variety of film theories and analytical perspectives. (Formerly FILM M15; HUM M18.) Applies to Associate Degree. Transfer credit: CSU; UC

**FTMA M109 – CONTEMPORARY AMERICAN CINEMA 3 UNITS**

*Prerequisites: None*

*Recommended Prep: FTMA M101*

*Class Hours: 3 lecture*

Analyzes works of contemporary American cinema, examining socio-cultural, political and historical contexts as depicted in selected films from the 1970s to present day. Explores theme and focus, industrial practices (conglomerate and indie), narrative presentations, selected genres, and representations of different people groups (gender, race, class and sexuality). Examines key filmmakers and movements. (Formerly FILM M31; HUM M06.) Applies to Associate Degree. Transfer credit: CSU; UC

**FTMA M110 – CONTEMPORARY GLOBAL CINEMA 3 UNITS**

*Prerequisites: None*

*Recommended Prep: FTMA M101*

*Class Hours: 3 lecture*

Introduces films from countries other than the United States and examines these countries' genres, themes, styles, and industrial practices. Emphasizes cultural, economic, and political influences in the artistic work of the filmmakers. Explores cinematic and cultural theories such as transnationalism, global and local cinema, and Orientalism. (Formerly FILM M32; HUM M05.) Applies to Associate Degree. Transfer credit: CSU; UC

**FTMA M115 – INTRODUCTION TO MEDIA WRITING 3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Introduces techniques in writing for film and electronic media. Emphasizes the preparation of scripts in proper formats, including fundamental technical, conceptual, and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. Includes a writing evaluation component as a significant part of the course requirement. (Formerly FTVM M11.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M122 – INDEPENDENT STUDY- FILM TELEVISION MEDIA ARTS 0.5 TO 3 UNITS**

*Prerequisites: Completion of one course in Film Television Media Arts and instructor approval*

*Class Hours: 1.5 to 9 lab hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of Film Television Media Arts through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Film Television Media Arts instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of 6 units. (Formerly FTVM M122.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission).

**FTMA M124 – INTRODUCTION-TELEVISION STUDIO 3 UNITS**

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

Introduces theory, terminology and operation of a multi-camera television studio and control room. Includes studio signal flow, directing, theory and operation of camera and audio equipment, switcher operation, fundamentals of lighting, graphics, video control and video recording and real-time video production. (Formerly FTVM M20.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M125 – INTERMEDIATE TELEVISION STUDIO 3 UNITS**

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

Provides student with intermediate-level instruction and work experience in studio productions. Offers hands-on experience with camera operation, technical directing, lighting design, set design and multi-camera directing. Emphasizes creation of new program formats. (Formerly FTVM M21.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M126A – NON-FICTION/REALITY PRODUCTION I 3 UNITS**

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

Provides a comprehensive overview of all digital production aspects of news, documentary, and reality programming from concept to finished project. Emphasizes the use of digital equipment for location reality-based productions. (Formerly FTVM M26.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M130 – BEGINNING SINGLE CAMERA PRODUCTION 3 UNITS**

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

*C-ID: FTVE 130*

Introduces the theory, terminology, and operation of single camera video production, including composition and editing techniques, camera operation, portable lighting, video recorder operation, audio control and basic editing. Focuses on the aesthetics and fundamentals of scripting, producing, directing on location, post-production, and exhibition/distribution. (FTVM M30.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M134 – PRODUCING AND DIRECTING FILM AND TV 3 UNITS**

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

Introduces producing and directing for the film and TV camera. Includes conceptualization of visuals, storyboarding, shot breakdowns, auditioning the actor, staging the actor, staging the camera, art direction, lighting and sound strategies, editing, and on-set procedures and protocols. (Formerly FTVM M34.) Applies to Associate Degree. Transfer credit: CSU



**FTMA M138 – BEGINNING MOTION PICTURE PRODUCTION****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab**C-ID: FTVE 150*

Introduces the theory, terminology, and process of motion picture production for film and television. Covers basic cinematography including the operation, function and creative uses of production and post-production equipment, scriptwriting, camera operation, shot composition, lighting, sound recording and mixing, and editing. (Formerly FTVM M38.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M140 – BEGINNING AUDIO PRODUCTION****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Introduces the theory and practice of audio production for radio, television, film and digital recording applications. Focuses on the fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Provides hands-on experience recording, editing, mixing and mastering audio. (Formerly FTVM M40.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M145A – BEGINNING RADIO AND PODCASTING****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Introduces theory and application in audio production for radio and podcasting. Focuses on digital production, audio console operation, use of recording equipment and microphones, tape editing, program formats and announcing. (Formerly FTVM M45A.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M145B – INTERMEDIATE RADIO AND PODCASTING****3 UNITS***Prerequisites: None**Recommended Prep: FTVM M145A**Class Hours: 2 lecture, 3 lab*

Focuses, at an intermediate-level, on the theory and application of audio production techniques for radio. Provides practical experience in radio station operations including programming, music, audio production techniques, and promotions. (Formerly M45B.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M170 – DIGITAL EDITING****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Introduces theory and application of film and video editing techniques using digital non-linear editing systems. Includes critical analysis of the editing process, editing complex scenes and creating visual effects. Focuses on the aesthetics and use of non-linear software for film and television including both narrative and non-narrative forms. (Formerly FTVM M70.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M175 – DIGITAL ASSET MANAGEMENT****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Provides a comprehensive overview of digital asset management in film, television and media production uses. Emphasizes the use of server-based management equipment for transmedia productions. (Formerly FTVM M75.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M80 – INTERNSHIP IN FILM TELEVISION MEDIA ARTS****1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. (Formerly FTVM M80.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M190A – FILM PRODUCTION PORTFOLIO I****2 UNITS***Prerequisites: None**Class Hours: 1 lecture, 3 lab*

Provides students the opportunity to design and create basic film projects for entry-level positions and for transfer institutions. Includes script development, budgeting, scheduling and production. Requires students to undertake practical assignments of film projects. (Formerly FTVM M90.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M190B – FILM PRODUCTION PORTFOLIO II****2 UNITS***Prerequisites: None**Recommended Prep: FTMA M190A**Class Hours: 1 lecture, 3 lab*

Creates the opportunity for students to produce and direct intermediate-level film projects for entry-level positions and for transfer institutions. Develops production skills as the director of photography, lightning director and executive producer, and requires students to undertake practical assignments for producing films. (Formerly FTVM M90B.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M192A – TELEVISION STUDIO PRODUCTION PORTFOLIO I****2 UNITS***Prerequisites: None**Class Hours: 1 lecture, 3 lab*

Provides students the opportunity to design and create basic television studio projects for entry-level positions and for transfer institutions. Includes pilot development, lighting, studio camera operation, and audio mixing. (Formerly FTVM M92A.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M192B – TELEVISION STUDIO PRODUCTION PORTFOLIO II****2 UNITS***Prerequisites: None**Recommended Prep: FTVM M192A**Class Hours: 1 lecture, 3 lab*

Provides students the opportunity to design and create intermediate-level television studio projects for entry-level positions and for transfer institutions. Includes directing, technical directing, floor managing and studio camera operation. (Formerly FTVM M92B.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M194A - DOCUMENTARY PRODUCTION PORTFOLIO I****2 UNITS***Prerequisites: None**Class Hours: 1 lecture, 3 lab*

Provides students the opportunity to create and produce basic documentary film projects for entry-level positions and for transfer institutions. Includes researching, story outlining, budgeting, scheduling, production, and post-production. Requires students to undertake practical assignments of documentary projects. (Formerly FTVM M94A.) Applies to Associate Degree. Transfer credit: CSU

**FTMA M194B - DOCUMENTARY PRODUCTION PORTFOLIO II****2 UNITS***Prerequisites: FTVM M194A**Class Hours: 1 lecture, 3 lab*

Provides students the opportunity to create and produce skilled documentary film projects for entry-level positions and for transfer institutions. Includes directing, researching, story outlining, budgeting, scheduling, production, and post-production. Requires students to undertake ambitious practical assignments of documentary projects. (Formerly FTVM M94B.) Applies to Associate Degree. Transfer credit: CSU

**FRENCH****SEE COURSES IN  
LANGUAGES OF THE WORLD**

## GAME DESIGN

*Program Purpose: The Game Design program allows students to explore game theory and mechanics, level design, a variety of game engines and software, game media creation (2D and 3D), and game development techniques and methodologies. Students who complete Game Design courses will understand the history, criticism, business, design, and development processes found in the game industry.*

### DEAN

VACANT, (805) 553-4121

### FACULTY

Johnathan Bair

### COUNSELOR

Trulie Thompson

## ASSOCIATE IN SCIENCE IN GAME DESIGN

The Game Design program is designed to prepare students for freelance careers and/or entry-level employment as independent game developers or with game design and development companies. Students explore creative, technical, critical, and design-based solutions to real world issues in order to meet the rigors of a dynamically evolving array of game-oriented professions. To earn an Associate in Science in Game Design, students must complete 34-37 specified units, plus General Education degree requirements.

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

REQUIRED CORE		UNITS
<b>Complete the following courses (28-31 units):</b>		
GAME M80	Internship in Game Design	1.0 - 4.0
GAME M101	Introduction to Game Design	3.0
GAME M102	Game Design Technologies I	3.0
GAME M105	3D for Game Design	3.0
GAME M110	Game Theory and Mechanics	3.0
GAME M115	Game Level Design	3.0
GAME M202	Game Design Technologies II	3.0
GAME M210	Game Design Studio	3.0
MM M10	Introduction to Digital Media	3.0
MM M50	Interactive Design	3.0
UNITS from ELECTIVE COURSES		6.0
<b>TOTAL UNITS</b>		<b>34.0-37.0</b>

### ELECTIVE COURSES

**Select and complete 2 courses (6 units) from the following:**

ART M40	Beginning Illustration	3.0
ARTH M150	History of Western Art: Modern through Contemporary	3.0
BUS M30	Introduction to Business	3.0
ENGL M10A	Creative Writing	3.0
FTVM M11	Introduction to Media Writing	3.0
GR M10	Design and Society	3.0
GR M27/PHTC M33	Image Editing	3.0
MM M20	Web Design	3.0
MM M40	3D Fundamentals	3.0
MUS M03	Introduction to Music Technology	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Game Design will be able to:

- apply core competencies in the cultural, theoretical, artistic, and narrative aspects of game design, as well as a broad background in the creation and development of playable media.

## OPTIMAL COURSE SEQUENCE FOR GAME DESIGN

LEVEL 1		UNITS
MM M10	Introduction to Digital Media	3.0
MM M40	3D Fundamentals	3.0
GAME M101	Introduction to Game Design	3.0
LEVEL 2		UNITS
GAME M102	Game Design Technologies	3.0
GAME M105	3D for Game Design	3.0
MM M50	Interactive Design	3.0
LEVEL 3		UNITS
GAME M110	Game Design Theory & Mechanics	3.0
GAME M115	Level Design	3.0
GAME M202	Game Design Technologies II	3.0
LEVEL 4		UNITS
GAME M80	Internship in Game Design	1.0-4.0
GAME M210	Game Design Studio	3.0

## GAME DESIGN CERTIFICATE OF ACHIEVEMENT

The Game Design program is designed to prepare students for freelance careers and/or entry-level employment as independent game developers or with game design and development companies. Students explore creative, technical, critical, and design-based solutions to real world issues in order to meet the rigors of a dynamically evolving array of game-oriented professions. To earn a Certificate of Achievement in Game Design, students must complete 21 specified units.

REQUIRED CORE		UNITS
<b>Select and complete the following courses (15 units):</b>		
GAME M101	Introduction to Game Design	3.0
GAME M102	Game Design Technologies I	3.0
GAME M110	Game Theory and Mechanics	3.0
GAME M202	Game Design Technologies II	3.0
MM M10	Introduction to Digital Media	3.0
UNITS from ELECTIVE COURSES		6.0
<b>TOTAL UNITS</b>		<b>21.0</b>
ELECTIVE COURSES		
<b>Select and complete 2 courses (6 units):</b>		
ART M40	Beginning Illustration	3.0
ENGL M10A	Creative Writing	3.0
FTVM M11	Introduction to Media Writing	3.0
GAME M105	3D for Game Design	3.0
GR M27/PHTC M33	Image Editing	3.0
MM M50	Interactive Design	3.0
MUS M03	Introduction to Music Technology	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Game Design will be able to:

- apply core competencies in the cultural, theoretical, artistic, and narrative aspects of game design, as well as a broad background in the creation and development of playable media.

## GAME DESIGN COURSES

### GAME M80 – INTERNSHIP IN GAME DESIGN 1 TO 4 UNITS

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

*Class Hours:* Hours as Arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

### GAME M101 – INTRODUCTION TO GAME DESIGN 3 UNITS

*Prerequisites:* None

*Class Hours:* 2 lecture, 3 lab

Provides an overview of all aspects of the game industry. Introduces game design and development terminology, principles, tools, and techniques. Explores gameplay, game design production processes, play testing, game analysis, game story development, game pitches, and game design documents. Examines the history and theories of game design, explores a variety of game genres, and addresses common legal and ethical concerns in the game development industry. Uses game development tools to create simple prototypes that emphasize concepts learned during the course of the semester. (Formerly MM M70.) Applies to Associate Degree. Transfer credit: CSU; UC

### GAME M102 – GAME DESIGN TECHNOLOGIES I 3 UNITS

*Prerequisites:* GAME M101

*Recommended Prep:* MM M10

*Class Hours:* 2 lecture, 3 lab

Introduces the fundamentals, concepts, and vocabulary of computer game tools and techniques. Covers a variety of digital tools and game engines to create playable environments. Includes topics such as game design technologies, virtual world building, game flow, pacing, schooling and planning, and deployment strategies such as desktop, console, and web. Previous computer programming experience is not required. Applies to Associate Degree. Transfer credit: CSU

### GAME M105 – 3D FOR GAME DESIGN 3 UNITS

*Prerequisites:* None

*Recommended Prep:* MM M10

*Class Hours:* 2 lecture, 3 lab

Offers in-depth concepts for creating 3D assets for use in game engines and tools. Includes 3D modeling, UVW unwrapping, 2D and 3D texturing techniques, character and prop rigging, and animation. Covers 3D character modeling, texturing, and animation as well as building animated props and game environments for use in game engines. Emphasizes using industry standard software, techniques, and workflows. Applies to Associate Degree. Transfer credit: CSU

### GAME M110 – GAME THEORY AND MECHANICS 3 UNITS

*Prerequisites:* GAME M101

*Recommended Prep:* MM M10

*Class Hours:* 2 lecture, 3 lab

Covers the "rules of play" for game design. Applies the principles of theory and mechanics, as well as contemporary design techniques within the domain of analog game design. Applies to Associate Degree. Transfer credit: CSU

### GAME M115 – GAME LEVEL DESIGN

**3 UNITS**

*Prerequisites:* GAME M101

*Recommended Prep:* MM M10 and GAME M102 and GAME M110

*Class Hours:* 2 lecture, 3 lab

Introduces the process of designing video game levels on paper and quickly iterating on the designs. Explores architectural techniques and theories for game level designers to use in their own work. Connects architecture and level design in different ways that address the practical elements of how designers construct space and the experiential elements of how and why humans interact with this space. Implements final level designs using a commercial game engine to further understand how the level will be seen from the player's perspective. Applies to Associate Degree. Transfer credit: CSU

### GAME M202 – GAME DESIGN TECHNOLOGIES II 3 UNITS

*Prerequisites:* GAME M102

*Recommended Prep:* GAME M110 and GAME M115

*Class Hours:* 2 lecture, 3 lab

Provides an in-depth introduction to technologies and techniques used to create virtual reality and mobile games. Introduces looping, decision-making, objects, and events. Explores music, sound, utilities, and graphics implementation. Covers revision control environments and the workflow of packaging computer game-oriented apps for software publishing marketplaces. Exercises industry best practices for creating intuitive player controls, meaningful gameplay cues, visual consistency, and techniques for facilitating the suspension of disbelief. (Formerly GAME M201 and MM M75.) Applies to Associate Degree. Transfer credit: CSU

### GAME M210 – GAME DESIGN STUDIO 3 UNITS

*Prerequisites:* GAME M101 and GAME M102 and GAME M110 and GAME M115 and GAME M201

*Recommended Prep:* MM M10 and GAME M205

*Class Hours:* 2 lecture, 3 lab

Emphasizes creating substantial, artistic game design concepts within an interdisciplinary team-driven environment. Covers advanced topics in game design, game programming, software project management, and indie game marketing channels. Includes design reviews, formal presentations, play testing, debugging, and job interview techniques. Includes the production of a comprehensive capstone project, corresponding web-based promotional presence, and a personal résumé and portfolio. Applies to Associate Degree. Transfer credit: CSU

## GEOGRAPHIC INFORMATION SYSTEMS

*Program Purpose:* Students who complete Geographic Information Systems courses will be able to utilize GIS mapping and data management software to store, retrieve, manipulate, analyze and display spatial data.

Geographic Information Systems (GIS) record, store, analyze and display information about the features that make up the earth's surface using computer-based software applications. This technology has application in many career fields including geological surveying, travel, and law enforcement. To explore specific career options, check the software and online resources available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

### DEAN

Robert Cabral, Phone (805) 378-1572

### FACULTY

Roger Putnam

### COUNSELORS

Chuck Brinkman, Danita Redd



## TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Geographic Information Systems who wish to qualify for an Associate in Arts Degree could explore Geography as a possible major.

## GEOGRAPHIC INFORMATION SYSTEMS COURSES

### GIS M01 – INTRODUCTION TO MAPPING AND GEOGRAPHIC INFORMATION SYSTEMS (GIS) 3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* GEOG 155

Introduces basic cartographic principles including map types, scales, projections, coordinate systems, as well as an introduction to Geographic Information Systems (GIS) technology and software. Provides hands-on experience through the application of GIS technology to solve spatial problems and display geographic data. Applies to Associate Degree. Transfer credit: CSU; UC

### GIS M02 – GPS (GLOBAL POSITIONING SYSTEMS) AND MAP ANALYSIS 3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

Introduces the use of a hand-held Global Positioning System (GPS) unit in the field, the terminology, hardware, and technology. Integrates the use of the hand-held GPS unit to determine location and collect and analyze data. Includes such topics as map interpretation, spatial statistics, and cartography. Applies to Associate Degree. Transfer credit: CSU; UC

### GIS M22 – RASTER GIS AND SPATIAL ANALYSIS 3 UNITS

*Prerequisites:* GIS M01

*Class Hours:* 3 lecture

Uses the ArcGIS software along with the Spatial Analyst and 3D extensions to explore the use of raster GIS data in analysis and visualization. Includes terrain analysis, hydrologic analysis, suitability analysis, and 3D modeling. Applies to Associate Degree. Transfer credit: CSU

### GIS M23 – REMOTE SENSING 3 UNITS

*Prerequisites:* GIS M01

*Class Hours:* 3 lecture

Uses ArcGIS software to analyze data collected by remote means such as satellite imagery, aerial photography and drone-acquired data. Introduces the basic concepts of remote sensing, characteristics of remote sensors, and remote sensing applications in academic disciplines and professional industries. Applies to Associate Degree. Transfer credit: CSU

### GIS M24 – INTERMEDIATE GIS APPLICATIONS 3 UNITS

*Prerequisites:* GIS M01

*Class Hours:* 3 lecture

Uses the ArcGIS ArcView software to explore intermediate topics in GIS applications. Includes geodatabase creation and editing, geoprocessing models, geocoding, and working with annotation. Applies to Associate Degree. Transfer credit: CSU; UC

## GEOGRAPHY

*Program Purpose:* Students who complete Geography courses will examine the spatial organization of physical features and human activities at a variety of spatial scales from local to global. Students will be able to locate features on the surface of the earth, explain why they are located where they are, and describe how places are similar and/or different. Students will also examine human interactions with the environment and describe how physical and cultural landscapes change through time. Students completing

*physical geography courses will be able to describe the processes that drive earth's climate, create landforms, and govern the distribution of plants and animals. Students completing human geography will analyze and describe cultural phenomenon such as population, development, agriculture, language and religion.*

Geography is a dynamic discipline that it is concerned with where things are located on the surface of the earth, why they are located where they are, and how places are similar and/or different. Geographers further examine our interactions with the environment and how physical and cultural landscapes change through time. There are two main branches of geography: physical geography, which focuses on the processes that drive earth's climate, create landforms, and govern the distribution of plants and animals; and human geography, which focuses on cultural phenomenon such as population, development, agriculture, language and religion. Geography students are trained to examine the spatial organization of physical features and human activities at a variety of spatial scales from local to global. A background in geography is a necessity for careers involving business, economics, planning, education, history, international relations, cartography, conservation, GIS, demography, transportation, tourism and others.

### DEAN

Robert Cabral, Phone (805) 378-1572

### FACULTY

### COUNSELORS

Chuck Brinkman, Danita Redd (Physical)

## TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

## ASSOCIATE IN ARTS IN GEOGRAPHY FOR TRANSFER DEGREE

The Associate in Arts Degree in Geography for Transfer (AA-T) is intended for students who plan to transfer and complete a Bachelor's degree in Geography, or a similar major at a CSU campus. Students completing the AA-T degree in Geography are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements, as this AA-T in Geography may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in Geography, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. A minimum of 19.0 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 §55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

REQUIRED COURSES	UNITS
<b>Complete the following three courses (7 Units):</b>	
GEOG M01	Physical Geography 3.0
GEOG M01L	Physical Geography Lab 1.0
GEOG M02	Cultural Geography 3.0
UNITS from LIST A	6.0
UNITS from LIST B	6.0
<b>TOTAL UNITS</b>	<b>19.0</b>

**LIST A - Select and complete two courses (6 units) from the following:**

GEOG M03/M03H	World Regional Geography/Honors	3.0
GEOG M05	Introduction to Meteorology	3.0
GEOG M10	Geography of California	3.0
GIS M01	Introduction to Mapping and Geographic Information Systems (GIS)	3.0

**LIST B - Select and complete two courses (6 units) from the following:**

ANTH M02	Cultural Anthropology	3.0
GEOL M02	Physical Geology	3.0
GEOL M03	Earth History	3.0
GEOL M61	Natural Disasters	3.0

Any course not selected and used in LIST A above.

**PROGRAM STUDENT LEARNING OUTCOMES**

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

- examine the spatial organization of physical features and phenomena and human activity at a variety of spatial scales from local to global.
- locate features of the surface of the earth, explain why they are located where they are, and describe how places are similar and/or different.
- examine human interactions with the environment and describe how physical and cultural landscapes change through time.
- describe the processes that drive the earth's climate, create landforms, and govern the distribution of plants and animals.

## GEOGRAPHY COURSES

**GEOG M01 – PHYSICAL GEOGRAPHY**

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: GEOG 110, GEOG 115 (with GEOG M01L)*

Surveys several branches of the natural sciences to provide students with an understanding of the processes responsible for the physical patterns of climate, water, soils, vegetation, and landforms found over the earth. Emphasizes understanding of human-induced agents of change within the physical world and human/environmental relationships. Includes tools of geographic inquiry such as: maps, remote sensing, Geographic Information Systems (GIS), and Global Positioning Systems (GPS). Applies to Associate Degree. Transfer credit: CSU; UC

**GEOG M01L – PHYSICAL GEOGRAPHY LAB**

**1 UNIT**

*Prerequisites: GEOG M01 or concurrent enrollment*

*Class Hours: 3 lab*

*C-ID: GEOG 111, GEOG 115 (with GEOG M01)*

Introduces students to the physical processes that shape the earth's surface and the tools used to study these processes. Provides hands-on practice in landscape description, measurement and analysis. May have field trips. Applies to Associate Degree. Transfer credit: CSU; UC

**GEOG M02 – CULTURAL GEOGRAPHY**

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: GEOG 120*

Introduces the significance and distribution of various cultural elements and the impact of human activities on the natural environment. Takes an issue-based or topical approach to understanding and explaining spatial patterns of the key components of culture such as population, migration, settlement, development, ethnicity, gender, agriculture, geopolitics, land-use, globalization, language and religion. Emphasizes the analysis of current world events. Applies to Associate Degree. Transfer credit: CSU; UC

**GEOG M03 – WORLD REGIONAL GEOGRAPHY**

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: GEOG 125*

Introduces the world's major regions. Emphasizes physical and cultural characteristics that distinguish the major areas of the world including population, resources, language, ethnicity and religion, economic development, climate and topography. Addresses key issues, current events and global problems. Facilitates students' understanding of world events, living styles and conditions, environments, and conflicts. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**GEOG M03H – HONORS: WORLD REGIONAL GEOGRAPHY**

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: GEOG 125*

Introduces the world's major regions. Emphasizes physical and cultural characteristics that distinguish the major areas of the world including population, resources, language, ethnicity and religion, economic development, climate and topography. Addresses key issues, current events and global problems. Facilitates students' understanding of world events, living styles and conditions, environments, and conflicts. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**GEOG M05 – INTRODUCTION TO WEATHER AND CLIMATE**

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: GEOG 130*

Introduces meteorological phenomena, including atmospheric circulation and behavior, clouds, precipitation, wind systems, storms, and air pollution. Focuses on interrelationships between land, ocean, and atmosphere as well as weather instruments and their roles in reporting general and aviation weather conditions. Applies to Associate Degree. Transfer credit: CSU; UC

**GEOG M80 – INTERNSHIP IN GEOGRAPHY**

**1 TO 4 UNITS**

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

## **GEOG M122 – INDEPENDENT STUDY - GEOGRAPHY**

**0.5 TO 3 UNITS**

*Prerequisites: Completion of one course in Geography and instructor approval*

*Class Hours: 1.5 to 9 lab hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of geography through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a geography instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of six (6) units in discipline. (Formerly GEOG M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

## **GEOLOGY**

*Program Purpose: Students who complete Geology courses will be able to apply the principles of Earth system science and plate tectonic theory to describe and explain Earth's materials, landscapes, natural hazards, and dynamic history.*

This program presents a study of the earth and its physical, chemical and biological forces at work.

### **CAREER POSSIBILITIES**

A wide variety of job opportunities in both private industry and government service are available to geology graduates. Graduates with Bachelor's degrees will normally begin their work career at entry level positions. Examples of opportunities in private industry include engineering geology (evaluating sites for homes, commercial buildings, highways, etc.), environmental geology (environmental impact studies, evaluation and remediation of contaminated sites), hydrogeology (development and quality control of ground water resources), and the discovery and extraction of earth resources such as oil, gas, coal, and metallic and non-metallic resources. Agencies in all levels of government – city, county, state, and federal – employ geologists for regulatory and oversight (inspection and monitoring) activities.

Additionally, a degree in geology is excellent background for preparing to teach physical science and earth science at the secondary school level.

### **DEAN**

Robert Cabral, Phone (805) 378-1572

### **FACULTY**

Roger Putnam

### **COUNSELORS**

Chuck Brinkman, Danita Redd

### **TRANSFER INFORMATION**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

## **ASSOCIATE IN SCIENCE IN GEOLOGY FOR TRANSFER DEGREE**

The Associate in Science Degree in Geology for Transfer (AS-T) is intended for students who plan to transfer and complete a Bachelor's degree in Geology, or a similar major at a CSU campus. Students completing the AS-T degree in Geology are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements, as this AS-T in Geology may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AS-T in Geology, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Obtain minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Complete 28 specified major units. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a grade.
4. Obtain certification of the California State University General Education-Breadth (CSU GE) pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

**NOTE: Although the CSU GE pattern is permissible for the Associate Degree for Transfer (ADT), it is recommended that students select and complete the IGETC for CSU GE so as to stay within the 60 units allowed.**

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

### **REQUIRED CORE**

**Complete the following courses (18 units):**

	<b>UNITS</b>
CHEM M01A/M01AH General Chemistry I/Honors	5.0
CHEM M01B General Chemistry II	5.0
GEOL M02/M02H Physical Geology/Honors	3.0
GEOL M02L Physical Geology Lab	1.0
GEOL M03 Earth History	3.0
GEOL M03L Earth History Lab	1.0
UNITS from MATHEMATICS REQUIREMENT	10.0

### **TOTAL UNITS**

**28.0**

### **MATHEMATICS REQUIREMENT**

**One year of Calculus:**

MATH M25A/M25AH Calculus with Analytic Geometry I/Honors	5.0
MATH M25B Calculus with Analytic Geometry II	5.0

### **ADDITIONAL RECOMMENDED PREPARATION**

**(Not part of the TMC):**

BIOL M02A General Biology I	5.0
GEOL M04 Mineralogy	4.0
PHYS M20A Mechanics of Solids/Fluids	4.0

**AND**

PHYS M20AL Mechanics of Solids and Fluids Lab	1.0
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PHYS M20B Thermodynamics, Electricity and Magnetism	4.0
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**AND**

PHYS M20BL Thermodynamics, Electricity and Magnetism Lab	1.0
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### **PROGRAM STUDENT LEARNING OUTCOMES**

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

- apply the principles of Earth system science and plate tectonic theory to describe and explain Earth's materials, landscapes, natural hazards, and dynamic history.
- analyze scientific data to make interpretations, propose hypotheses, or analyze existing hypotheses.



## ASSOCIATE IN SCIENCE IN GEOLOGY DEGREE

To earn an Associate in Science Degree with a major in Geology, students complete 46 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Geology offered by four-year institutions. Since the course work in geology is sequential, students may spend less time earning an Associate and/or Bachelor's degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in geology. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

REQUIRED COURSES		UNITS
CHEM M01A	General Chemistry I	5.0
CHEM M01B	General Chemistry II	5.0
GEOL M02	Physical Geology	3.0
GEOL M02L	Physical Geology Lab	1.0
GEOL M03	Earth History	3.0
GEOL M04	Mineralogy	4.0
MATH M25A	Calculus with Analytic Geometry I	5.0
MATH M25B	Calculus with Analytic Geometry II	5.0
MATH M15	Introductory Statistics	4.0
OR		
MATH M25C	Calculus with Analytic Geometry III	5.0
PHYS M10A/M10AL	General Physics I/Lab	4.0/1.0
OR		
PHYS M20A/M20AL	Mechanics of Solids and Fluids/Lab	4.0/1.0
PHYS M10B/M10BL	General Physics II/Lab	4.0/1.0
OR		
PHYS M20B/M20BL	Thermodynamics, Electricity and Magnetism/Lab	4.0/1.0
<b>TOTAL UNITS</b>		<b>45.0-46.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Geology will be able to:

- apply the principles of Earth system science and plate tectonic theory to describe and explain Earth's materials, landscapes, natural hazards, and dynamic history.
- analyze scientific data to make interpretations, propose hypotheses, or analyze existing hypotheses.

## GEOLOGY COURSES

### GEOL M02 – PHYSICAL GEOLOGY

**3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* GEOL 100, GEOL 101 (with GEOL M02L)

Introduces geologic materials and processes that shape the Earth and its environments. Examines global plate tectonic processes and their relationship to earthquakes, volcanoes, mountain-building, formation of rocks, minerals and natural resources, and rock structures (folds and faults). Includes a study of mass movements and glacial, river, and coastal processes that form the Earth's landscapes. Emphasizes the relationships between humans and geologic processes. Applies to Associate Degree. Transfer credit: CSU; UC.

### GEOL M02H – HONORS: PHYSICAL GEOLOGY

**3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* GEOL 100, GEOL 101 (with GEOL M02L)

Introduces geologic materials and processes that shape the Earth and its environments. Examines global plate tectonic processes and their relationship to earthquakes, volcanoes, mountain building, formation of rocks, minerals and natural resources, and rock structures (folds and faults). Includes a study of mass movements and glacial, river, and coastal processes that form the Earth's landscapes. Emphasizes the relationships between humans and geologic processes. Honors work challenges students to be more analytical and creative through expanded assignments, applied research, and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC.

### GEOL M02L – PHYSICAL GEOLOGY LAB

**1 UNIT**

*Prerequisites:* Completion of or concurrent enrollment in GEOL M02

*Class Hours:* 3 lab

*C-ID:* GEOL 100L, GEOL 101 (with GEOL M02)

Provides hands-on experience in identifying minerals, fossils, as well as igneous, sedimentary, and metamorphic rocks. Introduces topographic and geologic map interpretation and requires students to practice using remote sensing, aerial photographs, and maps to recognize landforms and geologic structures. Emphasizes laboratory and field observation and scientific analysis of geologic data. Field trips required. Applies to Associate Degree. Transfer credit: CSU; UC

### GEOL M03 – EARTH HISTORY

**3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* GEOL 110, GEOL 111 (with GEOL M03L)

Examines the geologic history of the Earth including changes in the continents, oceans, atmosphere, climate, and life as recorded by fossils. Emphasizes global plate tectonics, changes in paleogeography, and biological evolution. Reviews concepts of geologic dating. Field trips required. There will be a weekend-long field trip to a location of relevance to the history of Earth where students will assess stratigraphy, identify fossils, and/or make geologic maps. Possible locations include Cadiz, Bishop, or Deep Springs (all in southern/eastern California.) Applies to Associate Degree. Transfer credit: CSU; UC

### GEOL M03L – EARTH HISTORY LAB

**1 UNIT**

*Prerequisites:* GEOL M03 or concurrent enrollment

*Class Hours:* 3 lab

*C-ID:* GEOL 110L, GEOL 111 (with GEOL M03)

Provides hands-on experience identifying fossils, minerals, and rocks. Introduces geologic time, relative age relations in rocks, construction of paleogeographic maps, interpretation of geologic maps and cross sections, and fossil evidence of evolutionary trends throughout geologic time. Applies to Associate Degree. Transfer credit: CSU; UC

### GEOL M04 – MINERALOGY

**4 UNITS**

*Prerequisites:* GEOL M02 and GEOL M02L or GEOL M03 and GEOL M03L

*Recommended Prep:* CHEM M12 or CHEM M01A

*Class Hours:* 3 lecture, 3 lab

*C-ID:* GEOL 280

Introduces basic concepts of mineralogy including crystallography, mineral chemistry, mineral origin, occurrence, and associations. Emphasizes, in the lab component, the identification of minerals in hand specimen and thin section and examining field relations of minerals in outcrop. Requires 2 days of field trips on weekends. Applies to Associate Degree. Transfer credit: CSU; UC

## GEOL M05 – THE WORLD OCEAN

3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

Introduces the field of oceanography including a study of the features of the ocean floor, how ocean basins are made and destroyed, the chemical and physical aspects of seawater, ocean-atmosphere interactions, ocean circulation, waves, tides, and beaches with emphasis on the Southern California marine environment. Studies interactions between human society, marine life, and the ocean. Applies to Associate Degree. Transfer credit: CSU; UC

## GEOL M18 – FIELD EXPERIENCE IN GEOLOGICAL SCIENCES

1 UNITS

*Prerequisites:* GEOL M02 or GEOL M02H or GEOL M03 or GEOL M121

*Class Hours:* 3 lab

Explores the rich geology of California through field investigation. Focuses on the following topics: faults, earthquakes, volcanoes, mountain building, and tectonics. Weekend field trips required. Applies to Associate Degree. Transfer credit: CSU; UC

## GEOL M61 – NATURAL DISASTERS

3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

Surveys natural phenomena that have extreme environmental effects on the earth: earthquakes, volcanoes, and mass movements; severe weather events such as hurricanes, tornadoes, floods and droughts, tsunamis and storm surges; and impacts by meteors and comets. Emphasizes effects on human populations and includes strategies to mitigate and avoid disasters. Applies to Associate Degree. Transfer credit: CSU; UC

## GEOL M80 – INTERNSHIP IN GEOLOGY

1 TO 4 UNITS

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

## GEOL M121 – EARTH SCIENCE WITH LAB

4 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture, 3 lab

*C-ID:* GEOL 121

Introduces the essentials of earth science including the geosphere, atmosphere, hydrosphere, and solar system. Examines the interactions between physical and chemical systems of the earth such as the tectonic cycle, rock cycle, hydrologic cycle, weather and climate. Applies to Associate Degree. Transfer credit: CSU; UC

## GEOL M122 – INDEPENDENT STUDY - GEOLOGY

0.5 TO 3 UNITS

*Prerequisites:* Completion of one course in Geology and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

## GERMAN

## SEE COURSES IN LANGUAGES OF THE WORLD

## GRAPHIC DESIGN

*Program Purpose:* Students who complete Graphic Design courses will apply design principles, concepts and technologies to create innovative messaging and visual solutions, as well as explore the history, criticism and business of communication design.

The Graphic Design program prepares students for freelance careers and/or entry-level positions in the graphic design market, as well as for transfer to four-year colleges and universities. The program emphasizes the basic skills, knowledge, and abilities needed to implement creative, technical, and esthetic solutions into print and publication design; web and interface design; branding, identity and type design.

### DEAN

VACANT, (805) 553-4121

### FACULTY

Svetlana Kasalovic

### COUNSELORS

Wendy Berg, Jodi Dickey

### TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

## ASSOCIATE IN SCIENCE IN GRAPHIC DESIGN DEGREE

The Graphic Design program is designed to prepare students for freelance careers and/or entry-level employment in advertising agencies; printing and publishing firms; television and motion picture studios; advertising departments of large companies; commercial art studios; desktop publishing; production art; graphic photography; electronic prepress or offset printing and bindery operations.

Students explore creative, technical, critical, and design-based solutions to real world issues in order to meet the rigors of a dynamically evolving array of design professions. To earn an Associate in Science in Graphic Design students must complete 34-37 specified units, plus General Education Degree Requirements.

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

REQUIRED COURSES		UNITS
<b>Complete the following courses (28-31 units):</b>		
GR M10	Design and Society	3.0
GR M11	Design History	3.0
GR M23	Introduction to Computer Graphics	3.0
<b>OR</b>		
MM M10	Introduction to Digital Media	3.0
GR M26	Digital Illustration	3.0
GR M27/PHTC M33	Image Editing	3.0
GR M30	Design I	3.0
GR M31	Design II	3.0
GR M34	Typography	3.0
GR M80	Design Internship	1.0-4.0
GR M90/MM M90	Design Portfolio	3.0
UNITS from ELECTIVE COURSES		6.0
<b>TOTAL UNITS</b>		<b>34.0-37.0</b>

<b>ELECTIVE COURSES</b>		<b>UNITS</b>
<b>Select and complete two courses (6 units) from the following:</b>		
ART M30	Drawing and Composition I	3.0
ART M32	Beginning Life Drawing I	3.0
ART M40	Beginning Illustration	3.0
FILM M10	Introduction to Cinema	3.0
GAME M101	Introduction to Game Design	3.0
GR M24	Publishing and Prepress	3.0
GR M25	Publications Design	3.0
GR M32	Design III	3.0
GR M33	Advertising Design	3.0
MM M20	Web Design	3.0
MM M30	Motion Graphics	3.0
MM M40	3D Fundamentals	3.0
MM M50	Interactive Design	3.0
PHOT M10	Beginning Photography	3.0

### Program Student Learning Outcomes

Students completing the Associate in Science in Graphic Design will be able to:

- apply creative, technical, critical, historically informed, and design-based solutions through various media.

### OPTIMAL COURSE SEQUENCE FOR GRAPHIC DESIGN

<b>LEVEL 1</b>		<b>UNITS</b>
GR M10	Design and Society	3.0
GR M23	Introduction to Computer Graphics	3.0
GR M30	Design I	3.0
<b>LEVEL 2</b>		<b>UNITS</b>
GR M11	Design History	3.0
GR M31	Design II	3.0
GR M34	Typography	3.0
<b>LEVEL 3</b>		<b>UNITS</b>
GR M26	Digital Illustration	3.0
GR M27	Image Editing	3.0
GR M80	Design Internship	1.0-4.0
GR M90	Design Portfolio	3.0

### DIGITAL FABRICATION CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Graphic Design: Digital Fabrication explores modern skills in digital design, and introduces students to the fundamentals of digital fabrication. Students translate their ideas into 2D and 3D forms by using software that allows them to use laser cutting, computer numerical controlled (CNC) routing and 3D printing and many other CAM based equipment to create physical objects for their artwork. After successfully completing the Certificate of Achievement in Graphic Design: Digital Fabrication, a student could be hired as a fabrication design associate, fabrication designer and coordinator.

To earn the Certificate of Achievement in Graphic Design: Digital Fabrication, students must complete 14-15 units.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
<b>Complete all four courses (12 units):</b>		
GR M01	Introduction to Digital Fabrication	3.0
GR M26	Digital Illustration	3.0
MM M10	Introduction to Digital Media	3.0
MM M40	3D Fundamentals	3.0
UNITS from ELECTIVE COURSES		2.0-3.0
<b>TOTAL UNITS</b>		<b>14.0-15.0</b>

<b>ELECTIVE COURSES</b>		<b>UNITS</b>
<b>Select and complete one course (2-3 units) from the following:</b>		
ART M23	Three-Dimensional Design	3.0
GR M10	Design and Society	2.0
GR M30	Design I	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Digital Fabrication will be able to:

- demonstrate professional skills in 3D printing, Laser Cutting, and CNC Milling that will enable them to work in entry level digital fabrication jobs.

### GRAPHIC DESIGN CERTIFICATE OF ACHIEVEMENT

#### (MORE THAN 18 UNITS)

The Graphic Design program is designed to prepare students for freelance careers and/or entry-level employment in advertising agencies; printing and publishing firms; television and motion picture studios; advertising departments of large companies; commercial art studios; desktop publishing; production art; graphic photography; electronic prepress or offset printing and bindery operations. Students explore creative, technical, critical, and design-based solutions to real world issues in order to meet the rigors of a dynamically evolving array of design professions.

To earn a Certificate of Achievement in Graphic Design, students must complete 34-37 specified units.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
<b>Complete the following courses (28 - 31 units):</b>		
GR M10	Design and Society	3.0
GR M11	Design History	3.0
GR M23	Introduction to Computer Graphics	3.0
<b>OR</b>		
MM M10	Introduction to Digital Media	3.0
GR M26	Digital Illustration	3.0
GR M27/PHTC M33	Image Editing	3.0
GR M30	Design I	3.0
GR M31	Design II	3.0
GR M34	Typography	3.0
GR M80	Internship in Design	1.0 – 4.0
GR M90/MM M90	Design Portfolio	3.0
UNITS from ELECTIVE COURSES		6.0

<b>TOTAL UNITS</b>	<b>34.0-37.0</b>
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<b>ELECTIVE COURSES</b>		<b>UNITS</b>
<b>Select and complete two courses (6 units) from the following:</b>		
ART M30	Drawing and Composition I	3.0
ART M32	Beginning Life Drawing I	3.0
ART M40	Beginning Illustration	3.0
FILM M10	Introduction to Cinema	3.0
GAME M101	Introduction to Game Design	3.0
GR M24	Publishing and Prepress	3.0
GR M25	Publications Design	3.0
GR M32	Design III	3.0
GR M33	Advertising Design	3.0
MM M20	Web Design	3.0
MM M30	Motion Graphics	3.0
MM M40	3D Fundamentals	3.0
MM M50	Interactive Design	3.0
PHOT M10	Beginning Photography	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Graphic Design will be able to:

- apply creative, technical, critical, historically informed, and design-based solutions through various media.



## DESIGN FUNDAMENTALS PROFICIENCY AWARD

The Proficiency Award in Design Fundamentals provides the student with a foundation in Design and Media Arts and an understanding of the digital process when designing for print and screen. They will also engage in creative processes that combine art and technology to inform, persuade, organize, stimulate, locate, identify, attract attention and provide pleasure. These new skills will give the student the qualifications needed for entry level positions in Design and Media Arts industries, to start their own business, and/or for university transfer.

To earn a Proficiency Award in Design Fundamentals, students must complete the 9 units listed below:

REQUIRED CORE COURSES		UNITS
<b>Complete 3 courses (9 units) below:</b>		
GR M10	Design and Society	3.0
GR M23	Introduction to Computer Graphics	3.0
<b>OR</b>		
MM M10	Introduction to Digital Media	3.0
GR M30	Design I	3.0
<b>TOTAL UNITS</b>		<b>9.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Graphic Design will be able to:

- apply design principles to both print and screen layouts.
- demonstrate proficiency using industry- standard software to produce graphic design layouts that are print-ready digital files.
- demonstrate a sense of aesthetics for design and typography in the visual communication field.

## GRAPHIC DESIGN COURSES

### GR M01 – INTRODUCTION TO DIGITAL FABRICATION 3 UNITS

*Prerequisites: None*

*Recommended Prep: MM M10*

*Class Hours: 2 lecture, 3 lab*

Provides foundation-level understanding of the elements and principles of three-dimensional design in both theory and practical applications using a variety of materials. Focuses on drawing, modeling and building three-dimensional physical forms from digital designs. Explores modeling simple and complex objects, surfaces and spaces and develops them physically using a laser cutter, 3D printing, and computer numerical control (CNC) milling technology. Applies to Associate Degree. Transfer credit: CSU

### GR M10 – DESIGN AND SOCIETY 3 UNITS

*Prerequisites: None*

*Class Hours: 3 lecture*

Examines the fundamentals of communication design including design theory, the language and history of design, and contemporary design practices. Emphasizes the basic principles and the human experience in design, including graphic design and advertising, industrial design, environmental design and electronic arts. Applies to Associate Degree. Transfer credit: CSU; UC

### GR M10H – HONORS: DESIGN AND SOCIETY 3 UNITS

*Prerequisites: None*

*Class Hours: 3 lecture*

Examines the fundamentals of communication design including design theory, the language and history of design, and contemporary design practices. Emphasizes the basic principles and the human experience in design, including graphic design and advertising, industrial design, environmental design and electronic arts. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Course Credit Limitations: Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade. Applies to Associate Degree. Transfer credit: CSU; UC

### GR M11 – DESIGN HISTORY

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Examines the major issues in twentieth century design and identifies possible future trends. Focuses on the period beginning with the Arts and Crafts Movement of the late nineteenth century and continuing through the modern and postmodern design movements of the twentieth and twenty-first centuries. Applies to Associate Degree. Transfer credit: CSU; UC

### GR M11H – HONORS: DESIGN HISTORY

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Examines the major issues in twentieth century design and identifies possible future trends. Focuses on the period beginning with the Arts and Crafts Movement of the late nineteenth century and continuing through the modern and postmodern design movements of the twentieth and twenty-first centuries. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Course Credit Limitations: Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade. Applies to Associate Degree. Transfer credit: CSU; UC

### GR M23 – INTRODUCTION TO COMPUTER GRAPHICS 3 UNITS

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

Introduces visual technologies, concepts and principles of production used by designers and media artists. Explores software applications as they relate to current methods of design and media arts production. Emphasizes the development of fundamental computer skills and an understanding of the relationship between digital media and visual design. Applies to Associate Degree. Transfer credit: CSU

### GR M24 – PUBLISHING AND PREPRESS 3 UNITS

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

Focuses on the process of creating and preparing documents for print and creating press-ready output. Covers such topics as page layout, font and color management, printing processes, papers, bindings and proofing methods. (Formerly GR M24A.) Applies to Associate Degree. Transfer credit: CSU

### GR M25 – PUBLICATIONS DESIGN 3 UNITS

*Prerequisites: None*

*Recommended Prep: GR M23 and GR M34*

*Class Hours: 2 lecture, 3 lab*

Covers the design of multi-page publications, currently using InDesign for both electronic and printed production. Explores the issues and possibilities involved in the design and production of newsletters, catalogs, books and publications. Emphasizes the sequential organization of text and visual material, typographical structures, format and presentation. Applies to Associate Degree. Transfer credit: CSU

### GR M26 – DIGITAL ILLUSTRATION 3 UNITS

*Prerequisites: None*

*Recommended Prep: GR M23*

*Class Hours: 2 lecture, 3 lab*

Introduces the world of two-dimensional and three-dimensional digital illustration. Utilizes raster and vector-based software to create digital illustrations from concept to completion. Explores mark-making, perspective, color systems and rendering of light and shade. Develops perceptual skills, conceptual strategies, production methods, and narrative composition through projects and critiques. Applies to Associate Degree. Transfer credit: CSU

### GR M27 – IMAGE EDITING 3 UNITS

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

Focuses on image editing, currently using Adobe Photoshop for photography, design, and media arts. Includes appropriate techniques for tonal and color adjustments, creating masks, non-destructive editing, adjustment layers, retouching, and compositing. (Same course as PHTC M33.) Applies to Associate Degree. Transfer credit: CSU

**GR M30 – DESIGN I****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Provides a solid foundation in the use of the elements of visual language and their relationship to experience, expression and communication. Requires hands-on experience in creative problem solving including the exploration of rhythm and balance, texture, figure/ground, visual hierarchy, color, time and motion, and other components, through a variety of media. Applies to Associate Degree. Transfer credit: CSU

**GR M31 – DESIGN II****3 UNITS***Prerequisites: None**Recommended Prep: GR M23, GR M30**Class Hours: 2 lecture, 3 lab*

Further basic design skills and develops conceptual and technical abilities to amplify content through form, image, typography, symbolism and experimentation. Emphasizes, through exercises, the different aspects of analytical and inventive design. Applies to Associate Degree. Transfer credit: CSU

**GR M32 – DESIGN III****3 UNITS***Prerequisites: None**Recommended Prep: GR M23 and GR M31**Class Hours: 2 lecture, 3 lab*

Teaches more sophisticated methods of research and design thinking, design outcomes and technologies, as they are applied to increasingly complex projects. Evolves and refines the design skills. Applies to Associate Degree. Transfer credit: CSU

**GR M33 – ADVERTISING DESIGN****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Examines the importance of research, creating, and application of advertising design in the development of advertising campaigns. Explores creative problem solving, audience, product, and client positioning, marketing, and creative strategies as applied to advertising. Emphasizes creative team interaction, brainstorming techniques, and the performance of detailed research. Applies to Associate Degree. Transfer credit: CSU

**GR M34 – TYPOGRAPHY****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Introduces the fundamentals of typography, letterforms, typographic terminology and methods. Explores type families, grid construction, visual hierarchies, and organizations. Employs the type as a visual form and visible language, from the hand lettering to the computer screen. Applies to Associate Degree. Transfer credit: CSU; UC

**GR M80 – INTERNSHIP IN DESIGN****1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**GR M90 – DESIGN PORTFOLIO****3 UNITS***Prerequisites: GR M23 or MM M10**Recommended Prep: GR M10 and GR M30**Class Hours: 2 lecture, 3 lab*

Provides students the opportunity to create new projects and refine existing projects for entry-level positions and for transfer institutions. Requires completed projects which meet the professional standards. (Same as MM M90.) Applies to Associate Degree. Transfer credit: CSU

**GR M122 – INDEPENDENT STUDY - GRAPHICS****3 UNITS***Prerequisites: Completion of one course in Graphics and instructor approval**Class Hours: 1.5 to 9 lab hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of Graphics through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Graphics instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of 6 units. (Formerly GR M22A/B.) Applies to Associate Degree. Transfer credit: CSU

**HEALTH EDUCATION**

The objective of the Health Education major is the development and education of students in preparation for professional careers in a variety of health fields. The curricula, based upon a foundation in the liberal arts and the natural and behavioral sciences, are directed to special preparation for the various activities in the specific health fields.

**DEAN**

VACANT, Phone (805) 378-4063

**FACULTY**

Adam Black, Traycie Kephart, Jeff Kreil, Vance Manakas, Remy McCarthy, Michael Stuart

**COUNSELORS**

Traci Allen, Pablo Diaz

**TRANSFER INFORMATION**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

**HEALTH EDUCATION COURSES****HED M01 – HEALTH AND SOCIETY****2 UNITS***Prerequisites: None**Class Hours: 2 lecture*

Focuses on the nature and function of health in our society and emphasizes major health concepts designed to contribute to the students' understanding of healthy living. Includes: personal fitness, nutrition, mental health, personal relationships, harmful substances, environmental health, communicable diseases, chronic and degenerative diseases, reproduction and contraception, and consumer health. Applies to Associate Degree. Transfer credit: CSU; UC (HED M01, M02, and M07 combined: maximum credit, one course)

**HED M03 – NUTRITION, FITNESS, AND STRESS MANAGEMENT****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Presents an integrated approach to health and physical fitness through the study of basic principles of exercise, nutrition and human behavior. Focuses on a holistic approach to lifestyle choices for the prevention of heart disease, cancer, type 2 diabetes, and obesity. Emphasizes personal responsibility in the application of nutrition, fitness, and stress management principles for weight control and prevention of chronic disease. Applies to Associate Degree. Transfer credit: CSU; UC

**HED M05 – FIRST AID, CPR AND EMERGENCY PROCEDURES****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: KIN 101*

Introduces the background knowledge and practical skills necessary for rendering assistance in emergency and sudden illness First Aid situations. Evaluates lifestyle for health and safety concerns and set appropriate personal goals for achieving a safer and healthier lifestyle. Successful course completion qualifies students for Standard First Aid, Adult, Child, and Infant CPR, and AED Certifications. Applies to Associate Degree. Transfer credit: CSU; UC

## HED M07 – PERSONAL HEALTH

3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

Introduces components and skills of health and wellness, reviewing positive behavioral changes and their effect on life. Emphasizes self-responsibility based on self-analysis and assessment. Applies to Associate Degree. Transfer credit: CSU; UC (HED M01, M02, and M07 combined: maximum credit, one course)

## HED M80 – INTERNSHIP IN HEALTH EDUCATION

1 TO 4 UNITS

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

## HED M122 – INDEPENDENT STUDY - HEALTH EDUCATION

0.5 TO 3 UNITS

*Prerequisites:* Completion of one course in Health Education and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

## HEALTH INFORMATION MANAGEMENT

*Program Purpose:* Students who complete Health Information Management courses will acquire the practical knowledge and skills to successfully utilize electronic recordkeeping in health data collection, analysis, monitoring, maintenance, retrieval and reporting in accordance with quality principles, legal and regulatory standards and professional practice.

Health Information Management (HIM) is a profession dedicated to the management of health data. With the advent of electronic recordkeeping and advances in information technology, effective Health Information Management is not only critical to the delivery of health care to the public, but also essential to the utilization, financing, and management of the health care system itself. The expansion in health information technology is opening a wide range of employment opportunities across all segment of the health industry.

### DEAN

Carol Higashida, Phone (805) 378-1459

### HEALTH SCIENCES COORDINATOR

Christina Lee, Phone (805) 378-1433

### FACULTY

Contact Division Office for More Information

### COUNSELORS

Danita Redd, Samantha Simmons

## MEDICAL CODING CERTIFICATE OF ACHIEVEMENT

Students who complete the medical coding certificate of achievement will acquire the practical knowledge of coding systems, coding principles, legal and regulatory standards, and third-party payer requirements. Students will also gain the skills to ensure that all diagnoses, services, and procedures documented in the medical record are coded accurately for the purposes of reimbursement, research, and statistical analysis in clinic and hospital settings. Students who successfully complete the courses will qualify to take the national medical coding certification through the American Health Information Management Association (AHIMA) or American Academy of Professional Coders (AAPC).

To earn a Medical Coding Certificate of Achievement students must complete 32-34 specified units.

### REQUIRED COURSES

Complete the following courses (26 units):

		UNITS
HIM M01	Introduction to Health Information Management	3.0
HIM M02	Clinical Classification Systems ICD-CM Coding	3.0
HIM M03	Clinical Classification Systems CPT Coding	3.0
HIM M04	Medical Insurance and Reimbursement	3.0
HIM M05	Advanced Coding Applications	4.0
HIM M06	Medical Coding Practicum	1.0
HS M23	Pharmacology for Allied Health Professionals	2.0
NS M19	Medical Terminology	3.0
NS M25	Basic Pathophysiology	4.0

**REQUIRED ADDITIONAL COURSES: Select and complete OPTION 1 or OPTION 2 (6-8 units):**

#### OPTION 1 (6 units):

ANPH M01	Human Anatomy & Physiology	6.0
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#### OPTION 2 (8 units):

ANAT M01	Human Anatomy	4.0
AND		
PHSO M01/M01H	Human Physiology	4.0

#### TOTAL UNITS

32.0 - 34.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Medical Coding will be able to:

- take the national medical coding certification examination.

## HEALTH INFORMATION MANAGEMENT COURSES

### HIM M01 – INTRODUCTION TO HEALTH INFORMATION MANAGEMENT

3 UNITS

*Prerequisites:* NS M19

*Class Hours:* 3 lecture

*C-ID:* HIT 100X

Introduces the fundamental theories and practices of health information management and healthcare systems. Emphasizes content analysis of clinical records, application of data collection standards and regulations for accreditation, certification and licensure. Includes forms design, integration of uniform data sets and health information procedures. Applies to Associate Degree. Transfer credit: CSU



## **HIM M02 – CLINICAL CLASSIFICATION SYSTEMS**

### **ICD-CM CODING**

**3 UNITS**

*Prerequisites:* HIM M01 or concurrent enrollment, and ANPH M01 or ANAT M01 and PHSO M01

*Recommended Prep:* NS M25

*Class Hours:* 3 lecture

Introduces an overview of medical nomenclature and classification systems with a focus on coding inpatient clinical information from medical records, utilizing the International Classification of Diseases and Clinical Modification system (ICD-CM). Includes instruction in coding diagnoses and procedures, sequencing and coding conventions, review of complications, co-morbidities, and coding software applications. Applies to Associate Degree. Transfer credit: CSU

## **HIM M03 – CLINICAL CLASSIFICATION SYSTEMS**

### **CPT CODING**

**3 UNITS**

*Prerequisites:* HIM M02 or concurrent enrollment

*Class Hours:* 3 lecture

Introduces coding for alternative classification systems. Focuses on Healthcare Common Procedure Coding System (HCPCS)/Current Procedural Terminology (CPT) ambulatory care coding, ambulatory patient classifications, and resource-based relative value scales. Applies to Associate Degree. Transfer credit: CSU

## **HIM M04 – MEDICAL INSURANCE AND REIMBURSEMENT**

**3 UNITS**

*Prerequisites:* HIM M02 and HIM M03

*Class Hours:* 3 lecture

*C-ID:* HIT 202X

Utilizes coding concepts for medical insurance billing and current payment methodologies in the inpatient and physician office settings. Focuses on regulatory compliance and billing practices. Applies to Associate Degree. Transfer credit: CSU

## **HIM M05 – ADVANCED CODING APPLICATIONS**

**4 UNITS**

*Prerequisites:* HIM M04 or concurrent enrollment

*Class Hours:* 4 lecture

Utilizes advanced coding nomenclature and classification systems. Focuses on inpatient and outpatient clinical information, application of coding conventions, and coding software at higher skill levels. Applies to Associate Degree. Transfer credit: CSU

## **HIM M06 – MEDICAL CODING PRACTICUM**

**1 UNIT**

*Prerequisites:* HIM M05 or concurrent enrollment

*Class Hours:* 3 lab

Emphasizes analysis of health record contents and documentation requirements pursuant to federal/state regulations and voluntary accrediting body standards. Provides supervised, directed practice in coding, abstracting data, and preparing reports for inpatient or outpatient health care facilities. Applies to Associate Degree. Transfer credit: CSU

## **HEALTH SCIENCES**

*Program Purpose:* Students who complete Health Sciences courses will acquire basic skills necessary to succeed in medical programs, such as Nursing, Emergency Medical Technician, Radiologic Technology, and Nuclear Medicine.

A Health Science career represents excellent employment opportunities in the ever expanding fields of health services and research.

### **DEAN**

Carol Higashida, Phone (805) 378-1459

### **HEALTH SCIENCES COORDINATOR**

Christina Lee, Phone (805) 378-1433

### **COUNSELORS**

Danny Aguilar, Danita Redd, Samantha Zaldivar

## **PRE-PROFESSIONAL PROGRAMS**

### **Dental, Medical, Physical Therapy or Veterinary**

Moorpark College offers courses which generally meet the basic education requirements for professional schools. These schools generally require a Bachelor's Degree for admission. Students are advised to determine and satisfy specific requirements for the professional school to which they expect to apply by consulting a counselor and the school catalog.

The general lower-division course requirements for these schools commonly include: BIOL M02A, M02AH, M02B; CHEM M01A, M01B, plus one year of organic chemistry; MATH M07, (MATH M25A (H)/B recommended); PHYS M10A/M10AL, M10B/M10BL. For veterinary school the requirements are: BIOL M02A; M02AH; CHEM M01A, M01B; ENGL M01A, M01AH, M01B, M01BH; MATH M15, MATH M15H; PHYS M10A/M10AL; ZOO M01; (Additional lower-division Chemistry after transfer), 8 units of Humanities/Social Sciences.

The California dental schools are Loma Linda University; University of California: Los Angeles, San Francisco; University of Pacific; University of Southern California.

The California medical schools are Loma Linda University; Stanford University; University of California: Davis, Irvine, Los Angeles, San Diego, San Francisco; University of Southern California.

The California programs in Physical Therapy are California State University at Long Beach, Northridge and Sacramento; and California State University Fresno. UCSF jointly with San Francisco State, Loma Linda, Mount St. Mary's, Samuel Merritt, University of the Pacific, USC, Western University.

The California veterinary school is University of California, Davis.

## **HEALTH SCIENCES COURSES**

### **HS M15 – PHARMACOLOGY**

**3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* HIT 107X

Introduces mechanisms and uses of currently available drugs, establishing a foundation for understanding future developments in drug therapy and for administering drugs efficiently and safely. Applies drug information and mathematical calculations performed in clinical settings. Provider approved by the California Board of Registered Nursing. Provider number CEP 02811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

### **HS M20 – HEALTH SCIENCE CAREERS**

**2 UNITS**

*Prerequisites:* None

*Class Hours:* 2 lecture

Reviews current status of health care industry. Explores health science careers and opportunities in employment, internships and volunteer work. Begins the preparation into a health career education. Includes individual assessment of aptitude and career interest. Applies to Associate Degree. Transfer credit: CSU

### **HS M23 – PHARMACOLOGY FOR ALLIED HEALTH PROFESSIONALS**

**2 UNITS**

*Prerequisites:* None

*Recommended Prep:* NS M19

*Class Hours:* 2 lecture

Introduces pharmacology to allied health professionals. Includes basic pharmacological terminology and concepts, and common generic and trade name medications. This course does not include medication dosage calculations. Applies to Associate Degree. Transfer credit: CSU

## HS M80 – INTERNSHIP IN HEALTH SCIENCES

1 TO 4 UNITS

*Prerequisites:* None.

*Limitations on Enrollment:* 1. Compliance with the requirements of the internship site. These requirements may include but are not limited to: health, grooming, mental and physical requirements, drug and alcohol clearance, criminal background check clearance. 2. Completion of or concurrent enrollment in one course in the discipline and instructor approval.

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation sessions. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

## HISTORY

*Program Purpose:* Students who complete History courses will use critical thinking skills in understanding and analyzing the past and how historical events, issues and human activity over time has changed our world today. Understanding the past will allow students to positively engage and contribute to society as informed citizens.

Students of history study how people and societies formed, lived, interacted and contributed to the human experience. History is the study of change over time and the work of the historian is to interpret the past using evidence from diverse sources such as documents, art, music and film. This is an exciting and compelling means to understand from where we have come, where we are now, and where we might be headed. History does not, however, determine the future; you do!

Historians formulate questions, organize resources and analyze evidence to interpret the past and then effectively communicate their findings. These skills are sought after in numerous jobs in government, academia, entertainment, law and historic preservation. For examples of other career opportunities for historians visit the American Historical Association website at [www.historians.org](http://www.historians.org).

### DEAN

VACANT, Phone (805) 378-1445

### FACULTY

Nenagh Brown, Patricia Colman, Hugo Hernandez, Susan Kinkella

### COUNSELORS

Anitra Evans-Tykeson, Pam Kennedy-Luna, Giselle Ramirez, Trulie Thompson

### TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in History who wish to qualify for an Associate in Arts Degree could explore General Studies as a possible major.

## ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER DEGREE

History is an evolving record of human emotion, human aspiration, human frustration, and human success. Historians study the goals, fears, interests, opinions, and prejudices of people in the past. What made people the way they were? What is the impact of their thought and action on people today and what is their impact on people tomorrow? As a study of people, history offers both a necessary understanding of one's place in the human experience, and the conceptual framework for a lifelong avocation.

The Associate in Arts in History for Transfer (AA-T in History) is intended for students who plan to transfer and complete a bachelor's degree in History, or a similar major at a CSU campus. Students completing this degree (AA-T) are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in History degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system. To earn an AA-T in History, students must complete the following: 60 semester or 90 quarter CSU transferable units. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. A minimum of 18 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 §55063).

Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

REQUIRED CORE		UNITS
<b>Complete 2 courses (6 units):</b>		
HIST M130	United States History Through Reconstruction	3.0
HIST M140	United States History Since the Civil War	3.0
UNITS from LIST A		6.0
UNITS from LIST B		6.0

**TOTAL UNITS** **18.0**

### LIST A - Select and complete two courses (6 units):

#### Area 1 (1 course, 3 units):

HIST M150	World History: From Prehistory to 1500	3.0
HIST M170	Western Civilization: From Prehistory to 1600	3.0

#### Area 2

HIST M160	World History: From 1450 to the Present	3.0
HIST M180	Western Civilization: From 1600 to the Present	3.0

### LIST B - Select and complete one course from each GROUP (6 units):

#### GROUP 1: Diversity (1 Course, 3 Units)

HIST M131	African American History to 1877	3.0
HIST M133	History of Mexican Americans in the United States	3.0
HIST M135	Native American History	3.0
HIST M141	African American History Since 187	3.0
HIST M145	Race and Ethnicity in American History	3.0
HIST M152	History of Asia from Prehistory to 1600	3.0
HIST M162	History of Asia from 1600 to the Present	3.0
HIST M150 or HIST M160 if not used in LIST A		3.0

#### GROUP 2: History (1 course, 3 units):

HIST M137/M137H	History of American Women/Honors	3.0
HIST M143	History of California	3.0
HIST M164	Latin American History	3.0
Any course from LIST A or LIST B not already used		3.0

## PROGRAM STUDENT LEARNING OUTCOMES

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

- analyze how historical events, issues and human activity over time has shaped our world today.
- positively engage and contribute to society as informed citizens.

## HISTORY COURSES

### HIST M25 – HISTORY OF THE UNITED STATES 3 UNITS

*Prerequisites:* None

*Recommended Prep:* ENGL M01A or ENGL M01AH

*Class Hours:* 3 lecture

Surveys the political, economic, and social development of the United States. Traces the constant and changing values that shaped American institutions. Analyzes the diversity of the American people—the heroes Americans have treasured and the significant choices Americans have made. Satisfies US-1 (historical development of American institutions and ideals) requirements of Title V. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### HIST M25H – HONORS: HISTORY OF THE UNITED STATES 3 UNITS

*Prerequisites:* None

*Recommended Prep:* ENGL M01A or ENGL M01AH

*Class Hours:* 3 lecture

Surveys the political, economic, and social development of the United States. Traces the constant and changing values that shaped American institutions. Analyzes the diversity of the American people—the heroes Americans have treasured and the significant choices Americans have made. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Satisfies US-1 (historical development of American institutions and ideals) requirements of Title V. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### HIST M80 – INTERNSHIP IN HISTORY 1 TO 4 UNITS

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

### HIST M122 – INDEPENDENT STUDY - HISTORY 0.5 TO 3 UNITS

*Prerequisites:* Completion of one course in History and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

### HIST M130 – UNITED STATES HISTORY THROUGH RECONSTRUCTION

3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* HIST 130

Introduces the creation and development of American society to 1865, analyzing the impact of individuals and groups. Explores the colonial foundation of American cultural heritage; growth of the 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. Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. (Formerly HIST M07A.) Applies to Associate Degree. Transfer credit: CSU; UC

### HIST M131 – AFRICAN AMERICAN HISTORY TO 1877 3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

Surveys United States history with an emphasis on the African American experience from 15th century Africa to the era of Reconstruction. Focuses on the political, social, economic, cultural and intellectual trials of African Americans and their contributions to the growth and development of the United States. (Formerly HIST M03A.) Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. Applies to Associate Degree. Transfer credit: CSU; UC

### HIST M133 – HISTORY OF MEXICAN AMERICANS IN THE UNITED STATES 3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

Surveys the American experience from colonial beginnings to the present, emphasizing the history of Mexican Americans. Examines the changing roles and contributions of Mexican Americans in the context of the social, political, and economic history of the United States. (Formerly HIST M04.) Applies to Associate Degree. Transfer credit: CSU; UC

### HIST M135 – NATIVE AMERICAN HISTORY 3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

Introduces the history of the indigenous people of North America and Meso-America from the pre-Colonial era to the present. Emphasizes Native American and Euro-American interaction, U.S. policy development and the roles played by American Indians to ensure their survival and cultural integrity into the 21st century. (Formerly HIST M06.) Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. Applies to Associate Degree. Transfer credit: CSU; UC

### HIST M137 – HISTORY OF AMERICAN WOMEN 3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

Surveys United States history from the pre-colonial era to the present with an emphasis on the history of American women. Examines the changing roles and contributions of American women in the context of the social, political and economic history of the United States. (Formerly HIST M12.) Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.



**HIST M137H – HONORS: HISTORY OF AMERICAN WOMEN****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Surveys United States history from the pre-colonial era to the present, with emphasis on the history of American women. Examines the changing roles and contributions of American women in the context of the social, political and economic history of the United States. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities. (Formerly HIST M12H.) Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**HIST M140 – UNITED STATES HISTORY SINCE THE CIVIL WAR****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: HIST 140*

Introduces the social and political development of the United States since 1865, emphasizing the effects on contemporary Americans. Explores individual and group contributions surrounding the issues of westward expansion, industrial development, immigration and the development of modern American society. Examines major social and political reform movements since 1865 and the United States' role as a major world power. Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. (Formerly HIST M07B.) Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M141 – AFRICAN AMERICAN HISTORY SINCE 1877** **3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Surveys United States history with an emphasis on the African American experience from the era of Reconstruction to the present. Focuses on the political, social, economic, cultural and intellectual trials of African Americans and their contributions to the growth and development of the United States. (Formerly HIST M03B.) Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M143 – HISTORY OF CALIFORNIA****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Surveys California from the earliest Native cultures to the present. Examines the political, social, cultural, and economic developments in California and their impact on the United States. (Formerly HIST M08.) Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M145 – RACE AND ETHNICITY IN AMERICAN HISTORY****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Examines the ways in which race and ethnicity have been institutionalized into government and society. Surveys the experiences of diverse communities in the United States, focusing on the obstacles and accomplishments in achieving equal rights and citizenship for all. Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. (Formerly HIST M14.) Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M150 – WORLD HISTORY: FROM PREHISTORY TO 1500****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: HIST 150*

Introduces the world's major civilizations of Asia, Europe, Africa and the Americas from pre-history through 1500. Examines each civilization's religions and cultural achievements, as well as its political, economic and social structures. (Formerly HIST M20A.) Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M152 – HISTORY OF ASIA FROM PREHISTORY TO 1600****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Provides a broad overview of those societies and individuals that have provided key contributions to the development of Monsoon Asia. Covers the period from the earliest written records to 1600 CE, including selected topics from the Ancient, Classical, Post-Classical and Early Modern Periods. Emphasizes India and China, but all areas of Monsoon Asia are introduced, including Japan. (Formerly HIST M15.) Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M160 – WORLD HISTORY: FROM 1450 TO THE PRESENT****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: HIST 160*

Introduces the world's major civilizations of Asia, Europe, Africa and the Americas from 1500 to the present day. Surveys historical themes that are found in the world's political, economic, social, religious and cultural structures from the Early Modern Period, the Era of Western Hegemony and the Modern Era. (Formerly HIST M20B.) Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M162 – HISTORY OF ASIA FROM 1600 TO THE PRESENT****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Provides a broad overview of those societies and individuals that have provided key contributions to the development of Monsoon Asia. Covers the period from the arrival of the West to the present (c. 1600 - 2000 CE), including selected topics from the Late Traditional Period, the Era of Imperialism, and the Modern Period. Emphasizes China, India and Japan, but all areas of Monsoon Asia are introduced. (Formerly HIST M16.) Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M164 – HISTORY OF LATIN AMERICA****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Provides a comprehensive survey of Latin American history focusing on the development of cultural, economic, and political practices and experiences in various Latin American nations. Examines United States-Latin American relations. (Formerly HIST M09.) Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M170 – WESTERN CIVILIZATION: FROM PREHISTORY TO 1600****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: HIST 170*

Analyzes important events and developments in Western Civilization from prehistory through the sixteenth century. Evaluates ideas, institutions, and contributions to include political, social, and economic achievements within the Western world. (Formerly HIST M01A.) Applies to Associate Degree. Transfer credit: CSU; UC

## **HIST M180 – WESTERN CIVILIZATION: FROM 1600 TO THE PRESENT**

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: HIST 180*

Analyzes important events and developments in Western civilization from the seventeenth century to modern times. Evaluates ideas and institutions as well as political, economic and social structures. (Formerly HIST M01B.) Applies to Associate Degree. Transfer credit: CSU; UC

## **HOSPITALITY**

## **SEE COURSES IN BUSINESS**

## **HUMANITIES**

*Program Purpose: Students who complete Humanities courses will demonstrate an awareness of the ways people throughout time and across cultures have developed cultural, moral/ethical, and artistic creations in response to their world; critically analyze cultural and artistic productions in their original context; and respond to these cultural creations with informed appreciation.*

Humanities, broadly defined, is the study of the cultural activities and artistic expressions of human beings. Humanities courses may introduce students to art, literature, architecture, music, dance, philosophy, morality, religion, the sciences, gender and ethnicity, pop culture, and related fields. To explore specific career options, check the software and online resources available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

### **DEAN**

Howard Davis, Phone (805) 378-1443

### **FACULTY**

### **COUNSELORS**

Wendy Berg

### **TRANSFER INFORMATION**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Humanities who wish to qualify for an Associate in Arts Degree could explore Liberal Studies or Social Science as a possible major.

## **HUMANITIES COURSES**

### **HUM M07 – SURVEY OF THE ARTS**

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Examines various art forms such as music, literature, painting, sculpture, photography, architecture, and film, from the perspective of the humanities. Emphasizes the history, techniques, meaning, and evaluation of individual works of art. Applies to Associate Degree. Transfer credit: CSU; UC

### **HUM M10A – ETHICS, CULTURE AND THE ARTS: THE ROOTS OF THE HUMANITIES**

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Introduces human cultural heritage from earliest times to approximately 1000 CE, emphasizing major ideas of several periods of Western civilization. Examines literature, philosophy, music, painting and sculpture of each era. Highlights ethical choices and aesthetic responses possible within each period. Applies to Associate Degree. Transfer credit: CSU; UC

## **HUM M10B – ETHICS, CULTURE AND THE ARTS: HUMANITIES AND THE MODERN WORLD**

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Introduces human cultural heritage from 1000 CE to the present, emphasizing major ideas of several periods of Western civilization from the Renaissance to the Modern world. Examines literature, philosophy, music, painting and sculpture of each era. Highlights ethical choices and aesthetic responses possible within each period. Applies to Associate Degree. Transfer credit: CSU; UC

### **HUM M11 – CONFLICT AND THE HUMAN CONDITION**

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Examines what causes humans to engage in various forms of conflict and what effects those conflicts have on the individuals who participate in them. Explores armed conflicts and nonmilitary conflicts such as civil rights actions and civil disobedience. Investigates the possibilities of justifiable conflict and what impact conflict has on the ideas of humanity. Applies to Associate Degree. Transfer credit: CSU; UC

### **HUM M14 – HUMANITIES IN THE UNITED STATES**

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Examines the ideas, traditions, and values of the United States of America. Investigates the architecture, crafts, fine art, literature, and philosophy of different periods in the history of the United States. Explores the impact of the humanities on the trajectory of the country. Applies to Associate Degree. Transfer credit: CSU; UC

### **HUM M80 – INTERNSHIP IN HUMANITIES**

**1 TO 4 UNITS**

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

### **HUM M122 – INDEPENDENT STUDY - HUMANITIES**

**0.5 TO 3 UNITS**

*Prerequisites: A previous course in Humanities and instructor approval*

*Class Hours: 1.5 to 9 lab hours as arranged*

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

## **INTERCOLLEGIATE ATHLETICS**

## **SEE COURSES IN KINESIOLOGY**

## INTERNSHIPS

### SEE EACH DISCIPLINE FOR INTERSHIP COURSES

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

## ITALIAN

### SEE COURSES IN LANGUAGES OF THE WORLD

## JAPANESE

### SEE COURSES IN LANGUAGES OF THE WORLD

## JOURNALISM

*Program Purpose: Students who complete the Journalism Degree will be able to critically analyze the media of mass communication in the context of culture, ethics and law, and report and factually represent events and trends through publication and production across multiple platforms, applying skills necessary in today's media companies.*

The Journalism major program has a two-fold purpose. It provides studies of the media of mass communication, and prepares students for careers in the news and information industries online, in print and broadcast, including news and entertainment news sites, newspapers, magazine, television news and public relations.

#### DEAN

VACANT, Phone (805) 553-4121

#### FACULTY

#### COUNSELORS

Wendy Berg, Jodi Dickey

### ASSOCIATE IN ARTS IN JOURNALISM FOR TRANSFER DEGREE

The Associate in Arts in Journalism for Transfer (AA-T) is intended for students who plan to transfer and complete a bachelor's degree in Journalism, or a related major at a CSU campus, or who plan to attain an entry-level position in the news and information or communications industries. Students completing the AA-T degree in Journalism are guaranteed admission to the CSU system, though not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on individual university admission policies and transfer requirements.

To earn an AA-T in Journalism, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. A minimum of 18-23 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 §55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

REQUIRED CORE		UNITS
<b>Complete the following 3 courses:</b>		
JOUR M01	Introduction to Mass Communications	3.0
<b>OR</b>		
FTVM M01	Introduction to Mass Communications	3.0
JOUR M02	Introduction to Reporting and Writing for Media	3.0
JOUR M10A	Student News Media Staff	3.0
UNITS from LIST A		3.0-4.0
UNITS from LIST B		6.0-10.0
<b>TOTAL UNITS</b>		<b>18.0-24.0</b>

#### LIST A - Select and complete 1 course (3.0-4.0 units):

JOUR M03	Intermediate Reporting and Writing for Media	3.0
JOUR M05	Introduction to Visual Communication	3.0
JOUR M10B	Student News Media Staff Editing	4.0
JOUR M14	Introduction to Public Relations	3.0
JOUR M15	Digital Storytelling	3.0
PHTC M35	Basic Photojournalism	3.0

#### LIST B - Select and complete 2 courses from GROUP 1, or select and complete 2 courses from GROUPS 1-6, with courses selected from at least two different GROUPS:

GROUP 1		UNITS
GR M24	Publishing and Prepress	3.0

GROUP 2		UNITS
COMM M07	Argumentation and Debate	3.0
COMM M25	Introduction to Rhetorical Criticism	3.0
ENGL M01B/M01BH	Literature: Critical Thinking and Composition/Honors	4.0
ENGL M01C/M01CH	Critical Thinking and Composition/Honors	3.0
PHIL M05	Critical Thinking and Analytic Writing	3.0
PHIL M07	Introduction to Logic	3.0
PHIL M09	Introduction to Symbolic Logic	3.0

GROUP 3		UNITS
MATH M05	College Algebra	3.0
MATH M06	Trigonometry	3.0
MATH M07	College Algebra and Trigonometry	6.0
MATH M10	Mathematics for Elementary Teachers	3.0
MATH M15/M15H	Introductory Statistics/Honors	4.0

GROUP 4		UNITS
GR M10	Design and Society	3.0
PHOT M10	Beginning Photography	3.0
SPAN M01	Elementary Spanish I	5.0
SPAN M02	Elementary Spanish II	5.0

GROUP 5		UNITS
ANTH M02	Cultural Anthropology	3.0
POLS M01	Introduction to Politics	3.0
POLS M02	Comparative Politics	3.0
POLS M03/M03H	American Government and Politics/Honors	3.0
POLS M05	National, State & Local Politics	3.0
PSY M01/M01H	Introduction to Psychology/Honors	3.0
PSY M05	Social Psychology	3.0
PSY M08	Abnormal Psychology	3.0
SOC M01/M01H	Introduction to Sociology/Honors	3.0

GROUP 6		UNITS
ECON M01	Principles of Microeconomics	3.0
ECON M202	Principles of Macroeconomics	3.0
ECON M202H	Honors: Principles of Macroeconomics	3.0



## PROGRAM STUDENT LEARNING OUTCOMES

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

- apply critical reasoning and analysis to issues of ethics and accuracy in the mass media today and create journalistic articles for publication.
- gather, synthesize, analyze and create prose of publication quality.

## DIGITAL JOURNALISM PROFICIENCY AWARD

Students who complete the Digital Journalism Proficiency Award will be able to critically analyze, report and factually represent news, events and trends in stories produced from the field and in the newsroom, expressed in text, photo, video and graphics for multiple online and social media platforms. To earn a Digital Journalism Proficiency Award, students must complete 9 specified units.

REQUIRED COURSES		UNITS
JOUR M02	Introduction to Reporting and Writing for Media	3.0
JOUR M10A	Student News Media Staff	3.0
JOUR M15	Digital Storytelling	3.0
<b>TOTAL UNITS</b>		<b>9.0</b>

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Digital Journalism Proficiency Award will be able to:

- critically analyze, report and factually represent news, events and trends in stories produced from the field and in the newsroom, expressed in text, photo, video and graphics for multiple online and social media platforms.

## JOURNALISM COURSES

### JOUR M01 – INTRODUCTION TO MASS COMMUNICATIONS

3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* JOUR 100

Surveys the mass communication media and their interrelationships with society, including history, structure, and trends in a global, digital age. Explores theory of mass communication, media effects, economics, gender and cultural diversity, and examines media law, ethics, technology, and social issues with an emphasis on media literacy. (Same course as FVM M01.) Applies to Associate Degree. Transfer credit: CSU; UC

### JOUR M02 – INTRODUCTION TO REPORTING AND WRITING FOR MEDIA

3 UNITS

*Prerequisites:* None

*Recommended Prep:* ENGL M01A or ENGL M01AH or equivalent

*Class Hours:* 3 lecture

*C-ID:* JOUR 110

Introduces reporting, synthesizing and writing in journalistic style for media across platforms, including print, online, social, and broadcast. Focuses on fundamental skills in information gathering, synthesis, organization and critical thinking, with emphasis on accuracy, balance, ethics and awareness of media law. Teaches skills needed to conceive, plan, report, write, and produce news and feature stories based on original interviews and research, and coordinate stories with photographs, audio, video, social media, and other multimedia enhancements. Applies to Associate Degree. Transfer credit: CSU; UC

### JOUR M03 – INTERMEDIATE REPORTING AND WRITING FOR MEDIA

3 UNITS

*Prerequisites:* JOUR M02

*Class Hours:* 3 lecture

*C-ID:* JOUR 210

Emphasizes essential foundational reporting, writing and critical thinking skills at an intermediate level. Focuses on coverage of public affairs beats, including student, local and regional government, police, courts, school and city boards. Emphasizes skills needed to conceive, plan, report, write, shoot and present in-depth news and feature stories across multiple media platforms, including text, video, audio and other multimedia. Strongly focuses on accuracy, balance and ethics. Examines media law. Applies to Associate Degree. Transfer credit: CSU; UC

### JOUR M05 – INTRODUCTION TO VISUAL COMMUNICATION

3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* JOUR 170

Introduces the significant theories of visual communication through images employed by the mass media and distributed via the Internet, print, electronic, and advertising media. Examines the tools used in analyzing visual communication. Creates and analyzes images for print, Web and video. Evaluates critically, using the framework of visual literacy, how society communicates through still and moving images, cartoons, typography and infographics. Analyzes how visual communication affects society and its cultural values. Applies to Associate Degree. Transfer credit: CSU; UC

### JOUR M10A – STUDENT NEWS MEDIA STAFF

3 UNITS

*Prerequisites:* None

*Recommended Prep:* JOUR M02

*Class Hours:* 2 lecture, 3 lab

*C-ID:* JOUR 130

Develops skills in journalistic information gathering, composition and production in multiple platforms under peer leadership for publication in student news media. Emphasizes reporting with multiple sources and in multiple media, application of ethics, and development of journalistic style in writing, photography, videography, and multimedia to create, write and produce stories and images for print, web and, when available, broadcast. Applies to Associate Degree. Transfer credit: CSU

### JOUR M10B – STUDENT NEWS MEDIA STAFF EDITING

4 UNITS

*Prerequisites:* JOUR M10A

*Recommended Prep:* JOUR M02 and ENGL M01A or ENGL M01AH

*Class Hours:* 2 lecture, 6 lab

*C-ID:* JOUR 131

Develops the ability to conceive, plan, report, edit, design and produce student news media online, in print and, when available, for broadcast. Provides opportunities for student staff editors to plan sections including text, photos, graphics and multimedia packages for publication in student news media. Allows students to assign, write, shoot, and coordinate stories, photos, video and other graphic elements; as well as critically evaluate and edit all content, and work directly with student writers and adviser. Applies to Associate Degree. Transfer credit: CSU

### JOUR M10D – STUDENT NEWS MEDIA STAFF EDITING II

3 UNITS

*Prerequisites:* JOUR M10B

*Recommended Prep:* JOUR M02 and ENGL M01A

*Class Hours:* 2 lecture, 3 lab

Develops advanced leadership, innovation, planning and critical thinking abilities in coordinating and publishing student news media in all media platforms. Requires collaboration and directing of peers as fellow editors, writers, multimedia producers, and photographers. Develops advanced editing, news judgment, and news presentation skills. Applies to Associate Degree. Transfer credit: CSU

## JOUR M14 – INTRODUCTION TO PUBLIC RELATIONS 3 UNITS

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: JOUR 150*

Introduces principles, history, development, and professional practice of modern public relations. Emphasizes concepts of planning and executing effective communication strategies, including message design for targeted audiences, composition, production and distribution of press releases and messages for social, video/audio, and print media. Applies to Associate Degree. Transfer credit: CSU

## JOUR M15 – DIGITAL STORYTELLING 3 UNITS

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

*C-ID: JOUR 120*

Introduces multimedia storytelling and communications with a journalism emphasis. Explores such techniques as the use of video, photos, audio and text to convey interactive news, stories, and messages through various media via the Internet. Cultivates skills in interviewing, sourcing and information gathering using photographic, audio and video recording equipment. Develops skills in story planning, scriptwriting and assembling using digital editing software. Field reporting: students report, interview and research in the field. Students who are unable to negotiate some assignments should contact the instructor for personalized arrangements for interviews on campus or near student's residence. Applies to Associate Degree. Transfer credit: CSU

## JOUR M80 – INTERNSHIP IN JOURNALISM 1 TO 4 UNITS

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

## JOUR M122 – INDEPENDENT STUDY - JOURNALISM 0.5 TO 3 UNITS

*Prerequisites: A previous course in Journalism and instructor approval*

*Class Hours: 1.5 to 9 lab hours as arranged*

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

## KINESIOLOGY

*Program Purpose: Students who complete Kinesiology courses will apply the science of kinesiology to understand, appreciate and achieve the maximum benefits provided physical movement for developing an individual's health and wellness. Students who participate in Intercollegiate Athletics will develop their optimal athletic potential and skills in teamwork.*

The Kinesiology Program is designed to prepare students for transfer to bachelor degree programs in Kinesiology, Exercise Science, Physical Education, Physical Therapy, Athletic Training, Coaching, and Fitness Management. Interested students may also pursue a career in fitness. Kinesiology classes offer students an opportunity to enrich their education with emphasis on improved individual physical well-being as well as pursuing professional career options.

## DEAN

Matt Calfin, Phone (805) 378-4063

## FACULTY

Adam Black, Traycie Kephart, Jeffrey Kreil, Vance Manakas, Remy McCarthy, Sherry Ruter, Michael Stuart, Willard Thurston

## COUNSELORS

Daniel Aguilar, Traci Allen, Wendy Berg, Pablo Diaz, Samantha Zaldivar

## ASSOCIATE IN ARTS IN KINESIOLOGY FOR TRANSFER DEGREE

The Associate in Arts in Kinesiology for Transfer (AA-T) program is designed to prepare students for CSU transfer to complete a bachelor's degree in Kinesiology, Exercise Science, Physical Education, pre-Physical Therapy, Athletic Training and other related allied health professions. Interested students may also pursue careers as personal trainers. Students completing this degree, AA-T in Kinesiology are guaranteed admission to the CSU system, but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Kinesiology degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T Kinesiology, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. A minimum of 20-25 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 §55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

REQUIRED CORE		UNITS
<b>Complete the following three courses (11 units):</b>		
ANAT M01	Human Anatomy	4.0
KIN M01	Introduction to Kinesiology	3.0
PHSO M01/M01H	Human Physiology/Honors	4.0
UNITS from MOVEMENT-BASED COURSES		3.0-4.0
UNITS from LIST A		6.0-10.0

### TOTAL UNITS 20.0-25.0

**MOVEMENT-BASED COURSES (3 unit minimum) - Select and complete one course maximum from any four following areas (3-4 units):**

## DANCE

DANC M10A	Ballet I - Fundamentals	2.0
DANC M10B	Ballet II - Beginning	2.0
DANC M11A	Jazz Dance I - Fundamentals	2.0
DANC M11B	Jazz Dance II - Beginning	2.0
DANC M12A	Modern Dance I - Fundamentals	2.0
DANC M12B	Modern Dance II - Beginning	2.0
DANC M13A	Tap I - Fundamentals	1.5
DANC M13B	Tap II - Beginning	1.5
DANC M16A	Hip Hop 1 - Fundamentals	1.5
DANC M17	Musical Theater Dance	1.0-2.0
DANC M30A	Theory and Practice of Social Dance Forms: Ballroom Dance I	1.5
DANC M30B	Theory and Practice of Social Dance Forms: Ballroom Dance II	1.5

## FITNESS

KIN M23	Walking For Fitness	1.0
KIN M24	Running for Fitness and Conditioning	1.0
KIN M31	Body Conditioning/Fitness	1.0
KIN M32	Body Conditioning/Free Weights	1.0
KIN M33	Power Lifting/Free Weights	1.0
KIN M34	Body Conditioning Boot Camp	1.0
KIN M40	Cardio Step and Sculpt	1.0
KIN M42	Aerobic Dance Fitness	1.0
KIN M43	Cardio Kickboxing	1.0
KIN M50	Pilates Mat	1.0
KIN M51	Core Stability and Stretch	1.0
KIN M52	Core Fitness with Cardio	1.0
KIN M53	T'ai Chi Ch'uan	1.0

## INDIVIDUAL SPORTS

KIN M71	Golf	1.0
KIN M72	Tennis	1.0

## TEAM SPORTS

KIN M82	Basketball	1.0
KIN M84	Soccer	1.0
KIN M85	Softball	1.0
KIN M87	Volleyball	1.0

## LIST A - Select and complete 6-10 units from 2 different OPTIONS below:

### OPTION 1

MATH M15/M15H	Introductory Statistics/Honors	4.0
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### OPTION 2

BIOL M01	Introduction to Biology	4.0
BIOL M02A/M02AH	General Biology I/Honors	5.0
BIOL M16	Human Biology	3.0

### OPTION 3

CHEM M01A/M01AH	General Chemistry I/Honors	5.0
CHEM M11	Foundations of General, Organic, and Biochemistry	5.0
CHEM M12	Introductory Chemistry I	4.0
CHEM M13	Introductory Chemistry II	5.0

### OPTION 4

PHYS M10A	General Physics I	4.0
AND		
PHYS M10AL	General Physics I Lab	1.0

### OR

PHYS M20A	Mechanics of Solids and Fluids	4.0
AND		
PHYS M20AL	Mechanics of Solids and Fluids Lab	1.0

### OPTION 5

HED M05	First Aid, CPR and Emergency Procedures	3.0
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## PROGRAM STUDENT LEARNING OUTCOMES

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

- apply the science of kinesiology to understand, appreciate and achieve the maximum benefits provided by physical movement for developing an individual's health and wellness.

## ASSOCIATE IN SCIENCE IN EXERCISE SCIENCE DEGREE

The Exercise Science Fitness Specialist program will prepare students for careers in entry level jobs in the fitness and health industry. This program provides knowledge and leadership skills necessary for preparing students to become Certified Personal Trainers and/or Certified Group Fitness Instructors. To earn an Associate in Science Degree in Exercise Science, students must complete 18 specified units, the college's General Education requirements and/or elective units for a minimum of 60 units.

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

### REQUIRED COURSES

### UNITS

#### Complete the following courses (12 units):

HED M05	First Aid, CPR and Emergency Procedures	3.0
KIN M16	Personal Training Principles	3.0
KIN M17	Teaching Group Fitness	3.0
KIN M18	Foundations of Fitness	3.0
UNITS from PROGRAM ELECTIVES		6.0

### TOTAL UNITS

**18.0**

### PROGRAM ELECTIVES

### UNITS

#### Select a minimum of 6 units:

ANAT M01*	Human Anatomy	4.0
BIOL M01*	Introduction to Biology	4.0
HED M03	Nutrition, Fitness, and Stress Management	3.0
KIN M13	Prevention and Care of Athletic Injuries	3.0
KIN M80	Internship in Kinesiology	1.0 - 4.0
PHSO M01*	Human Physiology	4.0
PHSO M01H*	Honors: Human Physiology	4.0

\*Students planning on transferring to a university should select two of the following courses: ANAT M01, BIOL M01, PHSO M01 or PHSO M01H

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Exercise Science will be able to:

- apply the science of kinesiology to understand, appreciate and achieve the maximum benefits provided by physical movement for developing an individual's health and wellness.
- understand and demonstrate the necessary skills for being successful within the field of personal training.
- understand and demonstrate the core components to foundations of group fitness.

## EXERCISE SCIENCE: FITNESS SPECIALIST CERTIFICATE OF ACHIEVEMENT

To earn a Certificate of Achievement in Exercise Science: Fitness Specialist, students complete 18 or more specified units. The Fitness Specialist Certificate of Achievement will prepare students for careers in entry level jobs in the fitness and health industry. This program provides applied knowledge and leadership skills necessary for students to become Personal Trainers and/or Group Fitness Instructors. In addition to acting as a primary hiring qualification for major fitness employers, the earning of this certificate may also serve as a means for current fitness professionals to earn wage increases and career advancement.

### REQUIRED COURSES

### UNITS

#### Complete the following courses (12 Units):

BUS M30	Introduction to Business	3.0
KIN M16	Personal Training Principles	3.0
KIN M17	Teaching Group Fitness	3.0
KIN M18	Foundations of Fitness	3.0



PROGRAM ELECTIVES		UNITS
<b>Select and complete a minimum of 6 units:</b>		
ANAT M01	Human Anatomy	4.0
BIOL M01	Introduction to Biology	4.0
HED M03	Nutrition, Fitness, and Stress Management	3.0
HED M05	First Aid, CPR and Emergency Procedures	3.0
KIN M13	Prevention and Care of Athletic Injuries	3.0
KIN M80	Internship in Kinesiology	1.0 - 4.0
NTS M01	Introduction to Nutrition Science	3.0
PHSO M01	Human Physiology	4.0

**TOTAL UNITS** **18.0**

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Exercise Science will be able to:

- understand and demonstrate the necessary skills for being successful within the field of personal training.
- understand and demonstrate the core components to foundations of group fitness.
- be prepared to test for two accredited personal training certifications: National Academy of Sports Medicine (NASM) and National Strength & Conditioning Association (NSCA).
- be prepared to take the certification exam for the American Council on Exercise (ACE) group fitness instructor.

## KINESIOLOGY COURSES

### MAJOR COURSES:

#### KIN M01 – INTRODUCTION TO KINESIOLOGY **3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* KIN 100

Introduces an interdisciplinary approach to the study of human movement. Presents an overview of the importance of the sub-disciplines in kinesiology. Discusses career opportunities in the areas of teaching, coaching, allied health, and fitness professions. (Formerly PE M90.) Applies to Associate Degree. Transfer credit: CSU; UC

#### KIN M13 – PREVENTION AND CARE OF ATHLETIC INJURIES **3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

Introduces basic concepts, skills and practices for the athletic trainer and kinesiologist. Includes medical aspects of athletic training, athletic therapy, modalities, strength, conditioning, rehabilitation and diagnostic techniques. Does NOT fulfill KIN activity/Health requirement for Associate Degree. (Formerly HED M06.) Applies to Associate Degree. Transfer credit: CSU; UC

#### KIN M13L – PREVENTION AND CARE OF ATHLETIC INJURIES LAB **1 UNIT**

*Prerequisites:* KIN M13 or concurrent enrollment

*Class Hours:* 3 lab

Introduces basic concepts and skills for the athletic trainer and kinesiologist through practical application. Includes topics of: diagnostic techniques, stretching, wrapping/taping, protective devices/bracing, modalities, and therapeutic exercise, amongst others. Does NOT fulfill KIN activity/Health requirement for Associate Degree. (Formerly part of HED M06.) Applies to Associate Degree. Transfer credit: CSU; UC

#### KIN M16 – PERSONAL TRAINING PRINCIPLES **3 UNITS**

*Prerequisites:* None

*Recommended Prep:* KIN M18

*Class Hours:* 2 lecture, 3 lab

Introduces exercise physiology, biomechanics, and anatomy as foundational concepts for appropriate exercise programming. Includes learning and applying popular pre-exercise assessments for a variety of populations and abilities. Relates the principles of exercise science and program design to prepare students for successful completion of a personal training certification. (Formerly PE M95.) Applies to Associate Degree. Transfer credit: CSU

#### KIN M17 – TEACHING GROUP FITNESS **3 UNITS**

*Prerequisites:* None

*Recommended Prep:* KIN M18

*Class Hours:* 2 lecture, 3 lab

Introduces exercise science concepts and their use in teaching group exercise. Emphasizes the integration of anatomy and applied kinesiology with teaching principles and techniques for a variety of group exercise formats. Stresses motor learning and effective group leadership, while teaching and monitoring human movement. Provides technical information and practical experience as preparation for Group Fitness instructor certification and exam. (Formerly PE M96.) Applies to Associate Degree. Transfer credit: CSU

#### KIN M18 – FOUNDATIONS OF FITNESS **3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

Provides foundational information for fitness enthusiasts and those interested in pursuing a career as a fitness professional. Introduces muscular, cardiorespiratory, and other physiological systems essential for application to program design and its specificity to training goals. Includes muscular, neural, and skeletal anatomy in relation to proper movement, with the purpose of applying safe and effective exercise program design. Provides preparation for personal trainer certification exam. (Formerly PE M91.) Applies to Associate Degree. Transfer credit: CSU

#### KIN M20 – MOVEMENT ANALYSIS AND CORRECTIVE EXERCISE **3 UNITS**

*Prerequisites:* KIN M18

*Class Hours:* 3 lab

Introduces advanced techniques in exercise science as they relate to postural analysis and movement impairments. Emphasizes an integrated approach to assessment and program design for correct exercise. Provides exhaustive preparation for successful completion of National Academy of Sports Medicine (NASM) Corrective Exercise Specialist credential. Applies to Associate Degree. Transfer credit: CSU

#### KIN M21 – STRENGTH AND CONDITIONING FOR PERFORMANCE **3 UNITS**

*Prerequisites:* KIN M18

*Class Hours:* 2 lecture, 3 lab

Instructs how to implement a comprehensive, systematic, and integrated training approach to address clientele's performance enhancement goals. Helps students bridge the gap between science and practical application to aid in human performance testing and implementation of proper progressive program design. Upon successful completion of the course, students will obtain the National Academy of Sports Medicine (NASM) Performance Enhancement Specialist credential. Applies to Associate Degree. Transfer credit: CSU

### ACTIVITY COURSES:

The University of California (UC) system will accept a maximum of 4 units from the following DANC and ICA/PE/KIN activity courses: DANC M18; KIN M23, M24, M31, M32, M33, M40, M42, M43, M50, M51, M52, M53, M71, M72, M82, M84, M85, M87; ICA - ALL

\*Students planning to take more than 4 units of physical education/kinesiology/Intercollegiate Athletics (PE/KIN/ICA) activity courses should consult a counselor. The California State University (CSU) system accepts all PE/KIN/ICA courses for comparable semester credit, but the University of California (UC) system will only accept a total of 4 units of PE/KIN/ICA activity credits. This UC transfer-status limitation is indicated below by the asterisk\*.

**KIN M23 – WALKING FOR FITNESS****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Provides exercise and fitness training through walking with the emphasis on improvements in cardiovascular conditioning and muscle tone. Stresses assessment and the challenge of overall development of personal fitness. (Formerly PE M01A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M24 – RUNNING FOR FITNESS AND CONDITIONING****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Emphasizes improved physical health and cardiovascular fitness through running and overall conditioning. Includes endurance training with a gradual increase in distance. (Formerly PE M03A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M31 – BODY CONDITIONING/FITNESS****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops and encourages positive, lifetime habits with regard to cardiovascular efficiency, muscular strength and endurance, flexibility and body composition. Uses cardiovascular and strength machines along with circuit training and other fitness devices. (Formerly PE M02A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M32 – BODY CONDITIONING/FREE WEIGHTS****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces muscular conditioning, emphasizing muscular endurance, strength, and size improvements. Incorporates the use of a variety of resistance training systems and equipment to enhance flexibility, balance training, coordination, and body composition management. (Formerly PE M02B.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M33 – POWER LIFTING/FREE WEIGHTS****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Builds strength, power and bulk; exercises center on the development of core strength and multi-joint power lifts. Emphasizes, in the conditioning phase, the development of agility, quickness, coordination, balance and speed through the implementation of competitive drills and routines. (Formerly PE M08.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M34 – BODY CONDITIONING BOOT CAMP****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces boot camp style methods for total body conditioning designed to improve cardiovascular and muscle endurance, muscular strength, agility, and flexibility. Provides a wide-range of fitness activities with interval training. Includes both indoor and outdoor fast-paced activities over a variety of terrain, and emphasizes functionality that can enhance performance in everyday activities or sports. Allows activities to be adapted to varied levels of ability and fitness. (Formerly PE M10.) Applies to Associate Degree. Transfer credit: CSU; UC

**KIN M40 – CARDIO STEP AND SCULPT****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces a wide variety of movement skills integrating a STEP platform, aerobic intervals, and other techniques to improve cardiovascular endurance, muscular conditioning, agility, balance, and flexibility. Allows activities to be adapted to varied levels of ability and fitness. (Formerly PE M07.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M42 – AEROBIC DANCE FITNESS****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces cardiovascular conditioning with dance-like rhythmic movement blending a variety of contemporary and global dance styles with traditional aerobic fitness practices. Improves cardiovascular and muscular endurance, flexibility, mind-body connection, and stress reduction. Allows activities to be adapted to varied levels of ability and fitness. (Formerly PE M04.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M43 – CARDIO KICKBOXING****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces cardiovascular conditioning combining elements of martial arts, boxing, and aerobics to provide overall physical conditioning and toning. Improves cardiovascular and muscular endurance, coordination, and strength. Uses equipment such as punching bags, jump ropes, and weights, and does not involve physical contact between competitors. Allows activities to be adapted to varied levels of ability and fitness. (Formerly PE M15.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M50 – PILATES MAT****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces the study and practice of Pilates, a conditioning program based on the teachings of Joseph H. Pilates. Emphasizes activities designed to correct muscular imbalances and improve body alignment by incorporating strength, flexibility, and relaxation techniques. Integrates controlled body movement, mental focus, and breathing techniques, to enhance postural symmetry, core stabilization, and joint mobility. (Formerly PE M16.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M51 – CORE STABILITY AND STRETCH****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces a wide variety of concepts and physical conditioning techniques focusing on core musculature, balance, coordination, and flexibility. Includes movement skills using a variety of fitness modalities, body weight, and props, to elicit both intrinsic and extrinsic core conditioning. Improves balance, flexibility, mobility, strength, enhances posture, body awareness, and reduces stress. Adapts activities to varied levels of ability and fitness. (Formerly PE M18.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M52 – CORE FITNESS WITH CARDIO****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces a variety of concepts and practices for muscular and cardiovascular conditioning, focusing on the core of the body. Presents movement skills using aerobics, body weight, balance or resistance props, and other appropriate techniques to enhance core and cardiovascular fitness, and weight management. Allows activities to be adapted to varied levels of ability and fitness. (Formerly PE M40.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M53 – T'AI CHI****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces the study and practice of T'ai Chi and Qigong, an internal martial art designed to increase physical and mental strength by incorporating energy circulation, breathing, and mindfulness. Focuses on stances, footwork, and whole body movement sequences that improve agility, postural alignment, balance, and relaxation to rejuvenate the body, reduce stress, and improve health. (Formerly PE M35.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M71 – GOLF***Prerequisites: None**Class Hours: 3 lab*

Introduces the fundamental skills of golf. Covers rules, etiquette, equipment and strategies needed for playing golf. (Formerly PE M06A, PE M06C and PE M06D.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**1 UNIT****KIN M72 – TENNIS***Prerequisites: None**Class Hours: 3 lab*

Introduces the development of basic skills and techniques of tennis. Covers etiquette, rules and strategies of the game, including both singles and doubles. (Formerly PE M11A, PE M11C, and PE M11D.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**1 UNIT****KIN M80 – INTERNSHIP IN KINESIOLOGY****1 TO 4 UNITS**

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**KIN M82 – BASKETBALL****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces the fundamentals of basketball. Develops offensive and defensive skills and techniques through drills and games. (Formerly PE M24C.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M84 – SOCCER****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces the fundamentals of soccer. Develops the offensive and defensive skills and techniques through competitive drills and games. (Formerly PE M27A, PE M27C and PE M27D.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M85 – SOFTBALL****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces basic rules, sportsmanship, and fundamental skills, and strategies needed for playing softball. (Formerly PE M28A, PE M28C and PE M28D.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**KIN M87 – VOLLEYBALL****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces the basic skills and techniques of volleyball. Covers rules and strategies of volleyball as a team sport. (Formerly PE M30A, PE M30C and PE M30D.) Applies to Associate Degree. Transfer credit: CSU; UC\*

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

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

**INTERCOLLEGIATE ATHLETICS COURSES****ICA M01A – INTERCOLLEGIATE BASEBALL - MEN****4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in baseball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M100A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M01B – INTERCOLLEGIATE BASEBALL - MEN/OFF SEASON****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops athletic skills and techniques in baseball. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M23D and KIN M100B.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M02A – INTERCOLLEGIATE BASKETBALL - MEN/FALL****4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in basketball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M67 and KIN M101A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M02B – INTERCOLLEGIATE BASKETBALL - MEN/SPRING****2.5 UNITS***Prerequisites: None**Class Hours: 0.5 lecture, 6 lab*

Develops athletic skills and techniques in Basketball. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M101A and/or KIN M101B.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M03A – INTERCOLLEGIATE CROSS COUNTRY -MEN****4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in cross country. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M69 and KIN M102A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M03B – INTERCOLLEGIATE CROSS COUNTRY - MEN/OFF SEASON****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops athletic skills and techniques in cross country. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M29C and KIN M102B.) Applies to Associate Degree. Transfer credit: CSU; UC\*



**ICA M04A – INTERCOLLEGIATE FOOTBALL - MEN 4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in football. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M71 and KIN M103A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M04B – INTERCOLLEGIATE FOOTBALL - MEN/OFF SEASON 1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops athletic skills and techniques in football. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M103A and/or KIN M103B.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M07A – INTERCOLLEGIATE SOCCER - MEN 4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in soccer to the highest level. Involves competition against other institutions, and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M64A and KIN M105A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M07B – INTERCOLLEGIATE SOCCER - MEN/OFF SEASON 1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops athletic skills and techniques in soccer. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M105A and/or KIN M105B.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M10A – INTERCOLLEGIATE TRACK - MEN 4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in track and field. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. (Formerly PE M76 and KIN M107A.) Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M10B – INTERCOLLEGIATE TRACK - MEN/OFF SEASON 1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops athletic skills and techniques in Track and Field. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M29D and KIN M107B.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M11A – INTERCOLLEGIATE VOLLEYBALL - MEN 4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in volleyball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M108A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M11B – INTERCOLLEGIATE VOLLEYBALL - MEN/OFF SEASON 1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops athletic skills and techniques in volleyball. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M108B.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M20A – INTERCOLLEGIATE BASKETBALL - WOMEN/FALL 4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in basketball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M68 and KIN M130A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M20B – INTERCOLLEGIATE BASKETBALL - WOMEN/SPRING 2.5 UNITS***Prerequisites: None**Class Hours: 0.5 lecture, 6 lab*

Develops athletic skills and techniques in basketball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M130B.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M21A – INTERCOLLEGIATE CROSS COUNTRY -WOMEN 4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in cross country. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M70 and KIN M131A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M21B – INTERCOLLEGIATE CROSS COUNTRY - WOMEN/OFF SEASON 1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops athletic skills and techniques in cross country. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M131A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M24A – INTERCOLLEGIATE SOCCER - WOMEN 4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in soccer. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M133A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M24B – INTERCOLLEGIATE SOCCER - WOMEN/OFF SEASON 1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops athletic skills and techniques in soccer. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M133B.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M25A – INTERCOLLEGIATE SOFTBALL - WOMEN 4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in softball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M73 and KIN M134A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M25B – INTERCOLLEGIATE SOFTBALL - WOMEN/OFF SEASON 1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops athletic skills and techniques in softball. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M28C and KIN M134B.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M28A – INTERCOLLEGIATE TRACK - WOMEN 4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in track and field. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M136A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M28B – INTERCOLLEGIATE TRACK - WOMEN/OFF SEASON 1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops athletic skills and techniques in track and field. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M29D and KIN M136C.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M29A – INTERCOLLEGIATE VOLLEYBALL - WOMEN 4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops participants skills and playing intensity in volleyball to the highest level. Involves competition against other institutions, and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M78 and KIN M137A.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M29B – INTERCOLLEGIATE VOLLEYBALL - WOMEN/OFF SEASON 1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops athletic skills and techniques in volleyball. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M30D and KIN M137B.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M35 – CONDITIONING AND TRAINING FOR ATHLETIC COMPETITION 1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops skills and conditioning for prospective athletes who are entering intercollegiate competition. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M35.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M36 – INTERCOLLEGIATE WOMEN'S GOLF 4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in golf. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions and travel. Students must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M62.) Applies to Associate Degree. Transfer credit: CSU; UC\*

**ICA M38A – INTERCOLLEGIATE WRESTLING 4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in wrestling. Emphasizes team development and competitive improvement and intensity. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M29D and KIN M107B.) Applies To Associate Degree. Transfer credit: CSU; UC.\*

**ICA M38B – INTERCOLLEGIATE WRESTLING/OFF SEASON 1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops athletic skills and techniques in wrestling. Emphasizes team development and competitive improvement and intensity. Repeatability is dependent upon California Community College Athletic Association (CCCAA) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. Applies To Associate Degree. Transfer credit: CSU, UC.\*

## **ICA M40 – INTERCOLLEGIATE BEACH VOLLEYBALL - WOMEN 4 UNITS**

*Prerequisites: None*

*Class Hours: 1 lecture, 9 lab*

Develops participants' skills and playing intensity in Beach Volleyball to the highest level. Involves competition against other institutions and travel. Repeatability is dependent upon California Community College Athletic Association (CCCCAA) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

## **LANGUAGES OF THE WORLD**

*Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, examine and demonstrate cultural knowledge, and use technology to develop language and cultural competence.*

### **CAREER OPPORTUNITIES**

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

### **DEAN**

Howard Davis, Phone (805) 378-1443

### **FACULTY**

D. Perry Bennett, Raquel Olivera, Helga Winkler

### **COUNSELOR**

Danny Aguilar and Eddie Beltran

### **TRANSFER INFORMATION**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Chinese who wish to qualify for an Associate in Arts Degree could explore International Studies or Liberal Studies as a possible major.

## **CHINESE COURSES**

### **CHIN M01 – ELEMENTARY CHINESE: MANDARIN I 4 UNITS**

*Prerequisites: None*

*Class Hours: 4 lecture*

Introduces beginning Chinese Mandarin acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

## **FRENCH COURSES**

### **FREN M01 – ELEMENTARY FRENCH I 4 UNITS**

*Prerequisites: None*

*Class Hours: 4 lecture*

Introduces beginning French acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

### **FREN M02 – ELEMENTARY FRENCH II 4 UNITS**

*Prerequisites: FREN M01 or two years of high school French or equivalent*

*Class Hours: 4 lecture*

Continues beginning French acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

### **FREN M80 – INTERNSHIP IN FRENCH 1 TO 4 UNITS**

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

### **FREN M122 – INDEPENDENT STUDY - FRENCH 0.5 TO 3 UNITS**

*Prerequisites: A previous course in French and instructor approval*

*Class Hours: 1.5 to 9 lab hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of French through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a French instructor for assistance in developing a contract for learning about a specific topic. (Formerly FREN M22A/B.) May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

## **GERMAN COURSES**

### **GERM M01 – ELEMENTARY GERMAN I 4 UNITS**

*Prerequisites: None*

*Class Hours: 4 lecture*

Introduces beginning German acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in a cultural context. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

### **GERM M02 – ELEMENTARY GERMAN II 4 UNITS**

*Prerequisites: GERM M01 or two years of high school German or equivalent*

*Class Hours: 4 lecture*

Continues beginning German acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC



**GERM M80 – INTERNSHIP IN GERMAN****1 TO 4 UNITS**

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**GERM M122 – INDEPENDENT STUDY - GERMAN 0.5 TO 3 UNITS**

*Prerequisites:* A previous course in French and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of German through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a German instructor for assistance in developing a contract for learning about a specific topic. (Formerly GERM M22A/B.) May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

**ITALIAN COURSES****ITAL M80 – INTERNSHIP IN ITALIAN****1 TO 4 UNITS**

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**ITAL M101 – ELEMENTARY ITALIAN I****4 UNITS**

*Prerequisites:* None

*Class Hours:* 4 lecture

Introduces beginning Italian acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. (Formerly ITAL M01.) 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 M102 – ELEMENTARY ITALIAN II****4 UNITS**

*Prerequisites:* ITAL M101 or two years of high school Italian or equivalent

*Class Hours:* 4 lecture

Continues beginning Italian acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

**ITAL M122 – INDEPENDENT STUDY - ITALIAN****0.5 TO 3 UNITS**

*Prerequisites:* A previous course in Italian and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

**JAPANESE COURSES****JAPN M01 – ELEMENTARY JAPANESE I****4 UNITS**

*Prerequisites:* None

*Class Hours:* 4 lecture

Introduces beginning Japanese acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

**JAPN M02 – ELEMENTARY JAPANESE II****4 UNITS**

*Prerequisites:* JAPN M01 or two years of high school Japanese or equivalent

*Class Hours:* 4 lecture

Continues beginning Japanese acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

**JAPN M80 – INTERNSHIP IN JAPANESE****1 TO 4 UNITS**

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**JAPN M122 – INDEPENDENT STUDY - JAPANESE 0.5 TO 3 UNITS**

*Prerequisites:* A previous course in Japanese and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

**LATIN COURSES****LAT M01 – ELEMENTARY LATIN I****4 UNITS**

*Prerequisites:* None

*Class Hours:* 4 lecture

Introduces beginning Latin acquisition in a cultural context through listening, reading, and writing. Emphasizes student interaction with language of graded complexity in cultural context. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

## ASSOCIATE IN ARTS IN SPANISH FOR TRANSFER DEGREE

The Associate in Arts in Spanish for Transfer (AA-T in Spanish) is intended for students who plan to transfer and complete a bachelor's degree in Spanish, or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Spanish may not be the best option for students intending to transfer to a particular CSU campus that does not accept the AA-T in Spanish or to a college or university that is not part of the CSU system.

To earn an AA-T in Spanish, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA.
3. Complete of 23-24 specified major units. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a grade of C or better.
4. Complete and obtain certification of the California State University General Education-Breadth (CSU GE) pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

REQUIRED CORE	UNITS
<b>Complete the following:</b>	
SPAN M01 Elementary Spanish I	5.0
SPAN M02 Elementary Spanish II	5.0
SPAN M03 Intermediate Spanish I	5.0
SPAN M04 Intermediate Spanish II	5.0
UNITS from LIST A	3.0-4.0
<b>TOTAL UNITS</b>	<b>23.0-24.0*</b>

\*Credit or placement equivalent to two years of college level Spanish are required. If a student places out of any REQUIRED CORE course(s) and is not awarded units for that course, the student will need to take additional units from the SUBSTITUTION COURSES list below to compensate for the course/units required to reach at least 18 total units in the major (Title 5 regulation).

SUBSTITUTION COURSES	UNITS
ANTH M02 Cultural Anthropology	3.0
ANTH M08 Linguistic Anthropology	3.0
COMM M12 Intercultural Communications	3.0
GEOG M02 Cultural Geography	3.0
HIST M133 History of Mexican Americans in the United States	3.0
HIST M164 History of Latin America	3.0
SOC M01/M01H Introduction to Sociology/Honors	3.0
SOC M10 Sociology of Gender	3.0
Any course not selected from LIST A	

### LIST A - Select and complete one course (3-4 units):

HIST M164 if not used in Substitution course section above

### A course in Elementary or Intermediate level in other languages:

CHIN M01 Elementary Chinese: Mandarin I	4.0
FREN M01 Elementary French I	4.0
FREN M02 Elementary French II	4.0
ITAL M01 Elementary Italian I	4.0
LAT M01 Elementary Latin I	4.0

### A course articulated as lower division preparation in the Spanish major at a CSU:

ACCT M110 Financial Accounting	3.0
CIS M140 Introduction to Information Systems	3.0
COMM M04 Interpersonal Communication	3.0
ENGL M30A Masterpieces of World Literature I	3.0
ENGL M30B Masterpieces of World Literature II	3.0
HIST M133 or M164 if not used in SUBSTITUTION COURSES section above	

### PROGRAM STUDENT LEARNING OUTCOMES

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

- to communicate effectively using all modalities of language.
- examine and demonstrate cultural knowledge.
- use technology to develop language and cultural competence.

## SPANISH COURSES

### SPAN M01 – ELEMENTARY SPANISH I

5 UNITS

*Prerequisites: None*

*Class Hours: 5 lecture*

*C-ID: SPAN 100*

Introduces beginning Spanish acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

### SPAN M02 – ELEMENTARY SPANISH II

5 UNITS

*Prerequisites: SPAN M01 or two years of high school Spanish with a grade of "C" or better*

*Class Hours: 5 lecture*

*C-ID: SPAN 110*

Continues beginning Spanish acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

### SPAN M03 – INTERMEDIATE SPANISH I

5 UNITS

*Prerequisites: SPAN M02 or three years of high school Spanish*

*Class Hours: 5 lecture*

*C-ID: SPAN 200*

Emphasizes further practical competence and communicative skills, listening, speaking, reading and writing, through the study of Spanish-speaking cultures and literary readings. Introduces structures and strategies to express opinions and discuss some abstract topics. Furthers an increased awareness of cultural norms, values, and culturally relevant appropriate customs and events. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

### SPAN M04 – INTERMEDIATE SPANISH II

5 UNITS

*Prerequisites: SPAN M03 or four years of high school Spanish*

*Class Hours: 5 lecture*

*C-ID: SPAN 210*

Emphasizes an awareness of cultural norms, values and culturally relevant customs and events. Expands upon culture and facilitate language acquisition through listening, speaking, reading and writing through the study of Spanish-speaking cultures and literary readings. Expresses more complex ideas, opinions and abstract concepts. Reviews the more complex linguistic structures and more sophisticated communicative skills. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

**SPAN M80 – INTERNSHIP IN SPANISH****1 TO 4 UNITS**

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**SPAN M122 – INDEPENDENT STUDY - SPANISH 0.5 TO 3 UNITS**

*Prerequisites:* A previous course in Spanish and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

**LAW ENFORCEMENT****SEE COURSES IN CRIMINAL JUSTICE****LEARNING SKILLS**

*Program Purpose:* Students who complete Learning Skills courses will improve their basic skills in preparation for successful academic achievement and/or personal knowledge.

A number of learning skills courses are provided for students with specially identified needs. To make an appointment to assess your specific needs, call (805) 378-1461.

**DEAN**

Matt Calfin, Phone (805) 553-4121

**COORDINATOR**

Silva Arzunyan, Phone (805) 378-1461

**FACULTY**

Sile Bassi

**COUNSELORS**

Jolie Herzig

**LEARNING SKILLS COURSES****LS M02 – BASIC WRITING SKILLS****3 UNITS**

*Prerequisites:* None

*Corequisites:* LS M02L

*Class Hours:* 3 lecture

Introduces basic English writing skills, including grammar, usage, and correct sentence structure. Emphasizes composing clear, well-organized paragraphs and short essays. Provides instruction designed to meet the educational needs of students with or without disabilities. Does NOT apply to Associate Degree.

**LS M02L – WRITING SKILLS LABORATORY****0.5 UNIT**

*Prerequisites:* None

*Corequisites:* LS M02

*Class Hours:* 1.5 lab

Develops writing skills through the use of word processing software, proofreading tools and assistive technology to enhance the writing process to produce well-organized paragraphs and short essays. Provides practice and reinforcement of writing concepts and strategies. Provides instruction designed to meet the educational needs of students with or without disabilities. Does NOT apply to Associate Degree.

**LS M03 – PERSONAL DEVELOPMENT AND STUDY STRATEGIES****3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

Introduces strategies and skills to enhance academic success and personal growth for lifelong learning. Includes gaining self-awareness of personal responsibility, motivation, learning style preferences, career and life planning, goal setting, communication, stress reduction and the development of a self-management system. Integrates self-awareness through learning specific study strategies, including note taking, test taking, and research. Emphasizes critical thinking skills and engagement with resources on campus and in the community. Instruction designed to meet the educational needs of students with or without disabilities. Instruction designed to meet the educational needs of students with or without disabilities. Applies to Associate Degree. Transfer credit: CSU; UC

**LS M07A – BASIC MATH SKILLS I****3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

Introduces foundational math concepts designed for students with math anxiety, or those who have difficulty understanding and applying mathematical concepts. Covers basic operations with whole numbers, decimals, and fractions. Applies introductory math test-taking strategies and mnemonic skills for learning and recalling math operations that can be used in subsequent math courses. Provides instruction designed to meet the educational needs of students with or without disabilities. Does NOT apply to Associate Degree.

**LS M07B – BASIC MATH SKILLS II****3 UNITS**

*Prerequisites:* None

*Recommended Prep:* LS M07A

*Class Hours:* 3 lecture

Develops further foundational math concepts for students with math anxiety, or who have difficulty understanding and applying mathematical concepts. Includes percents, proportions, measurement, signed number arithmetic, and basic algebra. Expands on previous math test-taking strategies and mnemonic skills for learning and recalling math operations that can be used in subsequent math courses. Provides instruction designed to meet the educational needs of students with or without disabilities. Does NOT apply to Associate Degree.

**MATHEMATICS**

*Program Purpose:* Students who complete Mathematics courses will demonstrate critical thinking skills, analyze abstract concepts, and transition from the concrete to the abstract in mathematical thinking.

The Mathematics program offers training in both pure and applied mathematics, leading to careers in research, education, business, industry, and government, including such professions as educators, statisticians, actuaries, and operations research analysts. Many areas, such as the physical and social sciences, engineering, economic, and business, are dependent upon the use of applied mathematics in developing solutions to practical problems.



Students who complete Mathematics courses will demonstrate critical thinking skills, analyze abstract concepts, and transition from the concrete to the abstract in mathematical thinking.

## DEAN

VACANT, Phone (805) 378-1572

## FACULTY

Phil Abramoff, Kevin Balas, Renee Butler, Chris Copeland, Marcos Enriquez, Claudia Gutierrez, Vahe Khachadorian, Diana Nguyen, Tom Ogimachi, Curtis Paul, Rena Petrello, Brendan Purdy, Cynthia Reed, Daniel Rubinstein, Katrina Topolinski, David Weinstein

## COUNSELORS

Danita Redd, Samantha Zaldivar

## ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER DEGREE

The Mathematics Associate in Science Degree program offers training in both pure and applied mathematics, leading to careers in research, education, business, industry, and government, including such professions as educators, statisticians, actuaries, and operations research analysts. Many areas, such as the physical and social sciences, engineering, economics, and business, are dependent upon the use of applied mathematics in developing solutions to practical problems.

Students who complete Mathematic courses will demonstrate critical thinking skills, analyze abstract concepts, and transition from the concrete to the abstract in mathematical thinking. The Associate in Science Degree in Mathematics for Transfer (AS-T) is intended for students who plan to transfer and complete a Bachelor's degree in Mathematics, or a similar major at a CSU campus. Students completing the AS-T degree in Mathematics are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements, as this AS-T in Mathematics may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AS-T in Mathematics, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Completion of 21-23 specified major units. All courses in major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (title 5 § 55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a grade of C or better.
4. Certified completion of the California State University General Education-Breadth (CSU GE-Breadth) pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

REQUIRED CORE		UNITS
MATH M25A/M25AH	Calculus with Analytic Geometry I/Honors	5.0
MATH M25B	Calculus with Analytic Geometry II	5.0
MATH M25C	Calculus with Analytic Geometry III	5.0
MATH M31	Introduction to Linear Algebra	3.0
UNITS from ELECTIVE COURSES		3.0-5.0
<b>TOTAL UNITS</b>		<b>21.0-22.0</b>

## ELECTIVE COURSES

Select and complete 3-5 units course from the following list:

CS M10A	Introduction to Computer Programming Using Structured C++	4.0
MATH M15/M15H	Introductory Statistics/Honors	4.0
MATH M21	Discrete Mathematics	3.0
MATH M35	Applied Differential Equations	3.0
OR		
PHYS M20A	Mechanics of Solids and Fluids	4.0
AND		
PHYS M20AL	Mechanics of Solids and Fluids Lab	1.0

## PROGRAM STUDENT LEARNING OUTCOMES

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

- demonstrate critical thinking skills, analyze abstract concepts, and transition from the concrete to the abstract in mathematical thinking.
- apply formal systems of reasoning in solving problems or analyzing arguments.
- express results or conclusions using correct mathematical notation.

## MATHEMATICS COURSES

### MATH M01 – ELEMENTARY ALGEBRA

5 UNITS

*Prerequisites:* 1 year of high school pre-algebra or equivalent with grade of C or better or MATH M09 or placement as determined by college's multiple measures assessment process.

*Class Hours:* 5 lecture

Reviews briefly arithmetic including integers, fractions, and decimals. Covers algebraic expressions, linear equations and inequalities, graphing lines, systems of linear equations, integer exponents, polynomials, factoring of polynomials, solving quadratic equations by the factoring method, and rational expressions. MATH M01 is equivalent to MATH M01A and MATH M01B. Unit credit may be received for either MATH M01 or (MATH M01A and MATH M01B, or MATH 04A), but not both. Applies to Associate Degree.

### MATH M03 – INTERMEDIATE ALGEBRA

5 UNITS

*Prerequisites:* MATH M01 or MATH M01B or 1 year of high school beginning algebra with grade of C or better or placement as determined by college's multiple measures assessment process.

*Class Hours:* 5 lecture

Reviews briefly linear equations and inequalities, graphing, factoring, and rational expressions. Covers systems of linear equations, rational functions, complex fractions, rational exponents and radicals, complex numbers, quadratic equations, graphs of parabolas, functions, composition and inverse functions, exponential and logarithmic functions. MATH M03 is equivalent to MATH M03A and MATH M03B. Unit credit may be received for either MATH M03 or (MATH M03A and MATH M03B), but not both. Students receiving credit in MATH M03 will not receive credit for MATH M04B. Applies to Associate Degree.

### MATH M05 – COLLEGE ALGEBRA FOR STEM STUDIES

4 UNITS

*Prerequisites:* MATH M03 or MATH M03B or High School Algebra II or placement as determined by the college's multiple measures assessment process.

*Class Hours:* 4 lecture

*C-ID:* MATH 151

Covers quadratic equations, linear and non-linear inequalities, absolute value equations and inequalities, complex numbers, functions, polynomial functions, rational functions, exponential functions, logarithmic functions, and systems of equations. Includes the theory of polynomial equations and analytic geometry, conic sections, sequences and series. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** 1.) MC and CSU-completing MATH M05 and MATH M06 is equivalent to completing MATH M07. Students completing MATH M05, M06 and M07 receive maximum credit of 7 units for MC and CSU. 2.) UC-MATH M05 and MATH M06 combined: maximum credit one course no more than 5 semester units or 7.5 quarter units. 3.) UC-MATH M07: maximum credit one course no more than 5 semester units or 7.5 quarter units.

# Sequence of Mathematics Courses

Where do I begin?

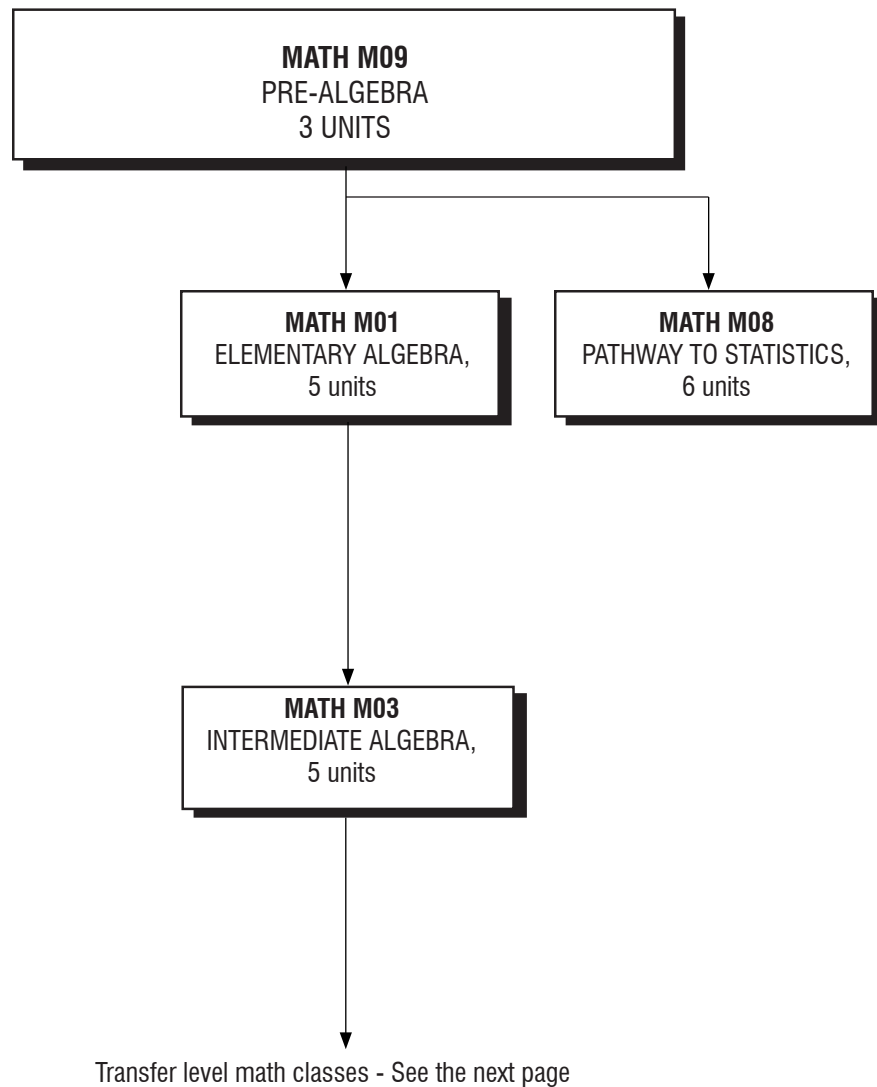
1. Complete the math self-placement guide:  
[http://www.moorparkcollege.edu/apply\\_and\\_enroll/orientation\\_and\\_assessment](http://www.moorparkcollege.edu/apply_and_enroll/orientation_and_assessment)
2. Meet with a counselor. Call 805-378-1428 for an appointment.

## Associate Degrees and Non-transferable Courses

MATH M03 Intermediate Algebra is required to earn an A.A. or A.S. Degree.

Students can prepare for transfer level math classes by taking the following courses:

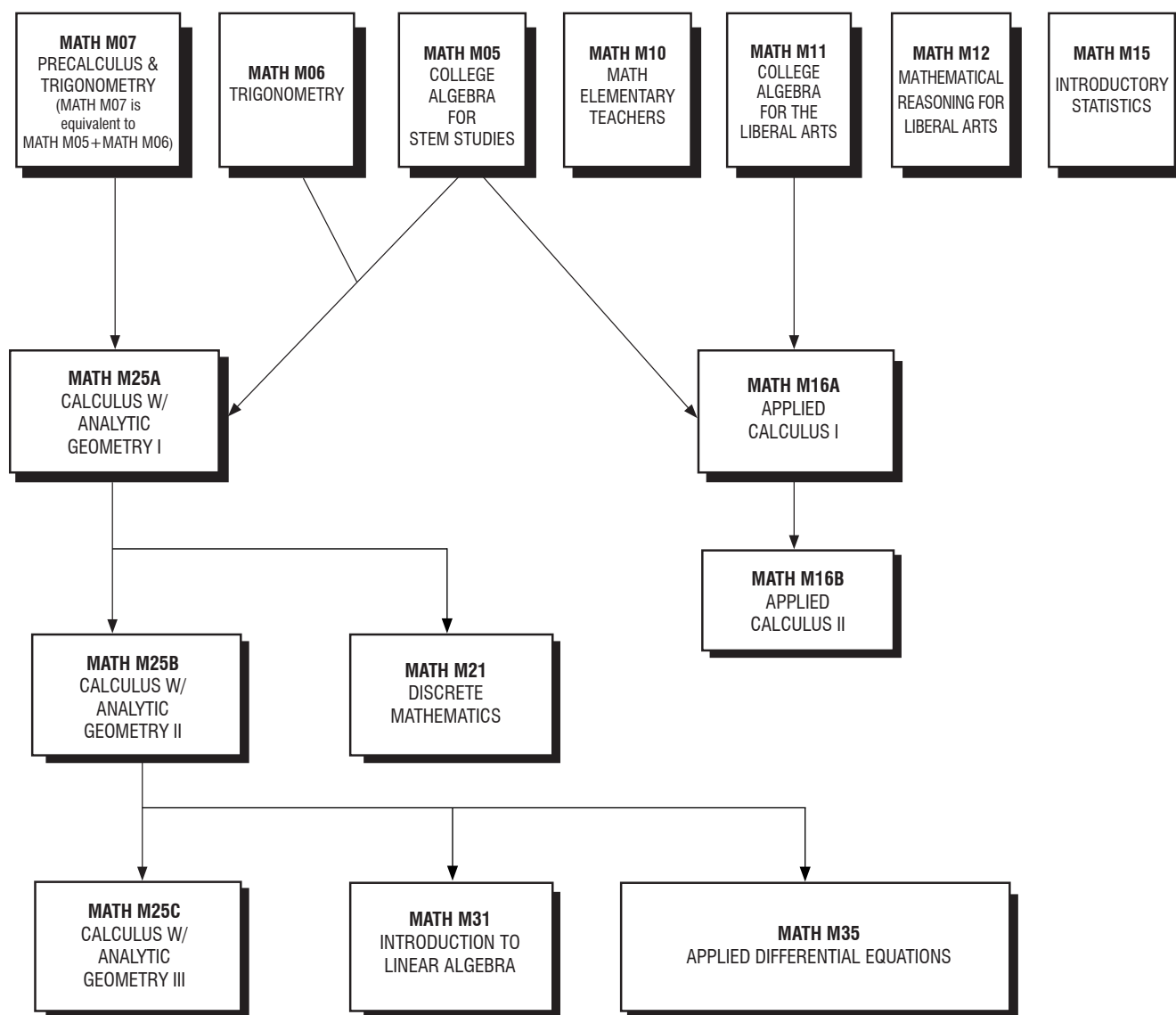
(For math course below pre-algebra, see the Learning Skills section of the catalog.)



# Transferable Mathematics Courses

All transferable math courses have prerequisites. Students cannot enroll in transferable courses unless they have a C or better in the prerequisite course. Please see the previous page for non-transferable courses which are the prerequisites.

Because different universities and majors require different math preparation, students should consult with a counselor to ensure they select the course that will best prepare them for the program they wish to transfer to.





**MATH M06 – TRIGONOMETRY****3 UNITS**

*Prerequisites: MATH M03 or MATH M03B or High School Algebra II or placement as determined by college's multiple measures assessment process.*

*Class Hours: 3 lecture*

*C-ID: MATH 851*

Studies the trigonometric functions, their inverses and their graphs. Covers identities and proofs related to trigonometric expressions and solving trigonometric equations, right triangles, and general triangles using the law of cosines and the law of sines. Provides an introduction to polar coordinates, vectors, and vector operations. Applies to Associate Degree. Transfer credit: CSU. **Course Credit Limitation:** 1.) MC, CSU - completing MATH M05 and MATH M06 is same as completing MATH M07. 2.) MC, CSU - students completing MATH M05, M06, and M07 receive maximum credit of 6 units.

**MATH M07 – PRECALCULUS AND TRIGONOMETRY****6 UNITS**

*Prerequisites: MATH M03 or MATH M03B or High School Algebra II or placement as determined by college's multiple measures assessment process.*

*Class Hours: 6 lecture*

*C-ID: MATH 955*

Integrates college algebra and trigonometry. Includes basic algebraic concepts, equations and inequalities of the first and second degree, systems of equations and inequalities, functions and graphs, linear and quadratic functions, polynomial functions of higher degree, rational functions, exponential and logarithmic functions, trigonometric functions, analytical trigonometry, and polar coordinates. Recommended for students planning to enter the MATH M25A/B/C sequence. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** 1.) MC and CSU - completing MATH M05 and MATH M06 is equivalent to completing MATH M07. Students completing MATH M05, M06, and M07 receive maximum credit of 7 units for MC and CSU. 2.) UC - MATH M05 and MATH M07 combined: maximum credit one course no more than 5 semester units or 7.5 quarter units.

**MATH M08 – PATHWAY TO STATISTICS****6 UNITS**

*Prerequisites: 1 year of high school pre-algebra or MATH M09 or MATH M09C or equivalent with grade of C or better or placement as measured by the college assessment process*

*Class Hours: 6 lecture*

Prepares students for transfer-level statistics by covering core concepts from elementary algebra, intermediate algebra, and descriptive statistics. Provides algebraic and statistical problem solving techniques. Uses technology to analyze data sets. This course is not intended for students who plan to take courses in science, computer science, engineering, math, as well as business and other non-STEM majors. Does NOT meet the Math competency for the associate degree. Applies to Associate Degree.

**MATH M09 – PRE-ALGEBRA****3 UNITS**

*Prerequisites: None*

*Recommended Prep: Competence with whole number arithmetic (addition, subtraction, multiplication, and division of whole numbers).*

*Class Hours: 3 lecture*

Prepares students for algebra. Emphasizes basic arithmetic operations on whole numbers, signed numbers, fractions, and decimals. Provides drills to reinforce operations. Focuses on problem solving and practical application such as percent, proportion, and measurement. Includes an introduction to basic algebra. Completing MATH M09 is the same as completing MATH M09A, M09B, and M09C. Taking MATH M09 and MATH M09A, M09B, M09C receives a maximum credit of 3 units. Does NOT apply to Associate Degree.

**MATH M10 – MATHEMATICS FOR ELEMENTARY TEACHERS****3 UNITS**

*Prerequisites: MATH M03 or MATH M03B or placement as determined by college's multiple measures assessment process.*

*Class Hours: 3 lecture*

*C-ID: MATH 120*

Focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real numbers systems and subsystems. Emphasizes the comprehension and analysis of mathematical concepts and applications of logical reasoning. Designed for students intending to teach in K-8. Not recommended for majors in physical sciences or mathematics. Applies to Associate Degree. Transfer credit: CSU; UC

**MATH M11 – COLLEGE ALGEBRA FOR THE LIBERAL ARTS****3 UNITS**

*Prerequisites: MATH M03 or MATH M03B or High School Algebra II or placement as determined by college's multiple measures assessment process.*

*Class Hours: 3 lecture*

*C-ID: MATH 150*

Covers theory of functions including operations on functions, graphs, domain and range, and evaluation. Includes types of functions such as linear, quadratic, polynomial, rational, exponential and logarithmic functions. Analyzes graphs including curve sketching, intercepts, transformations, vertices and asymptotes. Covers linear and non-linear inequalities, solving exponential and logarithmic equations and complex numbers. Course is intended primarily as a prerequisite for students taking Business Calculus, and for students requiring college algebra content for non-STEM majors. Applies to Associate Degree. Transfer credit: CSU; UC. **Credit Course Limitation:** No more than 4 units may be awarded for students who complete both MATH M05 and MATH M11.

**MATH M12 – MATHEMATICAL REASONING****FOR LIBERAL ARTS****3 UNITS**

*Prerequisites: MATH M03 or MATH M03B or High School Algebra II or placement as determined by the college's multiple measures assessment process.*

*Class Hours: 3 lecture*

Introduces liberal arts students to mathematical ideas necessary for their careers and daily lives. Includes topics in logic, quantitative information in the real world, managing finances, statistical reasoning, probability, modeling linear and exponential functions, and mathematics in music, art, and politics. Applies to Associate Degree. Transfer credit: CSU; UC.

**MATH M15 – INTRODUCTORY STATISTICS****4 UNITS**

*Prerequisites: MATH M03 or MATH M03B or MATH M08 or High School Algebra II or placement as determined by the college's multiple measures assessment process.*

*Class Hours: 4 lecture*

*C-ID: MATH 110*

Explores the nature of statistical methods, including description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypotheses and special topics. Provides problem solving techniques. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**MATH M15H – HONORS:INTRODUCTORY STATISTICS****4 UNITS**

*Prerequisites: MATH M03 or MATH M03B or MATH M08 or High School Algebra II with a grade of B or higher or placement as determined by college's multiple measures assessment process.*

*Class Hours: 4 lecture*

*C-ID: MATH 110*

Explores the nature of statistical methods, including description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypotheses and special topics. Provides problem solving techniques. Uses technology to analyze large data sets. Honors work challenges students to be more analytical and creative through expanded assignments and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**MATH M16A – APPLIED CALCULUS I 3 UNITS**

*Prerequisites:* MATH M05 or MATH M07 or MATH M11 or placement as determined by college's multiple measures assessment process.

*Class Hours:* 3 lecture

*C-ID:* MATH 140

Covers limits, continuity, and differentiation. Applies differential calculus to problems in business, economics, social and biological sciences. Introduces anti-differentiation and its applications in business and economics. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** MC, CSU and UC - MATH M16A, MATH M25A and M25AH combined: maximum credit, one course.

**MATH M16B – APPLIED CALCULUS II 3 UNITS**

*Prerequisites:* MATH M16A or MATH M25A or MATH M25AH or placement as determined by college's multiple measures assessment process.

*Class Hours:* 3 lecture

Includes integration, elementary and separable differential equations, functions of several variables, partial derivatives, relative maxima and minima, Lagrange multipliers, method of least squares, double integrals, infinite series, Taylor approximation, and Newton's method. Applies calculus to problems in business, economics, and social and biological sciences. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M16B and MATH M25B combined: maximum one course for credit.)

**MATH M21 – DISCRETE MATHEMATICS 3 UNITS**

*Prerequisites:* MATH M25A

*Recommended Prep:* CS M10A

*Class Hours:* 3 lecture

*C-ID:* MATH 160

Covers elements of discrete mathematics which have application to computer science. Includes the following topics: logic, sets, functions, relations, proof techniques, mathematical induction, recurrence relations, graphs, trees, discrete probability, Boolean algebra and a brief introduction to programming. Applies to Associate Degree. Transfer credit: CSU; UC

**MATH M25A – CALCULUS WITH ANALYTIC GEOMETRY I 5 UNITS**

*Prerequisites:* MATH M05 and MATH M06 or MATH M07 or placement as determined by college's multiple measures assessment process.

*Class Hours:* 5 lecture

*C-ID:* MATH 210, MATH 900S (MATH M25A/M25AH and MATH M25B)

Covers limits, continuity, differentiation and integration of algebraic functions. Also teaches differentiation and integration of transcendental functions with applications. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** 1.) Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade. 2.) MC, CSU, UC - MATH M16A, M25A and M25AH combined: maximum one course for transfer credit.

**MATH M25AH – HONORS: CALCULUS WITH ANALYTIC GEOMETRY I 5 UNITS**

*Prerequisites:* MATH M05 and MATH M06 or MATH M07 or placement as determined by college's multiple measures assessment process.

*Class Hours:* 5 lecture

*C-ID:* MATH 210, MATH 900S (MATH M25A/M25AH and MATH M25B)

Covers limits, continuity, differentiation and integration of algebraic functions, and differentiation and integration of transcendental functions with applications. Honors work challenges students to be more analytical and creative through expanded assignments and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** 1.) Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade. 2.) MC, CSU, UC - MATH M16A, M25A and M25AH combined: maximum one course for transfer credit.

**MATH M25B – CALCULUS WITH ANALYTIC GEOMETRY II 5 UNITS**

*Prerequisites:* MATH M25A or MATH M25AH or MATH M16B or Placement as determined by college's multiple measures assessment process.

*Class Hours:* 5 lecture

*C-ID:* MATH 220 and MATH 900S (MATH M25A/M25AH and MATH M25B)

Reviews integration. Covers area, volume, arc length, surface area, centers of mass, physics applications, techniques of integration, improper integrals, sequences, series, Taylor's Theorem, parametric equations, polar coordinates, and conic sections with translations. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** MC, CSU, UC - MATH M16B and MATH M25B combined: maximum credit, one course.

**MATH M25C – CALCULUS WITH ANALYTIC GEOMETRY III 5 UNITS**

*Prerequisites:* MATH M25B

*Class Hours:* 5 lecture

*C-ID:* MATH 230

Covers vectors in plane and in three-dimensional space, dot and cross products, spherical and cylindrical coordinates, vector-values functions, functions of several variables, partial derivatives, gradients, and Lagrange multipliers. Presents multiple integrals and their applications, vector calculus with line and surface integrals, Green's, Stokes', and Divergence Theorems and applications. Applies to Associate Degree. Transfer credit: CSU; UC

**MATH M31 – INTRODUCTION TO LINEAR ALGEBRA 3 UNITS**

*Prerequisites:* MATH M25B

*Class Hours:* 3 lecture

*C-ID:* MATH 250 and MATH 910S (MATH M31 and MATH M35)

Develops the techniques and theory needed to solve and classify systems of linear equations. Covers solution techniques including row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Presents vector space and matrix theory including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Involves selected applications of linear algebra. Applies to Associate Degree. Transfer credit: CSU; UC

**MATH M35 – APPLIED DIFFERENTIAL EQUATIONS 3 UNITS**

*Prerequisites:* MATH M25B

*Class Hours:* 3 lecture

*C-ID:* MATH 240 and MATH 910S (MATH M31 and MATH M35)

Covers ordinary differential equations, equations with constant coefficients, variation of parameters, Laplace transforms, systems of linear equations, first order differential equations, series solutions, and existence and uniqueness of solutions. Emphasizes applications to physics and engineering and provides an introduction to numerical solutions. Applies to Associate Degree. Transfer credit: CSU; UC

**MATH M122 - INDEPENDENT STUDY - MATHEMATICS 0.5 TO 3 UNITS**

*Prerequisites:* Completion of one course in Mathematics and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

**MATH M725A - BRIDGE TO CALCULUS WITH ANALYTIC GEOMETRY I (MATH M25A) 0.5 UNITS**

*Prerequisites:* None

*Class Hours:* 0.5 lecture

Prepares student for the prerequisite materials necessary to be successful in Math M25A. Includes rationalizing denominators, factoring, logarithms, piecewise functions, and trigonometric functions. Applies to Associate Degree.

## MATH M725B - BRIDGE TO CALCULUS WITH ANALYTIC GEOMETRY II (MATH M25B) 0.5 UNITS

Prerequisites: None

Class Hours: 0.5 lecture

Prepares student for the prerequisite materials necessary to be successful in Math M25B. Includes differentiation of algebraic and transcendental functions, integration, u-substitution, and the chain rule for differentiation. Applies to Associate Degree.

## MICROBIOLOGY

## SEE COURSES IN BIOLOGICAL SCIENCES

## MULTIMEDIA

*Program Purpose: Students who complete Multimedia courses will transform text and images into compelling messaging and visual storytelling through the most effective media available, from motion graphics and interactive communication to spatial applications such as environmental graphics, way-finding systems, 3D commercial graphics and branded environments, as well as explore the history, criticism and business of multimedia.*

This program is an interdisciplinary program that will connect students with a wide range of disciplines, including business, art, graphic design, programming, performing arts, journalism, music, radio, and television. With the development of software/hardware technology that can display motion graphics and the realization of a graphical user interface for the Internet, millions of people all over the globe are regular users of a medium that is earning billions of dollars annually.

### DEAN

VACANT, (805) 553-4121

### FACULTY

Svetlana Kasalovic

### COUNSELORS

Daniel Aguilar, Wendy Berg, Jodi Dickey

## ASSOCIATE IN SCIENCE IN MULTIMEDIA DESIGN DEGREE

The Multimedia program is an interdisciplinary program where students will engage in a wide range of disciplines including visual arts, graphic and interactive design, music, computer programming, and business. Students explore creative, technical, critical, and design-based solutions to real world issues in order to prepare for freelance careers and/or entry-level employment in digital media, web/interactive design, UX (user experience) and interaction design, and more.

To earn an Associate in Science Degree in Multimedia Design, students must complete 31-34 specified units, plus General Education Degree Requirements.

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

REQUIRED COURSES	UNITS
<b>Complete the following courses (25-28 units):</b>	
MM M10 Introduction to Digital Media	3.0
MM M20 Web Design	3.0
MM M30 Motion Graphics	3.0
MM M40 3D Fundamentals	3.0
MM M50 Interactive Design	3.0
MM M80 Internship in Multimedia	1.0-4.0
GR M10 Design and Society	3.0
GR M30 Design I	3.0
GR M90/MM M90 Design Portfolio	3.0
UNITS from ELECTIVE COURSES	6.0

**TOTAL UNITS 31.0-34.0**

## ELECTIVE COURSES UNITS

Select and complete two courses (6 units) from the following:

ART M30	Drawing and Composition I	3.0
ART M32	Beginning Life Drawing I	3.0
ART M40	Beginning Illustration	3.0
FILM M10	Introduction to Cinema	3.0
GR M11	Design History	3.0
GR M26	Digital Illustration	3.0
GR M27/PHTC M33	Image Editing	3.0
GR M34	Typography	3.0
GAME M101	Introduction to Game Design	3.0
PHOT M10	Beginning Photography	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Multimedia Design will be able to:

- apply creative, technical, critical, historically informed, and design-based solutions through various media.

## MULTIMEDIA DESIGN CERTIFICATE OF ACHIEVEMENT

### (MORE THAN 18 UNITS)

The Multimedia program is an interdisciplinary program where students will engage in a wide range of disciplines including visual arts, graphic and interactive design, music, computer programming, and business. Students explore creative, technical, critical, and design-based solutions to real world issues in order to prepare for freelance careers and/or entry-level employment in digital media, web design, UX (user experience) and interaction design, game design, and more.

To earn a Certificate of Achievement in Multimedia Design, students must complete 31-34 specified units.

REQUIRED COURSES	UNITS
<b>Complete the following courses (25-28 units):</b>	
MM M10 Introduction to Digital Media	3.0
MM M20 Web Design	3.0
MM M30 Motion Graphics	3.0
MM M40 3D Fundamentals	3.0
MM M50 Interactive Design	3.0
MM M80 Internship in Multimedia	1-4
GR M10 Design and Society	3.0
GR M30 Design I	3.0
GR M90/MM M90 Design Portfolio	3.0
UNITS from ELECTIVE COURSES	6.0

**TOTAL UNITS 31.0-34.0**

## ELECTIVE COURSES UNITS

Select and complete two courses (6 units) from the following:

ART M30	Drawing and Composition I	3.0
ART M32	Beginning Life Drawing I	3.0
ART M40	Beginning Illustration	3.0
FILM M10	Introduction to Cinema	3.0
GR M11	Design History	3.0
GR M26	Digital Illustration	3.0
GR M27/PHTC M33	Image Editing	3.0
GR M34	Typography	3.0
GAME M101	Introduction to Game Design	3.0
PHOT M10	Beginning Photography	3.0



## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Multimedia Design will be able to:

- apply creative, technical, critical, historically informed, and
- design-based solutions through various media.

## OPTIMAL COURSE SEQUENCE FOR MULTIMEDIA

### LEVEL 1

MM M10	Introduction to Digital Media	3.0
GR M10	Design and Society	3.0
GR M30	Design I	3.0

### LEVEL 2

MM M20	Web Design	3.0
MM M30	Motion Graphics	3.0
MM M40	3D Fundamentals	3.0

### LEVEL 3

MM M50	Interactive Design	3.0
MM M80	Internship in Multimedia	1.0-4.0
MM M90	Design Portfolio	3.0

## MULTIMEDIA COURSES

### MM M10 – INTRODUCTION TO DIGITAL MEDIA 3 UNITS

*Prerequisites:* None

*Class Hours:* 2 lecture, 3 lab

*C-ID:* ARTS 250

Introduces visual technologies, concepts and principles of design and production used by designers and media artists. Explores software applications as they relate to current methods of design and media arts production for print, screen, animation, interactivity, and 3D design. Investigates the historical and conceptual relationship between art, media, and technology. Applies to Associate Degree. Transfer credit: CSU; UC

### MM M20 – WEB DESIGN 3 UNITS

*Prerequisites:* None

*Recommended Prep:* MM M10

*Class Hours:* 2 lecture, 3 lab

Introduces web design fundamentals, including information architecture, interface design, usability, color theory, web graphics, file formats, and hosting. Uses still images, simple animation, type, video and sound, and basic interactivity in the design process. Applies to Associate Degree. Transfer credit: CSU

### MM M30 – MOTION GRAPHICS 3 UNITS

*Prerequisites:* None

*Recommended Prep:* MM M10

*Class Hours:* 2 lecture, 3 lab

Introduces motion graphics fundamentals, including the use of typography, illustration, and other multimedia elements in time-based sequence. Explores ideation, conceptualization, storytelling, storyboarding, keyframing, editing, animation, image-making, typography, and finished motion pieces. (Formerly MM M03.) Applies to Associate Degree. Transfer credit: CSU

### MM M40 – 3D FUNDAMENTALS 3 UNITS

*Prerequisites:* None

*Recommended Prep:* MM M10

*Class Hours:* 2 lecture, 3 lab

Introduces the fundamental concepts and tools used in the creation of 3D digital animation, including modeling, character rigging, animation, shading, lighting and rendering. Requires the creation of character animation, construction of set designs, and completion of an independent animated project. Emphasizes the conceptual issues and strategies in project development, as well as a working knowledge of the software. (Formerly MM M04.) Applies to Associate Degree. Transfer credit: CSU; UC

### MM M50 – INTERACTIVE DESIGN

**3 UNITS**

*Prerequisites:* MM M10

*Recommended Prep:* MM M20

*Class Hours:* 2 lecture, 3 lab

Introduces interactive authoring techniques and technologies, project workflow, information design, interactive navigation, and production methodologies. Develops basic projects for delivery on various interaction mediums from the web to mobile devices to stand-alone applications. Applies to Associate Degree. Transfer credit: CSU

### MM M80 – INTERNSHIP IN MULTIMEDIA 1 TO 4 UNITS

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

### MM M90 – DESIGN PORTFOLIO 3 UNITS

*Prerequisites:* GR M23 or MM M10

*Recommended Prep:* GR M10 and GR M30

*Class Hours:* 2 lecture, 3 lab

Provides students the opportunity to create new projects and refine existing projects for entry-level positions and for transfer institutions. Requires completed projects which meet the professional standards. (Same as GR M90.) Applies to Associate Degree. Transfer credit: CSU

## MUSIC

*Program Purpose:* Students who complete academic or skills based Music courses will develop a cultural understanding of artistic human expression through musical appreciation and development of performance skills.

The Moorpark College Music Department offers a wide variety of classes designed for both the aspiring professional musician who wishes to continue studies at the university level and the knowledgeable amateur eager to understand and appreciate the important role music occupies in this society.

### DEAN

VACANT, (805) 553-4121

### FACULTY

Nathan Bowen, Brandon Elliott, James Song

### COUNSELORS

Jodi Dickey

## ASSOCIATE IN ARTS IN MUSIC FOR TRANSFER DEGREE

The Associate in Arts Degree in Music for Transfer Degree (AA-T in Music) is intended for students who plan to transfer and complete a Bachelor's degree in General Music or equivalent major at a CSU campus. Students completing the AA-T in Music are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements, as this AA-T in Music may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in Music, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. A minimum of 22.0 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 §55063).
4. Certified completion of the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

#### REQUIRED COURSES

**Complete the following (16 Units):**

	UNITS
MUS M02A Music Theory I	3.0
MUS M02AL Musicianship I	1.0
MUS M02B Music Theory II	3.0
MUS M02BL Musicianship II	1.0
MUS M02C Music Theory III	3.0
MUS M02CL Musicianship III	1.0
MUS M02D Music Theory IV	3.0
MUS M02DL Musicianship IV	1.0
UNITS from APPLIED MUSIC	2.0
UNITS from LARGE ENSEMBLE	4.0

#### TOTAL UNITS

**22.0**

#### APPLIED MUSIC

**UNITS**

**Select and complete four (2 units) (4 semesters/6 quarters, min of 0.5 unit each):**

MUS M30A Applied Music - Woodwind	0.5
MUS M30B Applied Music - Brass	0.5
MUS M30C Applied Music - Strings	0.5
MUS M30D Applied Music - Piano	0.5
MUS M30E Applied Music - Classical Guitar	0.5
MUS M30F Applied Music - Percussion	0.5
MUS M30G Applied Music - Voice	0.5

#### LARGE ENSEMBLE

**UNITS**

**Select and complete 4 units (4 semesters/6 quarters, 1 unit each):**

MUS M10 Concert Choir	1.0
MUS M18 Jazz Ensemble	1.0
MUS M21 Wind Ensemble	1.0
MUS M23 Moorpark Symphony Orchestra	1.0

#### PROGRAM STUDENT LEARNING OUTCOMES

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

- develop a cultural understanding of artistic human expression through musical appreciation and development of performance skills.

## MUSIC TECHNOLOGY

### CERTIFICATE OF ACHIEVEMENT

The Music Technology Certificate of Achievement is designed for students seeking a career as a professional musician. It will better prepare a student to secure a job in the music industry by building skills related to music technology. After successfully completing this certificate a student could be hired as a composer, recording artist, music production assistant, assistant audio engineer, audio technician, assistant music supervisor, or artists & repertoire (A&R) assistant.

#### REQUIRED CORE

**Complete the following courses (17 Units):**

FTVM M40 Beginning Audio Production	3.0
MUS M02A Music Theory I	3.0
MUS M02AL Musicianship I	1.0
MUS M03 Introduction to Music Technology	3.0
MUS M05 Beginning Electronic Music	3.0
MUS M07 Introduction to Music Business	3.0
MUS M80 Internship in Music	1.0
UNITS from ELECTIVE COURSES	2.0

#### TOTAL UNITS

**19.0**

#### ELECTIVE COURSES

**Select and complete one of the following courses (2 units):**

MUS M25A Class Piano - Beginning I	2.0
MUS M25B Class Piano - Beginning II	2.0
MUS M25C Class Piano - Intermediate I	2.0
MUS M25D Class Piano - Intermediate II	2.0

**ADDITIONAL RECOMMENDED PREPARATION (not part of the Certificate):**  
**It is highly recommended for career and transfer to complete a computer science course, such as:**

CS M01 Introduction to Computer Science	3.0
CS M10A Introduction to Computer Programming Using Structured C++	4.0
CS M10J Introduction to Computer Programming Using Java	4.0

#### PROGRAM STUDENT LEARNING OUTCOMES

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

- apply varied synthesis and sequencing techniques for creating a composition suited for commercial, film, video game, or live performance.
- demonstrate literacy of digital signal processing.
- demonstrate literacy of traditional Western music notation.
- apply problem solving skills to produce an original composition in a recording studio.
- develop a personal portfolio for securing musical opportunities, such as: a resume, a professional biography, headshots, business cards, and Internet platforms.
- collaborate with peers and instructors in practical applications of skills in original compositions and multimedia works featuring music.
- demonstrate literacy in current trends and concerns within the music industry.

## MUSIC COURSES

### MUS M01 – MUSIC FUNDAMENTALS

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: MUS 110*

Introduces notation and primary elements of tonal music. Incorporates the following concepts: staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after MUS M02A)

### MUS M02A – MUSIC THEORY I

**3 UNITS**

*Prerequisites: None*

*Corequisites: MUS M02AL*

*Class Hours: 3 lecture*

*C-ID: MUS 120*

Incorporates, through guided composition and analysis, the following concepts: rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; diatonic chords, basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. Develops skills in handwritten notation. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M02AL – MUSICIANSHIP I****1 UNIT***Prerequisites: None**Corequisites: MUS M02A**Class Hours: 3 lab**C-ID: MUS 125*

Applies the rhythmic, melodic, and harmonic materials developed in Music Theory I. Utilizes ear training, sight-singing, analysis, and dictation. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M02B – MUSIC THEORY II****3 UNITS***Prerequisites: MUS M01 or MUS M02A and MUS M02AL**Corequisites: MUS M02BL**Class Hours: 3 lecture**C-ID: MUS 130*

Incorporates the concepts from Music Theory I. Teaches, through guided composition and analysis, an introduction to two-part counterpoint, voice leading involving four-part chorale writing, and diatonic harmony. Provides an introduction to secondary/applied chords and modulation. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M02BL – MUSICIANSHIP II****1 UNIT***Prerequisites: MUS M02AL**Corequisites: MUS M02B**Class Hours: 3 lab**C-ID: MUS 135*

Applies the rhythmic, melodic, and harmonic materials developed in Music Theory II. Utilizes ear training, sight-singing, analysis, and dictation. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M02C – MUSIC THEORY III****3 UNITS***Prerequisites: MUS M02B and MUS M02BL**Corequisites: MUS M02CL**Class Hours: 3 lecture**C-ID: MUS 140*

Introduces chromatic harmony, secondary/applied chords, modulation, borrowed chords, and an introduction to Neapolitan and augmented-sixth chords. Applies these concepts through writing and analysis. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M02CL – MUSICIANSHIP III****1 UNIT***Prerequisites: MUS M02B and MUS M02BL**Corequisites: MUS M02C**Class Hours: 3 lab**C-ID: MUS 145*

Applies the rhythmic, melodic, and harmonic materials developed in Music Theory III. Utilizes ear training, sight-singing, analysis, and dictation. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M02D – MUSIC THEORY IV****3 UNITS***Prerequisites: MUS M02C and MUS M02CL**Corequisites: MUS M02DL**Class Hours: 3 lecture**C-ID: MUS 150*

Utilizes, through writing and analysis, borrowed chords and modal mixture, chromatic mediants, Neapolitan, and augmented-sixth chords. Introduces 9th, 11th and 13th chords, altered chords and dominants; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M02DL – MUSICIANSHIP IV****1 UNIT***Prerequisites: MUS M02C and MUS M02CL**Corequisites: MUS M02D**Class Hours: 3 lab**C-ID: MUS 155*

Applies rhythmic, melodic, and harmonic materials developed in Music Theory IV. Utilizes ear training, sight-singing, analysis, and dictation. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M03 – INTRODUCTION TO MUSIC TECHNOLOGY****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab**C-ID: CMUS 100X*

Introduces the concepts, techniques, terminology and uses of music technology. Addresses ethical, aesthetic, economic, and social problems in technology applications. Includes the use of current hardware and software for music notation, sequencing, synthesis, digital audio, and music performance and practice. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M04 – SURVEY OF WORLD MUSIC****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Surveys world music traditions, examining style, performance practice, and cultural context. Provides students an appreciation of the range and diversity of musical expression in a variety of world cultures, Western and Non-Western. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**MUS M04H – HONORS: SURVEY OF WORLD MUSIC****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Surveys world music traditions, examining style, performance practice, and cultural context. Provides students an appreciation of the range and diversity of musical expression in a variety of world cultures, Western and Non-Western. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**MUS M05 – ELECTRONIC MUSIC****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab**C-ID: CMUS 110X*

Introduces the techniques and elements of electronic music production. Includes topics such as synthesis, sampling, and musical instrumental digital interface (MIDI) sequencing. Requires the creation of compositions utilizing electronic music techniques. Ableton Live software is required and provided in the classroom and on campus. Students may elect to use trial or education versions for home use. Applies to Associate Degree. Transfer credit: CSU

**MUS M07 – INTRODUCTION TO MUSIC BUSINESS****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: CMUS 140X*

Introduces the study of the music industry. Emphasizes and examines the various areas of the music business, the functions of each area, and the relationships between areas. Includes the topics of music publishing; copyright and intellectual property; music licensing; unions and guilds; performance rights organizations; personal and business financial management; artists and management; and recording industry. Applies to Associate Degree. Transfer credit: CSU



**MUS M08 – MUSIC APPRECIATION****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: MUS 100*

Introduces history of music, emphasizing understanding and enjoyment. Investigates basic elements of music, including structure of musical compositions as well as orchestral instrumentation. Focuses on styles, characteristics, and composers representative of, but not limited to, Western classical tradition, with directed listening of major musical examples. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M08H – HONORS: MUSIC APPRECIATION****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: MUS 100*

Introduces history of music, emphasizing understanding and enjoyment. Investigates basic elements of music, including structure of musical compositions as well as orchestral instrumentation. Focuses on styles, characteristics, and composers representative of, but not limited to, Western classical tradition, with directed listening of major musical examples. 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

**MUS M09A – MUSIC HISTORY I****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: MUS 105*

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. **Course Credit Limitation:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**MUS M09AH – HONORS: MUSIC HISTORY I****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: MUS 105*

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. Honors work challenges students to be more analytical and creative through expanded assignments, in-depth study of chosen works and enrichment opportunities. Requires listening to, identifying, and analyzing representative works of each period. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**MUS M09B – MUSIC HISTORY II****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: MUS 106*

Studies changing styles, techniques, and forms of music from the middle of the 18th century to the present, emphasizing artistic philosophy of each period. Analyzes style and forms of representative works of composers representing these various stylistic eras. Requires listening and analysis outside of classroom. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**MUS M09BH – HONORS: MUSIC HISTORY II****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: MUS 106*

Studies changing styles, techniques, and forms of music from the middle of the 18th century to the present, emphasizing artistic philosophy of each period. Analyzes style and forms of representative works of composers representing these various stylistic eras. Honors work challenges students to be more analytical and creative through expanded assignments, in-depth study of chosen works and enrichment opportunities. Requires listening and analysis outside of classroom. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitation:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**MUS M10 – CONCERT CHOIR****1 UNIT***Prerequisites: Audition**Class Hours: 3 lab**C-ID: MUS 180*

Studies, rehearses, and performs choral literature, from the Renaissance to the modern day. Emphasizes the development of vocal production and tone quality, balance and blend, and musical precision and accuracy. May be taken a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M11 – SONGWRITING****3 UNITS***Prerequisites: MUS M02B and MUS M02BL**Class Hours: 3 lecture**C-ID: CMUS 150X*

Explores the process, skills, and techniques of songwriting. Analyzes the chord structure, form, rhythm, melody, harmony, and lyrics of various songs. Requires demonstration of understanding through composition and performance of original song. Applies to Associate Degree. Transfer credit: CSU

**MUS M12 – VOCAL ENSEMBLE****2 UNITS***Prerequisites: Audition**Recommended Prep: MUS M10**Class Hours: 1 lecture, 3 lab*

Prepares students to participate in a vocal ensemble that performs choral music from various time periods. Focuses on stylistic eras primarily from the Renaissance, including English and Italian madrigals, French chansons, German Lieder, and sacred motets. Enrollment by audition only. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M13A – FUNDAMENTALS OF VOCAL TECHNIQUE I****2 UNITS***Prerequisites: None**Class Hours: 1 lecture, 3 lab*

Develops singing ability, including correct posture, breathing techniques, voice placement and resonance, vowel production, diction, range extension, and performance. Includes familiar, traditional, art songs, and selections from musical theater. Designed for both majors and non-majors. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M13B – FUNDAMENTALS OF VOCAL TECHNIQUE II****2 UNITS***Prerequisites: MUS M13A**Class Hours: 1 lecture, 3 lab*

Continues and expands development of vocal potential to correct faulty singing and to lay foundation for proper vocal production. Emphasizes vocal exercises as well as material sung in English, Italian, and German. Designed for both majors and non-majors. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M13C – ADVANCED VOCAL DEVELOPMENT I 2 UNITS**

*Prerequisites:* MUS M13B

*Class Hours:* 1 lecture, 3 lab

Continues development of proper vocal production. Emphasizes vocal exercises as well as English, Italian, German, French, and Spanish art songs and opera and oratorio literature. Designed for both majors and non-majors. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M13D – ADVANCED VOCAL DEVELOPMENT II 2 UNITS**

*Prerequisites:* MUS M13C

*Class Hours:* 1 lecture, 3 lab

Further expands vocal development through study and performance. Includes more challenging material, emphasizing operatic and oratorio literature as well as more difficult art songs. Designed for both majors and non-majors. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M18 – JAZZ ENSEMBLE 1 UNIT**

*Prerequisites:* Ability to read music and play a standard jazz musical instrument

*Class Hours:* 3 lab

*C-ID:* MUS 180

Participate and perform in small and large jazz ensembles. Includes sight-reading, jazz chord theory, and improvisation. Participation in concert is required. May be taken a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M21 – WIND ENSEMBLE 1 UNIT**

*Prerequisites:* Ability to perform on a standard band instrument

*Class Hours:* 3 lab

*C-ID:* MUS 180

Provide a setting for wind and percussion instrumentalists who aspire to focus on standard wind ensemble and symphonic band repertoire. Rehearses and performs in public concerts. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M23 – MOORPARK SYMPHONY ORCHESTRA 1 UNIT**

*Prerequisites:* By audition on a standard orchestra instrument

*Class Hours:* 3 lab

*C-ID:* MUS 180

Provides a venue in which intermediate and advanced orchestral instrumentalists can rehearse and perform. Focuses on orchestral performance practices covering wide stylistic eras from Baroque to the modern. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M24 – INTRODUCTION TO MUSIC EDUCATION 1.5 UNITS**

*Prerequisites:* None

*Corequisite:* DANC M24

*Class Hours:* 1.5 lecture

Presents pedagogical principles and best practices for teaching music in elementary education. Introduces the elements of music, vocal and instrumental pedagogy. Analyzes the role of elementary music education with historical, cultural, and global perspectives. Must be taken concurrently with DANC M24. Applies to Associate Degree. Transfer credit: CSU

**MUS M25A – CLASS PIANO - BEGINNING I 2 UNITS**

*Prerequisites:* None

*Class Hours:* 1 lecture, 3 lab

*C-ID:* MUS 170

Provides piano instruction for students with little or no prior piano experience. Includes the fundamentals of piano playing, music reading, technique, improvisation, scales, chords, and simple piano literature. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M25B – CLASS PIANO-BEGINNING II 2 UNITS**

*Prerequisites:* MUS M25A

*Class Hours:* 1 lecture, 3 lab

*C-ID:* MUS 171

Reinforces the fundamentals of piano playing, including music reading techniques, articulation, improvisation, scales, chords, and simple piano literature. Emphasizes the further development of independence of hands. Introduces sharp key signature and harmony. Requires students to enter with some basic music reading ability and hand coordination at the piano keyboard. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M25C – CLASS PIANO - INTERMEDIATE I 2 UNITS**

*Prerequisites:* MUS M25B

*Class Hours:* 1 lecture, 3 lab

*C-ID:* MUS 172

Provides further development of greater independence of hands and reinforces the fundamentals of expressive piano playing at the early-intermediate level. Includes an overview and study of the didactic works of the major important composers at the early-intermediate level, with emphasis on historically accurate interpretation. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M25D – CLASS PIANO - INTERMEDIATE II 2 UNITS**

*Prerequisites:* MUS M25C

*Class Hours:* 1 lecture, 3 lab

Provides further development of greater independence of hands and reinforces the fundamentals of expressive piano playing at the later-intermediate level, including music reading, technique, improvisation, scales, and chords. Includes an overview and study of the didactic works of the major important composers at the later-intermediate level, with emphasis on historically accurate interpretation. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M30A – APPLIED MUSIC - WOODWIND 0.5 UNIT**

*Prerequisites:* Performance at college level, with audition based on repertoire standards established by the Music Department

*Class Hours:* 1.5 lab

*C-ID:* MUS 160

Provides individualized study of the appropriate techniques and repertoire for woodwind instruments. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M30B – APPLIED MUSIC - BRASS 0.5 UNIT**

*Prerequisites:* Performance at college level, with audition based on repertoire standards established by the Music Department

*Class Hours:* 1.5 lab

*C-ID:* MUS 160

Provides individualized study of the appropriate techniques and repertoire for the specific brass instrument. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M30C – APPLIED MUSIC - STRINGS****0.5 UNIT**

*Prerequisites:* Performance at college level, with audition based on repertoire standards established by the Music Department

*Class Hours:* 1.5 lab

*C-ID:* MUS 160

Provides individualized study of the appropriate techniques and repertoire for string instruments. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M30D – APPLIED MUSIC - PIANO****0.5 UNIT**

*Prerequisites:* Performance at college level, with audition based on repertoire standards established by the Music Department

*Class Hours:* 1.5 lab

*C-ID:* MUS 160

Provides individualized study of the appropriate techniques and repertoire for piano. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M30E – APPLIED MUSIC - CLASSICAL GUITAR****0.5 UNIT**

*Prerequisites:* Performance at college level, with audition based on repertoire standards established by the Music Department

*Class Hours:* 1.5 lab

*C-ID:* MUS 160

Provides individualized study of the appropriate techniques and repertoire for guitar. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M30F – APPLIED MUSIC - PERCUSSION****0.5 UNIT**

*Prerequisites:* Performance at college level, with audition based on repertoire standards established by the Music Department

*Class Hours:* 1.5 lab

*C-ID:* MUS 160

Provides individualized study of the appropriate techniques and repertoire for the specific percussion instrument. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M30G – APPLIED MUSIC - VOICE****0.5 UNIT**

*Prerequisites:* Performance at college level, with audition based on repertoire standards established by the Music Department

*Class Hours:* 1.5 lab

*C-ID:* MUS 160

Provides individualized study of the appropriate techniques and repertoire for vocal development. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M31 – MUSICAL THEATRE & OPERA WORKSHOP****1 UNIT**

*Prerequisites:* None

*Class Hours:* 3 lab

Studies the skills necessary for the performer in a live musical theatre or opera production. Emphasizes script and score analysis, role preparation, theatre and rehearsal etiquette and technique, and singing technique. Includes a culminating performance project such as a live scene, opera, or musical. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M34 – CONTEMPORARY VOCAL ENSEMBLE****2 UNITS**

*Prerequisites:* None

*Recommended Prep:* MUS M10

*Limitation on Enrollment:* Audition required and with instructor approval.

*Class Hours:* 1 lecture and 3 lab

*C-ID:* MUS 185

Provides students the opportunity to study, rehearse, and perform contemporary vocal literature to include jazz and a cappella music. Emphasizes the development of skills needed to perform within a specialized ensemble that performs contemporary vocal repertoire. Applies to Associate Degree. Transfer credit: CSU

**MUS M80 – INTERNSHIP IN MUSIC****1 TO 4 UNITS**

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**MUS M122 – INDEPENDENT STUDY - MUSIC****0.5 TO 3 UNITS**

*Prerequisites:* A previous course in Music and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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



## NUCLEAR MEDICINE

## SEE COURSES IN RADIOLOGIC TECHNOLOGY

## NURSING SCIENCE

*Program Purpose: The mission of the Nursing Science program is to prepare graduates with the knowledge, skills, and attitudes essential to the function of Registered Nurses in common and emerging healthcare settings.*

The nationally accredited Associate Degree in Nursing (ADN) is intended to develop the necessary knowledge, skills, and attitudes essential to the function of Registered Nurses in the direct care of patients. The nursing program is approved by the California State Board of Registered Nursing (BRN) and nationally accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly NLNAC. Contact information for BRN: P.O. Box 944210, Sacramento, California 94244-2100 ([www.rn.ca.gov](http://www.rn.ca.gov)). Contact information for ACEN: 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 ([www.acenursing.org](http://www.acenursing.org)).

### DEAN

Carol Higashida, Phone (805) 378-1459

### NURSING COORDINATOR/NURSING DIRECTOR

Christina Lee, Phone (805) 378-1433

### FACULTY

Michelle Dieterich, Jeny Joy, Christina Lee, Jamee Maxey, Olga Myshina, Dalila Sankaran, Katina Walia

### COUNSELOR

Lydia Basmajian, Eddie Beltran

### APPLICATION PROCEDURE

The application period for receipt by the Health Sciences Department of all applicant information and official transcripts is August 1 to August 31, and January 3 to January 31. Applications are available online, please refer to the Moorpark College Nursing website at [www.moorparkcollege.edu/nursing](http://www.moorparkcollege.edu/nursing).

Moorpark College has adopted a multi-criteria selection process for admission combined with a random selection process, due to changes in legislation and the Education Code (Section 78261.5). The multi-criteria selection process will be utilized to select the most qualified candidates for admission. In addition, all applicants meeting the minimum requirements based on a Prerequisites System and an assessment/readiness test; recommended by California Chancellor's Office, to determine program remediation and admission; will have the opportunity to be randomly selected for admission. The Prerequisites System is based on a formula that takes into consideration overall GPA, GPA in core biological sciences (Anatomy, Physiology and Microbiology), number of repeats in the core Biological Sciences, and English GPA. The composite of these factors generates a Success Score. In addition, all students must take the assessment/readiness test. Students who have met the success score requirement and a passing score established for the assessment/readiness test will be eligible for program enrollment. Students who do not meet the minimum scores on either the Success Score or the assessment/readiness test will be required to complete remediation courses with a grade of C or better prior to admission into the program.

### ENROLLMENT PROCESS

- Upon meeting the qualifying requirements (Step 1) and the prerequisite courses (Step 2) with a letter grade of C or better and an overall GPA of 2.5 or better, students may submit an application to the Health Sciences Department from August 1 to August 31 (Monday to Thursday 8 am to 4:30pm, 8am to noon on the final day) or January 3 to January 31 (Monday to Thursday 8 am to 4:30pm, 8am to noon on the final day) of each year. All official college and high school transcripts, official Advanced Placement (AP) scores from the College Board and supporting documentation, if applicable must be submitted with the application.

- Applicants may submit scores from the Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS) taken up to 12 months prior to application. If the ATI TEAS has not been taken, then only qualified applicants will be invited by e-mail to take the ATI TEAS exam. There are a limited number of testing seats available; testing at Moorpark College is not guaranteed.
- The multi-criteria selection process will be utilized to select the most qualified candidates for admission. In addition, all applicants meeting the minimum requirements have the opportunity to be randomly selected for admission. There is no waitlist. If an applicant has not been selected for admission within two years of application the applicant will need to reapply.
- There will be alternates selected for each admission class to serve on standby for admission. If not admitted, these alternates will be first admissions into the next class.
- The Health Sciences Department will contact applicants regarding acceptance/admission.
- Admission is contingent upon receiving ALL mandatory requirements by the specified deadline. These requirements are mandatory due to clinical facility requirements:
  - Clear criminal background check (seven year clearance) and negative drug screen
  - Clearance of health appraisal (physical exam, immunization record, tuberculosis clearance)
  - Proof of health insurance
  - Proof of student nurse liability insurance
  - American Heart Association CPR BLS Provider card
  - Los Angeles City Hospital Fire and Life Safety card
  - Social Security Card copy
- Acceptance to the nursing program results in the termination of applications to all other programs in the Health Sciences Department.
- Admission may be denied to an applicant who has failed or withdrew failing from a program and/or whose overall record indicates program completion unlikely (example: two program withdrawals); or who has health and/or safety deficits which place clients at risk.
- A student who is accepted to the nursing program may defer entry one time, ever, for up to one year due to extenuating circumstances. Incomplete required remediation, incomplete mandatory requirements, a positive background check, or a positive drug screen are not considered to be extenuating circumstances, and deferral is not allowed for these reasons. All deferral requests must be in writing addressed to the attention of the Nursing Coordinator. Each request for deferral is decided on an individual basis, and all decisions are final.

### ADMISSION REQUIREMENTS

#### STEP 1: Qualifying Requirements

The student must demonstrate evidence of High School graduation or General Education Development (GED) Exam with an Overall Status of "Pass" or successfully passing the California High School Proficiency Exam (CHSPE) to be eligible and considered for the Nursing Science Program. Additionally, the student must earn an overall GPA of 2.5 or higher in all college course work.

## STEP 2: Prerequisite Courses

These required prerequisite courses must be completed prior to the application process. Students must successfully complete the prerequisite courses with a letter grade of "C" or better to be eligible and considered for the Nursing Science Program.

ENGL M01A/M01AH	English Composition/Honors	4.0
MATH	Two years of high school algebra with a grade of B or better or MATH M03 or higher	
ANAT M01*	Human Anatomy	4.0
<b>AND</b>		
PHSO M01*/PHSO M01H*	Human Physiology/Honors	4.0
MICR M01*	General Microbiology	5.0

\*ANAT M01, PHSO M01\*/M01H\*, and MICR M01 must be taken within seven years of application date.

## STEP 3: General Education (GE) Courses

These GE courses are recommended to be taken prior to the last two semesters of the Nursing Program. The required GE courses are essential to earn the Associate of Science Degree in Nursing and to be eligible to take the National Council Licensure Examination for the Registered Nurse (NCLEX-RN). These courses must be completed with a letter grade of "C" or better.

REQUIRED COURSES		UNITS
PSY M01/M01H	Introduction to Psychology/Honors	3.0
COMM M01	Introduction to Speech	3.0
SOC M01/M01H	Introduction to Sociology/Honors	3.0
<b>OR</b>		
ANTH M02	Cultural Anthropology	3.0
<b>Physical Science</b>		
CHEM M11	(recommended for transfer to CSUCI BSN) Foundations of General, Organic, and Biochemistry	5.0
<b>American History/Institutions</b>		
U.S. History or Political Science		3.0
Communication and Analytical Thinking -		5.0
Minimum MATH M03 Intermediate Algebra.		
MATH M15 Introductory Statistics recommended for transfer to BSN		
<b>Fine or Performing Arts - Course of Choice</b>		3.0
<b>Humanities - Course of Choice</b>		3.0
<b>Kinesiology - Course of Choice</b>		1.0

## ASSOCIATE IN SCIENCE IN NURSING SCIENCE DEGREE

Students who complete the Nursing Science Program will acquire the knowledge and skills of the five critical competencies of safety/technical skills, critical thinking/clinical reasoning, communication, responsibility/accountability, and organization/prioritization. These competencies are essential to the function of the Registered Nurse in the direct care of patients.

The Nursing Science Program is approved by the California State Board of Registered Nursing (BRN) and nationally accredited by the Accreditation Commission for Education in Nursing (ACEN, formerly NLNAC). Contact information for BRN: P.O. Box 944210, Sacramento, California 94244-2100 ([www.rn.ca.gov](http://www.rn.ca.gov)). Contact information for ACEN: 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 ([www.acenursing.org](http://www.acenursing.org)).

To earn an Associate in Science Degree with a major in Nursing, students complete the prerequisite courses, 36 nursing specific units and General Education Degree Requirements. These major requirements cover the core areas of Nursing, courses necessary for licensure, as well as the students' choice in preparation for the California Registered Nurse licensing exam and/or transfer to an institution to earn a Bachelor of Science in Nursing Degree.

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

## REQUIRED COURSES

	UNITS
NS M01	Beginning Nursing Science 4.0
NS M01L	Beginning Clinical Nursing Lab I 4.5
NS M02	Intermediate Nursing Science I 5.0
NS M02L	Intermediate Nursing Lab I 4.5
NS M03	Intermediate Nursing Science II 5.0
NS M03L	Intermediate Nursing Science Clinical Laboratory II 4.5
NS M04	Advanced Nursing Science 4.0
NS M04L	Advanced Nursing Science Clinical Nursing Laboratory 4.5

**TOTAL UNITS 36.0**

## SUPPLEMENTAL COURSES

**Recommended but not required for degree:**

NS M11	Nursing Skills Laboratory I	1.0
NS M12	Nursing Skills Laboratory II	1.0
NS M13	Nursing Skills Laboratory III	1.0
NS M14	Nursing Skills Laboratory IV	1.0

**TOTAL UNITS 4.0**

## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Nursing will be able to:

- apply the five critical competencies of safety/technical skills, critical thinking and clinical reasoning, communication, responsibility/accountability, and organization/prioritization essential to the function of registered nurses in the direct care of patients.

## PROGRAM REQUIREMENTS

Admission is dependent on clearance of: Health Appraisal, Background Check, and Drug Screen:

- A Physical Exam documented on the Moorpark College Nursing Health Appraisal form, which considers the student free from communicable diseases and able to function in a hospital and clinical settings.
- Proof of Immunity to rubella, mumps, rubeola, hepatitis B, and varicella.
- Tuberculosis clearance
- Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to the medical opinion of the college physician and to the medical opinion or policy of hospitals or agencies used at clinical sites.
- Current Cardiopulmonary Resuscitation (CPR) BLS Provider card by the American Heart Association.
- Los Angeles City Hospital Fire and Life Safety Card.
- Social Security Card.
- Proof of health insurance.
- Proof of student nurse liability insurance.
- Clear criminal background check and drug screening with fee paid by student and completed through an agency approved by the Health Sciences Department before placement into a clinical site. As this is a requirement of affiliating clinical sites, the Health Sciences Department is unable to place students in clinical settings if they have a positive criminal background check (must have a clearance of seven years) or drug screen. Therefore, the student will not be able to complete the required program of courses.
- Once in the program, students are required to verify every eight weeks: health, criminal background status, and drug screen clearance and maintenance of current CPR and health and liability insurances.

## ETHICAL EXPECTATIONS

All students admitted to the Nursing program are expected to maintain the highest personal and ethical standards of conduct consistent with professional standards as perceived by the faculty and professional personnel in the agencies used as extended campus sites. Any information indicating that such standards are not maintained is subject to review by members of the faculty who may recommend to the college dismissal from the nursing program.

The conviction of a crime may prohibit licensure as a Health Care professional. Each case is reviewed and determined by the California Board of Registered Nursing. The Board considers the nature and severity of the offense, subsequent acts or crimes, compliance with the sanctions, and evidence of rehabilitation ([www.rn.ca.gov](http://www.rn.ca.gov)).

## PERFORMANCE STANDARDS

In compliance with the 1990 American with Disabilities Act, the Health Sciences Department does not discriminate against qualified applicants with disabilities. These performance standards, reflected in specific nursing course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The terms below describing physical functions are general in nature. Students who can perform the same actions effectively through the use of assistive technology or devices need to make an appointment with the coordinator of the nursing program for evaluation. In addition, students with severe hearing impairments need to meet with the coordinator of the nursing program for evaluation of alternate communication and auditory auscultation abilities.

- **Critical Thinking** - ability sufficient for safe clinical judgment: calculating, reasoning, analyzing, prioritizing, synthesizing data. Make appropriate and timely decisions under stressful situations. Examples: identify cause/effect relationships in clinical situations, develop nursing care plans.
- **Interpersonal** - in providing nursing care, the abilities sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds: function effectively under stress. Must demonstrate professional behavior at all times. Maintains a therapeutic relationship with clients, families, and health team members. Example: establish rapport with diverse patients and effectively interact with colleagues as part of the health care team.
- **Communication** - abilities sufficient for effective verbal and written interactions. Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary and word usage. The student must have 95% ability to communicate nursing actions, interpret patient responses, perform health teaching, document health care activities, and interact with patients, staff, faculty and peers. Examples: Explain diagnostic treatment procedures, health teaching, document actions and client responses. Examples: Explain diagnostic treatment procedures, health teaching, document and interpret actions and client responses.
- **Mobility** - physical abilities sufficient to move from room to room, maneuver in small spaces and reach overhead equipment. Examples: Move around clients' rooms, equipment/machines, workspaces, and diagnostic/treatment areas; administer emergency/CPR procedures.

**STANDING/WALKING** - The student must be able to move forward, backward, and laterally on carpet, tile, linoleum, asphalt and cement while providing and managing patient care, gathering patient supplies and medications, obtaining and returning equipment. Approximate distance = 3 to 6 miles. It is also necessary for a student to have the capability of maintaining an upright position during many functions.

**SITTING** - The student must be able to sit while communicating with or teaching patients, operating computers, answering the telephone, writing reports and documenting.

**LIFTING** - The student must be able to lift floor to knee, knee to waist, and waist to shoulder level while handling supplies (5-10 lbs.). Lift and transfer patients, medical equipment and supplies up to 6 inches from a stooped position, then push or pull the weight up to 3 feet. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers. Average lifting requirement is 50 pounds.

**CARRYING** - The student must demonstrate the ability to carry items at waist level.

**PUSHING/PULLING** - The student must be able to effectively move carts, utilize crash carts, open and close doors and drawers, move beds, gurneys, and wheelchairs and to move equipment and furniture.

**CLIMBING/BALANCING** - The student must demonstrate the ability to navigate stairs going to and from other departments, offices, and homes.

**STOOPING/KNEELING** - The student must demonstrate the ability to move to low enough positions to retrieve supplies from medication carts, bedside stands, bathrooms, etc.

**BENDING** - The student must demonstrate the ability to move into appropriate positions while performing patient assessments and treatments, gathering supplies, assisting patients with positioning, adjusting patient beds and exam tables, bathing patients and emptying drainage apparatus.

**CROUCHING/CRAWLING** - The student must demonstrate the ability to retrieve items from under and behind beds and bedside.

**REACHING/STRETCHING/TWISTING** - The student must demonstrate the ability to extend their reach and move appropriately when administering and monitoring IV therapy, gathering supplies and equipment, operating computers and equipment, administering care, assisting with patient positioning, changing linens, cleaning or disposing equipment and retrieving patient files.

- **Manipulating** - gross and fine motor abilities sufficient to provide safe and effective care. The student must demonstrate the ability to have hand-wrist movement, hand-eye coordination, simple firm grasping and fine and gross motor dexterity. Examples: Calibrate, move and use equipment/machines; lift, position and transfer clients; produce clear and precise written information, grasp and control medical equipment, and perform CPR.
- **Hearing** - ability sufficient to monitor and assess health needs. Examples: Ability to hear and interpret many people and correctly interpret what is heard, physician orders whether verbal or over the telephone, patient reports and cries for help, emergency and equipment alarms, and perform auditory auscultation.
- **Seeing** - ability sufficient for observation and visual assessment in well-lit and dimly lit areas. Examples: detect signs and symptoms, coloring and body language of patients, and possible infections anywhere. Interpret written words accurately, read characters and identify colors in the patient's records and on the computer screen. Accurately read medication labels and prepare medications. Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- **Tactile** - ability sufficient for physical assessment and positioning. Examples: Perform palpation functions of physical examination and/or those related to intervention, e.g., insertion of needle, positioning, palpating and notation of skin temperature, ability to effectively detect vibrations and pulses, discriminate between sharp/dull and hot/cold.

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## TRAVEL EXPECTATIONS

The clinical sites extend from northern Ventura County to Los Angeles, within an approximate 60-mile radius from Moorpark College. Each student is responsible for his or her own transportation.

## TECHNOLOGY/COMPUTER EXPECTATIONS

Medicine, health care, and nursing are highly technical fields requiring technology/computer skills. It is highly recommended that students are comfortable using a computer, have basic word processing, email and internet navigations skills, and be familiar with chat rooms. Each nursing course is web-enhanced.

## PROGRAM COMPLETION

For successful completion of the nursing program, a minimum grade of C (75%) is necessary in all courses required for the major.

## PROGRAM COSTS

Costs incurred by nursing students include, but are not limited to: Physical examination, immunizations, student nurse liability insurance, uniforms, equipment, materials fees, and licensure application fees.

## ADVANCED PLACEMENT

Opportunities for advanced placement are based on space available to: Licensed Vocational Nurses, members or veterans of the military with military healthcare occupation training and experience, 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. Nursing program transfer or LVN applicants are not accepted into the last semester of the nursing program.

Returning Moorpark College nursing program students can apply to the final semester in certain situations; please contact the Nursing Coordinator for details. Graduate nurses lacking California licensure requirements may be admitted to complete any needed courses as specified by the California Board of Registered Nursing.

## LVN TO RN THIRTY-UNIT OPTION (BRN 1429)

The thirty-unit option allows the LVN to sit for NCLEX-RN examination after completion of a maximum of thirty units of course work. The student is NOT A GRADUATE of the Nursing Program and DOES NOT RECEIVE A DEGREE. Practice outside the state of California may be limited. A conference with the Nursing Coordinator or designee for counseling regarding the option is needed before the option is chosen as an educational pathway.

The following curriculum is required for LVN 30 unit option students at Moorpark College:

### RECOMMENDED

High school graduation or successful completion of the General Education Development (GED) test. This is required for NCLEX -RN examination.

### GENERAL STUDIES

PHSO M01/ M01H	Human Physiology/Honors	UNITS	4.0
MICR M01	General Microbiology		5.0

### NURSING COURSES

NS M03	Intermediate Nursing Science II	UNITS	5.0
NS M03L	Intermediate Nursing Science Clinical Lab II		4.5
NS M04	Advanced Nursing Science		4.0
NS M04L	Advanced Nursing Science Lab		4.5

<b>TOTAL UNITS</b>			<b>27.0</b>
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## TRANSFER FOR BACHELOR OF SCIENCE DEGREE NURSING (BSN)

Students are encouraged to:

Complete the Moorpark College Associate Degree in Nursing and apply for transfer to an accepting institution.

### OR

Apply for and enroll in a Collaborative Enrollment ADN-BSN Pathway or Program with an affiliated institution to take BSN courses during the ADN program and then transfer to the BSN institution after conferral of the ADN and attainment of RN licensure. Refer to the Moorpark College nursing website ([www.moorparkcollege.edu/nursing](http://www.moorparkcollege.edu/nursing)) for information regarding these university partnerships.

### OR

Satisfy the transferable lower division science and general education requirements and apply to a BSN program.

The accepting institution determines transferable courses. Generally acceptable courses are ANAT M01; ANTH M02; BIOL M02A/M02AH/M02B; CHEM M01A/M01B, M11; ENGL M01A, M01AH; ENGL M01B; MATH M15; MICR M01; NTS M01; PHIL M07; PHSO M01/M01H; PHYS M10A/M10AL, M10B/M10BL; PSY M01, M07; SOC M01.

## CONTINUING EDUCATION

Moorpark College has been approved by the Board of Registered Nursing as a Continuing Education Provider (number CEP 02811). The Board of Registered Nursing recognizes academic courses for continuing education credit with one (1) academic semester unit equaling fifteen (15) continuing education hours. The course content must be relevant to the practice of nursing and related to the scientific knowledge or technical skills required for the practice of nursing or be related to direct and/or indirect client care at a level above that which is required for licensure. Please refer to the California Board of Registered Nursing website for details regarding Acceptable Courses ([www.rn.ca.gov/licenses/ce-renewal](http://www.rn.ca.gov/licenses/ce-renewal)). Courses may be taken for credit/no credit or a letter grade. (Transcripts document proof of attendance).

## NURSING SCIENCE COURSES

### NS M01 – BEGINNING NURSING SCIENCE

4 UNITS

*Prerequisites: None*

*Corequisites: NS M01L*

*Limitations on Enrollment: Admission to the Moorpark College Nursing Program, Criminal background clearance, Drug and alcohol clearance, Proof of freedom from and immunity to communicable diseases, No acrylic or long nails in clinical settings, Current negative TB test or chest x-ray, Physical examination demonstrating general good health, No visible tattoos or visible body piercings except single studs in earlobes, CPR BLS Provider card from American Heart Association only, Los Angeles City Hospital Fire and Life Safety card, Current health insurance, Current student nurse liability insurance, and a Social security number.*

*Class Hours: 4 lecture*

**Part 1:** Provides the theoretical concepts of patient-centered, evidence-based, fundamental nursing care of adult and geriatric patients using the nursing process related to health promotion and self-care deviations in common and emerging healthcare settings. Presents the foundations of nursing practice and the nursing process, legal and ethical frameworks, diversity, head-to-toe assessment and documentation addressing all body systems for the adult and geriatric client, theoretical concepts of skills associated with activities of daily living, maintenance of a safe environment, and growth and nutrition.

**Part 2:** Provides the theoretical concepts of patient-centered, evidence-based beginning medical-surgical nursing care of adults using the nursing process related to health promotion and self-care deviations in common and emerging healthcare settings. Presents the concept of care pertaining to medication administration, the perioperative period, comfort, pain, diabetes mellitus, and care of patients with basic health deviations of the cardiovascular system, and health deviations of the musculoskeletal system. Applies to Associate Degree. Transfer credit: CSU

**NS M01L – BEGINNING CLINICAL NURSING LAB I****4.5 UNITS**

*Prerequisites:* Admission to the Moorpark College Nursing Program that requires completion of program prerequisites and requirements.

*Corequisites:* NS M01

*Class Hours:* 13.5 lab

*Materials Fee:* There is a materials fee for a Nurse Pack for the course. The fee varies based on market value.

**Part 1:** Applies fundamental, patient-centered, evidence-based nursing care to simulated patients in the skills lab setting and one selected adult/geriatric patient in extended, rehabilitation, or acute care settings using the nursing process related to health promotion and self-care deviations. Focuses on practice and demonstration of communication, physical assessment, activity of daily living, identification of actual and potential health deviations, and documentation of the nursing process.

**Part 2:** Applies beginning medical-surgical, patient-centered, evidence-based nursing care to 1-2 adult patients with common, acute, and chronic healthcare needs in the acute care setting using the nursing process related to health promotion and self-care deviations. Focuses on medication administration, IV maintenance, application of safety/technical skills, the nursing process, communication, responsibility and accountability, and organization and prioritization. Applies to Associate Degree. Transfer credit: CSU

**NS M02 – INTERMEDIATE NURSING SCIENCE I****5 UNITS**

*Prerequisites:* NS M01 and NS M01L

*Corequisites:* NS M02L

*Limitations on Enrollment:* Admission to the Moorpark College Nursing Program, Criminal background clearance, Drug and alcohol clearance, Proof of freedom from and immunity to communicable diseases, No acrylic or long nails in clinical settings, Current negative TB test or chest x-ray, Physical examination demonstrating general good health, No visible tattoos or visible body piercings except single studs in earlobes, CPR BLS Provider card from American Heart Association only, Los Angeles City Hospital Fire and Life Safety card, Current health insurance, Current student nurse liability insurance, and a Social security number.

*Class Hours:* 5 lecture

**Part 1:** Provides the theoretical concepts of patient-centered, evidence-based nursing care of maternity and pediatric patients using the nursing process related to health promotion and self-care deviations in common and emerging healthcare setting.

**Part 2:** Provides theoretical concepts of patient-centered, evidence-based nursing intermediate medical/surgical nursing care using the nursing process to adult patients with health deviations including basic respiratory, peripheral vascular disease, hematology and oncology, and basic gastrointestinal disease processes in common and emerging healthcare settings. Applies to Associate Degree. Transfer credit: CSU

**NS M02L – INTERMEDIATE NURSING LAB I****4.5 UNITS**

*Prerequisites:* NS M01 and NS M01L

*Corequisites:* NS M02

*Class Hours:* 13.5 lab

**Part 1:** Provides the application of patient-centered, evidence-based nursing care to 1-2 mother/newborn couplets for maternity and 1-2 pediatric clients using the nursing process related to health promotion and deviations in common and emerging healthcare settings.

**Part 2:** Provides the application of patient-centered, evidence-based intermediate medical/surgical nursing care to 2 adult patients with common, acute, and chronic healthcare needs in common and emerging healthcare settings using the nursing process related to health promotion and self-care deviations. Applies to Associate Degree. Transfer credit: CSU

**NS M03 – INTERMEDIATE NURSING SCIENCE II****5 UNITS**

*Prerequisites:* NS M02 and NS M02L

*Corequisites:* NS M03L

*Limitations on Enrollment:* Admission to the Moorpark College Nursing Program, Criminal background clearance, Drug and alcohol clearance, Proof of freedom from and immunity to communicable diseases, No acrylic or long nails in clinical settings, Current negative TB test or chest x-ray, Physical examination demonstrating general good health, No visible tattoos or visible body piercings except single studs in earlobes, CPR BLS Provider card from American Heart Association only, Los Angeles City Hospital Fire and Life Safety card, Current health insurance, Current student nurse liability insurance, and a Social security number.

*Class Hours:* 5 lecture

**Part 1:** Provides the theoretical concepts of patient-centered, evidence-based intermediate medical-surgical nursing care of adult patients with common to complex, acute, and chronic healthcare needs using the nursing process related to health promotion and self-care deviations in common and emerging healthcare settings. Includes concepts of care of patients with healthcare deviations of the renal/urinary, male reproductive, endocrine, advanced gastrointestinal, and neurologic systems.

**Part 2:** Provides the theoretical concepts of patient-centered, evidence-based nursing care to psychiatric and geriatric patients using the nursing process related to health promotion and self-care deviations in common and emerging healthcare setting. Applies to Associate Degree. Transfer credit: CSU

**NS M03L – INTERMEDIATE NURSING SCIENCE CLINICAL LABORATORY II****4.5 UNITS**

*Prerequisites:* NS M02 and NS M02L

*Corequisites:* NS M03

*Limitation on Enrollment:* Admission to Nursing Program and completion of Nursing Program prerequisites.

*Class Hours:* 13.5 lab

**Part 1:** Provides the application of patient-centered, evidence-based intermediate medical-surgical nursing care to 2-3 adult patients with common to complex, acute, and chronic health care needs in the acute care setting using the nursing process related to health promotion and self-care deviations.

**Part 2:** Provides the application of patient-centered, evidence-based nursing care to psychiatric and geriatric patients in the acute and community health care settings using the nursing process related to health promotion and self-care deviations. Applies to Associate Degree. Transfer credit: CSU

**NS M04 – ADVANCED NURSING SCIENCE****4 UNITS**

*Prerequisites:* NS M03 and NS M03L

*Corequisites:* NS M04L

*Limitations on Enrollment:* Admission to the Moorpark College Nursing Program, Criminal background clearance, Drug and alcohol clearance, Proof of freedom from and immunity to communicable diseases, No acrylic or long nails in clinical settings, Current negative TB test or chest x-ray, Physical examination demonstrating general good health, No visible tattoos or visible body piercings except single studs in earlobes, CPR BLS Provider card from American Heart Association only, Los Angeles City Hospital Fire and Life Safety card, Current health insurance, Current student nurse liability insurance, and a Social security number.

*Class Hours:* 4 lecture

**Part 1:** Provides theoretical concepts of patient-centered, evidence-based nursing care to adult patients with common to complex, acute, and chronic healthcare needs using the nursing process related to health promotion and self-care deviations in emerging healthcare settings.

**Part 2:** Provides the theoretical concepts of nursing leadership and management in common and emerging healthcare settings. Applies to Associate Degree. Transfer credit: CSU

**NS M04L – ADVANCED NURSING SCIENCE CLINICAL NURSING LABORATORY 4.5 UNITS**

*Prerequisites:* NS M03 and NS M03L

*Corequisites:* NS M04

*Limitation on Enrollment:* Admission to Nursing Program and completion of Nursing Program prerequisites.

*Class Hours:* 13.5 lab

**Part 1:** Provides application of patient-centered, evidence-based nursing care to 1-6 adult patients with common to complex, acute, and chronic healthcare needs in the acute care setting using the nursing process related to health promotion and self-care deviations.

**Part 2:** Provides the application of patient-centered, evidence-based nursing care to patients in a precepted acute care environment using the nursing process related to health promotion and self-care deviations. Applies to Associate Degree. Transfer credit: CSU

**NS M05L – NURSING SCIENCE CLINICAL REVIEW 4.5 UNITS**

*Prerequisites:* Admission to the Nursing Program and approval by the Health Sciences Coordinator and NS M03L

*Class Hours:* 13.5 lab

Provides structured remediation for returning intermediate to advanced nursing students in the application of patient-centered, evidence-based nursing care to 2-3 adult patients, in the acute care setting, with common to complex, acute, and chronic healthcare needs. Utilizes the nursing process related to health promotion and self-care deviations. Applies to Associate Degree.

**NS M09 – BASIC SKILLS FOR THE HEALTH CARE PROFESSIONAL 0.5 UNIT**

*Prerequisites:* None

*Class Hours:* 1.5 lab

Provides basic knowledge of client care skills to those preparing for a career in the healthcare field such as a Radiographer. Focuses on the essential principles and practices of safe effective care in this constantly changing medical field. Integrates safety, communications, documentation and cultural diversity throughout the course. It is recommended that this course be taken the semester before acceptance into the radiologic technology program or similar program. (Same course as RADT M09.) (Formerly HS M16R.) Applies to Associate Degree.

**NS M11 – NURSING SKILLS LABORATORY I 1 UNIT**

*Prerequisites:* Prior or concurrent enrollment in a registered nursing program course.

*Class Hours:* 3 lab

Provides application of theory from beginning nursing science. Utilizes simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized remediation. Open-lab structure allows individually arranged lab hours. Applies to Associate Degree. Transfer credit: CSU

**NS M12 – NURSING SKILLS LABORATORY II 1 UNIT**

*Prerequisites:* Prior or concurrent enrollment in a registered nursing program course.

*Class Hours:* 3 lab

Provides application of theory from intermediate nursing science. Utilizes simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized remediation. Open-lab structure allows individually arranged lab hours. Applies to Associate Degree. Transfer credit: CSU

**NS M13 – NURSING SKILLS LABORATORY III 1 UNIT**

*Prerequisites:* Prior or concurrent enrollment in a registered nursing program course.

*Class Hours:* 3 lab

Provides application of theory from intermediate to advanced nursing science. Utilizes simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized remediation. Open-lab structure allows individually arranged lab hours. Applies to Associate Degree. Transfer credit: CSU

**NS M14 – NURSING SKILLS LABORATORY IV 1 UNIT**

*Prerequisites:* Prior or concurrent enrollment in a registered nursing program course.

*Class Hours:* 3 lab

Provides application of theory from advanced nursing science. Utilizes simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized remediation. Open-lab structure allows individually arranged lab hours. Applies to Associate Degree. Transfer credit: CSU

**NS M15 – ROLE TRANSITIONS: LVN TO RN 1 UNIT**

*Prerequisites:* None

*Corequisites:* NS M02

*Class Hours:* 1 lecture

Focuses on preparing the Licensed Vocational Nurse (LVN) for re-entry into the student role and the transition into the new role as a Registered Nurse (RN). Assists the students to reflect on this changing role and to practice skills needed to become a successful student. Stresses the difference between the LVN and RN as care provider, leader, teacher and patient advocate. Emphasizes the development of critical thinking skills utilized in the nursing process. Applies to Associate Degree.

**NS M16 – STUDY SKILLS FOR NURSING STUDENTS 3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

Introduces skills that promote the academic preparation of pre-nursing students. Develops techniques for improving study skills, communication, time management, test-taking, reading comprehension, critical thinking, and math skills for dosage calculations. Emphasizes creating a framework for success in preparation for becoming a nursing student. Does NOT apply to Associate Degree.

**NS M17 – HEALTHCARE ETHICS 3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

Introduces theoretical and applied ethics as they relate to problems in medicine, healthcare, and the human life sciences. Examines foundational moral principles and the main moral theories. Provides an introduction to ethics in general, a foundation for understanding legal implications in healthcare and a framework for analyzing and resolving ethical problems through the application of ethical principles and critical thinking. (Same as RADT M17.) (Formerly HS M17 and PHIL M17.) Applies to Associate Degree. Transfer credit: CSU

**NS M18 – NURSING SKILLS SUMMER LABORATORY 1 UNIT**

*Prerequisites:* None

*Class Hours:* 3 lab

Provides application of theory from nursing science. Utilizes simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized remediation. Open-lab structure allows individually arranged lab hours. Applies to Associate Degree. Transfer credit: CSU

**NS M19 – MEDICAL TERMINOLOGY 3 UNITS**

*Prerequisites:* None

*Class Hours:* 3 lecture

*C-ID:* HIT 103X

Prepares students for healthcare careers with a focus on understanding and communicating medical information. Teaches the language of medicine, focusing on medical terminology. Assists the student in learning medical terms related to anatomy, physiology, diseases, diagnoses, pharmacology, therapeutics and common abbreviations. (Formerly HS M19.) Applies to Associate Degree. Transfer credit: CSU



**NS M25 – BASIC PATHOPHYSIOLOGY****4 UNITS***Prerequisites: None**Recommended Prep: ANAT M01 and PHSO M01**Class Hours: 4 lecture**C-ID: NS 105X*

Introduces the fundamentals of basic pathophysiology, focusing on physiologic changes and altered functions resulting from disease processes. Reviews principles from anatomy, physiology, and chemistry as the foundation for study of basic disease process concepts, body systems, etiology, and pathogenesis of various disorders. Presents diagnostic procedures, preventative measures, and current therapeutic regimens. (Formerly HS M25.) Applies to Associate Degree. Transfer credit: CSU

**NS M30 – BASIC CARDIAC DYSRHYTHMIA INTERPRETATION****1.5 UNITS***Prerequisites: None**Class Hours: 1.5 lecture*

Introduces the skills necessary to interpret basic cardiac dysrhythmias and to intervene in their treatment. Covers a systematic approach for the identification and classification of dysrhythmias according to site of origin and prognosis. (Formerly HS M30). Applies to Associate Degree. Transfer credit: CSU

**NS M35 – HOLISTIC HEALTHCARE PRACTICES****1.5 UNITS***Prerequisites: None**Class Hours: 1.5 lecture*

Explores healthcare practices that complement the Western/allopathic mode of health care. Provides concepts of relaxation therapy, meditation, guided imagery, therapeutic touch and other energy healing modalities, nutrition, and use of herbs for treatment of most common ailments. Designed for the layperson, the lay caregiver and healthcare professionals. Provider approved by the California Board of Registered Nursing (CEP 2811) for 24 contact hours. (Formerly HS M35.) Applies to Associate Degree. Transfer credit: CSU

**NS M40 – LABOR AND DELIVERY ROOM NURSING****2 UNITS***Prerequisites: None**Class Hours: 2 lecture*

Develops the knowledge, skills, and attitudes required of nurses in promoting a safe labor and delivery. Develops critical thinking and clinical reasoning in caring for the intrapartum patient. Utilizes a systematic approach to assessment and prioritization of nursing care for the intrapartum woman and the fetus. This course is intended for nursing students who have completed their obstetric theory and clinical rotation, registered nurses or licensed vocational nurses. (Formerly NS M60C.) Does NOT apply to Associate Degree.

**NS M49 – NURSING PRACTICUM****2.5 TO 5 UNITS***Prerequisites: None**Recommended Prep: NS M03 and NS M03L*

*Limitation on Enrollment: Completed first year of Associate Degree Nursing Program and currently enrolled in the Moorpark College nursing program.*

*Class Hours: 12 to 24 work experience*

Enables the intermediate nursing student to participate in a paid practicum cooperatively planned by an employing agency and the nursing faculty. Provides the student nurse with a supportive educational program to assist in practicing learned technical skills, organizational skills, and critical thinking strategies. Applies to Associate Degree. Transfer credit: CSU

**NS M78 – INTRODUCTION TO OPERATING ROOM NURSING****4 UNITS***Prerequisites: NS M02 and NS M02L*

*Limitation on Enrollment: Meet Nursing Program requirements or Registered Nurse (current CA license).*

*Class Hours: 3 lecture, 3 lab*

Introduces operating room (OR) nursing, including the scrub and circulating roles of the OR nurse. Focuses on the application of the nursing process with the perioperative client. Combines lecture and skills laboratory classes, as well as a clinical preceptorship. Course is designed for the Registered Nurse or Registered Nursing Student who has completed the first year of the nursing program. Registered Nurses must contact the Moorpark College Health Sciences Department. Applies to Associate Degree. Transfer credit: CSU

**NS M79 – INTERMEDIATE OPERATING ROOM NURSING****4 UNITS***Prerequisites: NS M78**Class Hours: 1.5 lecture, 8 lab*

Provides basic competencies in perioperative nursing in both scrub and circulating roles. Focuses on surgical specialties: general, gynecological, neurology, orthopedic, urology, and vascular; including the use of laparoscopy, laser and other complex surgical equipment. Focuses on preoperative assessment and planning, intra-operative implementation and postoperative evaluation. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 22.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

**NS M122 – INDEPENDENT STUDY - NURSING****0.5 TO 3 UNITS**

*Prerequisites: Completion of one course in Nursing Science and instructor approval*  
*Class Hours: 1.5 to 9 lab hours as arranged*

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

**NUTRITION SCIENCE**

*Program Purpose: Students who complete Nutrition courses will understand their own nutrition and health, and strive to be proactive in shaping their own healthy choices.*

The Nutrition Science program is designed to meet the needs of all health conscious persons. The program particularly addresses itself to those interested in promoting personal wellness as well as those aspiring to careers in health, nutrition, and fitness. For some, this program may lead to entry into the dietetics/nutrition program at a four-year college or university.

**DEAN**

Carol Higashida, Phone (805) 378-1459

**COORDINATOR OF ALLIED HEALTH**

John Everlove, Phone (805) 553-4132

**COUNSELORS**

Traci Allen, Erin Farley, Ashley Lajoie, Danita Redd

## ASSOCIATE IN SCIENCE IN NUTRITION AND DIETETICS FOR TRANSFER DEGREE

The Associate in Science in Nutrition and Dietetics for Transfer (AS-T Nutrition/Dietetics) is intended for students who plan to transfer and complete a bachelor's degree in Nutrition and Dietetics, or a "similar" major at a CSU campus. Students completing this AS-T degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. For a current list of what majors (and what options or areas of emphasis within that major) have been designed as "similar" to this degree at each CSU campus, please refer to [adgreewithaguarantee.com](http://adgreewithaguarantee.com) and seek guidance from a Moorpark College counselor. Students completing this degree are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice.

To earn an AS-T in Nutrition and Dietetics students must:

- Complete of 60 semester or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth (CSU GE-Breadth) requirements.
  - A minimum of 27-31 semester units Nutrition and Dietetics major as listed in the Moorpark College catalog.
- Obtain a minimum grade point average (GPA) of at least 2.0. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA. Please consult with a counselor for more information
- Obtain a grade of "C" or better or "P" in all courses required in the major. Even though a "pass-no-pass" is allowed (Title 5 §55063), it is highly recommended that students complete their major courses with a letter grade (A, B, or C).
- Complete requirements in residency. For students in the Ventura County Community College District, a minimum of 12 units must be completed in residency at the college granting the degree.

Students transferring to a CSU campus that does accept the AS-T in Nutrition/Dietetics will be required to complete no more than

60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major at a particular campus). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor to obtain more information on university admission and transfer requirements

### REQUIRED CORE

#### Complete the following four courses (16 units):

CHEM M01A/M01AH	General Chemistry I/Honors	5.0
MICR M01	General Microbiology	5.0
NTS M01	Introduction to Nutrition Science	3.0
PSY M01/M01H	Introduction to Psychology/Honors	3.0
UNITS from LIST A		8.0-10.0
UNITS from LIST B		3.0-5.0

**TOTAL UNITS 27.0-31.0**

#### LIST A: Select and complete two courses (8-10 units):

ANAT M01	Human Anatomy	4.0
CHEM M01B	General Chemistry II	5.0
CHEM M07A	Organic Chemistry I	5.0
MATH M15/M15H	Introductory Statistics/Honors	4.0
PHSO M01/M01H	Human Physiology/Honors	4.0

#### LIST B: Select and complete one course (3-5 units):

BIOL M01	Introduction to Biology	4.0
BIOL M02A/M02AH	General Biology I/Honors	5.0
BIOL M02B	General Biology II	5.0
BUS M30	Introduction to Business	3.0
BUS M33	Business Law	3.0
CHEM M01B	General Chemistry II	5.0
CHEM M07B	Organic Chemistry II	5.0
CHEM M12	Introductory Chemistry I	4.0
CHEM M13	Introductory Chemistry II	5.0
HED M05	First Aid, CPR and Emergency Procedures	3.0
JOUR M02	Introduction to Reporting and Writing for Media	3.0
MATH M05	College Algebra	3.0
MATH M16A	Applied Calculus I	3.0
MATH M16B	Applied Calculus II	3.0
MATH M25A/M25AH	Calculus with Analytic Geometry I/Honors	5.0
MATH M25B	Calculus with Analytic Geometry II	5.0
NTS M07	Cultural Foods	3.0
NTS M09	Introduction to Food Science with Lab	3.0
PHYS M10A	General Physics I	4.0
<b>AND</b>		
PHYS M10AL	General Physics I Lab	1.0
PHYS M10B	General Physics II	4.0
<b>AND</b>		
PHYS M10BL	General Physics II Laboratory	1.0
POLS M03/M03H	American Government and Politics/Honors	3.0
PSY M07	Developmental Psychology (Life Span)	3.0
SOC M01/M01H	Introduction to Sociology/Honors	3.0

#### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Nutrition and Dietetics for Transfer will be able to:

- apply the science of nutrition to identify and analyze the role of nutrients in optimal health and well-being.
- identify ways in which social factors influence food related choices, practices, and beliefs.

## NUTRITION SCIENCE COURSES

### NTS M01 – INTRODUCTION TO NUTRITION SCIENCE 3 UNITS

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: NUTR 110*

Examines scientific concepts of nutrition related to the function of nutrients within the human body and current health issues. Focuses on the nutrient requirements throughout the life cycle, as well as an emphasis on individual needs. Applies to Associate Degree. Transfer credit: CSU; UC (NTS M01 and NTS M03 combined: maximum credit, one course)

### NTS M07 – CULTURAL FOODS 3 UNITS

*Prerequisites: None*

*Recommended Prep: BIOL M01, BIOL M02A, BIOL M02AH, or PSY M14*

*Class Hours: 3 lecture*

Evaluates the historical and cultural aspects of traditional and contemporary food habits of Native Americans, European Americans, African Americans, Asian Americans, and Hispanic Americans. Examines the influence of industry, technology, politics, the economy, and religion on food patterns. Reviews the role of ethnic families, their therapeutic uses of food, and their nutrition education practices. Applies to Associate Degree. Transfer credit: CSU; UC

## NTS M09 – INTRODUCTION TO FOOD SCIENCE WITH LAB 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

C-ID: NUTR 120

Applies food science principles with emphasis on ingredient function and interaction, and food preparation techniques. Explores sensory evaluation standards, and examines food safety and sanitation. Applies to Associate Degree. Transfer credit: CSU; UC

## NTS M20 – ESSENTIALS OF FOOD SAFETY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: HOSP 110

Explores basic principles of microbiology, sanitation, safety, equipment selection, and facility layout for a food service operation. Examines core principles of food safety for staff, customers, and the entire food operation. Prepares student for National Food Handler Certification examination and for Food Protection Manager Certification. Applies to Associate Degree. Transfer credit: CSU

## OPTICAL TECHNOLOGY

*Program Purpose: Students who complete the Optical Technology program will be provided the essential knowledge and skills to fabricate, fit, and dispense eyeglasses and contact lenses in manufacturing, retail, and professional vision care settings.*

The Optical Technology Program is a two year associate of science (AS) degree career preparation program. The program prepares students to take for the American Board of Opticianry (ABO) and National Contact Lens Examiners (NCLE) examination to be licensed as an Optician. Students must complete the prerequisites, core optical technology, and general education courses to earn the AS degree.

### DEAN

Carol Higashida, Phone (805) 378-1459

### COORDINATOR OF ALLIED HEALTH

John Everlove, Phone (805) 553-4132

### FACULTY

### COUNSELOR

Lydia Basmajian

### APPLICATION PROCEDURE

Applications to the Optical Technology Program are accepted once every other year.

The application period for receipt of applicant information by the Health Sciences Department is May 1 to May 30.

### ADMISSION REQUIREMENTS

#### STEP 1:

The following courses are recommended to be taken before application to the Optical Technology program, or concurrently with the first two semesters of the core Optical Technology courses. They are not required to be completed by the time of application to the program. The courses are general education courses, and must be completed for graduation to earn the A.S. degree.

#### STEP 1 COURSES

	UNITS
ENGL M01A/M01AH English Composition/Honors	4.0
AND	
MATH M03 Intermediate Algebra (or higher)	5.0
AND	
BIOL M01, OR BIOL M16, OR BIOL M02A, OR BIOL M02AH	3.0-5.0

## STEP 2: GENERAL EDUCATION COURSES

These courses are necessary for the Associate Degree and must be completed prior to graduation.\*

### REQUIRED COURSES

	UNITS
American History and Institutions - Course of Choice	3.0
Fine or Performing Arts - Course of choice	3.0
Humanities - NS M17 Healthcare Ethics	3.0
Kinesiology (Physical Education) – Course of choice	1.0
Physical Science - Course of Choice	3.0
Social and Behavior Science - BUS M30 Intro to Business	3.0

\*The recommendation is to take the general education courses prior to starting the Optical Technology Program.

### ENROLLMENT PROCESS

Students may submit an Optical Technology application to the Health Sciences Department from May 1 – May 30 Monday to Thursday 8 am to 5 pm. The application deadline is noon on the final day of the application period. All official sealed college transcripts, if any, must be submitted with the application.

There will be a random selection of 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 week prior to the first day of class. If not admitted, these alternates will be first admissions into the next class.

The Health Sciences Department will contact applicants regarding acceptance/admission.

Admission may be denied to an applicant who has failed or withdrew failing from a program and whose overall record makes program completion unlikely (example: two program withdrawals)

Note that admission to the program is dependent on clearance of background check and drug screen.

## ASSOCIATE IN SCIENCE IN OPTICAL TECHNOLOGY DEGREE

The Optical Technology Program is a two year associate of science (AS) degree career preparation program that prepares students for the American Board of Opticianry (ABO) and National Contact Lens Examiners (NCLE) examination to be licensed as a Dispensing Optician.

Students must complete the core optical technology and general education courses to earn the AS degree.

### REQUIRED COURSES

	UNITS
OPTI M01 Optical Materials Theory I	3.0
OPTI M01SL Optical Materials Skills Lab I	1.0
OPTI M02 Optical Dispensing Theory I	3.0
OPTI M02L Optical Dispensing Clinical Lab I	2.0
OPTI M06 Contact Lens Theory I	3.0
OPTI M03 Optical Materials Theory II	3.0
OPTI M03SL Optical Materials Skills Lab II	1.0
OPTI M04 Optical Dispensing Theory II	3.0
OPTI M04L Optical Dispensing Clinical Lab II	2.0
OPTI M05 Anatomy, Physiology, and Pathology of the Eye	3.0
OPTI M07 Contact Lens Theory II	3.0
OPTI M07L Contact Lens Clinical Lab	2.0

### TOTAL UNITS

30.0

### PROGRAM STUDENT LEARNING OUTCOMES

The Opticianry Program prepares graduates to:

- acquire the knowledge, skills, and attitudes necessary to function as effective opticians.



## **ETHICAL EXPECTATIONS**

All students admitted to the Optical Technology Program are expected to maintain the highest personal and ethical standards of conduct, consistent with professional standards as perceived by the faculty and professional personnel in the agencies used as extended campus sites. Any information indicating that such standards are not maintained is subject to review by members of the faculty, which may recommend to the college, dismissal from the program.

## **PERFORMANCE STANDARDS**

In compliance with the 1990 American with Disabilities Act, the Health Sciences Department does not discriminate against qualified Optical Technology applicants with disabilities. These performance standards, reflected in specific Optical Technology course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications.

The terms below describing physical functions are general in nature. Students who can perform the same actions effectively through the use of assistive technology or devices need to make an appointment with the Health Sciences Coordinator for evaluation.

**CRITICAL THINKING** – ability sufficient for safe clinical judgment: calculating, reasoning, analyzing, prioritizing, synthesizing data. Make appropriate and timely decisions under stressful situations. Examples: identify cause/effect relationships in clinical situations.

**INTERPERSONAL** – in providing care and service, the abilities sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds: function effectively under stress. Must demonstrate professional behavior at all times while maintaining a therapeutic relationship with clients, families, and vision care team members. Example: establish rapport with diverse clients and effectively interact with colleagues.

**COMMUNICATION** - abilities sufficient for effective verbal and written interactions. Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary and word usage. The student must have 95% ability to communicate actions, interpret client responses, perform teaching, document vision care activities, and interact with clients, staff, faculty and peers. Examples: Explain diagnostic treatment procedures, teaching, document actions and client responses.

**HEARING**- ability sufficient to monitor and assess vision care needs. Examples: Ability to hear and interpret many people and correctly interpret what is heard, prescriptions whether verbal or over the telephone, client reports and cries for help, emergency and equipment alarms

**SEEING**- ability sufficient for observation and visual assessment in well-lit and dimly lit areas. Examples: detect signs and symptoms, coloring and body language of clients, and possible infections anywhere. Interpret written words accurately, read characters and identify colors in the client's records and on the computer screen. Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.

**TACTILE**- ability sufficient for physical assessment and positioning. Examples: Perform Palpation of the eye and related areas to determine the integrity of the underlying structures. Includes palpation of certain cardiovascular pulses.

**MANIPULATING**- gross and fine motor abilities sufficient to provide safe and effective care. The student must demonstrate the ability to have hand-wrist movement, hand-eye coordination, simple firm grasping and fine and gross motor dexterity. Examples: Calibrate, move, and use equipment/machines; lift, position, and transfer clients; produce clear and precise written information, grasp and control medical equipment.

**MOBILITY**- physical abilities sufficient to move from room to room, maneuver in small spaces and retrieve overhead equipment. Examples: Move around clients' rooms, equipment/machines, workspaces, and diagnostic/treatment areas.

**STANDING/WALKING**- The student must be able to move forward, backward, and laterally on carpet, tile, linoleum, asphalt and cement while providing and managing client care, gathering supplies and, obtaining and returning equipment. Approximate distance = 3 to 6 miles. It is also necessary for a student to have the capability of maintaining an upright position during many functions.

**SITTING**- The student must be able to sit while communicating with or teaching clients, operating computers, answering the telephone, writing reports and documenting,

**LIFTING**- The student must be able to lift floor to knee, knee to waist, and waist to shoulder level while handling supplies (5-10 lbs.). Lift and transfer clients, medical equipment and supplies up to 6 inches from a stooped position, then push or pull the weight up to 3 feet. Average lifting requirement is 50 pounds.

**CARRYING**- The student must demonstrate the ability to carry items at waist level.

**PUSHING/PULLING**- The student must be able to effectively move carts, open and close doors and drawers, and to move equipment and furniture.

**CLIMBING/BALANCING**- The student must demonstrate the ability to navigate stairs going to and from other departments, and offices.

**STOOPING/KNEELING**- The student must demonstrate the ability to move to low enough positions to retrieve supplies from carts and cabinets, etc.

**BENDING**-The student must demonstrate the ability to move into appropriate positions while performing client assessments and treatments, gathering supplies, assisting clients with positioning.

**CROUCHING/CRAWLING**- The student must demonstrate the ability to retrieve items from under carts, equipment, etc.

**REACHING/STRETCHING/TWISTING**-The student must demonstrate the ability to extend their reach and move appropriately when gathering supplies and equipment, operating computers and equipment, administering care, assisting with client positioning, cleaning or disposing equipment and retrieving client files.

**Travel Expectations:** The clinical sites extend from northern Ventura County to eastern most portions of the San Fernando Valley and the Santa Clarita 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 Optical Technology Program, a minimum grade of C (75%) is necessary in all courses required for the major.

## **PROGRAM COSTS**

Costs incurred by optical technology students include, but are not limited to: Background check and drug screen, and uniform.

## OPTICAL TECHNOLOGY COURSES

### OPTI M01 - OPTICAL MATERIALS THEORY I

**3 UNITS**

*Prerequisites:* None

*Corequisite:* OPTI M01SL

*Recommended Prep:* MATH M03 or MATH M03B

*Limitation on Enrollment:* Admission to the MC Optical Technology Program

*Class Hours:* 3 Lecture

Introduces the fundamental concepts and principles of light and geometric properties of optics. Covers lens theory and design, frame design, and their application to ophthalmic lenses. Presents the history, basic manufacturing, and quality standards of ophthalmic lenses. Applies to Associate Degree.

### OPTI M01L - OPTICAL MATERIALS CLINICAL LAB I

**2 UNITS**

*Prerequisites:* None

*Corequisite:* OPTI M01 and OPTI M01SL

*Limitation on Enrollment:* Admission to the MC Optical Technology Program

*Class Hours:* 6 Lab

Applies concepts learned to perform fundamental clinical skills in a clinical agency optical laboratory under the direction and supervision of a licensed ophthalmic professional. Emphasizes attainment of knowledge, skills, and attitude that meet professional standards. Acceptance into the Optical Technology Program. A clear background check and drug screen are required for placement in the clinical setting. Applies to Associate Degree.

### OPTI M01SL - OPTICAL MATERIALS SKILLS LAB I

**1.5 UNIT**

*Prerequisite:* None

*Corequisite:* OPTI M01

*Limitation on Enrollment:* Admission to the MC Optical Technology Program.

*Class Hours:* 4.5 Lab

Presents the terminology, equipment, lens materials, and frames utilized to create prescription ophthalmic eyewear. Focuses on the lensometry and fabrication of single vision eyewear while emphasizing personal and environmental safety practices. Applies to Associate Degree.

### OPTI M02 - OPTICAL DISPENSING THEORY I

**3 UNITS**

*Prerequisites:* OPTI M01 and OPTI M01SL

*Corequisite:* OPTI M02L

*Limitation on Enrollment:* Admission to the MC Optical Technology Program.

*Class Hours:* 3 Lecture

Introduces the theoretical basis of client care and service as a dispensing optician. Focuses on lens and frame styles and materials, lens treatment and selection, optical measurements, and frame adjustments and repair. Applies to Associate Degree.

### OPTI M02L - OPTICAL DISPENSING CLINICAL LAB I

**2 UNITS**

*Prerequisite:* OPTI M01 and OPTI M01SL

*Corequisite:* OPTI M02

*Limitation on Enrollment:* Admission to the MC Optical Technology Program.

*Class Hours:* 6 Lab

Provides opportunity to apply the basic concepts to perform the skills of a dispensing optician at a clinical agency, under the supervision of an ophthalmic professional. Emphasizes client measurements, frame and lens materials, frame and lens selection, prescription interpretation, and adjustment techniques. Applies to Associate Degree.

### OPTI M03 - OPTICAL MATERIALS THEORY II

**3 UNITS**

*Prerequisites:* OPTI M01 and OPTI M01SL

*Corequisites:* OPTI M03SL

*Limitation on Enrollment:* Admission to the MC Optical Technology Program.

*Class Hours:* 3 Lecture

Covers the manufacture of eyewear with advanced prescriptions and frames. Focuses on optic examination and determination of ophthalmic prisms using a single vision lens power. Introduces multifocal and progressive lens characteristics, along with specialized procedures utilized in construction of various rimless mounted lenses. Applies to Associate Degree.

### OPTI M03L - OPTICAL MATERIALS CLINICAL LAB II

**2 UNITS**

*Prerequisites:* OPTI M01 and OPTI M01SL

*Corequisites:* OPTI M03 and OPTI M03SL

*Limitation on Enrollment:* Admission to the MC Optical Technology Program.

*Class Hours:* 6 Lab

Provides opportunity to apply concepts to perform advanced techniques in a clinical agency optical laboratory under the direction and supervision of a licensed ophthalmic professional. Includes an emphasis on multifocal, progressive, and occupational lenses; lens treatments; and prisms. Focuses on attainment of knowledge, skills, and attitude that meet professional standards. Applies to Associate Degree.

### OPTI M03SL - OPTICAL MATERIALS SKILLS LAB II

**1.5 UNIT**

*Prerequisites:* OPTI M01 and OPTI M01SL

*Corequisites:* OPTI M03

*Limitation on Enrollment:* Admission to the MC Optical Technology Program.

*Class Hours:* 4.5 Lab

Presents the terminology, equipment, and lens materials to manufacture eyewear with advanced prescriptions and frames. Emphasizes optic analysis of ophthalmic prisms using a single vision lens power. Introduces verification and neutralization techniques for single vision lenses and bifocals, frame repair, producing prescribed prism by decentration, semi-rimless glasses, and multifocal glasses while emphasizing personal and environmental safety practices. Applies to Associate Degree.

### OPTI M04 - OPTICAL DISPENSING THEORY II

**3 UNITS**

*Prerequisites:* OPTI M02 and OPTI M02L

*Corequisites:* OPTI M04L

*Limitation on Enrollment:* Admission to the MC Optical Technology Program

*Class Hours:* 3 Lecture

Focuses on the advanced knowledge and skills necessary for dispensing opticians. Presents client profile analysis, multifocal analysis, lens measurement, design and fitting characteristics, properties of anti-reflective and absorptive lenses, sports eyewear, and adjustment techniques. Includes ethics, laws, and regulations related to dispensing optical eyewear. Applies to Associate Degree.

### OPTI M04L - OPTICAL DISPENSING CLINICAL LAB II

**2 UNITS**

*Prerequisites:* OPTI M02 and OPTI M02L

*Corequisites:* OPTI M04

*Limitation on Enrollment:* Admission to the MC Optical Technology Program.

*Class Hours:* 6 Lab

Provides an opportunity to apply advanced concepts to refine the skills required of a dispensing optician at a clinical agency, under the supervision of an ophthalmic professional. Focuses on client measurements, frame and lens materials, frame and lens selection, prescription interpretation, and adjustment techniques. Includes the business aspects of the optical dispensary. Applies to Associate Degree.

### OPTI M05 - ANATOMY, PHYSIOLOGY, AND PATHOLOGY OF THE EYE

**3 UNITS**

*Prerequisites:* None

*Recommended Preparation:* BIOL M01 or BIOL M02A or BIOL M02AH or BIOL M16 or BIOL M18

*Limitation on Enrollment:* Admission to the MC Optical Technology Program

*Class Hours:* 3 Lecture

Focuses on the anatomical structures and the function of the eye and the various body systems and principles of human physiology that affect the visual system. Provides an overview of common ocular pathologies and anomalies with their corresponding etiologies, diagnostic tests, and treatments. Applies to Associate Degree.

**OPTI M06 - CONTACT LENS THEORY I****3 UNITS***Prerequisite: OPTI M05**Limitation on Enrollment: Admission to the MC Optical Technology Program or current American Board of Opticianry certification.**Class Hours: 3 Lecture*

Presents the history and development of contact lenses. Introduces basic principles and techniques of contact lens fitting, design, materials, and terminology. Covers contact lens insertion and removal techniques, and basic slit lamp and keratometry skills. Applies to Associate Degree.

**OPTI M07 - CONTACT LENS THEORY II****3 UNITS***Prerequisites: OPTI M06**Corequisites: OPTI M07L**Limitation on Enrollment: Admission to the MC Optical Technology Program.**Class Hours: 3 Lecture*

Covers the anatomy, physiology, and pathology of the anterior segment of the eye and associated structures. Compares the philosophies, fitting, and designs of soft and rigid gas permeable contact lens; and solutions for contact lenses. Includes verification and modification of contact lenses, client evaluation and education, and regulations for contact lenses. Applies to Associate Degree.

**OPTI M07L - CONTACT LENS CLINICAL LAB****2 UNITS***Prerequisites: OPTI M06**Corequisites: OPTI M07**Limitation on Enrollment: Admission to the MC Optical Technology Program.**Class Hours: 6 Lab*

Provides opportunity to apply the concepts and skills to address the contact lens needs of patients at a clinical agency, under the supervision of an ophthalmic professional. Emphasizes the professional standards for the indication and operation of optic equipment in contact lens measurement, inspection, verification, and modification. Includes fitting and evaluating fit of contact lenses and patient education. Applies to Associate Degree.

**PARENTING****SEE COURSES IN  
CHILD DEVELOPMENT****PERSONAL GROWTH****SEE COURSES IN COUNSELING****PHILOSOPHY**

*Program Purpose: Students who complete Philosophy courses will apply major philosophical concepts to the complexities of the 21st century. Understanding philosophy will allow students to positively engage and contribute to society as informed citizens, and will allow a deeper understanding of what it means to be human.*

The study of philosophy invites students to carefully analyze and thoughtfully respond to the fundamental ideas and basic concerns present in the human experience. The goal is to examine ourselves, our culture, and our world and the persisting questions regarding human thought and action. Instruction in philosophy teaches, not what to think, but how to think. The program also develops skills in analytical and critical thinking and writing that are excellent preparation for professional and other careers.

**DEAN**

Howard Davis, Phone (805) 378-1445

**FACULTY**

Jerry Caplan, Brian Herlocker, Matthew Morgan

**COUNSELORS**

Jodi Dickey, Anitra Evans-Tykeson, Pam Kennedy-Luna, Trulie Thompson

**ASSOCIATE IN ARTS IN  
PHILOSOPHY FOR TRANSFER DEGREE**

The Associate in Arts in Philosophy for Transfer (AA-T in Philosophy) is intended for students who plan to transfer and complete a bachelor's degree in Philosophy, Religious Studies, or a similar major at a CSU campus. Students completing this degree (AA-T) are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Philosophy degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system

To earn an Associate in Arts in Philosophy for Transfer degree, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Completion of 18-20 specified major units. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a grade of C or better.
4. Certified completion of the California State University General Education-Breadth (CSU GE) pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

**REQUIRED CORE****UNITS**

Select and complete 2 courses (6 units), one from each OPTION below:

**OPTION 1 - Select and complete one course:**

PHIL M01/M01H	Introduction to Philosophy/Honors	3.0
PHIL M02/M02H	Introduction to Ethics/Honors	3.0

**OPTION 2 - Select and complete one course:**

PHIL M07	Introduction to Logic	3.0
PHIL M09	Introduction to Symbolic Logic	3.0
UNITS from LIST A		3.0
UNITS from LIST B		6.0
UNITS from LIST C		3.0-5.0

<b>TOTAL UNITS</b>	<b>18.0-20.0</b>
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**LIST A - Select and complete 1 course (3 units):**

PHIL M03	Social and Political Philosophy	3.0
PHIL M05	Critical Thinking and Analytic Writing	3.0
PHIL M08	Philosophy of Religion	3.0
PHIL M11	World Religions: West	3.0
PHIL M12	World Religions: East	3.0
PHIL M13	The Classical Mind	3.0
PHIL M14	The Modern Mind	3.0

Any course from REQUIRED CORE not already used

**LIST B - Select and complete 2 courses (6 units):**

HIST M170	Western Civilization: From Prehistory to 1600	3.0
HIST M180	Western Civilization: From 1600 to the Present	3.0

Any course from LIST A not already used.



**LIST C - Select and complete 1 course (3-5 units):**

Any course from LIST A or B not already used.

Any course articulated as lower-division preparation in the Philosophy major at a CSU.

**Any course articulated as CSU GE Area C2 or IGETC Area 3B listed below:**

CHIN M01	Elementary Chinese: Mandarin I	4.0
COMM M26	Rhetoric of Popular Culture	3.0
ENGL M01B/M01BH	Literature: Critical Thinking and Composition/Honors	4.0
ENGL M10A	Creative Writing	3.0
ENGL M10B	Advanced Creative Writing	3.0
ENGL M13A	Survey of American Literature I	3.0
ENGL M13B	Survey of American Literature II	3.0
ENGL M14	Introduction to Poetry	3.0
ENGL M15A	Survey of English Literature I	3.0
ENGL M15B	Survey of English Literature II	3.0
ENGL M16	Introduction to Fiction	3.0
ENGL M17	Shakespeare	3.0
ENGL M20	Introduction of Drama	3.0
ENGL M29A	The Bible as Literature (Old Testament)	3.0
ENGL M29B	The Bible as Literature (New Testament)	3.0
ENGL M30A	Masterpieces of World Literature I	3.0
ENGL M30B	Masterpieces of World Literature II	3.0
ENGL M40	Children's Literature	3.0
FILM M15	Introduction to Documentary	3.0
FILM M51	Women in Cinema	3.0
FREN M01	Elementary French I	4.0
FREN M02	Elementary French II	4.0
GERM M01	Elementary German I	4.0
GERM M02	Elementary German II	4.0
HIST M150	World History: From Prehistory to 1500	3.0
HIST M152	History of Asia from Prehistory to 1600	3.0
HIST M160	World History: From 1450 to the Present	3.0
HIST M162	History of Asia from 1600 to the Present	3.0
HUM M07	Survey of the Arts	3.0
HUM M10A	Ethics, Culture, and the Arts: The Roots of the Humanities	3.0
HUM M10B	Ethics, Culture, and the Arts: Humanities and the Modern World	3.0
ITAL M01	Elementary Italian I	4.0
JAPN M01	Elementary Japanese I	4.0
JAPN M02	Elementary Japanese II	4.0
JOUR M05	Introduction to Visual Communication	3.0
LAT M01	Elementary Latin I	4.0
SPAN M01	Elementary Spanish I	5.0
SPAN M02	Elementary Spanish II	5.0
SPAN M03	Intermediate Spanish I	5.0
SPAN M04	Intermediate Spanish II	5.0

**PROGRAM STUDENT LEARNING OUTCOMES**

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

- demonstrate the ability to evaluate philosophical positions critically and systematically.
- demonstrate the ability to formulate and defend philosophical positions.
- master the ability to write well-reasoned, well-integrated essays about materials recently studied.
- master the ability to orally defend positions taken.

**ASSOCIATE IN ARTS IN PHILOSOPHY DEGREE**

Students completing the Associate in Arts in Philosophy will expand their ability to evaluate philosophical positions critically and systematically, and to formulate and defend philosophical positions.

A degree in Philosophy leads to a broad range of employment opportunities in a variety of industries such as business, law and healthcare professions.

To earn an Associate in Arts in Philosophy, students must complete 21 specified units, plus General Education Degree Requirements.

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

<b>REQUIRED COURSES</b>		<b>UNITS</b>
<b>Select and complete 5 courses from the following (15 units):</b>		
PHIL M01/M01H	Introduction to Philosophy/Honors	3.0
PHIL M02/M02H	Introduction to Ethics/Honors	3.0
PHIL M09	Introduction to Symbolic Logic	3.0
PHIL M13	The Classical Mind	3.0
PHIL M14	The Modern Mind	3.0
UNITS from ELECTIVE COURSES		6.0

**TOTAL UNITS** **21.0**

<b>ELECTIVE COURSES</b>		<b>UNITS</b>
<b>Select and complete two courses (6 units):</b>		
PHIL M03	Social and Political Philosophy	3.0
PHIL M05	Critical Thinking and Analytical Writing	3.0
PHIL M07	Introduction to Logic	3.0
PHIL M08	Philosophy of Religion	3.0

**PROGRAM STUDENT LEARNING OUTCOMES**

Students completing the Associate in Arts in Philosophy will be able to:

- demonstrate the ability to evaluate philosophical positions critically and systematically.
- demonstrate the ability to formulate and defend philosophical positions.
- master the ability to write well-reasoned, well-integrated essays about materials recently studied.
- master the ability to orally defend positions.

**PHILOSOPHY COURSES****PHIL M01 – INTRODUCTION TO PHILOSOPHY** **3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: PHIL 100*

Explores systematically the concepts of knowledge, reality, and value, including review of epistemology, metaphysics, ethics, aesthetics, political philosophy, and philosophy of religion. Introduces idealism, realism, skepticism, materialism, and relativism. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**PHIL M01H – HONORS: INTRODUCTION TO PHILOSOPHY 3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: PHIL 100*

Explores systematically the concepts of knowledge, reality, and value, including review of epistemology, metaphysics, ethics, aesthetics, political philosophy, and philosophy of religion. Introduces idealism, realism, skepticism, materialism, and relativism. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**PHIL M02 – INTRODUCTION TO ETHICS 3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: PHIL 120*

Introduces the systematic study of consequentialist, deontological and virtue theories as well as meta-ethical theories. Includes such topics as freedom and responsibility, justice, and moral relativism. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**PHIL M02H – HONORS: INTRODUCTION TO ETHICS 3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: PHIL 120*

Introduces the systematic study of consequentialist, deontological and virtue theories as well as metaethical theories. Includes such topics as freedom and responsibility, justice, and moral relativism. Honors work challenges student to be analytical through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**PHIL M03 – INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY 3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces the major social and political theories in Western thought. Explains the organization of societies and the formation of governments. Examines the concept of justice, equality, rights and duties, class, and power structures. Applies to Associate Degree. Transfer credit: CSU; UC

**PHIL M05 – CRITICAL THINKING AND ANALYTIC WRITING 3 UNITS***Prerequisites: ENGL M01A or ENGL M01AH**Class Hours: 3 lecture*

Introduces critical reasoning, including analysis and synthesis, induction and deduction, and identification of assumptions and perspectives. Emphasizes oral and written analysis and argumentation, clarifying fact, belief and value, and identifying and avoiding common fallacies of thought, logic and language. Applies to Associate Degree. Transfer credit: CSU; UC

**PHIL M07 – INTRODUCTION TO LOGIC 3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: PHIL 110*

Explores deductive and inductive reasoning, definitions, verification, argument forms, and analyzes formal and informal fallacies. Analyzes the nature of arguments for validity and soundness. Includes a study of formal techniques of sentential logic and predicate logic. Applies to Associate Degree. Transfer credit: CSU; UC

**PHIL M08 – PHILOSOPHY OF RELIGION 3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces philosophical issues that arise from reflection on religious beliefs and practices. Includes such topics as the nature of religion, the existence of God, mysticism and religious experience, divine perfection and the problem of evil, faith and reason, religion and morality, life after death, and the diversity of religious beliefs. Applies to Associate Degree. Transfer credit: CSU; UC

**PHIL M09 – INTRODUCTION TO SYMBOLIC LOGIC 3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: PHIL 210*

Covers symbolic logic, including sentential and quantificational elements. Analyzes forms of reasoning and structure of language. Applies to Associate Degree. Transfer credit: CSU; UC

**PHIL M11 – WORLD RELIGIONS: WEST 3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Compares the major ideas of western religious traditions. Explores cultural and historical contexts in which these religions arose, and recent forms of these traditions. Applies to Associate Degree. Transfer credit: CSU; UC

**PHIL M12 – WORLD RELIGIONS: EAST 3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Compares the major ideas of the world's eastern religious traditions. Explores how cultural and historical contexts in these religions arose, as well as recent forms of these traditions. Applies to Associate Degree. Transfer credit: CSU; UC

**PHIL M13 – THE CLASSICAL MIND 3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: PHIL 130*

Studies ancient and medieval philosophy. Focuses on the development of central philosophical themes such as Plato's concept of the soul and Aristotle's metaphysics. Applies to Associate Degree. Transfer credit: CSU; UC

**PHIL M14 – THE MODERN MIND 3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: PHIL 140*

Studies the beginning of modern philosophy. Explores skepticism and rationality, the mind/body problem, and other problems. Applies to Associate Degree. Transfer credit: CSU; UC

**PHIL M21 – ETHICS OF LIVING AND DYING****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces the study of ethics in relation to biomedical issues. Examines topics such as genetic engineering, use of stem cells, abortion and the use of aborted tissue. Analyzes the ethics of physician assisted suicide, death with dignity, and euthanasia. Applies to Associate Degree. Transfer credit: CSU; UC

**PHIL M22 – INTRODUCTION TO PROFESSIONAL ETHICS 3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Analyzes major ethical traditions with a focus on the nature of obligation, right action, responsibility and altruism. Examines the application of ethics to issues in business and professional life. Applies to Associate Degree. Transfer credit: CSU; UC

**PHIL M80 – INTERNSHIP IN PHILOSOPHY 1 TO 4 UNITS**

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

## PHOTOGRAPHY

*Program Purpose: Students who complete Photography courses will apply technical and aesthetic principles of fine art and/or commercial photography in working with black and white laboratory techniques, in using digital cameras and software, in studio lighting, in evaluating and analyzing photographs, in compositional skills, in the development of a portfolio, in presentation techniques, and in the process of collaboration. Photography majors will be prepared for an entry level position in commercial photography, transfer to a 4-year Fine Arts program, and/or a career related to fine art photography.*

This program is designed for students to acquire the skills necessary to enter the very competitive profession of photography. Instruction is provided in both black and white and color photography, along with mastery of the latest equipment.

**DEAN**

VACANT, Phone (805) 553-4121

**FACULTY**

Stephen Callis

**COUNSELORS**

Wendy Berg, Jodi Dickey

**ASSOCIATE IN SCIENCE IN PHOTOGRAPHY DEGREE**

To earn an Associate in Science Degree with a major in Photography, students complete 27.5 specified units and complete General Education Degree Requirements for a minimum of 60 units. 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, analog and digital technologies, along with mastery of the latest equipment.

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

**REQUIRED COURSES****UNITS**

PHOT M10	Beginning Photography	3.0
PHOT M20	Intermediate Photography	3.0
PHOT M30A	Advanced Photography I	3.0
PHOT M40	History of Photography	3.0
PHTC M31A	Studio Lighting I	2.0
PHTC M33/GR M27	Image Editing	3.0
PHTC M35	Introduction to Photojournalism	3.0
PHTC M50	Laboratory Practice in Photography I	1.5
ARTH M150	History of Western Art: Modern through Contemporary	3.0
ART M20	Two-Dimensional Design	3.0

**TOTAL UNITS****27.5****PROGRAM STUDENT LEARNING OUTCOMES**

Students completing the Associate in Science in Photography will be able to:

- create photographic works utilizing appropriate compositional considerations.
- demonstrate competent skills in camera operation, film and digital printing.
- evaluate photographs with the same critical skills that are applied to literature and science.
- research and discuss past and present works, recognize and analyze the history and social role of photography.

**PHOTOGRAPHY CERTIFICATE OF ACHIEVEMENT****(MORE THAN 18 UNITS)**

To earn a Certificate of Achievement in Photography, students complete 21.5 specified units. 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, analog and digital technologies, along with mastery of the latest equipment.

**REQUIRED COURSES****UNITS**

PHOT M10	Beginning Photography	3.0
PHOT M20	Intermediate Photography	3.0
PHOT M30A	Advanced Photography I	3.0
PHOT M40	History of Photography	3.0
PHTC M31A	Studio Lighting I	2.0
PHTC M33/GR M27	Image Editing	3.0
PHTC M35	Introduction to Photojournalism	3.0
PHTC M50	Laboratory Practice in Photography I	1.5

**TOTAL UNITS****21.5****PROGRAM STUDENT LEARNING OUTCOMES**

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

- create photographic works utilizing appropriate compositional considerations.
- demonstrate competent skills in camera operation, film and digital printing
- evaluate photographs with the same critical skills that are applied to literature and science.
- research and discuss past and present works, recognize and analyze the history and social role of photography.



## STUDIO LIGHTING PROFICIENCY AWARD

The Proficiency Award in Studio Lighting introduces students to the fundamentals of using artificial light in a photographic studio and on location. This award will prepare students seeking a career in the commercial photography industry as a photographer or as a photographer's assistant.

To obtain a Proficiency Award in Studio Lighting, students must complete the following courses:

REQUIRED COURSES		UNITS
PHOT M10	Beginning Photography	3.0
PHTC M31A	Studio Lighting I	2.0
PHTC M31B	Studio Lighting II	2.0
<b>TOTAL UNITS</b>		<b>7.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

After successfully completing a Studio Lighting Proficiency Award:

- a student could be hired as a commercial photographer or as a photographer's studio assistant.

## COMMERCIAL PHOTOGRAPHY COURSES

### PHTC M31A – STUDIO LIGHTING I 3 UNITS

*Prerequisites:* PHOT M10 or suitable portfolio

*Class Hours:* 1.5 lecture, 4.5 lab

Introduces basic studio lighting techniques and principles utilizing artificial light sources as used in commercial and fine art photographic applications. Emphasizes the control and quality of light. Includes studio and location portraiture. (Formerly PHTC M31.) Applies to Associate Degree. Transfer credit: CSU

### PHTC M31B – STUDIO LIGHTING II 3 UNITS

*Prerequisites:* PHTC M31A or suitable portfolio

*Class Hours:* 1.5 lecture, 4.5 lab

Builds upon basic studio lighting techniques and principles utilizing artificial light sources as used in commercial and fine art photographic applications. Further understanding of the control and quality of light in product photography. Includes instruction in photographing reflective and non-reflective surfaces, glass, metal, and food. Applies to Associate Degree. Transfer credit: CSU

### PHTC M33 – IMAGE EDITING 3 UNITS

*Prerequisites:* None

*Class Hours:* 2 lecture, 3 lab

Focuses on image editing, currently using Adobe Photoshop for photography, design, and media arts. Includes appropriate techniques for tonal and color adjustments, creating masks, non-destructive editing, adjustment layers, retouching, and compositing. (Same course as GR M27.) (Formerly PHOT M33.) Applies to Associate Degree. Transfer credit: CSU

### PHTC M35 – INTRODUCTION TO PHOTOJOURNALISM 3 UNITS

*Prerequisites:* None

*Class Hours:* 2 lecture, 3 lab

*C-ID:* JOUR 160

Introduces aspects of film and digital photography applicable to documentary, multimedia, film, mass communication, broadcast and print journalism. Concentrates on translating ideas to images for reproduction in print and multimedia presentations. Stresses storytelling and lighting techniques and explores philosophical, historical and ethical issues in the field of photojournalism. (Formerly PHOT M35.) Applies to Associate Degree. Transfer credit: CSU; UC

### PHTC M37 – PROFESSIONAL PRACTICES FOR PHOTOGRAPHERS

3 UNITS

*Prerequisites:* None

*Class Hours:* 3 lecture

Focuses on the principles and practices within commercial photography. Covers issues such as career choices, insurance, promotion, portfolio development, releases, estimates, invoicing, image licensing, and copyright issues for photographers. Applies to Associate Degree. Transfer credit: CSU

### PHTC M50 – LABORATORY PRACTICE IN PHOTOGRAPHY I 1.5 UNITS

*Prerequisites:* PHOT M10 or concurrent enrollment or suitable portfolio

*Class Hours:* 4.5 lab

Provides an opportunity for students who wish additional time in the lab to develop and expand their digital or film processing skills or studio lighting capabilities. Allows students to develop and enhance their commercial photography portfolio geared towards commercial industry specifications. (Formerly PHOT M60D.) Applies to Associate Degree. Transfer credit: CSU

### PHTC M51 – LABORATORY PRACTICE IN PHOTOGRAPHY II 1.5 UNITS

*Prerequisites:* PHTC M50

*Class Hours:* 4.5 lab

Provides an opportunity in the lab to develop competency and expand the student's digital or film processing skills or studio lighting capabilities. Allows students to develop and enhance their commercial photography portfolio geared towards competent commercial industry specifications. (Formerly PHOT M60E.) Applies to Associate Degree. Transfer credit: CSU

### PHTC M52 – LABORATORY PRACTICE IN PHOTOGRAPHY III 1.5 UNITS

*Prerequisites:* PHTC M51

*Class Hours:* 4.5 lab

Provides an opportunity in the lab to develop proficiency and expand the student's digital or film processing skills or studio lighting capabilities. Allows students to develop and enhance their commercial photography portfolio geared towards proficient commercial industry specifications. (Formerly PHOT M60F.) Applies to Associate Degree. Transfer credit: CSU

### PHTC M53 – LABORATORY PRACTICE IN PHOTOGRAPHY IV 1.5 UNITS

*Prerequisites:* PHTC M52

*Class Hours:* 4.5 lab

Provides an opportunity in the lab to develop mastery and expand the student's digital or film processing skills or studio lighting capabilities. Allows students to develop and enhance their commercial photography portfolio geared towards advanced commercial industry specifications. (Formerly PHOT M60E.) Applies to Associate Degree. Transfer credit: CSU

## PHOTOGRAPHY COURSES

### PHOT M10 – BEGINNING PHOTOGRAPHY 3 UNITS

*Prerequisites:* None

*Class Hours:* 2 lecture, 3 lab

Focuses on the technical, expressive, and historical aspects of photography including analog film and digital processes. Encourages the development of personal artistic expression and visual perception through the use of various photographic approaches. Includes darkroom practices, composition and content, film and digital camera use, lighting and exposure, and presentation techniques. Explores the historical, social, and personal relationship photography has with everyday life. (Formerly PHOT M01A.) There is a limited availability of loaner cameras. Students should be prepared to provide their own manually adjustable camera and necessary materials. Applies to Associate Degree. Transfer credit: CSU; UC

**PHOT M20 – INTERMEDIATE PHOTOGRAPHY****3 UNITS***Prerequisites: PHOT M10 or suitable portfolio**Class Hours: 2 lecture, 3 lab*

Continues the exploration of photography as a creative medium with required technical and conceptual skills focusing on black and white and color image making. Encourages personal expression through practice and the analysis of historical precedents. Includes such topics as exposure, color, white balance, contrast control, editing, digital printing, scanning negatives, Adobe Lightroom, and fine tuning the camera. Explores in-depth natural and artificial light, including an introduction to studio lighting. Teaches medium format photography techniques. Designed for the student who is serious about photography or who is considering fine art photography or professional photography as a career choice. (Formerly PHOT M01B.) Applies to Associate Degree. Transfer credit: CSU; UC

**PHOT M30A – ADVANCED PHOTOGRAPHY I****3 UNITS***Prerequisites: PHOT M10 or suitable portfolio**Class Hours: 2 lecture, 3 lab*

Refines technical and aesthetic understanding in black and white and/or color photography. Includes demonstrations and assignments in advanced photographic techniques such as large format cameras. Emphasizes creative expression, conceptualization, portfolio development, and expansion of the student's understanding of theoretical issues regarding the history and practice of photography. Strengthens the artist's personal statement through major individual projects. (Formerly PHOT M30.) Applies to Associate Degree. Transfer credit: CSU; UC

**PHOT M30B – ADVANCED PHOTOGRAPHY II****3 UNITS***Prerequisites: PHOT M30A**Class Hours: 2 lecture, 3 lab*

Further refines technical and aesthetic mastery of black and white and/or color photography. Emphasizes demonstrations and assignments in advanced photographic techniques such as digital medium format. Focuses on creative expression, conceptualization, exhibition quality portfolio development, and increased expansion of the student's understanding of theoretical issues regarding the history and practice of photography. Further strengthens the artist's personal statement through major individual projects. Applies to Associate Degree. Transfer credit: CSU; UC

**PHOT M40 – HISTORY OF PHOTOGRAPHY****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Surveys the history of technical developments and aesthetic trends in photography from Daguerre to the present. Explores relationships with history, culture, technology, art, and social values. (Formerly PHOT M02.) Applies to Associate Degree. Transfer credit: CSU; UC

**PHOT M80 – INTERNSHIP IN PHOTOGRAPHY****1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**PHOT M122 – INDEPENDENT STUDY - PHOTOGRAPHY****1 TO 3 UNITS***Prerequisites: Completion of one course in Photography and instructor approval**Class Hours: 3 to 9 lab hours as arranged*

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

**PHYSICAL SCIENCE**

*Program Purpose: Students who complete Physical Science courses will apply fundamental physical science laws and equations describing physical science phenomena to analyze both quantitatively and qualitatively specific problems in the physical science universe; recognize, comprehend, and apply the similar principles in the various discipline of physical science, and critically evaluate and analyze observations and measurements through the use of accepted scientific methods and report the results in formal papers that conform to the style of modern scientific writing.*

The strong emphasis on physical sciences on fundamental concepts and problem solving makes it one of the most versatile majors available. The Physical Science major provides the basis for careers in teaching science at the secondary level, serving as a technical administrator in government and industry, or completing legal work with patents, scientific librarianship, and scientific journalism.

**DEAN**

Robert Cabral, Phone (805) 378-1572

**FACULTY**

Farisa Morales, Erik Reese, Ron Wallingford

**COUNSELORS**

Danita Redd, Samantha Zaldivar

**PHYSICAL SCIENCE COURSES****PHSC M01 – PRINCIPLES OF PHYSICAL SCIENCE****3 UNITS***Prerequisites: MATH M03 or MATH M03B**Class Hours: 3 lecture**C-ID: CHEM 140, PHYS 140 (with PHSC M01L)*

Introduces facts, principles and laws from physics, chemistry, and astronomy. Includes motion, force, energy, wave motion, electricity and magnetism, light, atomic and nuclear structure, chemical bonding and chemical reactions, solutions, organic chemistry, the solar system and planet Earth. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after a college level course in Astronomy, Chemistry, Geology or Physics)

**PHSC M01L – PRINCIPLES OF PHYSICAL SCIENCE LABORATORY****1 UNIT***Prerequisites: MATH M03, MATH M03B and PHSC M01 or concurrent enrollment**Class Hours: 3 lab**C-ID: CHEM 140, PHYS 140 (with PHSC M01)*

Examines some of the basic phenomena in physics, chemistry, and astronomy. Applies common, modern laboratory instruments, in hands-on experiments. Teaches the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports. Applies to Associate Degree. Transfer credit: CSU; UC

## PHSC M80 – INTERNSHIP IN PHYSICAL SCIENCE 1 TO 4 UNITS

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

## PHSC M122 – INDEPENDENT STUDY - PHYSICAL SCIENCE

0.5 TO 3 UNITS

*Prerequisites:* A previous course in Physical Science and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

## PHYSICS

*Program Purpose:* Students who complete Physics courses will apply fundamental physical laws and equations describing physical phenomena to analyze both quantitatively and qualitatively specific problems in the physical universe; recognize, comprehend, and apply the similar principles in the various disciplines of physics, and critically evaluate and analyze observations and measurements through the use of accepted scientific methods and report the results in formal papers that conform to the style of modern scientific writing.

The strong emphasis in physics on fundamental concepts and problem solving makes it one of the most versatile majors available. The Physics major provides the basis for careers in applied physics and in interdisciplinary areas such as astronomy, biophysics, environmental science, oceanography, and scientific instrumentation.

### DEAN

Robert Cabral, Phone (805) 378-1572

### FACULTY

Farisa Morales, Erik Reese, Ron Wallingford

### COUNSELORS

Danita Redd, Samantha Zaldivar

## ASSOCIATE IN SCIENCE IN PHYSICS FOR UC TRANSFER DEGREE

This Associate in Science degree in Physics for UC Transfer degree is intended to enhance student transfer and increase academic preparation for CCC students as they prepare to transfer into a Physics program at a UC campus. Along with the Transfer Agreement Guarantee (TAG) students completing this degree are guaranteed admission to the UC system, but not necessarily to a particular UC campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements, as this degree in Physics may not be the best option for students intending to transfer to a particular UC campus or to a college or university that is not part of the UC system.

Associate in Science degree in Physics for UC Transfer degree, students must complete:

- 46 semester units in Physics major preparation and IGETC\* courses, as prescribed on the UCTP Template.
- Meet the specified requirements as stated in the Transfer Agreement Guarantee (TAG) for the available school.
- A cumulative minimum grade point average of 3.5 in the major. (Students who earn less than 3.5 GPA (UC transferable) still meet the associate degree graduation requirement but will not receive guaranteed admission into a UC.
- A "C" grade or better, or "P", in all courses required for the major. Although a "P" grade is allowed (Title 5 section 55063), it is highly recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses by the UC system and Moorpark College.
- A minimum of 12 units in residence at the college granting the degree.

\* NOTE: The degree allows for the deferment of two courses in Area 3 (Arts and Humanities) and two courses in Area 4 (Social Science) of the IGETC. These are to be completed at the UC, once transferred.

### REQUIRED COURSES

	UNITS
CHEM M01A/M01AH General Chemistry I	5.0
CHEM M01B General Chemistry II	5.0
PHYS M20A Mechanics of Solids and Fluids	4.0
PHYS M20AL Mechanics of Solids and Fluids Lab	1.0
PHYS M20B Thermodynamics, Electricity and Magnetism	4.0
PHYS M20BL Thermodynamics, Electricity and Magnetism Laboratory	1.0
PHYS M20C Wave Motion, Optics, and Modern Physics	4.0
PHYS M20CL Wave Motion, Optics, and Modern Physics Laboratory	1.0
MATH M25A/M25AH Calculus with Analytic Geometry I/Honors	5.0
MATH M25B Calculus with Analytic Geometry II	5.0
MATH M25C Calculus with Analytic Geometry III	5.0
MATH M35 Applied Differential Equations	3.0
MATH M31 Introduction to Linear Algebra	3.0

### TOTAL UNITS

46.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Physics for UC Transfer Degree will be able to:

- discern between relevant and irrelevant evidence, formulate appropriate hypotheses, and distinguish between experiments to determine which one(s) leads to an appropriate conclusion.
- analyze mechanical systems.
- analyze systems involving thermodynamics and electricity and magnetism.
- analyze problems from Mechanics, Electricity & Magnetism, Modern Physics, Optics, and Thermodynamics and will be able to recognize and apply equations to solve the problems.

## ASSOCIATE IN SCIENCE IN PHYSICS FOR TRANSFER DEGREE

Students who complete Physics courses will apply fundamental physical laws and equations describing physical phenomena to analyze both quantitatively and qualitatively specific problems in the physical universe; recognize, comprehend, and apply the similar principles in the various disciplines of physics, and critically evaluate and analyze observations and measurements through the use of accepted scientific methods and report the results in formal papers that conform to the style of modern scientific writing.



The Associate in Science in Physics for Transfer (AS-T in Physics) is intended for students who plan to transfer and complete a bachelor's degree in Physics or Physics Education at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AS-T in Physics may not be the best option for students intending to transfer to a particular CSU campus that does not accept the AS-T in Physics or to a college or university that is not part of the CSU system.

To earn an AS-T in Physics, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA.
3. A minimum of 30 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 §55063).
4. Certified completion of the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

<b>REQUIRED CORE</b>		<b>UNITS</b>
<b>Complete the following:</b>		
PHYS M20A	Mechanics of Solids and Fluids	4.0
PHYS M20AL	Mechanics of Solids and Fluids Lab	1.0
PHYS M20B	Thermodynamics, Electricity and Magnetism	4.0
PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1.0
PHYS M20C	Wave Motion, Optics, and Modern Physics	4.0
PHYS M20CL	Wave Motion, Optics, and Modern Physics Laboratory	1.0
MATH M25A/M25AH	Calculus with Analytic Geometry I/Honors	5.0
MATH M25B	Calculus with Analytic Geometry II	5.0
MATH M25C	Calculus with Analytic Geometry III	5.0

**TOTAL UNITS** **30.0**

#### **ADDITIONAL RECOMMENDED PREPARATION (not part of the TMC):**

It is highly recommended that counselors at community colleges discuss other possible courses that are part of major preparation at a local CSU campus and encourage students to take some of these additional courses prior to transfer. Some typical courses that may be articulated major preparation are differential equations, linear algebra, general chemistry, and computer programming. While these additional courses are not required for this degree, completion of these courses will better prepare students for upper division Physics courses at a CSU.

#### **PROGRAM STUDENT LEARNING OUTCOMES**

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

- discern between relevant and irrelevant evidence, formulate appropriate hypotheses, and distinguish between experiments to determine which one(s) leads to an appropriate conclusion.
- analyze mechanical systems.
- analyze systems involving thermodynamics and electricity and magnetism.
- analyze problems from Mechanics, Electricity & Magnetism, Modern Physics, Optics, and Thermodynamics and will be able to recognize and apply equations to solve the problems.

## PHYSICS COURSES

### **PHYS M01 – DESCRIPTIVE PHYSICS**

**3 UNITS**

*Prerequisites:* MATH M03 or MATH M03B

*Class Hours:* 3 lecture

Introduces the basic principles of Newtonian mechanics, thermodynamics, wave motion, electromagnetism, optics, and modern physics. Examines topics such as: kinematics, atomic nature of matter, relativity and nuclear physics. This class is designed for students who have not previously taken a Physics class. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after PHYS M10A or PHYS M20A)

### **PHYS M01L – DESCRIPTIVE PHYSICS LABORATORY**

**1 UNIT**

*Prerequisites:* MATH M03 or MATH M03B and PHYS M01 or concurrent enrollment

*Class Hours:* 3 lab

Examines the basic phenomena in mechanics, thermodynamics, wave motion, electromagnetism, optics, and modern physics. Introduces the use of common real-world modern laboratory instruments, learned and practiced during the experiments. Teaches elementary principles of data taking, data reduction, synthesis, and analysis, as well as the writing of scientific reports. Applies to Associate Degree. Transfer credit: CSU; UC

### **PHYS M10A – GENERAL PHYSICS I**

**4 UNITS**

*Prerequisites:* MATH M05 and MATH M06; or MATH M07

*Class Hours:* 4 lecture

*C-ID:* PHYS 105 and PHYS 100S (with PHYS M10AL, M10B, M10BL)

Introduces the basics of statics, mechanics, and wave motion. Includes kinematics, dynamics, work and energy, momentum, fluids, waves, simple harmonic motion and thermodynamics. This course is designed for students who need an algebra/trigonometry-based physics course. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series)

### **PHYS M10AL – GENERAL PHYSICS I LAB**

**1 UNIT**

*Prerequisites:* PHYS M10A or concurrent enrollment

*Class Hours:* 3 lab

*C-ID:* PHYS 105 and PHYS 100S (with PHYS M10A, M10B, M10BL)

Examines basic phenomena in mechanics, thermodynamics, and wave motion. Applies common, modern laboratory instruments in hands-on experiments using real world data. Teaches the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports. Applies to Associate Degree. Transfer credit: CSU; UC

### **PHYS M10B – GENERAL PHYSICS II**

**4 UNITS**

*Prerequisites:* PHYS M10A

*Class Hours:* 4 lecture

*C-ID:* PHYS 110 and PHYS 100S (with PHYS M10A, M10AL, M10BL)

Introduces electricity, magnetism, DC circuits, optics, and modern physics. Uses trigonometry to develop the subject matter. Examines topics such as: geometric optics, physical optics, relativity, quantum physics, and nuclear physics. Designed for students who need a trigonometry based physics course. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series)

### **PHYS M10BL – GENERAL PHYSICS II LAB**

**1 UNIT**

*Prerequisites:* PHYS M10A and PHYS M10AL and PHYS M10B or concurrent enrollment

*Class Hours:* 3 lab

*C-ID:* PHYS 110 and PHYS 100S (with PHYS M10A, M10AL, M10B)

Examines the basic real-world phenomena in electromagnetism, optics, and modern physics. Applies common modern laboratory instruments in hands-on experiments. Teaches and relates the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports using appropriate units and significant figures. Applies to Associate Degree. Transfer credit: CSU; UC

**PHYS M20A – MECHANICS OF SOLIDS AND FLUIDS 4 UNITS**

*Prerequisites:* MATH M25A or MATH M25AH

*Recommended Prep:* PHYS M10A or high school physics, and MATH M25B or concurrent enrollment

*Class Hours:* 4 lecture

*C-ID:* PHYS 205 and PHYS 200S (with PHYS M20AL, M20B, M20BL, M20C, M20CL)

Introduces the basic principles of the mechanics of solids and fluids. Uses calculus to develop the subject matter. Covers kinematics, Newtonian mechanics including rotational dynamics, work, energy, fluid statics and dynamics, and simple harmonic motion. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series)

**PHYS M20AL – MECHANICS OF SOLIDS AND FLUIDS LABORATORY 1 UNIT**

*Prerequisites:* PHYS M20A (or concurrent enrollment)

*Class Hours:* 3 lab

*C-ID:* PHYS 205 and PHYS 200S (with PHYS M20A, M20B, M20BL, M20C, M20CL)

Examines the basic laws of the mechanics of solids and fluids. Applies common, modern laboratory instruments in hands-on experiments with real world data. Teaches the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports. Applies to Associate Degree. Transfer credit: CSU; UC

**PHYS M20B – THERMODYNAMICS, ELECTRICITY, AND MAGNETISM 4 UNITS**

*Prerequisites:* MATH M25B and PHYS M20A

*Recommended Prep:* MATH M25C (or concurrent enrollment)

*Class Hours:* 4 lecture

*C-ID:* PHYS 210 and PHYS 200S (with PHYS M20A, M20AL, M20BL, M20C, M20CL)

Introduces the basic principles of thermodynamics and electromagnetism. Uses calculus to develop the subject matter. Includes the following topics: temperature, heat, the laws of thermodynamics, electrostatics, capacitance, DC circuits, magnetic forces and fields, electromagnetic induction, AC circuits, Maxwell's equations, and electromagnetic waves. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series)

**PHYS M20BL – THERMODYNAMICS, ELECTRICITY AND MAGNETISM LABORATORY 1 UNIT**

*Prerequisites:* PHYS M20AL and PHYS M20B or concurrent enrollment

*Class Hours:* 3 lab

*C-ID:* PHYS 210 and PHYS 200S (with PHYS M20A, M20AL, M20B, M20C, M20CL)

Examines the basic phenomena in thermodynamics and electromagnetism. Uses real-world modern instruments such as digital and analog voltmeters, ammeters, and oscilloscopes. Teaches the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports. Applies to Associate Degree. Transfer credit: CSU; UC

**PHYS M20C – WAVE MOTION, OPTICS AND MODERN PHYSICS 4 UNITS**

*Prerequisites:* MATH M25C and PHYS M20B

*Class Hours:* 4 lecture

*C-ID:* PHYS 215 and PHYS 200S (with PHYS M20A, M20AL, M20B, M20BL, M20CL)

Introduces the basic principles of wave motion, optics, and modern physics using calculus to develop the subject matter. Includes the following topics: classical wave theory, wave-particle duality, reflection, refraction, interference, diffraction, optical elements and systems, applications of Schrodinger's equation, atomic structure, molecular structure, the quantum nature of solids, consequences of special and general relativity, nuclear physics, particle physics, and cosmology. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series)

**PHYS M20CL – WAVE MOTION, OPTICS, AND MODERN PHYSICS LABORATORY 1 UNIT**

*Prerequisites:* PHYS M20BL and PHYS M20C (or concurrent enrollment)

*Class Hours:* 3 lab

*C-ID:* PHYS 215 and PHYS 200S (with PHYS M20A, M20AL, M20B, M20BL, M20C)

Examines some of the basic phenomena in wave motion, optics, and modern physics. Uses real world modern instruments such as digital and analog voltmeters, ammeters, digital storage oscilloscopes, frequency counters, lasers, spectrometers, optical energy and power meters during the experiments. Teaches the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports. Applies to Associate Degree. Transfer credit: CSU; UC

**PHYS M80 – INTERNSHIP IN PHYSICS 1 TO 4 UNITS**

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

*Class Hours:* Hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**PHYS M122 – INDEPENDENT STUDY - PHYSICS 0.5 TO 3 UNITS**

*Prerequisites:* A previous course in Physics and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

**PHYSIOLOGY****SEE COURSES IN BIOLOGICAL SCIENCES****POLITICAL SCIENCE**

*Program Purpose:* Students who complete Political Science courses will acquire a basic understanding of the nuances of the structure of government and will apply primary theories to analyze politics and governance at home and abroad. They will identify and analyze issues that governments face in developing domestic, foreign, and economic policies in relationship to current domestic and global issues.

The discipline of Political Science is the study of how people are governed and how they govern themselves. It examines the process by which scarce resources are allocated to an expanding population with ever-increasing demands. The discipline looks at American politics as an experience in "self-government" and highlights how our system is different from the political systems developed by other countries. The study of Political Science also includes the examination of how diversity impacts American government. The discipline also seeks to understand how nations deal with each other, what kinds of issues are likely to separate them, and how they resolve international conflict. Political Science courses help prepare students for a variety of careers, such as pre-law and various careers in government and non-government settings at the federal, state or local levels.

## DEAN

Howard Davis, Phone (805) 378-1445

## FACULTY

Lee Ballesterio, Steven Pfeffer

## COUNSELORS

Anitra Evans-Tykeson, Pam Kennedy-Luna, Giselle Ramirez,  
Trulie Thompson

## TRANSFER INFORMATION

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Political Science who wish to qualify for an Associate in Arts Degree could explore General Studies as a possible major.

## ASSOCIATE IN ARTS IN POLITICAL SCIENCE FOR TRANSFER DEGREE

The Associate in Arts in Political Science for Transfer (AA-T) is intended for students who plan to transfer and complete a bachelor's degree in Political Science, or a similar major at a CSU campus. Students completing the AA-T degree in Political Science are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Political Science may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in Political Science, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. A minimum of 18-19 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 §55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

In addition to General Education requirements, complete the following:

REQUIRED CORE	UNITS
POLS M03/M03H American Government and Politics/Honors	3.0
UNITS from LIST A	9.0-10.0
UNITS from LIST B	6.0

### TOTAL UNITS 18.0-19.0

**LIST A - Select and complete three courses (9-10 units), with a maximum of one course in OPTION 2:**

#### OPTION 1

POLS M01	Introduction to Politics	3.0
POLS M02	Comparative Politics	3.0
POLS M04	International Relations	3.0
POLS M06	Introduction to Political Theory	3.0

#### OPTION 2

MATH M15/M15H	Introductory Statistics/Honors	4.0
POLS M09	Introduction to Political Science Research Methods	3.0

## LIST B - Select and complete two courses (6 units) from the following:

POLS M05	National, State and Local Politics	3.0
ECON M201	Principles of Microeconomics	3.0
ECON M202/M202H	Principles of Macroeconomics	3.0
HIST M130	United States History Through Reconstruction	3.0
HIST M140	United States History Since the Civil War	3.0
HIST M143	History of California	3.0
HIST M150	World History: From Prehistory to 1500	3.0
HIST M160	World History: From 1450 to the Present	3.0
HIST M164	History of Latin America	3.0
HIST M170	Western Civilization: From Prehistory to 1600	3.0
HIST M180	Western Civilization: From 1600 to the Present	3.0

Any course from LIST A not already used.

## PROGRAM STUDENT LEARNING OUTCOMES

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

- demonstrate an understanding of the perspectives, theories, methods and core concepts of political science as a social science.
- analyze the structures, institutions, and processes of government.
- apply primary theories to analyze politics and governance at home and abroad.
- identify and analyze issues that governments face in developing domestic, foreign, and economic policies in relationship to current domestic and global issues.

## ASSOCIATE IN ARTS IN ASIAN STUDIES DEGREE

Asian Studies is an interdisciplinary program designed to provide an integrated approach to the study of the history, culture, governments and current problems of this increasingly important region of the world.

To obtain an Associate in Arts degree in Asian Studies, students must complete 18-22 specified major units below, plus General Education degree requirements.

REQUIRED CORE	UNITS
HIST M152 History of Asia from Prehistory to 1600	3.0
HIST M162 History of Asia from 1600 to the Present	3.0
UNITS from LIST A	9.0-12.0
UNITS from LIST B	3.0-4.0

### TOTAL UNITS 18.0-22.0

**LIST A - Select and complete three courses (9-12 units) from the following:**

ARTH M130	History of Art: Asian	3.0
CHIN M01	Elementary Chinese: Mandarin I	4.0
JAPN M01	Elementary Japanese I	4.0
JAPN M02	Elementary Japanese II	4.0
PHIL M12	World Religions: East	3.0
POLS M02	Comparative Politics	3.0

**LIST B - Select and complete one course (3-4 units) from the following:**

ANTH M02	Cultural Anthropology	3.0
ANTH M07	Peoples and Cultures of the World	3.0
BUS M40	International Business	3.0
ECON M201	Principles of Microeconomics	3.0
ECON M202/M202H	Principles of Macroeconomics/Honors	3.0
ENGL M30A	Masterpieces of World Literature I	3.0
ENGL M30B	Masterpieces of World Literature II	3.0
GEOG M02	Cultural Geography	3.0
GEOG M03/M03H	World Regional Geography/Honors	3.0
MATH M15/M15H	Introductory Statistics/Honors	4.0
MUS M04/M04H	Survey of World Music/Honors	3.0
POLS M04	International Relations	3.0
SOC M01/M01H	Introduction to Sociology/Honors	3.0



## PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Arts in Asian Studies Degree will be able to:

- identify the major figures, institutions and events in the history of Asia and explain their historical significance; analyze the structures, institutions, and processes of government.
- describe the different philosophical and religious traditions of Asia.
- relate Asian literature, music and art to its historical and cultural context and to their lives.
- identify and analyze the challenges Asian governments confront in domestic, foreign and economic policies in relationship to current domestic and global issues.

## POLITICAL SCIENCE COURSES

### POLS M01 – INTRODUCTION TO POLITICS

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: POLS 150*

Surveys the nature and scope of political science including basic concepts, terms, contending theories, institutions, and subfields in the discipline.

Describes the methodology and research techniques employed by political scientists. Applies to Associate Degree. Transfer credit: CSU; UC

### POLS M02 – COMPARATIVE POLITICS

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: POLS 130*

Examines the political institutions, interests, identities, and public policy of various governments. Includes case study examples taken from Europe and Asia. Applies to Associate Degree. Transfer credit: CSU; UC

### POLS M03 – AMERICAN GOVERNMENT AND POLITICS

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: POLS 110*

Surveys the main characteristics, principles, structures, processes and procedures, and the historical background of the American system of government at the national, California state, and local levels. Explores the contribution of major groups to the development of the United States. Analyzes the electoral process and voting behavior. Satisfies US-2 (U.S. Constitution and government) and US-3 (CA state and local government) requirements of CSU Title V. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### POLS M03H – HONORS: AMERICAN GOVERNMENT AND POLITICS

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: POLS 110*

Surveys the main characteristics, principles, structures, processes and procedures, and the historical background of the American system of government at the national, California state, and local levels. Explores the contribution of major groups to the development of the United States. Analyzes the electoral process and voting behavior. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Satisfies US-2 (U.S. Constitution and government) and US-3 (CA state and local government) requirements of CSU Title V. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### POLS M04 – INTERNATIONAL RELATIONS

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: POLS 140*

Studies the organization and operation of the international political system. Examines the relationships between theory, powerful states, international institutions, and the contemporary issues that are presently threatening the peace and prosperity of millions of people worldwide. Applies to Associate Degree. Transfer credit: CSU; UC

### POLS M05 – NATIONAL, STATE AND LOCAL POLITICS

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Examines the purpose and evolution of federalism from the founding to modern times. Introduces the study of subnational units including the three branches of state government and the structure of local governments. Compares and contrasts the structure of the national government to state and local structures. Considers the challenges and problems that cities face in a federal system. Examines elections at all levels of government in order to determine how electoral systems promote diversity, representation and participation. Satisfies Title V United States Constitution requirement and the California state and local government requirement. (Formerly URBN M01A.) Applies to Associate Degree. Transfer credit: CSU; UC

### POLS M06 – INTRODUCTION TO POLITICAL THEORY

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: POLS 120*

Examines the various approaches to political theory across time, issues, and authors. Analyzes selected political theories and ideologies, relevance of theory to contemporary problems, and new approaches to political thought. Evaluates the contribution of theories towards a comprehensive understanding of political life and political institutions. Applies to Associate Degree. Transfer credit: CSU; UC

### POLS M09 – INTRODUCTION TO POLITICAL SCIENCE RESEARCH METHODS

**3 UNITS**

*Prerequisites: None*

*Recommended Prep: MATH M15 or MATH M15H*

*Class Hours: 3 lecture*

Surveys the research methods employed in political science. Introduces the topics of research design, experimental procedures, descriptive methods, and instrumentation. Examines the collection, interpretation, and reporting of research data, as well as the ethics of research. Applies to Associate Degree. Transfer credit: CSU; UC

### POLS M80 – INTERNSHIP IN POLITICAL SCIENCE

**1 TO 4 UNITS**

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

*Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

## **POLS M122 – INDEPENDENT STUDY - POLITICAL SCIENCE**

**0.5 TO 3 UNITS**

*Prerequisites: Completion of one course in Political Science and instructor approval*  
*Class Hours: 1.5 to 9 lab hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of political science through research and study. Utilizes an approved independent study project. Includes one-on-one work with instructor. Interested students should contact a Political Science instructor for assistance in developing a contract for learning about a specific topic. (Formerly POLS M22A and POLS M22B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

## **PSYCHOLOGY**

*Program Purpose: Students completing the Associate in Arts in Psychology for Transfer Degree will be able to use scientific principles to evaluate the validity of scientific studies and claims; demonstrate an understanding of perspectives, theories, and core concepts in Psychology; and discuss the value and use of Psychology in contemporary society.*

A major in psychology provides a study of the behavior of individuals and groups in contemporary society. The Associate in Arts in Psychology for Transfer (AA-T) degree program is designed for students intending to major in any type of psychology at a four-year institution as it provides students with the lower division breadth and depth of the field of psychology and counseling, and service in clinical settings. The program is also for students interested in studying psychology for a general understanding of human behavior useful in any career or life area.

### **DEAN**

Howard Davis, Phone (805) 378-1445

### **FACULTY**

Veronique Bouquey, Julie Campbell, Sally Ponce-O'Rourke, Elisa Setmire

### **COUNSELORS**

Traci Allen, Chuck Brinkman, Anitra Evans-Tykeson, Pam Kennedy-Luna

### **TRANSFER INFORMATION**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. See General Education Degree Requirements and Transfer Information.

## **ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER DEGREE**

This program is designed for students intending to major in Psychology and transferring to a four-year institution, and for students interested in studying Psychology for a general understanding of human behavior useful in any career or life area. A major in psychology provides a study of the behavior of individuals and groups in contemporary society. The major also provides a background for graduate study in the field of psychology and related specialties. The graduate in this major is prepared for positions in research and teaching, counseling, and service in clinical settings.

The Associate in Arts in Psychology for Transfer (AA-T in Psychology) is intended for students who plan to transfer and complete a bachelor's degree in Psychology, or a major deemed similar by the CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not necessarily to a particular campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Psychology degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in Psychology, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Complete 19 units of major coursework as specified below. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with letter grade.
4. Complete and be certified of either the California State University General Education-Breadth (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

In addition to General Education requirements, complete the following:

### **REQUIRED CORE**

**Complete the following courses (10 units):**

PSY M01/M01H	Introduction to Psychology/Honors	3.0
<b>AND</b>		
PSY M06	Introduction to Behavioral Research Methods	3.0
<b>AND</b>		
MATH M15/M15H	Introductory Statistics/Honors	4.0
UNITS from LIST A		3.0
UNITS from LIST B		3.0
UNITS from LIST C		3.0
<b>TOTAL UNITS</b>		<b>19.0</b>

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

PSY M02/M02H	Introduction to Behavioral Neuroscience/Honors	3.0
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**LIST B - Select and complete one course (3 units) from the following:**

PSY M04	Child Psychology	3.0
PSY M05	Social Psychology	3.0
PSY M07	Developmental Psychology (Life Span)	3.0

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

Any course from List B not already used		
PSY M03	Personal Growth and Social Awareness	3.0
PSY M08	Abnormal Psychology	3.0
PSY M10	Dying and Death	3.0
PSY M13	Human Sexuality	3.0
PSY M14	Cross-Cultural Psychology	3.0
PSY M16	Personality Theories	3.0

### **PROGRAM STUDENT LEARNING OUTCOMES**

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

- use the scientific model to understand the behavior of Individuals and groups in contemporary society.
- demonstrate an understanding of perspectives, theories, and core concepts in Psychology.
- discuss the value and use of Psychology in contemporary society.

## PSYCHOLOGY COURSES

### PSY M01 – INTRODUCTION TO PSYCHOLOGY

**3 UNITS**

*Prerequisites:* None

*Recommended Prep:* ENGL M01A or ENGL M01AH

*Class Hours:* 3 lecture

*C-ID:* PSY 110

Introduces a broad range of concepts and perspectives of human behavior. Covers topics such as the biological bases of behavior, perception, cognition and consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### PSY M01H – HONORS: INTRODUCTION TO PSYCHOLOGY

**3 UNITS**

*Prerequisites:* None

*Recommended Prep:* ENGL M01A or ENGL M01AH

*Class Hours:* 3 lecture

*C-ID:* PSY 110

Introduces a broad range of concepts and perspectives of human behavior. Covers topics such as the biological bases of behavior, perception, cognition and consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enriched opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### PSY M02 – INTRODUCTION TO BEHAVIORAL NEUROSCIENCE

**3 UNITS**

*Prerequisites:* PSY M01 or PSY M01H

*Class Hours:* 3 lecture

*C-ID:* PSY 150

Introduces basic principles of inheritance – cell division, human genetics, DNA structure, function and protein synthesis. Covers neuropsychological bases for brain-behavior concepts involving structure and function of the nervous system, neural conduction and synaptic transmission, psychopharmacology, brain lateralization, neuroplasticity, sensation and perception, internal body states, sexual behavior, emotional behavior, sleep and biological rhythms, biology of learning and memory, and psychopathological disorders. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### PSY M02H – HONORS: INTRODUCTION TO BEHAVIORAL NEUROSCIENCE

**3 UNITS**

*Prerequisites:* PSY M01 or PSY M01H

*Class Hours:* 3 lecture

*C-ID:* PSY 150

Introduces basic principles of inheritance – cell division, human genetics, DNA structure, function and protein synthesis. Covers neuropsychological bases for brain-behavior concepts involving structure and function of the nervous system, neural conduction and synaptic transmission, psychopharmacology, brain lateralization, neuroplasticity, sensation and perception, internal body states, sexual behavior, emotional behavior, sleep and biological rhythms, biology of learning and memory, and psychopathological disorders. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enriched opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### PSY M03 – PERSONAL GROWTH AND SOCIAL AWARENESS

**3 UNITS**

*Prerequisites:* None

*Recommended Prep:* ENGL M01A

*Class Hours:* 3 lecture

*C-ID:* PSY 115

Focuses on how psychology is used in everyday life and is related to other social sciences. Surveys different psychological perspectives and theoretical foundations and how these are applied across a person's life taking into account the influence of factors such as culture, gender, ethnicity, historical cohort, and socio-economic status. Provides a broad understanding of how scientists, clinicians, and practitioners study and apply psychology. Applies to Associate Degree. Transfer credit: CSU; UC

### PSY M04 – CHILD PSYCHOLOGY

**3 UNITS**

*Prerequisites:* None

*Recommended Prep:* PSY M01

*Class Hours:* 3 lecture

Covers each stage of development including the biological, physical, cognitive, emotional, social, and linguistic. Examines the influences of culture, family, society, and the environment on psychological development. Applies to Associate Degree. Transfer credit: CSU; UC

### PSY M05 – SOCIAL PSYCHOLOGY

**3 UNITS**

*Prerequisites:* None

*Recommended Prep:* ENGL M02 or ENGL M01A or ENGL M01AH

*Class Hours:* 3 lecture

*C-ID:* PSY 170

Introduces social relationships, emphasizing interpersonal attraction and person perception. Covers topics such as long-term relationships, prosocial behavior, attitude formation and changes, and the nature of prejudice, aggression, and conformity. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

### PSY M06 – INTRODUCTION TO BEHAVIORAL RESEARCH METHODS

**3 UNITS**

*Prerequisites:* PSY M01 or PSY M01H and MATH M15 or MATH M15H

*Class Hours:* 3 lecture

*C-ID:* PSY 200

Introduces basic research concepts and principles of behavioral science; descriptive and experimental research approaches; problem identification, hypothesis formation and testing; experimental variables and controls; validity and reliability; experimental, quasi-experimental, and single participant research designs; and research ethics. Requires research study and term paper using American Psychological Association (APA) guidelines and format. Applies to Associate Degree. Transfer credit: CSU; UC

### PSY M07 – DEVELOPMENTAL PSYCHOLOGY (LIFE SPAN)

**3 UNITS**

*Prerequisites:* None

*Recommended Prep:* PSY M01 and ENGL M02

*Class Hours:* 3 lecture

*C-ID:* PSY 180

Introduces physical, emotional, cognitive, social, and cultural aspects of development from conception to death. Emphasizes normative behaviors and developmental stages over the life span. Credit Limitations: MC, CSU and UC - CD M02 and PSY M07 combined - maximum credit, one course. Applies to Associate Degree. Transfer credit: CSU; UC



**PSY M08 – ABNORMAL PSYCHOLOGY****3 UNITS***Prerequisites: None**Recommended Prep: English, one level below transfer (i.e., eligibility for English composition) and reading (a course with an exiting skill of ability to read a college level text)**Class Hours: 3 lecture**C-ID: PSY 120*

Introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Investigates abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. Surveys theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced. Applies to Associate Degree. Transfer credit: CSU; UC

**PSY M10 – DYING AND DEATH****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Explores issues and decisions concerned with dying and death over the life span. Covers topics such as historical and cross-cultural perspectives, death socialization, medical ethics, the health-care system, legal issues, and after-life concerns. Applies to Associate Degree. Transfer credit: CSU; UC

**PSY M13 – HUMAN SEXUALITY****3 UNITS***Prerequisites: None**Recommended Prep: ENGL M02**Class Hours: 3 lecture**C-ID: PSY 130*

Explores psychological, biological, and sociological aspects of human sexual behavior, including sexual values, roles and lifestyles. Includes contraception, pregnancy, sexually transmitted diseases, sexual dysfunctions and treatments. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

**PSY M14 – CROSS-CULTURAL PSYCHOLOGY****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Focuses on the impact of cultural and societal influences on the psychological development of ethnic groups. Integrates traditional theoretical approaches in psychology to current cross-cultural research and theory in the study of African Americans, American Indians, Asian Americans, and Latinos. Covers research methodology; identity formation and ethnicity; cognition and intelligence; language development; family and gender roles; psychological stressors; behavioral disorders and clinical assessment; cross-cultural counseling techniques; and prejudice, discrimination and stereotypes. Applies to Associate Degree. Transfer credit: CSU; UC

**PSY M16 – PERSONALITY THEORIES****3 UNITS***Prerequisites: None**Recommended Prep: PSY M01**Class Hours: 3 lecture*

Examines major topics in the field of personality psychology including theoretical approaches, assessment measures, and the philosophies and historical contributions of key figures to the study of personality. Includes topics such as psychoanalytic, neo-analytic, biological, behavioral, humanistic and existentialist, trait, interpersonal, cognitive, and interactionist theories and individual differences in personality. Applies to Associate Degree. Transfer credit: CSU; UC

**PSY M80 – INTERNSHIP IN PSYCHOLOGY****1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**PSY M122 – INDEPENDENT STUDY - PSYCHOLOGY****0.5 TO 3 UNITS***Prerequisites: A previous course in Psychology and instructor approval**Class Hours: 1.5 to 9 lab hours as arranged*

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

**RADIO/TELEVISION****SEE COURSES IN  
FILM TELEVISION MEDIA****RADIOLOGIC TECHNOLOGY**

*Program Purpose: Students who complete the Radiologic Technology program will have the necessary knowledge and skills to perform diagnostic x-ray procedures in hospitals or other health care settings.*

The radiography program is accredited by the Joint Review Committee of Education in Radiologic Technology and by the California Department of Health. Radiography students must complete all general education and required Radiologic Technology courses to be eligible to take the California and National Licensing Exams.

**DEAN**

Carol Higashida, Phone (805) 378-1459

**HEALTH SCIENCES COORDINATOR**

Christina Lee (Interim), Phone (805) 378-1433

**FACULTY**

Robert Darwin, Armine Torabyan

**COUNSELOR**

Lydia Basmajian, Eddie Beltran

**APPLICATION PROCEDURE**

The application period for receipt of applicant information and transcripts by the Health Science counselors for Radiologic Technology is February 1 to February 28.

## ADMISSION REQUIREMENTS

## UNITS

### STEP 1:

**Required Prerequisite Courses for Application to the Radiologic Technology Program (all courses must be completed with a "C" or better):**

ANAT M01*	Human Anatomy	4.0
AND		
PHSO M01/M01H*	Human Physiology/Honors	5.0
OR		
ANPH M01	Human Anatomy and Physiology	6.0
* For the AS Degree; these combined courses may not be acceptable for transfer to some accepting institutions.		
NS M17*	Health Care Ethics	3.0
NS M19	Medical Terminology	3.0
ENGL M01A	English Composition	4.0
MATH M03	Intermediate Algebra (or higher)	5.0

### STEP 2:

**General Education Courses:** These courses are necessary for the Associate Degree and must be completed prior to graduation.

### RECOMMENDED COURSES

### UNITS

Fine or Performing Arts - Course of Choice	3.0
American History and Institutions - Course of Choice	3.0
Physical Science - Course of Choice - Minimum*	3.0
Social and Behavior Science - Course of Choice (highly recommend COMM M04)	3.0
Physical Education - Course of Choice	1.0

**\*NOTE:** For a Bachelor's Degree articulation with CSUN, take PHYS M10A, PHYS M10AL, PHYS M10B, and PHYS M10BL

### ENROLLMENT PROCESS

- Upon meeting the prerequisite Science Courses (Step 1) with a C or better and an overall GPA of 2.5 or better, students may submit a Radiologic Technology application to Health Science/Radiologic Technology department from February 1 - February 28 of each year. All official College transcripts must be submitted with the application.
- There will be a random selection of qualified applicants. Each applicant will be assigned a number by random selection for the year in which they applied and placed on a waiting list labeled with the year of application. Each applicant's number will indicate his/her place in "LINE" to enter the program. Applicants are admitted to the program by year of application and number order.
- The program admits alternates from the waitlist based on the year applied and waitlist number, 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 Sciences Department will contact applicants regarding acceptance/admission.
- Admission is contingent upon receiving ALL mandatory requirements by specified deadline. These requirements are mandatory due to clinical facility requirements:
  - Background check (seven year clearance) and negative drug screen
  - Clearance of health appraisal (physical exam, immunization record)
  - Proof of health insurance
  - Proof of liability insurance
  - American Heart Association CPR BLS Provider card

- Los Angeles City Hospital Fire and Life Safety card
- Social Security Card copy
- Admission may be denied to an applicant who has failed or withdrew failing from a program and whose overall record makes program completion unlikely (example: two program withdrawals); or who has health and/or safety deficits which place clients at risk.

Note that admission to the program is dependent on clearance of health appraisal, background check, drug screen, verification of a CPR BLS Provider card from the American Health Association, Los Angeles City Hospital Fire and Life Safety card, Social Security Card, and proof of health and liability insurance.

## ASSOCIATE IN SCIENCE IN RADIOLOGIC TECHNOLOGY DEGREE

Students who complete the Radiologic Technology program will be qualified to enter the dynamic field of Diagnostic Medical Imaging as a competent and compassionate Radiographer and as a member of the health care team.

The radiography program is accredited by the Joint Review Committee of Education in Radiologic Technology and by the California Department of Health.

To earn an Associate in Science Degree with a major in Radiologic Technology, students must complete 66 radiologic technology specific units and General Education Degree Requirements.

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

### REQUIRED COURSES

### UNITS

RADT M09/NS M09	Basic Skills for the Health Care Professional	0.5
RADT M10A	Introduction to Radiologic Technology	2.0
RADT M10AL	Introduction to Radiologic Technology Lab	2.5
RADT M10B	Introduction to Radiographic Technique	2.0
RADT M01A	Radiographic Practice I	3.0
RADT M01AL	Radiographic Clinical Lab I	4.5
RADT M01B	Radiographic Technique I	3.0
RADT M01BL	Radiographic Technique Lab I	1.0
RADT M11	Radiographic Lab I	1.0
RADT M02A	Radiographic Practice II	3.0
RADT M02AL	Radiographic Clinical Lab II	4.5
RADT M02B	Radiographic Technique II	3.0
RADT M02BL	Radiographic Technique Lab II	1.0
RADT M12	Radiographic Lab II	1.0
RADT M49	Radiography Summer Practicum	4.5
RADT M15	Venipuncture/ECG for RADT	0.5
RADT M03	Advanced Radiographic Technique	4.0
RADT M03B	Radiographic Pathology	2.0
RADT M03L	Radiographic Clinical Lab III	10.5
RADT M04	Introduction to Image - Intensified Fluoroscopy	1.0
RADT M04L	Radiographic Clinical Lab IV	10.5
RADT M14	Radiographic Film Critique Lab	1.0

### TOTAL UNITS

**66.0**

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Science in Radiologic Technology will be able to:

- correctly position patients for radiographic imaging to show and critique critical anatomical structures.
- be able to pass the ARRT certification boards.

## NUCLEAR MEDICINE CERTIFICATE OF ACHIEVEMENT

### (MORE THAN 18 UNITS)

Nuclear Medicine is a sub-specialization of the Radiologic Technology program designed to train technologists to operate cameras that detect and map the radioactive isotopes in a patient's body to create diagnostic images. The Nuclear Medicine course pathways will lead to a Certificate of Achievement and will fulfill the qualifications to sit for the boards in Nuclear medicine.

To earn a Certificate of Achievement in Nuclear Medicine students must complete 37 specified units.

Students must have a Radiologic Technology Degree and a current license before applying to this program.

REQUIRED COURSES		UNITS
RADT M30	Nuclear Medicine Practice I	3.0
RADT M32	Principles of Nuclear Medicine I	3.0
RADT M34A	Nuclear Medicine Clinical Lab IA	4.5
RADT M34B	Nuclear Medicine Clinical Lab IB	4.5
RADT M40	Nuclear Medicine Practice II	3.0
RADT M42	Principles of Nuclear Medicine II	3.0
RADT M44A	Nuclear Medicine Clinical Lab IIA	4.5
RADT M44B	Nuclear Medicine Clinical Lab IIB	4.5
RADT M50	Nuclear Medicine Seminar	2.0
RADT M52A	Nuclear Medicine Clinical Lab IIIA	2.5
RADT M52B	Nuclear Medicine Clinical Lab IIIB	2.5

**TOTAL UNITS** **37.0**

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Nuclear Medicine will be able to:

- possess the necessary technical skills to perform nuclear medicine scans.
- pass the certification board exam in nuclear medicine.

### TECHNOLOGY/COMPUTER EXPECTATIONS

Medicine, health care, and radiologic technology are highly technical fields requiring technology/computer skills. It is highly recommended that students are comfortable using a computer, have basic word processing, e-mail, and Internet navigation skills, and be familiar with chat rooms.

### TRAVEL EXPECTATIONS

The clinical sites extend from Ventura County to Los Angeles, within an approximate 45-mile radius from Moorpark College. Each student is responsible for his or her own transportation.

### PROGRAM REQUIREMENTS

Admission to the program is dependent upon CPR certification and clearance of health appraisal, background check, and drug screen. After students have been admitted, the following requirements must be met:

- A Physical Exam documented on the Moorpark College Radiologic Technology Health Appraisal form, which considers freedom from communicable diseases and ability to function in a hospital setting.
- Proof of Immunity to rubeola, mumps, rubella, hepatitis B, varicella and tuberculosis clearance.
- Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to medical opinion of the college physician and to medical opinion or policy of hospitals or agencies used as clinical sites.
- Current CPR BLS Provider card by the American Heart Association
- Los Angeles City Hospital Fire and Life Safety Card.
- Proof of health insurance.
- Proof of professional liability insurance.
- Social Security Card.

- Criminal background check fee and drug screening, paid by student and through an agency approved by the Health Sciences Department and before placement into a clinical site. Background check and drug screening may not be older than 3 months before start of clinical rotation. The Health Science Department is unable to place students in clinical settings if they have a positive criminal background check (seven years) or drug screening. Therefore, the student will not be able to complete the required program of courses. Students with a positive background check are asked to have themselves pre-approved by the ARRT. See ARRT Pre-Application section for more information.
- Students are required to complete another background check and drug screening prior to starting the second year clinical rotation.
- Once in the program, students are required to verify maintenance of current CPR card, liability insurance, health insurance, immunizations, and tuberculosis clearance.

### ETHICAL EXPECTATIONS

All students admitted to the Radiologic Technology program are expected to maintain the highest personal and ethical standards of conduct consistent with professional standards as perceived by the faculty and professional personnel in the agencies used as extended campus sites. Any information indicating that such standards are not maintained is subject to review by members of the faculty, which may recommend to the college dismissal from the program.

### PRE-APPLICATION TO ARRT

The conviction of a felony may prohibit licensure as a Radiologic Technology professional. Each case is reviewed and determined by the ARRT. The Board considers the nature and severity of the offense, subsequent acts or crimes, compliance with the sanctions, and evidence of rehabilitation. Letter of clearance from ARRT does not itself guarantee clinical placement. Students with a positive background check and clearance from ARRT may not be admitted at the clinical sites. In this case, students will not be able to complete clinical training and will not be admitted to the program. To obtain a pre-application, contact ARRT: (651) 687-0048 or at the website: [www.arrt.org](http://www.arrt.org).

### PERFORMANCE STANDARDS

In compliance with the 1990 American with Disabilities Act, the Health Sciences Department does not discriminate against qualified Radiologic Technology applicants with disabilities. These performance standards, reflected in specific Radiologic Technology course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The terms below describing physical functions are general in nature. Students who can perform the same actions effectively through the use of assistive technology or devices need to make an appointment with the Director of the Radiologic Technology program for evaluation. In addition, students with severe hearing impairments need to meet with the Director of the Radiologic Technology program for evaluation of alternate communication and auditory auscultation abilities.

- **Critical Thinking:** ability sufficient for safe clinical judgment: calculating, reasoning, analyzing, prioritizing, synthesizing data. Make appropriate and timely decisions under stressful situations. Examples: identify cause/effect relationships in clinical situations.
- **Interpersonal:** abilities sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds: function effectively under stress. Must demonstrate professional behavior at all times. Maintain a therapeutic relationship with clients, families, and health team members. Example: establish rapport with diverse patients and effectively interact with colleagues as part of the health care team.



- **Communication:** sufficient for effective verbal and written interactions. Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary and word usage. The student must have 95% ability to communicate positioning instructions, interpret patient responses, as well as, interact with staff, faculty and peers. Examples: Explain radiologic diagnostic treatment procedures, positioning instructions, document and interpret actions and client responses.
- **Mobility:** physical abilities sufficient to move from room to room and maneuver in small spaces and reach overhead equipment. Examples: Move around X-Ray rooms, clients' rooms, x-ray equipment/machines, workspaces, and diagnostic/treatment areas; administer emergency/CPR procedures.

**STANDING/WALKING** - The student must be able to move forward, backward, and laterally on carpet, tile, linoleum, asphalt and cement while providing and managing patient care, gathering patient supplies and medications, obtaining and returning equipment. Approximate distance = 3 to 6 miles. It is also necessary for a student to have the capability of maintaining an upright position during many functions.

**SITTING** - The student must be able to sit while communicating with or teaching patients, operating computers, answering the telephone, writing reports and documenting.

**LIFTING** - The student must be able to lift floor to knee, knee to waist, and waist to shoulder level while handling supplies (5-10 lbs.). Lift and transfer patients, medical equipment and supplies up to 6 inches from a stooped position, then push or pull the weight up to 3 feet. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers. Average lifting requirement is 50 pounds.

**CARRYING** - The student must demonstrate the ability to carry items at waist level.

**PUSHING/PULLING** - The student must be able to effectively move radiologic equipment, utilize crash carts, open and close doors and drawers, move beds, gurneys, and wheelchairs and to move equipment and furniture.

**CLIMBING/BALANCING** - The student must demonstrate the ability to navigate stairs going to and from other departments, offices, and homes.

**STOOPING/KNEELING** - The student must demonstrate the ability to move to low enough positions to move radiology equipment, retrieve supplies from cabinets, medication carts, etc.

**BENDING** - The student must demonstrate the ability to move into appropriate positions while performing patient positioning, radiologic exams, gathering supplies, and transferring patients.

**CROUCHING/CRAWLING** - The student must demonstrate the ability to retrieve items from under and behind exam equipment.

**REACHING/STRETCHING/TWISTING** - The student must demonstrate the ability to extend their reach and move appropriately when doing mobile exams, gathering supplies and equipment, operating computers and equipment, administering care, assisting with patient positioning, cleaning or disposing equipment and retrieving patient files

- **Manipulating:** gross and fine motor abilities sufficient to provide safe and effective care. The student must demonstrate the ability to have hand-wrist movement, hand-eye coordination, simple firm grasping and fine and gross motor dexterity. Examples: Calibrate equipment, move and use equipment/machines; lift, position and transfer clients.

- **Hearing:** ability sufficient to monitor and assess health needs. Examples: Ability to hear and interpret many people and correctly interpret what is heard, physician orders whether verbal or over the telephone, patient reports and cries for help, emergency and equipment alarms.
- **Seeing:** ability sufficient for observation and visual assessment in well-lit and dimly lit areas. Examples: detect signs and symptoms, coloring and body language of patients. Interpret written words accurately, read characters and identify colors in the patient's records and on the computer screen. Accurately read medication labels. Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- **Tactile:** ability sufficient for physical assessment and patient positioning. Examples: Perform palpation functions for positioning and determining anatomical landmarks.
- **Travel Expectations:** The clinical sites extend from northern Ventura County to eastern most portions of the San Fernando Valley, within an approximate 40-mile radius from Moorpark College. Each student is responsible for his or her own transportation.

### PROGRAM COMPLETION

For successful completion of the Radiologic Technology program, a minimum grade of C (75%) is necessary in all courses required for the major.

### PROGRAM COSTS

Costs incurred by radiologic technology students include, but are not limited to: Physical examination, background check and drug test, immunizations, uniforms, radiation badge monitoring, Association dues, and examination application.

### ADVANCED PLACEMENT

Opportunities for advanced placement based on space are available to readmission applicants, Limited Permit X-Ray Technicians and graduates from foreign countries. Advanced Placement students must have an entrance interview with the Radiologic Technology faculty to review scholastic audits and placement. Advance Placement students will have to complete all courses, with a grade of C or better, required by the Moorpark College program in order to complete the program.

### TRANSFER TO BACHELOR OF SCIENCE DEGREE RADIOGRAPHY TECHNOLOGY (BSRT)

Students wishing to apply for admission to a program leading to a Bachelor's Degree in Radiologic Technology may do the following:

Complete the Moorpark College Associate Degree in Radiologic Technology and apply for transfer to an accepting institution. California State University, Northridge has articulated specific courses with Moorpark College granting transferable units in science, general education and radiologic technology.

#### OR

Satisfy the transferable lower-division science and general education requirements and apply to a BSRT program. Major requirements for upper-division standing at California State University, Northridge, are ANAT M01; BIOL M01; CHEM M12 or M12H; MATH M07; PHSO M01; PHYS M10A/M10AL, M10B/M10BL.

## RADIOLOGIC TECHNOLOGY COURSES

### RADT M01A – RADIOGRAPHIC PRACTICE I

**3 UNITS**

*Prerequisites:* RADT M10A, RADT M10AL, and RADT M10B

*Corequisites:* RADT M01AL, RADT M01B, RADT M01BL, and RADT M11

*Class Hours:* 3 lecture

Focuses on routine and trauma radiographic anatomy. Includes positioning and procedures of the upper and lower extremities, shoulder girdle, bony thorax, pelvic girdle and spinal column. Applies to Associate Degree. Transfer credit: CSU

### Moorpark College - Announcement of Courses 2020-2021

**RADT M01AL – RADIOGRAPHIC CLINICAL LAB I****4.5 UNITS***Prerequisites:* RADT M10A, RADT M10AL, and RADT M10B*Corequisites:* RADT M01A and RADT M11*Class Hours:* 13.5 lab

Provides an opportunity for practical application of theory on patients in a clinical setting. Includes proper positioning and exposure of the upper and lower extremities, shoulder girdle, bony thorax, pelvic girdle and spinal column. Takes place in the radiology department of a pre-assigned clinical affiliate. Applies to Associate Degree. Transfer credit: CSU

**RADT M01B – RADIOGRAPHIC TECHNIQUE I****3 UNITS***Prerequisites:* RADT M10A, RADT M10AL, and RADT M10B*Corequisites:* RADT M01A, RADT M01AL, RADT M10BL, and RADT M11*Class Hours:* 3 lecture

Covers production of radiation and interactions with matter. Includes manipulation and image quality of radiographic equipment. Applies to Associate Degree. Transfer credit: CSU

**RADT M01BL – RADIOGRAPHIC TECHNIQUE LAB I****1 UNIT***Prerequisites:* RADT M10A, RADT M10AL, and RADT M10B*Corequisites:* RADT M01A, RADT M01AL, RADT M01B, and RADT M11

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Proof of freedom from and immunity to communicable diseases, No acrylic or long nails in clinical settings, Current negative TB test or chest x-ray, Physical examination demonstrating general good health, No visible tattoos or visible body piercings except single studs in earlobes, Fire Safety Card, Proof of health insurance, and Proof of professional liability insurance.

*Class Hours:* 3 lab

Provides basic knowledge in factors that govern and influence the production and recording of radiographic images. Uses class demonstrations and experiments to illustrate the application of radiographic equipment for digital radiographic imaging. Includes the performance of basic quality control experiments. Applies to Associate Degree. Transfer credit: CSU

**RADT M02A – RADIOGRAPHIC PRACTICE II****3 UNITS***Prerequisites:* RADT M01A, RADT M01AL, and RADT M11L*Corequisites:* RADT M02AL, RADT M02B, RADT M02BL, and RADT M12

*Limitations on Enrollment:* Admission to the Moorpark College Radiography Program, Criminal background clearance, Current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross), Drug and alcohol clearance, No acrylic or long nails in clinical settings, Current negative TB test or chest x-ray, Physical examination demonstrating general good health, No visible tattoos or visible body piercings except single studs in earlobes, Fire Safety Card, Proof of health insurance, and Proof of professional liability insurance.

*Class Hours:* 3 lecture

Emphasizes routine, trauma, geriatric and pediatric radiographic imaging of the skull, paranasal sinuses and facial bones. Focuses on fluoroscopic and contrast media procedures of the gastrointestinal and genitourinary systems with an introduction to angiographic and interventional procedures. Applies to Associate Degree. Transfer credit: CSU

**RADT M02AL – RADIOGRAPHIC CLINICAL LAB II****4.5 UNITS***Prerequisites:* RADT M01A, RADT M01AL, and RADT M11*Corequisites:* RADT M02A, RADT M02B, RADT M02BL, and RADT M12*Class Hours:* 13.5 lab

Provides an opportunity for practical application of theory on patients in a clinical setting. Includes proper positioning and exposure of the skull, paranasal sinuses and facial bones as well as fluoroscopic and contrast media procedures of the gastrointestinal and genitourinary systems. Takes place in the radiology department of a pre-assigned clinical affiliate. Applies to Associate Degree. Transfer credit: CSU

**RADT M02B – RADIOGRAPHIC TECHNIQUE II****3 UNITS***Prerequisites:* RADT M01B and RADT M01BL*Corequisites:* RADT M02A, RADT M02AL, RADT M02BL and RADT M12

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Proof of freedom from and immunity to communicable diseases, No acrylic or long nails in clinical settings, Current negative TB test or chest x-ray, Physical examination demonstrating general good health, No visible tattoos or visible body piercings except single studs in earlobes, Fire Safety Card, Proof of health insurance, and Proof of professional liability insurance.

*Class Hours:* 3 lecture

Covers basic principles of radiation protection and radiobiology as well as state and federal regulations for diagnostic uses of radiation. Includes problem solving, quality assurance and quality control, automatic exposure control, digital systems and an introduction to Computed Tomography (CT). Applies to Associate Degree. Transfer credit: CSU

**RADT M02BL – RADIOGRAPHIC TECHNIQUE LAB II****1 UNIT***Prerequisites:* RADT M01B and M01BL*Corequisites:* RADT M02A and RADT M02AL and RADT M02B and RADT M12

*Limitations on Enrollment:* Criminal background clearance, Drug and alcohol clearance, Proof of freedom from and immunity to communicable diseases, No acrylic or long nails in clinical settings, Current negative TB test or chest x-ray, Physical examination demonstrating general good health, No visible tattoos or visible body piercings except single studs in earlobes, Fire Safety Card, Proof of health insurance, and Proof of professional liability insurance.

*Class Hours:* 3 lab

Applies radiation health and safety requirements in the acquisition of a radiograph with optimum image quality. Includes quality control (QC) and quality assurance (QA) experiments for radiographic equipment. Applies to Associate Degree. Transfer credit: CSU

**RADT M03 – ADVANCED RADIOGRAPHIC TECHNIQUE****4 UNITS***Prerequisites:* RADT M02A and RADT M02B*Corequisites:* RADT M03L and RADT M03B*Class Hours:* 4 lecture

Introduces the advanced radiography student to the theory of computed tomography including physics, instrumentation, patient care and imaging procedures. Covers cross sectional anatomy using computed tomography and magnetic resonance images. Applies to Associate Degree. Transfer credit: CSU

**RADT M03B – RADIOGRAPHIC PATHOLOGY****2 UNITS***Prerequisites:* RADT M02A, RADT M02AL, and RADT M12*Corequisites:* RADT M03 and RADT M03L*Class Hours:* 2 lecture

Introduces the advanced radiography student to various types of disease encountered in radiology. Examines the skeletal, respiratory, central nervous, gastrointestinal, genito-urinary, hepatobiliary, hematopoietic, and reproductive systems. Applies to Associate Degree. Transfer credit: CSU

**RADT M03L – RADIOGRAPHIC CLINICAL LAB III****10.5 UNITS***Prerequisites:* RADT M02A, RADT M02AL, and RADT M49*Corequisites:* RADT M03 and RADT M03B*Class Hours:* 31.5 lab

Provides an opportunity for practical application of theory on patients in a clinical setting. Includes proper positioning and exposure of surgical procedures using the C-arm system. Introduces computed tomography of the brain, chest, abdomen and pelvis. Takes place in the radiology department of a pre-assigned clinical affiliate. Applies to Associate Degree. Transfer credit: CSU

**RADT M04 – INTRODUCTION TO  
IMAGE-INTENSIFIED FLUOROSCOPY****1 UNIT***Prerequisites: RADT M03, RADT M03L, and RADT M03B**Corequisites: RADT M04L and RADT M14**Class Hours: 1 lecture*

Covers the principles of fluoroscopic imaging including equipment, image formation and recording. Emphasizes image quality, analysis and radiation protection. (Formerly RADT M03A.) Applies to Associate Degree. Transfer credit: CSU

**RADT M04L – RADIOGRAPHIC CLINICAL LAB IV****10.5 UNITS***Prerequisites: RADT M03, RADT M03L, and RADT M03B**Corequisites: RADT M04 and RADT M14**Class Hours: 31.5 lab*

Provides an opportunity for practical application of theory on patients in a clinical setting. Includes proper positioning and exposure of surgical procedures using the C-arm system. Introduces radiation therapy, angiography/interventional radiography, ultrasound, magnetic resonance imaging and cardiac catheterization. Takes place in the radiology department of a pre-assigned clinical affiliate. Applies to Associate Degree. Transfer credit: CSU

**RADT M09 – BASIC SKILLS: HEALTH CARE PROFESSIONAL****0.5 UNIT***Prerequisites: Admission to the Moorpark College Radiologic Technology Program**Corequisites: RADT M10A and RADT M10B*

*Limitations on Enrollment: Criminal background clearance, Drug and alcohol clearance, Proof of freedom from and immunity to communicable diseases, No acrylic or long nails in clinical settings, Current negative TB test or chest x-ray, Physical examination demonstrating general good health, No visible tattoos or visible body piercings except single studs in earlobes, Fire Safety Card, Proof of health insurance, and Proof of professional liability insurance.*

*Class Hours: 1.5 lab*

Provides basic knowledge of client care skills to those preparing for a career in the health care field such as a Radiographer. Focuses on the essential principles and practices of safe effective care in this constantly changing medical field. Integrates safety, communications, documentation, and cultural diversity throughout the course. It is recommended that this course be taken the semester before acceptance into the radiologic technology or similar program. (Formerly HS M16R.) (Same as NS M09.) Applies to Associate Degree.

**RADT M10A – INTRODUCTION TO  
RADIOLOGIC TECHNOLOGY****2 UNITS***Prerequisites: None**Corequisites: RADT M10AL, RADT M10B, and RADT M09*

*Limitations on Enrollment: Admission to the Moorpark College Radiography Program, Criminal background clearance, Current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross), Drug and alcohol clearance, No acrylic or long nails in clinical settings, Current negative TB test or chest x-ray, Physical examination demonstrating general good health, No visible tattoos or visible body piercings except single studs in earlobes, Fire Safety Card, Proof of health insurance, and Proof of professional liability insurance.*

*Class Hours: 2 lecture*

Provides the new radiography student with entry-level information to begin clinical practice with a diverse client population in a radiology department. Emphasizes radiation protection, equipment manipulation and safety, sterile technique, and career options in radiology. Includes anatomy and positioning for chest and abdomen procedures. Applies to Associate Degree. Transfer credit: CSU

**RADT M10AL – INTRODUCTION TO  
RADIOLOGIC TECHNOLOGY LAB****2.5 UNITS***Prerequisites: Admission to the Moorpark College Radiography Program**Corequisites: RADT M10A and RADT M10B**Class Hours: 7.5 lab*

Permits the new radiography student to participate in a simulated radiography department setting in the on-campus Radiography skills lab. Provides radiography students opportunities to work with darkroom procedures, equipment manipulation, radiation protection procedure, basic radiographic positions and projections positions and chest and abdomen anatomy and procedures. (Formerly RADT M10L.) Applies to Associate Degree. Transfer credit: CSU

**RADT M10B – INTRODUCTION TO RADIOGRAPHIC  
TECHNIQUE****2 UNITS***Prerequisites: Admission to Moorpark College Radiologic Technology Program**Corequisites: RADT M10A and RADT M10AL*

*Limitations on Enrollment: Criminal background clearance, Drug and alcohol clearance, Proof of freedom from and immunity to communicable diseases, No acrylic or long nails in clinical settings, Current negative TB test or chest x-ray, Physical examination demonstrating general good health, No visible tattoos or visible body piercings except single studs in earlobes, Fire Safety Card, Proof of health insurance, and Proof of professional liability insurance.*

*Class Hours: 2 lecture*

Provides a basic knowledge of radiographic equipment design and operations. Covers introduction to radiation production, radiation protection and different types of digital radiographic equipment. Applies to Associate Degree. Transfer credit: CSU

**RADT M11 – RADIOGRAPHIC LAB I****1 UNIT***Prerequisites: RADT M10A, RADT M10AL, and RADT M10B**Corequisites: RADT M01A, RADT M01AL, RADT M01B, and RADT M01BL*

*Limitations on Enrollment: Admission to the Moorpark College Radiography Program, Criminal background clearance, Current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross), Drug and alcohol clearance, No acrylic or long nails in clinical settings, Current negative TB test or chest x-ray, Physical examination demonstrating general good health, No visible tattoos or visible body piercings except single studs in earlobes, Fire Safety Card, Proof of health insurance, and Proof of professional liability insurance.*

*Class Hours: 3 lab*

Provides an opportunity for practical applications of theory focuses on routine and trauma radiographic anatomy through simulated clinical experiences in a radiography skills lab. Offers hands-on positioning with a mock patient as well as the creation of actual radiographs of an x-ray phantom using conventional and digital equipment. Applies to Associate Degree. Transfer credit: CSU

**RADT M12 – RADIOGRAPHIC LAB II****1 UNIT***Prerequisites: RADT M01A, RADT M01AL, RADT M11, and RADT M01B**Corequisites: RADT M02A, RADT M02AL, RADT M02B, and RADT M02BL*

*Limitations on Enrollment: Admission to the Moorpark College Radiography Program, Criminal background clearance, Current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross), Drug and alcohol clearance, No acrylic or long nails in clinical settings, Current negative TB test or chest x-ray, Physical examination demonstrating general good health, No visible tattoos or visible body piercings except single studs in earlobes, Fire Safety Card, Proof of health insurance, and Proof of professional liability insurance.*

*Class Hours: 3 lab*

Provides an opportunity for practical applications of theory. Focuses on fluoroscopic and contrast media procedures of the gastrointestinal and genitourinary systems. Introduces angiographic and interventional procedures through simulated clinical experiences in a radiography skills lab. Offers hands-on positioning with a mock patient as well as the creation of actual radiographs of an x-ray phantom using conventional and digital equipment. Applies to Associate Degree. Transfer credit: CSU



**RADT M14 – RADIOGRAPHIC FILM CRITIQUE LAB 1 UNIT**

*Prerequisites:* RADT M03 and RADT M03L

*Corequisites:* RADT M04 and RADT M04L

*Class Hours:* 3 lab

Provides radiographic film critique to integrate clinical practice and classroom education. Evaluates technical errors on radiographs and reviews strategies for avoiding future errors. Includes a review for licensure examinations. Applies to Associate Degree. Transfer credit: CSU

**RADT M15 – VENIPUNCTURE/ECG FOR RADT 0.5 UNIT**

*Prerequisites:* RADT M02A

*Class Hours:* 1.5 lab

Provides the basic techniques of venipuncture in an upper extremity for the administration of contrast materials. Introduces the basic concepts of the electro-cardiogram (ECG). Upon completion of in-class portion of the course, students will need to perform an additional ten (10) venipunctures at a clinical site under the direct supervision of a physician. This course is also available to Certified Radiologic Technologist. Applies to Associate Degree. Transfer credit: CSU

**RADT M17 - HEALTHCARE ETHICS 3 UNITS**

*Class Hours:* 3 lecture

Introduces theoretical and applied ethics as they relate to problems in medicine, healthcare, and the human life sciences. Examines foundational moral principles and the main moral theories. Provides an introduction to ethics in general, a foundation for understanding legal implications in healthcare and a framework for analyzing and resolving ethical problems through the application of ethical principles and critical thinking. (Same as NS M17.) (Formerly HS M17 and PHIL M17.) Applies to Associate Degree. Transfer credit: CSU

**RADT M30 – NUCLEAR MEDICINE PRACTICE I 3 UNITS**

*Prerequisites:* Admission to the Radiology Nuclear Medicine program

*Corequisites:* RADT M32 and RADT M34A (may be taken as a corequisite or at a later date)

*Recommended Prep:* MATH M15 or MATH M15H or CHEM M12 or CHEM M12H

*Class Hours:* 3 lecture

Introduces nuclear medicine as a specialty within radiologic technology. Focuses on equipment and radiopharmaceutical agents used to perform routine procedures on the skeletal, cardiovascular, central nervous, digestive and endocrine/exocrine systems. Admission to the Radiology Nuclear Medicine program is required. (Formerly RADT M199A.) Does NOT apply to Associate Degree.

**RADT M32 – PRINCIPLES OF NUCLEAR MEDICINE I 3 UNITS**

*Prerequisites:* None

*Corequisites:* RADT M30 and RADT M34A (may be taken as a corequisite or at a later date)

*Recommended Prep:* MATH M15 or MATH M15H or CHEM M12 or CHEM M12H

*Class Hours:* 3 lecture

Introduces principles of nuclear medicine procedures, patient care, and radiation safety. Does NOT apply to Associate Degree.

**RADT M34A – NUCLEAR MEDICINE CLINICAL LAB IA 4.5 UNITS**

*Prerequisites:* None

*Recommended Prep:* MATH M15 or MATH M15H and CHEM M12 or CHEM M12H

*Class Hours:* 13.5 lab

Provides an opportunity for practical application at a designated clinical site. Focuses on nuclear medicine imaging of the skeletal, cardiovascular, central nervous, digestive, and endocrine/exocrine systems. Utilizes the lab in the nuclear medicine department of a pre-assigned clinical affiliate. Does NOT apply to Associate Degree.

**RADT M34B – NUCLEAR MEDICINE CLINICAL LAB IB 4.5 UNITS**

*Prerequisites:* RADT M34A or concurrent enrollment

*Recommended Prep:* MATH M15 or MATH M15H and CHEM M12 or CHEM M12H

*Class Hours:* 13.5 lab

Provides an opportunity for intermediate practice of nuclear medicine procedures. Focuses on the imaging of the bone, cardiovascular, central nervous, digestive and endocrine/exocrine systems procedures. Utilizes lab in the nuclear medicine department of a pre-assigned clinical affiliate. Does NOT apply to Associate Degree.

**RADT M40 – NUCLEAR MEDICINE PRACTICE II 3 UNITS**

*Prerequisites:* RADT M30

*Recommended Prep:* RADT M42 and RADT M44A (may be taken as a corequisite or at a later date)

*Class Hours:* 3 lecture

Focuses on the equipment and radiopharmaceutical agents used to perform imaging procedures on the genitourinary, hematopoietic, and respiratory systems, as well as in vitro, oncology/inflammation imaging for the adult and pediatric populations. Does NOT apply to Associate Degree.

**RADT M42 – PRINCIPLES OF NUCLEAR MEDICINE II 3 UNITS**

*Prerequisites:* RADT M32

*Recommended Prep:* RADT M40 and RADT M44A (may be taken as a corequisite or at a later date)

*Class Hours:* 3 lecture

Studies patient care, radiation safety, principles of single photon emission computed tomography (SPECT) and single photon emission computer tomography/computed tomography, position emission tomography (PET) instrumentation, and positron emission tomography/computed tomography (PET/CT) oncology. Does NOT apply to Associate Degree.

**RADT M44A – NUCLEAR MEDICINE CLINICAL LAB IIA 4.5 UNITS**

*Prerequisites:* RADT M30 and RADT M40 (or concurrent enrollment) and RADT M42 (or concurrent enrollment)

*Class Hours:* 13.5 lab

Provides an opportunity for practical application of nuclear medicine procedures at a designated clinical site. Focuses on nuclear medicine imaging of the respiratory, genitourinary, hematopoietic systems, as well as inflammatory/tumor and pediatric procedures. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. (Formerly RADT M44.) Does NOT apply to Associate Degree.

**RADT M44B – NUCLEAR MEDICINE CLINICAL LAB IIB 4.5 UNITS**

*Prerequisites:* RADT M44A

*Class Hours:* 13.5 lab

Provides an opportunity for intermediate practical application of nuclear medicine exams of the respiratory, genitourinary, and hematopoietic systems. Includes inflammatory/tumor, and pediatric procedures of the same areas. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. Does NOT apply to Associate Degree.

**RADT M49 – RADIOGRAPHY SUMMER PRACTICUM 4.5 UNITS**

*Prerequisites:* RADT M02A, RADT M02AL, RADT M02B, RADT M02BL, and RADT M12

*Class Hours:* Hours as arranged

Provides clinical experience in a pre-assigned clinical affiliate. Focuses on the improvement of clinical skills for exams of the torso-skeletal, genitourinary, gastrointestinal, skull and abdominal cavity. Takes place in the radiology department of a pre-assigned clinical affiliate. Students will complete 243 clinical hours. Applies to Associate Degree. Transfer credit: CSU

**RADT M50 – NUCLEAR MEDICINE SEMINAR 2 UNITS**

*Prerequisites:* RADT M40 and RADT M42

*Class Hours:* 2 lecture

Provides a review of all nuclear medicine procedures as well as a preparation for the NMTCB (Nuclear Medicine Technology Certification Board) boards. Does NOT apply to Associate Degree.



## **RADT M52A – NUCLEAR MEDICINE CLINICAL LAB IIIA**

**2.5 UNITS**

*Prerequisites:* RADT M44A

*Class Hours:* 7 lab

Provides an opportunity for advanced practical application of skeletal, cardiovascular, central nervous, digestive, endocrine/exocrine, respiratory, genitourinary, hematopoietic, and inflammatory systems procedures in a clinical laboratory. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. (Formerly RADT M52.) Does NOT apply to Associate Degree.

## **RADT M52B – NUCLEAR MEDICINE CLINICAL LAB IIIB**

**2.5 UNITS**

*Prerequisites:* RADT M52A or concurrent enrollment

*Class Hours:* 7 lab

Provides an opportunity for advanced practical application of respiratory, genitourinary, hematopoietic, inflammatory/tumor, and pediatric procedures in a clinical laboratory. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. Does NOT apply to Associate Degree.

## **RADT M122 – INDEPENDENT STUDY - RADIOGRAPHY**

**0.5 TO 3 UNITS**

*Prerequisites:* A previous course in Radiologic Technology and instructor approval

*Class Hours:* 1.5 to 9 lab hours as arranged

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

# **SOCIOLOGY**

*Program Purpose:* Students who complete Sociology courses will utilize the sociological perspective to better understand self in the context of social groups and social institutions in society.

The Associate in Arts in Sociology for Transfer (AA-T) degree program is designed for students intending to major in Sociology, or a similar major at a four-year institution and for students interested in studying Sociology for a general understanding of social behavior useful in any career or life area. Students who complete the Sociology program will utilize the sociological perspective to better understand self in the context of social groups and social institutions in society. The program will also prepare students who are interested in studying Sociology for a general understanding of social behavior, the web and rhythm of human behavior including intimate, personal, and family relationships.

## **DEAN**

Howard Davis, Phone (805) 378-1445

## **FACULTY**

Danielle Vieira

## **COUNSELORS**

Traci Allen, Anitra Evans-Tykeson, Pam Kennedy-Luna, Giselle Ramirez

## **TRANSFER INFORMATION**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. See General Education Degree Requirements and Transfer Information.

## **ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER DEGREE**

The Associate in Arts in Sociology for Transfer (AA-T in Sociology) is designed for students intending to major in Sociology, or a similar major and for students interested in studying Sociology for a general understanding of social behavior useful in any career or life area. Students who complete the Sociology program will utilize the sociological perspective to better understand self in the context of social groups and social institutions in society. The program will also prepare students who are interested in studying Sociology for a general understanding of social behavior, the web and rhythm of human behavior including intimate, personal, and family relationships.

The Associate in Arts in Sociology for Transfer (AA-T in Sociology) is intended for students who plan to transfer and complete a Bachelor's degree in Sociology, or a similar major at a CSU campus. Students completing the AA-T in Sociology are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements, as this AA-T in Sociology may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in Sociology, students must complete the following:

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. A minimum of 18-19 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 §55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

### **REQUIRED CORE**

**Complete the following (3 units):**

	<b>UNITS</b>
SOC M01/M01H Introduction to Sociology/Honors	3.0

**AND**

**Select and complete two courses (6-7 units) from the following:**

SOC M02 Social Problems	3.0
SOC M03 Sociological Analysis	3.0
MATH M15/M15H Introductory Statistics/Honors	4.0
UNITS from LIST A	6.0
UNITS from LIST B	3.0

**TOTAL UNITS** **18.0-19.0**

**LIST A - Select and complete two courses (6 units) from the following:**

Any course from REQUIRED CORE not already used.

PSY M05 Social Psychology	3.0
SOC M04 Intimacy, Relationships, and Commitment	3.0
SOC M08 Introduction to Race and Ethnicity	3.0
SOC M10 Sociology of Gender	3.0
SOC M15 Introduction to Criminology	3.0

**LIST B - Select and complete one additional course (3 units) from the following:**

Any course from REQUIRED CORE or LIST A not already used.

ANTH M02 Cultural Anthropology	3.0
PSY M01/M01H Introduction to Psychology/Honors	3.0

Any CSU transferable Sociology course.

SOC M12 Society and Religion	3.0
SOC M16 Sociology of Deviant Behavior	3.0
SOC M18 Organized Crime and Terrorism	3.0

## PROGRAM STUDENT LEARNING OUTCOMES

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

- analyze and explain major problems and issues in society in their contemporary, historical, cultural and social structural contexts.
- utilize the sociological perspective to better understand self in the context of social groups and social institutions of society.

## SOCIOLOGY COURSES

### SOC M01 – INTRODUCTION TO SOCIOLOGY

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: SOCI 110*

Examines basic concepts, theoretical approaches and methods of sociology. Emphasizes the analysis and understanding of social structure, social interaction, socialization and the self, social stratification, cultural diversity, social change, and global dynamics. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### SOC M01H – HONORS: INTRODUCTION TO SOCIOLOGY

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: SOCI 110*

Analyzes basic concepts, theoretical approaches, and methods of social research. Emphasizes the analysis and understanding of social structure, social interaction, socialization and the self, social stratification, cultural diversity, social change, and global dynamics. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### SOC M02 – SOCIAL PROBLEMS

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: SOCI 115*

Identifies and analyzes contemporary social problems. Includes (1) the role of power and ideology in the definition of social problems, (2) their causes and consequences, (3) evaluations of proposed solutions, and (4) methods of intervention. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

### SOC M03 – SOCIOLOGICAL ANALYSIS

**3 UNITS**

*Prerequisites: SOC M01 or SOC M01H*

*Class Hours: 3 lecture*

*C-ID: SOCI 120*

Examines fundamental elements of social research and the ways in which sociologists gather, evaluate and critique sociological data. Includes attention to the nature of theory, empiricism, hypotheses, variables, and ethics of research. Emphasizes and trains in the techniques of conceptualizing and operationalizing social variables, hypothesis construction, sampling procedures, and both quantitative and qualitative data collection strategies. Focuses on data analysis using a software package such as SPSS (Statistical Package for the Social Sciences). Applies to Associate Degree. Transfer credit: CSU; UC

### SOC M04 – INTIMACY, RELATIONSHIP AND COMMITMENT

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: SOCI 130*

Analyzes from a social perspective intimacies, relationships and commitments in partnerships, marriages, and families, with special focus on family as an institution. Includes the examination of historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes. Provided approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

### SOC M08 – INTRODUCTION TO RACE AND ETHNICITY

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: SOCI 150*

Examines the cultural, political, and economic practices and institutions that support or challenge racism, and racial and ethnic inequalities. Studies patterns of interactions between various racial and ethnic groups, as well as the experiences within each group and reviews how racial and ethnic experiences vary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

### SOC M10 – SOCIOLOGY OF GENDER

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: SOCI 140*

Examines the social construction of gender, trans-gender, masculinity and femininity historically and cross-culturally. Integrates into this examination the variations that exist among people of different gender in relation to class, race and sexuality. Analyzes the impact of economic and political change on gender expectations and practices. Explores at both a macro and micro level how institutions shape gender and how individuals are socialized to "do" gender. Applies feminist scholarship. Applies to Associate Degree. Transfer credit: CSU; UC

### SOC M12 – SOCIETY AND RELIGION

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

Explores the foundational role religion plays in influencing beliefs values, laws and practices in society. Introduces the three major religions (Christianity, Judaism, and Islam) that have affected national and international events. Applies to Associate Degree. Transfer credit: CSU; UC

### SOC M15 – INTRODUCTION TO CRIMINOLOGY

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: SOCI 160*

Analyzes crime, criminal behavior, and the criminal justice system. Explores the history and social construction of crime and criminality and examines the definition of crime and its violations as well as the laws and methods used to control criminal behavior. Discusses the measurement of crime and basic theoretical explanations of criminal behavior. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (UC - SOC M15 and SOC M16 combined; maximum credit, one course.)

**SOC M16 – SOCIOLOGY OF DEVIANT BEHAVIOR****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Examines the various perspectives, theories, and forms of sociological deviance. Focuses on such deviance as alcohol and drug use, sexual, criminal, mental, religious, and suicidal behaviors. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (UC - SOC M15 and SOC M16 combined; maximum credit, one course.)

**SOC M18 – ORGANIZED CRIME AND TERRORISM****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Analyzes the cultural and historical bases of organized crime and terrorism. Discusses the social and theoretical background of the phenomena, the roles of culture and religion, and examples of organized criminal and terrorist activities. Reviews the social, legal, military, and criminal justice options in dealing with organized crime and terrorism. Applies to Associate Degree. Transfer credit: CSU; UC

**SOC M80 – INTERNSHIP IN SOCIOLOGY****1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**SOC M122 – INDEPENDENT STUDY - SOCIOLOGY****0.5 TO 3 UNITS***Prerequisites: A previous course in Sociology and instructor approval**Class Hours: 1.5 to 9 lab hours as arranged*

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

**SPANISH****SEE COURSES IN  
LANGUAGES OF THE WORLD****SPEECH****SEE COURSES IN  
COMMUNICATION STUDIES****STUDY SKILLS****SEE COURSES IN  
COLLEGE STRATEGIES, COUNSELING,  
AND/OR LEARNING SKILLS**

VISIT THE LEARNING CENTER (TLC)  
LOCATED IN THE LIBRARY

**TELEVISION****SEE COURSES IN  
FILM TELEVISION MEDIA****THEATRE ARTS**

*Program Purpose: Students who complete academic or skills based Theatre Arts classes will demonstrate a basic understanding and appreciation of theatre history, performance and the technical requirements of production.*

Theatre Arts is a diverse discipline that offers theoretical instruction and hands-on experience for students concentrating on transfer and direct career preparation. Interested students may pursue careers in acting, directing, playwriting, as well as lighting, set, sound, costume, and make-up design.

The study of Theatre Arts encourages all students to enrich their appreciation of varying forms of art and enhances their abilities in communication, critical analysis, and self-expression.

**DEAN**

VACANT, Phone (805) 553-4121

**FACULTY**

Suzanne Fagan, John Loprieno, Haleh Risdana

**COUNSELORS**

Wendy Berg, Jodi Dickey

**ASSOCIATE IN ARTS IN THEATRE ARTS FOR  
TRANSFER DEGREE**

Theatre Arts is a complex discipline that offers theoretical training and hands-on experience for students interested in careers in acting, directing, play writing; as well as lighting, scenic, sound, costume and makeup design. The study of Theatre Arts encourages all students to enrich their abilities in communication, critical analysis and self-expression.

The Associate in Arts in Theatre Arts for Transfer (AA-T) is intended for students who plan to transfer and complete a bachelor's degree in Theatre Arts, or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Theatre Arts may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in Theatre Arts, students must complete the following:

1. 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some transfer institutions and majors may require a higher GPA.

- Completion of 18 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 § 55063).
- Certified completion of the California State University General Education-Breadth (CSU GE) pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

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

### REQUIRED CORE UNITS

Select and complete 9 units listed below:

#### OPTION 1 - One course:

THA M01/M01H	Introduction to Theatre/Honors	3.0
THA M04/M04H	History of the Theatre/Honors	3.0

#### OPTION 2 - One course:

THA M02A	Acting I	3.0
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#### OPTION 3 - One course:

THA M10A	Theatre Production: Performance I	3.0
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
UNITS from ELECTIVE COURSES		9.0

### TOTAL UNITS 18.0

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

THA M02B	Acting II	3.0
THA M08	Script Analysis	3.0
THA M20/TTHA M20	Stagecrafts	3.0
THA M23A/TTHA M23A	Lighting Design I	3.0
THA M25A/TTHA M25A	Scene Design I	3.0
THA M27A	Costume Design I	3.0
THA M28	Production Makeup	3.0
THA M10A, THA M11A or TTHA M11A if not used in REQUIRED CORE.		3.0

### PROGRAM STUDENT LEARNING OUTCOMES

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

- demonstrate literacy in Theatre history and appreciation.
- apply learned skills in acting, directing, design, technical production, stagecraft, lighting, audio, costume construction and/or make-up application.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

## ASSOCIATE IN ARTS IN THEATRE ARTS: ACTING DEGREE

The Associate in Arts in Theatre Arts: Acting Degree offers theoretical instruction and hands-on experience for students concentrating on transfer and direct career preparation. Interested students may pursue careers in acting, directing, play writing, as well as lighting, set, sound, costume and make-up design.

The study of Theatre Arts encourages all students to enrich their appreciation of varying forms of art and enhances their abilities in communication, critical analysis and self-expression. This program's varied curriculum provides introductory knowledge of acting for the stage and screen.

To earn an Associate in Arts in Theatre Arts: Acting Degree, students must complete 18 specified major units, plus General Education Degree Requirements.

### REQUIRED COURSES UNITS

#### Select and complete the following four (4) courses (12 units):

THA M01	Introduction to the Theatre	3.0
<b>OR</b>		
THA M04	History of the Theatre	3.0
THA M02A	Acting I	3.0
THA M10A	Theatre Production: Performance I	3.0
THA M20	Stagecrafts	3.0
UNITS from ELECTIVES		6.0

### TOTAL UNITS 18.0

### ELECTIVES UNITS

#### Select and complete six (6) units from the courses listed below:

THA M02B	Acting II	3.0
THA M02C	Acting III	3.0
THA M03A	Voice and Diction I	3.0
THA M08	Script Analysis	3.0
THA M09A	Acting for Film and Television I	3.0
THA M10B	Theatre Production: Performance II	3.0
THA M14A	Improvisational Comedy I	1.5
THA M18	Auditioning Techniques	1.5
THA M28	Production Makeup	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Arts in Theatre Arts: Acting will be able to:

- demonstrate literacy in Theatre history and appreciation.
- apply learned theatrical skills with an emphasis on acting, directing and/or make-up application.
- apply varied acting techniques for creating a character for the stage or screen.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

## ASSOCIATE IN ARTS IN THEATRE ARTS: TECHNICAL THEATRE DEGREE

The Associate in Arts in Theatre Arts: Technical Theatre Degree provides introductory knowledge of technical theatre. After successfully completing this degree, a student could be hired as a: stage manager, actor, playwright, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

This degree will better prepare a student to secure a job as a technician in the theatre, television or film industries.

To earn an Associate in Arts in Theatre Arts: Technical Theatre Degree, students must complete 18 specified major units, plus General Education Degree Requirements.

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

### REQUIRED COURSES UNITS

#### Select and complete the following three (3) courses (9 units):

THA M01	Introduction to the Theatre	3.0
<b>OR</b>		
THA M04	History of the Theatre	3.0
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M20/TTHA M20	Stagecrafts	3.0
UNITS from ELECTIVES		9.0

### TOTAL UNITS 18.0



<b>ELECTIVES</b>		<b>UNITS</b>
<b>Select and complete three (3) courses (9 units) from courses listed below:</b>		
THA M08	Script Analysis	3.0
THA M23A/TTHA M23A	Lighting Design I	3.0
THA M23B/TTHA M23B	Lighting Design II	3.0
THA M25A/TTHA M25A	Scene Design I	3.0
THA M25B/TTHA M25B	Scene Design II	3.0
THA M27A	Costume Design I	3.0
THA M27B	Costume Design II	3.0
THA M28	Production Makeup	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Associate in Arts in Theatre Arts: Technical Theatre will be able to:

- demonstrate literacy in Theatre history and appreciation.
- apply learned theatrical skills with an emphasis on scenic design, technical production, stagecraft, lighting, audio, costume construction and/or make-up application.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of technical skills on original or scripted works.
- demonstrate a practical working knowledge of tools and technologies integral to theatre production.

## THEATRE ARTS: ACTING CERTIFICATE OF ACHIEVEMENT

### (MORE THAN 18 UNITS)

A Certificate of Achievement in Theatre Arts: Acting will better prepare a student secure a job in the professional theatre industry. After successfully completing this certificate a student could be hired as a: stage manager, actor, playwright, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

This Certificate will better prepare students seeking an acting career.

To earn a Certificate of Achievement in Theatre Arts: Acting students must complete 18 specified units.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
<b>Select and complete the following three (3) courses (9 units):</b>		
THA M01	Introduction to the Theatre	3.0
<b>OR</b>		
THA M04	History of the Theatre	3.0
THA M02A	Acting I	3.0
THA M10A	Theatre Production: Performance I	3.0
UNITS from ELECTIVES		9.0
<b>TOTAL UNITS</b>		<b>18.0</b>

<b>ELECTIVES</b>		<b>UNITS</b>
<b>Select and complete (9 units) from the courses listed below:</b>		
THA M02B	Acting II	3.0
THA M02C	Acting III	3.0
THA M03A	Voice and Diction I	3.0
THA M08	Script Analysis	3.0
THA M09A	Acting for Film and Television I	3.0
THA M14A	Improvisational Comedy I	1.5
THA M18	Auditioning Techniques	1.5
THA M28	Production Makeup	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Theatre Arts: Acting will be able to:

- apply learned theatrical skills with an emphasis on acting, directing and/or make-up application.
- apply varied acting techniques for creating a character for the stage or screen.
- apply problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate literacy in Theatre appreciation.

## THEATRE ARTS: DIRECTING CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement in Theatre Arts: Directing will better prepare a student secure a job in the professional theatre industry. After successfully completing this certificate a student could be hired as a: stage manager, actor, playwright, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

This Certificate will better prepare students seeking a career in directing for the stage.

To earn a Certificate of Achievement in Theatre Arts: Directing students must complete 18 specified units.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
<b>Select and complete the following four (4) courses (12 units):</b>		
THA M01/M01H	Introduction to the Theatre/Honors	3.0
<b>OR</b>		
THA M04	History of the Theatre	3.0
THA M15A	Stage Direction I	3.0
TTHA M11A	Theatre Production: Technical I	3.0
TTHA M20	Stagecrafts	3.0
UNITS from ELECTIVES		6.0
<b>TOTAL UNITS</b>		<b>18.0</b>



<b>ELECTIVES</b>		<b>UNITS</b>
<b>Select and complete two (2) courses (6 units) from the courses listed below:</b>		
THA M02A	Acting I	3.0
THA M10A	Theatre Production: Performance I	3.0
THA M21A	Playwriting I	3.0
THA M50	Performing Arts Management	3.0
THA M52A	Theatre for Young Audiences I	3.0
TTHA M23A	Lighting Design I	3.0
TTHA M25A	Scene Design I	3.0
TTHA M27A	Costume Design I	3.0
TTHA M28	Production Makeup	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Theatre Arts: Directing will be able to:

- apply learned theatrical skills with an emphasis on acting, directing and/or writing.
- apply varied techniques for staging a play, setting light and audio cues and working with a stage manager.
- apply problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate literacy in Theatre appreciation.

## THEATRE ARTS: TECHNICAL THEATRE CERTIFICATE OF ACHIEVEMENT

### (MORE THAN 18 UNITS)

A Certificate of Achievement in Theatre Arts: Technical Theatre will better prepare a student to secure a job in the professional theatre and/or film and television industries. After successfully completing this certificate a student could be hired as a: stage manager, lighting technician, costumer or general crew member in theatre, film and/or television industries.

This certificate will better prepare students seeking a career as a technician in the theatre, television or film industries.

To earn a Certificate of Achievement in Theatre Arts: Technical Theatre students must complete 18 specified units.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
<b>Select and complete the following three (3) courses (9 units):</b>		
THA M01	Introduction to the Theatre	3.0
<b>OR</b>		
THA M04	History of the Theatre	3.0
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M20/TTHA M20	Stagecrafts	3.0
UNITS from ELECTIVES		9.0
<b>TOTAL UNITS</b>		<b>18.0</b>

<b>ELECTIVES</b>		<b>UNITS</b>
<b>Select and complete three (3) courses (9 units) from courses listed below:</b>		
THA M23A/TTHA M23A	Lighting Design I	3.0
THA M23B/TTHA M23B	Lighting Design II	3.0
THA M25A/TTHA M25A	Scene Design I	3.0
THA M25B/TTHA M25B	Scene Design II	3.0
THA M27A	Costume Design I	3.0
THA M27B	Costume Design II	3.0
THA M28	Production Makeup	3.0

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Certificate of Achievement in Theatre Arts: Technical Theatre will be able to:

- apply learned theatrical skills with an emphasis on scenic design, technical production, stagecraft, lighting, audio, costume construction and/or make-up application.
- apply problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of technical skills on original or scripted works.
- demonstrate a practical working knowledge of tools and technologies integral to theatre production.
- demonstrate literacy in Theatre appreciation.

## THEATRE ARTS: ACTING PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Acting introduces students to the fundamentals of acting. This award will prepare students seeking a career in theatre or film and/or television production as an actor, casting associate, manager's assistant or agent trainee.

After successfully completing a Theatre Arts proficiency award, a student could be hired as a: stage manager, actor, playwright, costumer, stitcher, crew member in the film and/or television industries, production assistant, casting assistant or general theatre technician.

To earn a Proficiency Award in Theatre Arts: Acting students must complete 12 specified units.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
<b>Select and complete the following two (2) courses (6 units):</b>		
THA M02A	Acting I	3.0
THA M10A	Theatre Production: Performance I	3.0
UNITS from ELECTIVES		6.0
<b>TOTAL UNITS</b>		<b>12.0</b>

<b>ELECTIVES</b>		<b>UNITS</b>
<b>Select and complete six (6) units from the following:</b>		
THA M02B	Acting II	3.0
THA M03A	Voice and Diction I	3.0
THA M08	Script Analysis	3.0
THA M09A	Acting for Film and Television I	3.0
THA M10B	Theatre Production: Performance II	3.0
THA M14A	Improvisational Comedy I	1.5
THA M18	Auditioning Techniques	1.5

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Proficiency Award in Theatre Arts: Acting will be able to:

- apply learned skills in acting, directing and/or make-up application.
- apply problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.

## THEATRE ARTS: AUDIO PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Audio introduces students to the fundamentals of audio. This program will prepare students seeking a career in theatre or film and/or television production in audio for the stage, studio, location and/or live musical concerts.

After successfully completing a Theatre Arts proficiency award, a student could be hired as a: stage manager, actor, playwright, costumer, stitcher, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

To earn a Proficiency Award in Theatre Arts: Audio students must complete 9 specified units.

REQUIRED COURSES		UNITS
<b>Select and complete the following three (3) courses (9 units):</b>		
FTVM M40	Beginning Audio Production	3.0
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M20/TTHA M20	Stagecrafts	3.0
<b>TOTAL UNITS</b>		<b>9.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Proficiency Award in Theatre Arts: Audio will be able to:

- apply learned skills in design, technical production, stagecraft, and/or audio production and editing.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

## THEATRE ARTS: COSTUMES PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Costumes introduces students to the fundamentals of costuming. This program will prepare students seeking a career in theatre or film and/or television production in costuming.

After successfully completing a Theatre Arts proficiency award, a student could be hired as a: stage manager, actor, playwright, costumer, stitcher, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

To earn a Proficiency Award in Theatre Arts: Costumes students must complete 9 specified units.

REQUIRED COURSES		UNITS
<b>Select and complete the following three (3) courses (9 units):</b>		
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M27A	Costume Design I	3.0
THA M27B	Costume Design I	3.0
<b>TOTAL UNITS</b>		<b>9.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Proficiency Award in Theatre Arts: Costumes will be able to:

- demonstrate literacy in Theatre history and appreciation.
- apply learned skills in design, technical production, stagecraft, costume construction and/or make-up application.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

## THEATRE ARTS: LIGHTING PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Lighting introduces students to the fundamentals of lighting. This program will prepare students seeking a career in theatre or film and/or television production in stage, studio or location lighting.

After successfully completing a Theatre Arts proficiency award, a student could be hired as a: stage manager, actor, playwright, costumer, stitcher, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

To earn a Proficiency Award in Theatre Arts: Lighting students must complete 12 specified units.

REQUIRED COURSES		UNITS
<b>Select and complete the following four (4) courses (12 units):</b>		
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M20/TTHA M20	Stagecrafts	3.0
THA M23A/TTHA M23A	Lighting Design I	3.0
THA M23B/TTHA M23B	Lighting Design II	3.0
<b>TOTAL UNITS</b>		<b>12.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Proficiency Award in Theatre Arts: Lighting will be able to:

- apply learned skills in design, technical production, stagecraft and/or hanging, focusing and programming lightning technologies.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

## THEATRE ARTS: MAKE-UP PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Make-up introduces students to the fundamentals of production make-up. This program will prepare students seeking a career in theatre or film and/or television production in production make-up.

After successfully completing a Theatre Arts proficiency award, a student could be hired as a: stage manager, actor, playwright, costumer, stitcher, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

To earn a Proficiency Award in Theatre Arts: Make-up students must complete 6 specified units.

REQUIRED COURSES		UNITS
<b>Select and complete the following two (2) courses (6 units):</b>		
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M28	Production Makeup	3.0
<b>TOTAL UNITS</b>		<b>6.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Proficiency Award in Theatre Arts: Make-up will be able to:

- demonstrate literacy in Theatre history and appreciation.
- apply learned skills in design, technical production, stagecraft, and/or make-up application.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

## THEATRE ARTS: PERFORMING ARTS MANAGEMENT PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Performing Arts Management introduces students to the fundamentals of "front of the house" responsibilities including: box office, marketing and publicity. This program will help prepare students seeking a career in theatre or film and/or television production in publicity, marketing and sales.

After successfully completing a Theatre Arts: Performing Arts Management Proficiency Award, a student could be hired as a: box office employee, marketing staff, publicist for the film and/or television industry, production assistant or casting assistant.

To earn a Proficiency Award in Theatre Arts: Performing Arts Management, students must complete 9 specified units.

REQUIRED COURSES	UNITS
<b>Select and complete the following three (3) courses (9 units):</b>	
BUS M32 Small Business Management	3.0
THA M11A/TTHA M11A Theatre Production: Technical I	3.0
THA M50 Performing Arts Management	3.0
<b>TOTAL UNITS</b>	<b>9.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Proficiency Award in Theatre Arts: Performing Arts Management will be able to:

- apply learned skills in poster design, stagecraft, marketing, fundraising and/or box office operation.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

## THEATRE ARTS: PLAYWRITING PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Playwriting introduces students to the fundamentals of writing for the stage. This program will help prepare students seeking a career in theatre or film and/or television production as a writer's assistant, staff writer or playwright.

After successfully completing a Theatre Arts: Playwriting Proficiency Award, a student could be hired as a: stage manager, actor, playwright, writer's assistant in the film and/or television industry, production assistant or casting assistant.

To earn a Proficiency Award in Theatre Arts: Playwriting, students must complete 9 specified units.

REQUIRED COURSES	UNITS
<b>Select and complete the following three (3) courses (9 units):</b>	
THA M08 Script Analysis	3.0
THA M21A Playwriting I	3.0
THA M10A Theatre Production: Performance I	3.0
<b>TOTAL UNITS</b>	<b>9.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Proficiency Award in Theatre Arts: Playwriting will be able to:

- demonstrate literacy in Theatre history and appreciation.
- apply learned skills in acting, directing, design, technical production, stagecraft, lighting, audio, costume construction and/or make-up application.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.

## THEATRE ARTS: TECHNICAL THEATRE - GENERAL PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Technical Theatre - General introduces students to the fundamentals of Technical Theatre. This program will help prepare students seeking a career in theatre or film and/or television production as a scenic carpenter, deck crew and/or assistant stage manager.

After successfully completing a Theatre Arts: Technical Theatre - General Proficiency award, a student could be hired as a: stage manager, actor, carpenter, playwright, costumer, stitcher, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

To earn a Proficiency Award in Theatre Arts: Technical Theatre - General, students must complete 9 specified units.

REQUIRED COURSES	UNITS
THA M11A/TTHA M11A Theatre Production: Technical I	3.0
THA M11B/TTHA M11B Theatre Production: Technical II	3.0
THA M20/TTHA M20 Stagecrafts	3.0
<b>TOTAL UNITS</b>	<b>9.0</b>

### PROGRAM STUDENT LEARNING OUTCOMES

Students completing the Proficiency Award in Theatre Arts: Technical Theatre - General will be able to:

- apply learned skills in design, stage management, scenic construction/painting, lighting, costuming, make-up, stagecraft, and/or audio production.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

## THEATRE ARTS COURSES

### THA M01 – INTRODUCTION TO THEATRE

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: THTR 111*

Focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. Introduces elements of the production process including playwriting, acting, directing, design, and criticism. Surveys different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

### THA M01H – HONORS: INTRODUCTION TO THEATRE

**3 UNITS**

*Prerequisites: None*

*Class Hours: 3 lecture*

*C-ID: THTR 111*

Focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. Introduces elements of the production process including playwriting, acting, directing, design, and criticism. Surveys different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions. 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. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.



**THA M02A – ACTING I****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab**C-ID: THTR 151*

Introduces basic acting theories leading to classroom performance. Emphasizes exercises that develop memorization, improvisation, focus, concentration, stage movement, vocal production, and interpretation of text. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M02B – ACTING II****3 UNITS***Prerequisites: THA M02A**Class Hours: 2 lecture, 3 lab**C-ID: THTR 152*

Emphasizes intermediate level theories, techniques and skills in character analysis, monologue and scene presentation. Includes an introduction to classical material, performance in various styles and genres, and continues work in vocal projection and stage movement. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M02C – ACTING III****3 UNITS***Prerequisites: THA M02B**Recommended Prep: THA M24A**Class Hours: 2 lecture, 3 lab*

Introduces the vocal and physical requirements utilized in classical acting techniques. Features exercises which will include psychological characterizations, use of props and costumes, and classical text analysis. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M02D – ACTING IV****3 UNITS***Prerequisites: THA M02C**Class Hours: 2 lecture, 3 lab*

Explores further studies in characterization, emphasizing timing, vocal styles, movement and sense memory. Focuses on performance of classical material and a variety of scenes from plays of contrasting styles and genres. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M03A – VOICE AND DICTION I****3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Introduces the study of speech production, designed to enhance vocal quality and improve diction. Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Formerly THA M03.) Applies to Associate Degree. Transfer credit: CSU; UC

**THA M03B – VOICE AND DICTION II****3 UNITS***Prerequisites: THA M03A**Class Hours: 2 lecture, 3 lab*

Develops intermediate skills and furthers the study of speech production to enhance vocal quality and improve diction. Emphasizes specific areas of speech production and how they are utilized in different mediums and venues. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M04 – HISTORY OF THE THEATRE****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: THTR 113*

Explores the major innovations, trends, works, and playwrights in historical theatrical movements from classical Greek and Roman theatre through the 17th century. Examines the social and political context of specific dramatic movements and the influences of theatre on society. Applies to Associate Degree. Transfer credit: CSU; UC. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade.

**THA M04H – HONORS: HISTORY OF THE THEATRE****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: THTR 113*

Explores the major innovations, trends, works, and playwrights in historical theatrical movements from classical Greek and Roman theatre through the 17th century. Examines the social and political context of specific dramatic movements and the influences of theatre on society. 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. **Course Credit Limitations:** Credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better or "P". Honors Program requires a letter grade

**THA M08 – SCRIPT ANALYSIS****3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: THTR 114*

Explores the reading, analyzing and understanding of play scripts in a variety of genres and styles. Develops skills in how to read a play to discover its structure, the playwright's methods of creating plot, character and imagery, and an understanding of how theatrical texts are distinct from other forms of literature. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M09A – ACTING FOR FILM AND TELEVISION I****3 UNITS***Prerequisites: None**Recommended Prep: THA M02A**Class Hours: 2 lecture, 3 lab*

Introduces techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as it pertains to the Internet, film and television and varies from work on the stage. Emphasizes elementary techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Formerly THA M09.) Moorpark College faculty has defined Acting for Film and TV as a family of courses which includes THA M09A, THA M09B, THA M09C, and THA M09D. A student may take a maximum of four (4) courses from this family. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M09B – ACTING FOR FILM AND TELEVISION II****3 UNITS***Prerequisites: THA M09A**Class Hours: 2 lecture, 3 lab*

Provides intermediate level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as it pertains to film and television versus work on the stage. Emphasizes introductory to intermediate techniques for working with microphones and cameras in preparation for performing in student films and television productions. Moorpark College faculty has defined Acting for Film and TV as a family of courses which includes THA M09A, THA M09B, THA M09C, and THA M09D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M09C – ACTING FOR FILM AND TELEVISION III****3 UNITS***Prerequisites: THA M09B**Class Hours: 2 lecture, 3 lab*

Explores further intermediate to advanced level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as it pertains to film and television versus work on the stage. Emphasizes intermediate techniques for working with microphones and cameras in preparation for performing in student films and television productions. Moorpark College faculty has defined Acting for Film and TV as a family of courses which includes THA M09A, THA M09B, THA M09C, and THA M09D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M09D – ACTING FOR FILM AND TELEVISION IV 3 UNITS**

*Prerequisites:* THA M09C

*Class Hours:* 2 lecture, 3 lab

Provides advanced level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertains to film and television versus work on the stage. Emphasizes advanced techniques for working with microphones and cameras in preparation for performing in student films and television productions. Moorpark College faculty has defined Acting for Film and TV as a family of courses which includes THA M09A, THA M09B, THA M09C, and THA M09D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M10A – THEATRE PRODUCTION: PERFORMANCE I 3 UNITS**

*Prerequisites:* Admission to the class is by audition

*Recommended Prep:* THA M02B

*Class Hours:* 9 lab

*C-ID:* THTR 191

Allows students to rehearse and perform as actors utilizing introductory level skills in a college production staged for public performance. Involves the use of varying content each semester with production schedules and will range from classical to contemporary, published comedic, dramatic and/or musical theatre material. Moorpark College faculty has defined Theatre Production - Acting as a family of courses which includes THA M10A, THA M10B, THA M10C, and THA M10D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M10B – THEATRE PRODUCTION: PERFORMANCE II 3 UNITS**

*Prerequisites:* THA M10A

*Class Hours:* 9 lab

Allows students to rehearse and perform as actors utilizing introductory to intermediate level skills in a college production staged for public performance. Involves the use of varying content each semester with production schedules and will range from classical to contemporary, published comedic, dramatic and/or musical theatre material. Moorpark College faculty has defined Theatre Production - Acting as a family of courses which includes THA M10A, THA M10B, THA M10C, and THA M10D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M10C – THEATRE PRODUCTION: PERFORMANCE III 3 UNITS**

*Prerequisites:* THA M10B

*Class Hours:* 9 lab

Allows students to rehearse and perform as an actor utilizing intermediate to advanced level skills in a college production staged for public performance. Involves the use of varying content each semester with production schedules and will range from classical to contemporary, published comedic, dramatic and/or musical theatre material. Moorpark College faculty has defined Theatre Production - Acting as a family of courses which includes THA M10A, THA M10B, THA M10C, and THA M10D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M10D – THEATRE PRODUCTION: PERFORMANCE IV 3 UNITS**

*Prerequisites:* THA M10C

*Class Hours:* 9 lab

Allows students to rehearse and perform as an actor utilizing advanced level skills in a college production staged for public performance. Involves the use of varying content each semester with production schedules and will range from classical to contemporary, published comedic, dramatic and/or musical theatre material. Moorpark College faculty has defined Theatre Production - Acting as a family of courses which includes THA M10A, THA M10B, THA M10C, and THA M10D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC Degree.

**THA M14A – IMPROVISATIONAL COMEDY I 1.5 UNITS**

*Prerequisites:* None

*Recommended Prep:* THA M02A

*Class Hours:* 0.5 lecture, 3 lab

Provides introductory level instruction in improvisational and ensemble acting skills, as well as the development of solo and group comedic material from improvisation. Culminates with a public performance of the material developed in class. Moorpark College faculty has defined Improvisational Comedy as a family of courses which includes THA M14A, THA M14B, THA M14C, and THA M14D. A student may take a maximum of four (4) courses from a family. (Formerly THA M14.) Applies to Associate Degree. Transfer credit: CSU; UC

**THA M14B – IMPROVISATIONAL COMEDY II 1.5 UNITS**

*Prerequisites:* THA M14A

*Class Hours:* 0.5 lecture, 3 lab

Provides introductory to intermediate level instruction in improvisational and ensemble acting skills, as well as the development of solo and group comedic material from improvisation. Culminates with a public performance of the material developed in class. Moorpark College faculty has defined Improvisational Comedy as a family of courses which includes THA M14A, THA M14B, THA M14C, and THA M14D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M14C – IMPROVISATIONAL COMEDY III 1.5 UNITS**

*Prerequisites:* THA M14B

*Class Hours:* 0.5 lecture, 3 lab

Provides intermediate to advanced level instruction in improvisational and ensemble acting skills, as well as the development of solo and group comedic material from improvisation. Culminates with a public performance of the material developed in class. Moorpark College faculty has defined Improvisational Comedy as a family of courses which includes THA M14A, THA M14B, THA M14C, and THA M14D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M14D – IMPROVISATIONAL COMEDY IV 1.5 UNITS**

*Prerequisites:* THA M14C

*Class Hours:* 0.5 lecture, 3 lab

Provides advanced level instruction in improvisational and ensemble acting skills, as well as the development of solo and group comedic material from improvisation. Culminates with a public performance of the material developed in class. Moorpark College faculty has defined Improvisational Comedy as a family of courses which includes THA M14A, THA M14B, THA M14C, and THA M14D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M15A – STAGE DIRECTION I 3 UNITS**

*Prerequisites:* None

*Recommended Prep:* THA M02B

*Class Hours:* 2 lecture, 3 lab

Introduces art and craft of stage direction, including analysis of material, coordinating technical elements and working with actors. Includes practical experience assistant directing or directing scenes by published and/or original playwrights. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M15B – STAGE DIRECTION II 3 UNITS**

*Prerequisites:* THA M15A

*Class Hours:* 2 lecture, 3 lab

Explores further the study in the art and craft of stage direction. Includes practical experience through directing one-act plays, comedy sketches and/or monologues for a live audience. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M18 – AUDITIONING TECHNIQUES****1.5 UNITS***Prerequisites: THA M02A**Class Hours: 0.5 lecture, 3 lab*

Provides training in various forms of audition for theatre, film, television, commercials and the web. Includes instruction in the business aspects of being a working actor: cold reading, preparing a resume, creating self-promotional materials, seeking an agent, interviewing with industry professionals, creating a web presence and interacting with other actors in audition situations. Applies to Associate Degree. Transfer credit: CSU

**THA M21A – PLAYWRITING I****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces the basic components of constructing a play. Focuses on creating characters, exploring themes, structuring plots and writing believable dialogue through the creation of dramatic monologues, scenes and a one-act play. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M21B – PLAYWRITING II****3 UNITS***Prerequisites: THA M21A**Recommended Prep: THA M02A, THA M15A, and ENGL M01A or ENGL M01AH**Class Hours: 3 lecture*

Develops, at the intermediate level, the components of constructing a play. Focuses on complex character creation, in-depth exploration of theme, structuring plot and writing complex dialogue through the creation of dramatic monologues and scenes. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M29 – PRODUCTION MAKEUP SFX****3 UNITS***Prerequisites: THA M28**Class Hours: 2 lecture, 3 lab*

Explores, at an intermediate level, the techniques of special effects makeup. Focuses on the basic construction of appliances, mold making, bald cap build and application. Culminates in the possibility of designing and/or crewing a production. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M30 – PUPPETRY DESIGN AND PERFORMANCE****1.5 UNITS***Prerequisites: None**Class Hours: 0.5 lecture, 3 lab*

Provides instruction in the creation of tabletop, hand, rod or string puppets using additive sculptural techniques. Includes the study of puppetry movement during a performance. Applies to Associate Degree. Transfer credit: CSU

**THA M52A – THEATRE FOR YOUNG AUDIENCES I****3 UNITS***Prerequisites: None**Recommended Prep: THA M03A and THA M02A**Class Hours: 2 lecture, 3 lab*

Introduces practical experience in the development, rehearsal and performance of plays to be presented with technical support for young audiences and the general community. Includes both dramatic and movement-based components. Students may travel and perform at local grade schools. (Formerly THA M52.) Applies to Associate Degree. Transfer credit: CSU; UC

**THA M52B – THEATRE FOR YOUNG AUDIENCES II****3 UNITS***Prerequisites: THA M52A**Class Hours: 2 lecture, 3 lab*

Offers an intermediate level of practical experience in the development, rehearsal and performance of plays to be presented with technical support for young audiences and the general community. Includes both dramatic and movement-based components. Students may travel and perform at local grade schools. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M80 – INTERNSHIP IN THEATRE ARTS****1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: Hours as arranged*

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**THA M122 – INDEPENDENT STUDY - THEATRE****0.5 TO 3 UNITS***Prerequisites: A previous course in Theatre Arts and instructor approval**Class Hours: 1.5 to 9 lab hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of theatre arts through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Theatre Arts instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of 6 units. (Formerly THA M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

**TECHNICAL THEATRE ARTS COURSES****TTHA M11A – THEATRE PRODUCTION: TECHNICAL I****3 UNITS***Prerequisites: None**Recommended Prep: TTHA M20 or demonstration of technical theatre training and experience**Class Hours: 9 lab**C-ID: THTR 192*

Allows students to perform a range of introductory supervised technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations and/or supporting box office and house management staff. (Same course as THA M11A. Formerly THA M11.) Applies to Associate Degree. Transfer credit: CSU; UC

**TTHA M11B – THEATRE PRODUCTION: TECHNICAL II****3 UNITS***Prerequisites: TTHA M11A**Class Hours: 9 lab*

Prepares students to perform a range of introductory to intermediate-level production duties. Includes such supervised duties as scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations, supporting box office, and assisting house management staff, assistant director, assistant stage manager and/or assistant crew head. (Same course as THA M11B.) Applies to Associate Degree. Transfer credit: CSU; UC

**TTHA M11C – THEATRE PRODUCTION: TECHNICAL III****3 UNITS***Prerequisites: TTHA M11B**Class Hours: 9 lab*

Allows students to perform a range of intermediate to advanced-level supervised technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as assisting in the design of scenic elements, props, costumes, makeup and/or publicity materials; advanced scenic and prop construction; maintaining and hanging lighting equipment; assisting in costume and makeup labs; assisting audio operations; supporting box office and house management staff, assistant director, assistant stage manager and/or lead a crew head. (Same course as THA M11C.) Applies to Associate Degree. Transfer credit: CSU; UC



**TTHA M11D – THEATRE PRODUCTION: TECHNICAL IV 3 UNITS**

*Prerequisites:* TTHA M11C

*Class Hours:* 9 lab

Allows students to perform a range of advanced-level supervised technical theatre assignments in support of a college production staged for public performance. Includes performing duties as designer of scenic elements, props, costumes, make-up and/or publicity materials; advanced scenic and prop construction; designing, operating and supervision of hanging lighting equipment; supervising in costume and make-up labs; audio operations; box office operation and house management, assistant director, stage manager and/or lead a crew head. (Same course as THA M11D.) Applies to Associate Degree. Transfer credit: CSU; UC

**TTHA M12A – TECHNICAL THEATRE PRACTICUM I 1 UNIT**

*Prerequisites:* None

*Recommended Prep:* TTHA M20

*Class Hours:* 3 lab

Provides students introductory level training and experience in the various backstage areas of technical theatre support through participation as a crew member for a live theatrical production. Includes one or more of the following activities: stage management, scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations and/or supporting box office and house management staff. Completion of TTHA M12A, TTHA M12B and TTHA M12C is the equivalent of completing THA/TTHA M11A. Credit will only be given for either THA/TTHA M11A or TTHA M12ABC, but not both. Applies to Associate Degree. Transfer credit: CSU; UC

**TTHA M12B – TECHNICAL THEATRE PRACTICUM II 1 UNIT**

*Prerequisites:* TTHA M12A

*Class Hours:* 3 lab

Provides students introductory to intermediate level training and experience in the various backstage areas of technical theatre support through participation as a crew member for a live theatrical production. Includes one or more of the following activities: stage management, scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations and/or supporting box office and house management staff. Completion of TTHA M12A, TTHA M12B and TTHA M12C is the equivalent of completing THA/TTHA M11A. Credit will only be given for either THA/TTHA M11A or TTHA M12ABC, but not both. Applies to Associate Degree. Transfer credit: CSU; UC

**TTHA M12C – TECHNICAL THEATRE PRACTICUM III 1 UNIT**

*Prerequisites:* TTHA M12B or concurrent enrollment

*Class Hours:* 3 lab

Provides students intermediate level training and experience in the various backstage areas of technical theatre support through participation as a crew member for a live theatrical production. Includes one or more of the following activities: stage management, scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations and/or supporting box office and house management staff. Completion of TTHA M12A, TTHA M12B and TTHA M12C is the equivalent of completing THA/TTHA M11A. Credit will only be given for either THA/TTHA M11A or TTHA M12ABC, but not both. Applies to Associate Degree. Transfer credit: CSU; UC

**TTHA M20 – STAGECRAFTS 3 UNITS**

*Prerequisites:* None

*Class Hours:* 2 lecture, 3 lab

*C-ID:* THTR 171

Introduces the theory and practice of basic set construction, lighting and audio operations, painting, costuming, makeup, prop construction, backstage organization, and career possibilities. Provides entry-level practical experience in all areas of performing arts production. (Same course as THA M20.) Applies to Associate Degree. Transfer credit: CSU; UC

**TTHA M23A – LIGHTING DESIGN I 3 UNITS**

*Prerequisites:* None

*Recommended Prep:* TTHA M20

*Class Hours:* 2 lecture, 3 lab

*C-ID:* THTR 173

Introduces the study and execution of stage lighting practices with an emphasis on equipment, control, composition and color. Includes practical experience in the hanging, focusing, circuiting and operation of lighting equipment. (Same course as THA M23A.) Applies to Associate Degree. Transfer credit: CSU; UC

**TTHA M23B – LIGHTING DESIGN II 3 UNITS**

*Prerequisites:* TTHA M23A

*Class Hours:* 2 lecture, 3 lab

Focuses in greater depth on the design aspect of stage lighting with the primary emphasis being the development of a complete light plot and working schedule for a play in production. Places special emphasis on projections and special effects including the use of a computer for lighting design and light plots in practical application. (Same course as THA M23B.) Applies to Associate Degree. Transfer credit: CSU; UC

**TTHA M25A – SCENE DESIGN I 3 UNITS**

*Prerequisites:* None

*Recommended Prep:* TTHA M20

*Class Hours:* 2 lecture, 3 lab

*C-ID:* THTR 172

Explores stage scenery as an interpretive and collaborative art. Develops skills in designing floor plans, exercise drawing techniques, building a model, and learning traditional and computer-aided drafting conventions. Requires the construction and painting of scenery, as well as the development of painter's elevations and renderings. (Same course as THA M25A.) Applies to Associate Degree. Transfer credit: CSU; UC

**TTHA M25B – SCENE DESIGN II 3 UNITS**

*Prerequisites:* TTHA M25A

*Class Hours:* 2 lecture, 3 lab

Focuses on scenic design and construction in the dramatic arts at an advanced level. Explores concepts in the use of computer-aided design. Requires a full set of drawings, painter's elevations, floor plan, advanced painting techniques, and the creation of a full scale model. (Same course as THA M25B.) Applies to Associate Degree. Transfer credit: CSU; UC

**TTHA M27A – COSTUME DESIGN I 3 UNITS**

*Prerequisites:* None

*Class Hours:* 2 lecture, 3 lab

*C-ID:* THTR 174

Explores costume history, design, and basic construction techniques as an introduction to theatrical costuming. Includes the use of appropriate fabrics and materials for costume design. (Same course as THA M27A.) Applies to Associate Degree. Transfer credit: CSU; UC

**TTHA M27B – COSTUME DESIGN II 3 UNITS**

*Prerequisites:* TTHA M27A

*Class Hours:* 2 lecture, 3 lab

Explores, at an intermediate-level, costume history, design, and basic construction. Includes the use of appropriate fabrics, materials, and sewing techniques for costume design. (Same course as THA M27B.) Applies to Associate Degree. Transfer credit: CSU; UC



## **TTHA M28 – PRODUCTION MAKEUP**

**3 UNITS**

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

*C-ID: THTR 175*

Explores theatrical makeup design and application for stage and screen. Includes the study of age makeup, non-realistic makeup, makeup effects, three dimensional makeup techniques and applications. Covers design concepts for character development, application of basic types of makeups including historical and stylized, and demonstration of standard knowledge for makeup materials. Discusses vocabulary, safety procedures and skincare for application and removal of stage makeups. Applies to Associate Degree. Transfer credit: CSU; UC

## **TTHA M50 – PERFORMING ARTS MANAGEMENT**

**3 UNITS**

*Prerequisites: None*

*Class Hours: 2 lecture, 3 lab*

Introduces the marketing, promotion, and sales of theatrical, music, dance and all other performance events through social media and traditional practices. Studies the theories and practices of selecting a subscription season, creating marketing materials, operating the box office and interfacing with the public in the "front of the house." The practical lab component requires participation in various management and services activities throughout an entertainment venue. (Same course as THA M50.) Applies to Associate Degree. Transfer credit: CSU

## **WORK EXPERIENCE AND INTERNSHIPS**

The Moorpark College Career Transfer Center coordinates the Work Experience/Internship Program, offering students the opportunity to receive credit for on-the-job learning: internships in each discipline (M80). These opportunities are provided in compliance with Title V Cooperative Work Experience Education regulations to ensure an effective learning experience for the students involved. The Career Transfer Center helps connect students to work experience opportunities made available through local business and industry. Contact the Career Transfer Center with any questions or to apply: (805) 378-1536.

### **DEAN**

, Phone (805) 378-1572

### **COUNSELOR**

Giselle Ramirez

### **BASIC DEFINITIONS AND GUIDELINES**

Occupational Work Experience connects actual classroom learning to targeted work experience opportunities in a field related to a student's stated educational major or career goal. Typically, students would sign-up for an internship in a discipline (M80) to receive credit for this occupational work experience. These internships are closely related to the completion of department-specified course work and are advised by a faculty member in the discipline. Students can earn up to a total of 16 units, with a 4-unit maximum per semester.

**Requirements:** The type of on-the-job learning being pursued determines how many total units can be earned in any given semester. Students must complete 60 hours of unpaid work or 75 hours of paid work for every unit earned. Students are matched to appropriate internships and faculty advisors through the Career Transfer Center. In total, students can earn up to a total of 16 units, with a 4-unit maximum per semester.

**Support Courses:** The primary goal of the Work Experience/Internship Program is to maximize on-the-job learning for participating students. However, to truly be effective in a chosen field, students also need to develop techniques and skills that will help them search for jobs most effectively and to get the jobs they seek. To address these ongoing needs, several short, half-unit courses have been developed focusing on job and career readiness and strategies for career success once the job is obtained.

## **WORK EXPERIENCE COURSES**

### **WEXP M31 – JOB AND CAREER READINESS**

**0.5 UNIT**

*Prerequisites: None*

*Class Hours: 0.5 lecture*

Provides an understanding of how to prepare for employment in order to achieve job or career goals. Includes examination of soft skills employers want and assessment of individual strengths. Discusses handling the job search process effectively in terms of motivation and stress management. Teaches how to develop a Personal Action Plan – a personalized, step-by-step strategy to move forward in job search or career development. Applies to Associate Degree. Transfer credit: CSU

### **WEXP M36 – STRATEGIES FOR CAREER SUCCESS**

**0.5 UNIT**

*Prerequisites: None*

*Class Hours: 0.5 lecture*

Provides information on how to prepare for and achieve employment success. Discusses the importance of understanding workplace culture and expectations, understanding and practicing workplace ethics, responding well to critical feedback, managing stress and conflict, and working within a team environment. Applies to Associate Degree. Transfer credit: CSU

## **ZOOLOGY**

## **SEE COURSES IN BIOLOGICAL SCIENCES**



# NONCREDIT PROGRAMS AND COURSES

Noncredit education is designed to support a student's growth through enhancing academic skills, personal development and employment opportunities through a variety of classes ranging from basic skills to employability skills, vocational preparation and job retraining. Enrollment in noncredit courses is free and continues throughout the school year. Noncredit courses follow the same curriculum approval process used for credit courses, and all classes are taught by qualified instructors.

These noncredit classes are self-paced learning with access to faculty for questions, assistance, and final demonstration of competencies. They are self-paced to support students' academic and employability skills. Students can enroll anytime during the first 60% of the semester (to get exact dates, see Schedule of Classes, and click on CRN# for additional information). Noncredit courses are repeatable for students who need additional time to complete the learning competencies.

No credit is awarded, nor are grades given. Digital badges are available to demonstrate course completion and competency attainment.

## BUSINESS INFORMATION SYSTEMS COURSES

### **BUS M920 -MICROSOFT OFFICE - INTRODUCTION 157.5 HOURS**

*Prerequisites: None*

*Class Hours: 157.5*

Introduces Microsoft Windows, Word, Excel, PowerPoint and Access. Emphasizes integration features and advanced Object Linking and Embedding (OLE) technology. Student will need access to a computer loaded with Microsoft Office Professional to complete Office exercises. This course begins preparation for the Microsoft Office User certification exam. Does NOT apply to Associate Degree.

## ENGINEERING COURSES

### **ENGR M912 -BRIDGE TO ENGR M12 ENGINEERING MATERIALS 8.0 HOURS**

*Prerequisites: None*

*Class Hours: 8.0*

Prepares students for the prerequisite materials necessary to be successful in ENGR M12. Includes chemistry concepts such as chemical bonds and thermodynamics, physics concepts such as force vectors, and some mathematical concepts such as trigonometric principles, differentiation, integration, vector dot product, and graphing. Does NOT apply to Associate Degree.

### **ENGR M916 -BRIDGE TO ENGR M16 - ENGINEERING STATICS AND STRENGTH OF MATERIALS 6.0 HOURS**

*Prerequisites: None*

*Class Hours: 6.0*

Prepares students for the prerequisite materials necessary to be successful in Engineering Statics and Strength of Materials course - ENGR M16. Includes physics and mathematics concepts such as treating forces as vectors, drawing free-body diagrams, applying Newton's laws of motion to static equilibrium, trigonometric principles, differentiation, integration, Cartesian vectors, vector addition and subtraction, vector magnitude and direction, vector dot product and cross product. Does NOT apply to Associate Degree.

## ENGLISH COURSES

### **ENGL M91AS -ENGLISH COMPOSITION SUPPORT 17.5 HOURS**

*Prerequisites: None*

*Corequisites: ENGL M01A*

*Class Hours: 17.5*

Provides corequisite support for English M01A students whose multiple measures assessment suggests they may need or want additional support. Supports student success in designated sections of ENGL M01A through individualized instruction from the same instructor as the students' ENGL M01A section. Incorporates student success skills and contextualizes reading and writing strategies in a workshop environment aligned with ENGL M01A coursework. Does NOT apply to Associate Degree.

## ENGLISH AS A SECOND LANGUAGE

### **ENGLISH AS A SECOND LANGUAGE: FOUNDATIONAL CERTIFICATE OF COMPLETION**

This noncredit Certificate of Completion certifies that students have completed two foundational courses in ESL. These courses help students build a foundation in English listening, speaking, reading, and writing skills, as well as study and computer skills. The Certificate is designed to help students and community members improve their opportunities and success at school and work.

To obtain a noncredit Certificate of Completion in English as a Second Language: Academic, students must complete the following two courses.

REQUIRED COURSES		HOURS
<b>Complete the following two (2) courses:</b>		
ESL M901	High-Beginning Noncredit ESL	61.25 - 70.0
ESL M902	Low-Intermediate Noncredit ESL	61.25 - 70.0
<b>TOTAL HOURS</b>		<b>122.50 - 140.0</b>

#### **The Program Student Learning Outcome**

Students completing the English as a Second Language: Foundational Certificate of Completion will be able to:

- apply the listening, speaking, reading, and writing skills learned in the program to improve their scholarship and employability.

### **ENGLISH AS A SECOND LANGUAGE: ACADEMIC CERTIFICATE OF COMPLETION**

This noncredit Certificate of Completion certifies that students have completed two courses in intermediate and advanced ESL. These courses help students build a foundation in English listening, speaking, reading, and writing skills, as well as study and computer skills. The Certificate is designed to help students transition into college-level courses.

To obtain a noncredit Certificate of Completion in English as a Second Language: Academic, students must complete the following two courses.

REQUIRED COURSES		HOURS
<b>Complete the following two (2) courses:</b>		
ESL M903	High-Intermediate Noncredit ESL	61.25 - 70.0
ESL M904	Advanced Noncredit ESLnagement	61.25 - 70.0
<b>TOTAL HOURS</b>		<b>122.5 - 140.0</b>

#### **The Program Student Learning Outcome**

Students completing the English as a Second Language: Academic Certificate of Completion will be able to:

- demonstrate the listening, speaking, reading, and writing skills necessary for entry into college-level credit courses.

## ENGLISH AS A SECOND LANGUAGE COURSES

### ESL M901 - HIGH-BEGINNING NONCREDIT ESL

61.25 - 70.0 HOURS

*Prerequisites: None*

*Class Hours: 3.5 - 4 lecture*

Develops listening, speaking, reading, writing, grammar, vocabulary, study, and computer skills relevant to school, work, and personal life for the high-beginning student with a limited foundation in English speaking, reading, and writing. Emphasizes comprehension, oral and written statements and questions, and introduction to American culture. Does NOT apply to Associate Degree.

### ESL M902 - LOW-INTERMEDIATE NONCREDIT ESL

61.25 - 70.0 HOURS

*Prerequisites: None*

*Class Hours: 3.5 - 4 lecture*

Develops listening, speaking, reading, writing, grammar, vocabulary, study, and computer skills relevant to school, work, and personal life for the low-intermediate student with a foundation in English speaking, reading, and writing. Emphasizes communication, past and future verb tenses, and vocabulary related to work and school. Does NOT apply to Associate Degree.

### ESL M903 - HIGH-INTERMEDIATE NONCREDIT ESL

61.25 - 70.0 HOURS

*Prerequisites: None*

*Class Hours: 3.5 - 4 lecture*

Develops listening, speaking, reading, writing, grammar, vocabulary, study and computer skills relevant to school, work, and personal life for the high-intermediate student with a foundation and experience in English speaking, reading, and writing. Emphasizes more advanced communication, progressive tenses and modal verbs, and basic academic vocabulary. Does NOT apply to Associate Degree.

### ESL M904 - ADVANCED NONCREDIT ESL

61.25 - 70.0 HOURS

*Prerequisites: None*

*Class Hours: 3.5 - 4 lecture*

Develops listening, speaking, reading, writing, grammar, vocabulary, study, and computer skills relevant to school, work, and personal life for the advanced student with a strong foundation and experience in English speaking, reading, and writing. Prepares students for success in credit ESL and other courses as well as for the workplace. Does NOT apply to Associate Degree.

## MATH

### DEVELOPMENTAL MATH BRIDGE CERTIFICATE OF COMPLETION

This noncredit Developmental Math Certificate of Completion is designed to provide students in Math with additional just-in-time support to help them successfully complete the non-transfer math courses and reach their goal of successfully completing college level math. To obtain a noncredit Developmental Math Certificate of Completion, students must complete at least two courses.

#### REQUIRED COURSES

#### HOURS

**Student must complete a minimum of one course in Group A:**

MATH M901	Bridge to Elementary Algebra (MATH M01)	8.05
MATH M903	Bridge to Intermediate Algebra (Math M03)	8.75

**Student must complete a minimum of one course in Group B:**

MATH M905	Bridge to College Algebra (MATH M05, MATH M07 or MATH M11)	8.0
MATH M905S	Support for College Algebra	35.0
MATH M915	Bridge to Statistics (MATH M15)	8.0
MATH M915S	Support for Introductory Statistics	16.0

**TOTAL HOURS**

**16.05-43.75**

## MATH COURSES

### MATH M901 - BRIDGE TO ELEMENTARY ALGEBRA (MATH M01)

8.05 HOURS

*Prerequisites: None*

*Class Hours: 0.46 lecture*

Prepares student for the prerequisite materials necessary to be successful in Math M01. Includes fractions, decimals, exponents, and solving linear equations. Does NOT apply to Associate Degree.

### MATH M903 - BRIDGE TO INTERMEDIATE ALGEBRA (MATH M03)

8.75 HOURS

*Prerequisites: None*

*Class Hours: 0.5 lab*

Prepares student for the prerequisite materials necessary to be successful in Math M03. Includes linear equations, quadratic equations, factoring polynomials, quadratic, rational, exponential and logarithmic functions, and graphing. Does NOT apply to Associate Degree.

### MATH M905 - BRIDGE TO COLLEGE ALGEBRA (MATH M05, MATH M07 OR MATH M11)

8.0 HOURS

*Prerequisites: None*

*Class Hours: 8*

Prepares students with prerequisite material necessary to be successful in either Math M05, Math M07 or Math M11. Includes factoring expressions; equations of lines; rational, radical and quadratic expressions and equations; and logarithms. (Formerly MATH M707.) Does NOT apply to Associate Degree.

### MATH M905S - SUPPORT FOR COLLEGE ALGEBRA

35.0 HOURS

*Prerequisites: None*

*Corequisite: MATH M05*

*Class Hours: 2 lab*

Provides review for topics necessary for success in College Algebra, including linear equations and inequalities, graphing, factoring, and rational expressions. Covers systems of linear equations, rational functions, rational exponents and radicals, complex numbers, quadratic equations, graphs of parabolas, functions, composition and inverse functions, exponential and logarithmic functions. Requires concurrent enrollment in MATH M05. Does NOT apply to Associate Degree.

### MATH M915 - BRIDGE TO STATISTICS (MATH M15)

8.0 HOURS

*Prerequisites: None*

*Class Hours: 8*

Prepares students for successful completion of MATH M15, Introductory Statistics, with a review of prerequisite material from Intermediate Algebra. Reviews numbers and the number line, operations on numbers, sets and set notations, and equations and inequalities. Provides practice on graphing points and lines in two dimensions, reading tables and graphs, and approximating areas. Students may elect to enroll in either MATH M915, which reviews key Algebra topics for MATH M15 at the beginning of the semester, and/or MATH M915S, which provides instruction in these Algebra topics while concurrently enrolled in MATH M15. Does NOT apply to Associate Degree.



**MATH M915S - SUPPORT FOR INTRODUCTORY STATISTICS****16.0 HOURS***Prerequisites: None**Corequisites: MATH M15**Class Hours: 16*

Prepares student with the prerequisite material necessary to be successful in MATH M15, Introductory Statistics. Covers numbers and the number line, operations on numbers, sets and set notations, equations and inequalities. Includes graphing points and lines in two dimensions, reading tables and graphs, and approximating areas. Students may elect to enroll in either MATH M915, which reviews key Algebra topics for MATH M15 at the beginning of the semester, and/or MATH M915S, which provides instruction in these Algebra topics while concurrently enrolled in MATH M15. Does NOT apply to Associate Degree.

**TECHNICAL THEATRE ARTS COURSES****TTHA M900 - WORKFORCE EMPLOYABILITY SKILLS IN TECHNICAL THEATRE, FILM AND TELEVISION****17.5 HOURS***Prerequisites: None**Class Hours: 0.5 lab*

Offers practical experience in developing workforce employability skills for Technical Theatre, Film and Television. Covers communication skills, team building, leadership and workforce interview preparation, industry specific job searches, websites, unions and apprenticeships. Does NOT apply to Associate Degree.

**TTHA M901 - APPLIED TECHNOLOGY FOR THEATRICAL LIGHTING****105.0 - 157.5 HOURS***Prerequisites: None**Class Hours: 6 - 9 lab*

Offers practical experience in theatrical lighting. Covers design, hanging and focusing of instruments, programming lighting cues and executing cues during a live performance. Does NOT apply to Associate Degree.

**TTHA M902 - APPLIED TECHNOLOGY FOR THEATRICAL AUDIO PRODUCTION****105.0 - 157.5 HOURS***Prerequisites: None**Class Hours: 6 - 9 lab*

Offers practical experience in theatrical audio production. Covers design, creating, recording and mixing audio effects, running cabling for microphones and speakers, and operating multi-channel audio boards during a live production. Does NOT apply to Associate Degree.

**TTHA M903 - APPLIED PRACTICES FOR THEATRICAL STAGE MANAGEMENT****105.0 - 157.5 HOURS***Prerequisites: None**Class Hours: 6 - 9 lab*

Offers methodologies for stage management of a theatrical production. Covers blocking notation, prompt book assembly, and best practices for universal communication in a theatrical production. Does NOT apply to Associate Degree.

**TTHA M904 - APPLIED PRACTICES FOR THEATRICAL COSTUMES****105.0 - 157.5 HOURS***Prerequisites: None**Class Hours: 6 - 9 lab*

Presents material and practical experience in theatrical costuming. Covers design, stitching techniques, sewing from patterns, building costumes and managing a stock room, creating a costume plot and crewing or leading a costume crew for a live performance. Does NOT apply to Associate Degree.

**TTHA M905 - APPLIED PRACTICES FOR THEATRICAL MAKE-UP****105.0 - 157.5 HOURS***Prerequisites: None**Class Hours: 6 - 9 lab*

Offers practical experience in theatrical make-up. Covers design, corrective, age and non-realistic make-up techniques, hair styling and wig management, crewing or leading a make-up and/or hair crew for a live performance. Does NOT apply to Associate Degree.

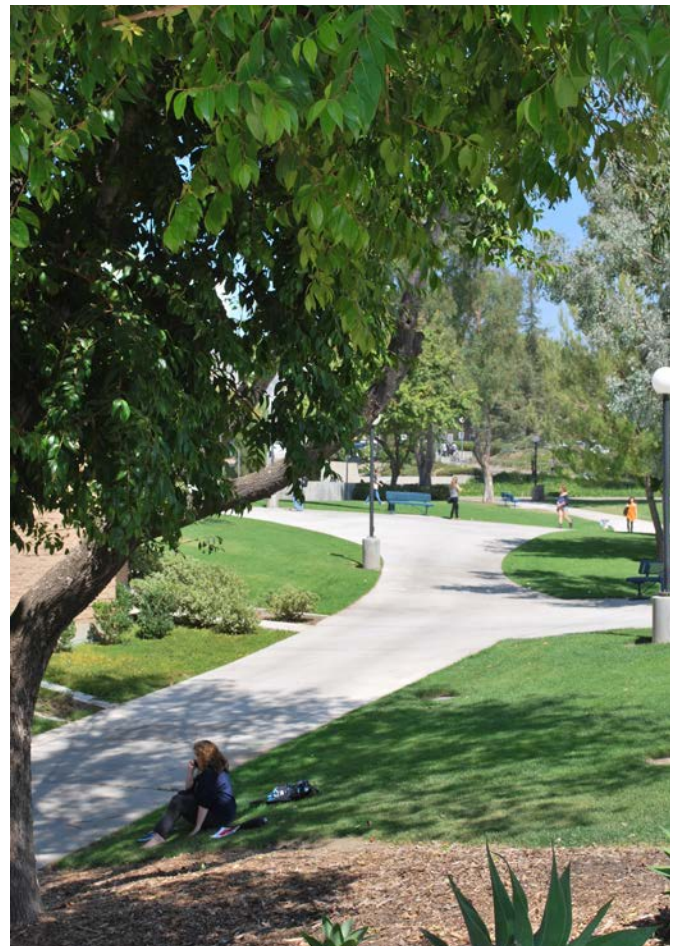
**WORK EXPERIENCE****WEXP M901 - STRATEGIC JOB SEARCH****4.0 - 8.0 HOURS***Prerequisites: None**Class Hours: 0.23 - 0.46 lecture*

Assists students to develop and implement a strategic career and job search plan. Presents sources of occupational information and shows students how to utilize this information in the career planning and job search process. Does

NOT apply to Associate Degree.

**WEXP M902 - LINKEDIN FOR BUSINESS****4.0 - 8.0 HOURS***Prerequisites: None**Class Hours: 0.23 - 0.46 lecture*

Introduces the world's most popular business-oriented social media networking platform. Focuses on how to use LinkedIn to develop business through relationship marketing. Shows how to optimize a company profile, develop content that engages a target audience, build a professional brand, market a company, showcase credentials, obtain business advice, reconnect with former colleagues and connect with businesses around the globe. Does NOT apply to Associate Degree.







# ADMINISTRATION, FACULTY, AND STAFF

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# THE COLLEGE COMMUNITY

## College Organization

### ADMINISTRATION OF THE COLLEGE

#### Interim President

Dr. Julius O. Sokenu

#### Interim Vice President, Academic Affairs

Ms. Mary Rees

#### Vice President, Student Support

Dr. Amanuel Gebru

#### Vice President, Business Services

Ms. Jennifer Clark

#### Deans, Student Learning

Dr. Carol Higashida

Dr. Howard Davis

Mr. Oleg Bespalov

#### Directors/Managers

##### Director, Information Technology

Mr. Dan McMichael

##### Director, Facilities, Maintenance and Operations

Mr. John Sinutko

##### Director, Institutional Advancement, Community Engagement, and Marketing; Public Information Officer

VACANT

#### Department Chairs & Coordinators

<b>ACCESS.....</b>	<b>Silva Arzunyan</b>
<b>Athletics.....</b>	<b>Vance Manakas</b>
<b>Behavioral Sciences.....</b>	<b>Danielle Vieira</b>
<b>Business/Accounting/CIS/CNSE.....</b>	<b>Josepha Baca</b>
<b>Child Development/Education.....</b>	<b>Cynthia Sheaks-McGowan</b>
<b>Child Development Center.....</b>	<b>Johanna Pimentel</b>
<b>Chemistry/Earth Sciences.....</b>	<b>Robert Keil</b>
<b>Communication Studies/Media Arts.....</b>	<b>Rolland Petrello</b>
<b>Counseling and Guidance.....</b>	<b>Jodi Dickey</b>
<b>EATM.....</b>	<b>Gary Wilson/Brenda Woodhouse</b>
<b>English/ESL/Humanities.....</b>	<b>Sydney Sims</b>
<b>Extended Opportunity Program Services (EOPS) ...</b>	<b>Marnie Melendez</b>
<b>Fine/Performing Arts.....</b>	<b>John Loprieno</b>
<b>Health Sciences.....</b>	<b>Christina Lee</b>
<b>Kinesiology/Health Education/ICA.....</b>	<b>VACANT</b>
<b>Life Sciences/Anthropology.....</b>	<b>Audrey Chen/Andrew Kinkella</b>
<b>Mathematics.....</b>	<b>Phillip Abramoff</b>
<b>Physics/Astronomy/Engineering/CS.....</b>	<b>Erik Reese/Scarlet Relle</b>
<b>Social Sciences.....</b>	<b>Hugo Hernandez</b>
<b>Student Health Center.....</b>	<b>Sharon L. Manakas</b>
<b>World Languages/Library.....</b>	<b>Helga Winkler</b>

Moorpark College faculty and staff are committed to providing quality instruction and service to each and every Moorpark College student. Our primary goal is to help students achieve their educational goals. Although not everyone who works at the College is listed on these pages, nearly every office is noted. Call the general campus number (805-378-1400) with any questions or visit the College webpage: [www.moorparkcollege.edu](http://www.moorparkcollege.edu).

Moorpark College is one of three colleges within the Ventura County Community College District. Together, Moorpark, Oxnard, and Ventura Colleges address the educational needs of the County, balancing curriculum and services to best maximize the District's resources.



### DISTRICT ORGANIZATION

Ventura County Community College District

761 East Daily Drive

Camarillo, CA 93010

Phone: (805) 652-5500

Website: [www.vcccd.edu](http://www.vcccd.edu)





# FACULTY AND ADMINISTRATION

NOTE: Year indicates date of hire at Moorpark College

## A

- ABRAMOFF, PHIL (2001)**  
Professor, Mathematics  
B.S., Marquette University, Wisconsin  
M.A., M.S., Michigan State University
- AGUILAR, DANIEL (2016)**  
Associate Professor, Counseling  
B.A., California State University, Los Angeles  
M.Ed., University of California, Los Angeles
- ALLEN, TRACI (2007)**  
Professor, Counseling  
B.A., M.S., Ed.D., California Lutheran University
- ALNAJI, LOAY (2017)**  
Assistant Professor, Computer Science  
B.A., Yarmouk University  
M.S., California State University, Fresno  
DBA, Argosy University, Los Angeles
- ARZUNYAN, SILVA (2016)**  
Associate Professor, DSPS (ACCESS)  
B.A., California State University, Los Angeles  
M.A., Azusa Pacific University, Azusa

## B

- BACA, JOSEPHA (2014)**  
Associate Professor, Business  
B.A., University of California, Berkeley  
M.B.A., California Lutheran University  
M.Ed., University of California, Santa Barbara  
Ph.D., University of California, Santa Barbara
- BAIR, JOHNATHAN (2019)**  
Assistant Professor, Multimedia/Game Design  
B.S., The Art Institute of California, Los Angeles
- BAKER, JEFFREY (2000)**  
Professor, English  
B.A., Indiana University of Pennsylvania  
M.A., Ph.D., Purdue University
- BAKER, JOHN (1990)**  
Professor, Anthropology  
B.A., Pepperdine University  
Ph.D., University of Hamburg
- BALAS, KEVIN (2016)**  
Associate Professor, Mathematics  
B.A., California State University, Northridge  
M.S., California State University, Northridge
- BALLESTERO, LEE (2007)**  
Professor, Political Science  
B.A., California State University, San Marcos  
M.A., University of California, Riverside  
M.A., Ph.D., University of California, Irvine
- BASILE, CHAD (2015)**  
Associate Professor, Criminal Justice  
B.S., University of California, Davis  
J.D., Monterey College of Law, Monterey
- BASMAJIAN, LYDIA (2011)**  
Professor, Counselor  
A.A., Los Angeles Valley College  
B.A., M.S., California State University, Northridge
- BASSI, SILE (2007)**  
Professor, Learning Disabilities  
B.S., M.A., California Polytechnic State University, San Luis Obispo
- BELTRAN, EDDIE (2016)**  
Associate Professor, Counseling  
B.S., M.S., Ed.D., California Lutheran University
- BENASSI III, AUGUST (2008)**  
Professor, Communication Studies  
B.S., Bradley University  
M.A., Illinois State University
- BENNETT, DARRELL (PERRY) (2004)**  
Professor, Modern Languages  
B.A., McGill University, Quebec, Canada  
M.A., A.B.D., University of California, Santa Barbara
- BENNINGTON, RUTH (2015)**  
Associate Professor, Accounting  
Bachelor of Civil Law, University College Dublin, Ireland  
M.B.A., Woodbury University
- BERG, WENDY (2013)**  
Associate Professor, Counselor  
B.A., M.S., California State University, Northridge
- BESPALOV, OLEG (2018)**  
Dean, Student Learning  
B.A., M.B.A., La Salle University
- BIRCHMAN, DAVID (2001)**  
Professor, English  
B.A., Western Washington State College  
M.A., Reed College
- BLACK, ADAM (2017)**  
Assistant Professor, Kinesiology  
B.S., M.S., California State University, Northridge
- BLOCK, NICOLE (2016)**  
Associate Professor, FTMV  
B.A., University of California, San Diego  
M.A., California State University, Fullerton
- BOOTH, KATHRINE (2017)**  
Assistant Professor, English  
B.A., University of California, Santa Barbara  
M.A., Loyola Marymount University, Los Angeles  
Ph.D., Queen Mary, University of London
- BOUCQUEY, VERONIQUE (2017)**  
Assistant Professor, Psychology  
B.S., University of California, San Diego  
M.S., University of California, Irvine  
Ph.D., University of California, Irvine
- BOWEN, NATHAN (2009)**  
Professor, Music  
B.A., Brigham Young University  
M.A., Ph.D., Queens College, City University of New York
- BOWMAN, ALLISON (2016)**  
Associate Professor, Communication Studies  
A.A., Moorpark College  
B.A., Concordia University Irvine  
M.A., California State University, Long Beach
- BRADFORD, WADE (2010)**  
Professor, English  
B.A., M.A., California State University, Northridge
- BRINKMAN IV, CHUCK (1997)**  
Professor, Counselor  
B.A., A.B.D., University of California, Santa Barbara  
M.S., California State University, Northridge
- BROWN, NENAGH (1999)**  
Professor, History  
B.A., Durham University  
M.A., Ohio State University
- BRYANT, SANDY (2007)**  
Professor, Biology  
B.S., Ph.D., University of Utah

- BUTLER, DOREEN RENEE (2014)**  
Associate Professor, Mathematics  
B.A., M.A., California State University, Northridge

## C

- CALLIS, STEPHEN (1998)**  
Associate Professor, Photography  
B.A., University of California, Santa Cruz  
M.F.A., California Institute of the Arts
- CAMARENA, ESMERALDA (2020)**  
Assistant Professor, Counseling  
B.A., California State University, Long Beach  
M.S., California Lutheran University
- CAMPBELL, JULIE (2005)**  
Professor, Psychology  
B.S., M.A., California State University, Northridge  
Ph.D., University of California, Santa Barbara
- CASSARO, MATTHEW (2016)**  
Associate Professor, Learning Disabilities Specialist  
B.A., California State University, Northridge  
M.Ed., California Lutheran University
- CHEN, AUDREY (2011)**  
Professor, Biology  
B.S., University of California, Los Angeles  
Ph.D., Albany Medical College
- CLARK, JENNIFER (2015)**  
Vice President, Business Services  
B.A., University of California, San Diego  
M.Ed., University of California, Los Angeles  
M.B.A., California State University, Channel Islands  
Ed.D., Pepperdine University
- COLEMAN-HILL, TAMARRA (2017)**  
Assistant Professor, English  
B.A., California State University, Los Angeles  
M.A., DePaul University, Chicago, IL
- COLMAN, PATRICIA (2005)**  
Professor, History  
B.A., University of California, Santa Barbara  
M.A., University of California, Los Angeles  
M.A., California State University, Northridge
- COPELAND, CHRISTOPHER (2016)**  
Associate Professor, Mathematics  
B.A., Capital University, Columbus, OH  
M.S., University of Dayton, Dayton, OH  
M.A., Otterbein University, Westerville, OH
- COULTER, SHANNON (2016)**  
Associate Professor, Child Development  
B.A., California State University, Channel Islands  
M.A., California State University, Northridge
- COURTNEY, KATHERINE (2002)**  
Professor, Biology  
B.S., University of California, Davis  
M.A., University of California, Santa Cruz  
M.A., University of California, Santa Barbara
- CRISOSTOMO, VINCENT (2011)**  
Professor, Chemistry  
B.S., University of the Philippines  
Ph.D., University of Connecticut

## D

- DARWIN, ROBERT (2006)**  
Professor, Radiologic Technology  
B.S., Loma Linda University  
M.H.A., California State University, Los Angeles



**DAVIS, HOWARD (2006)**

*Dean, Student Learning*  
B.A., University of Redlands  
M.A., Claremont Graduate University  
Ed.D., California Lutheran University

**DIAZ, PABLO (2015)**

*Associate Professor; Counselor*  
B.A., California State University, Monterey Bay  
M.A., San Jose State University

**DICKEY, JODI (2014)**

*Associate Professor, Counseling*  
B.A. San Jose State University  
M.S., California State University, Northridge

**DIETERICH, MICHELLE (2013)**

*Associate Professor, Nursing*  
A.A., Moorpark College  
B.S., California State University, Dominguez Hills  
M.S., California State University, Dominguez Hills

**DOMBOURIAN, SONA (2007)**

*Professor, English*  
B.A., M.A., California State University, Northridge

**DOYLE, STEPHEN (1990)**

*Professor, Communication Studies*  
B.A., California Polytechnic State University,  
San Luis Obispo  
M.A., California State University, Los Angeles

**E****EDWARDS, REX (2002)**

*Professor, Economics*  
B.A., Ph.D., University of Texas, Austin  
M.B.A., California State University, Dominguez Hills

**ELLIOT, BRANDON (2014)**

*Associate Professor, Music*  
B.A., California State University, Fullerton  
M.M., University of Cincinnati College-  
Conservatory of Music

**ENRIQUEZ, MARCOS (2001)**

*Professor, Mathematics*  
B.A., M.S., California State University, Northridge

**ETMAN, LYDIA (2016)**

*Associate Professor, Art History*  
A.S., Moorpark College, Moorpark  
B.A., California State University, Channel Islands  
M.A., California State University, Northridge

**F****FAGAN, SUZANNE (2016)**

*Assistant Professor, Theatre Arts*  
B.F.A., Ohio University, Athens, OH  
M.F.A., University of California, Los Angeles

**FRANKE, DEANNA (1994)**

*Professor, Chemistry*  
B.S., California Lutheran University  
Ph.D., University of California, Santa Barbara

**G****GABRIELIAN, ROZA (2020)**

*Assistant Professor, English*  
B.A., M.S., California State University, Northridge

**GARCIA, CRISTINA (2019)**

*Assistant Professor, Counselor*  
M.S., California State University, Northridge

**GARCIA, EDMUND (2001)**

*Professor, CNSE*  
B.S., California State University, Los Angeles

**GASPARYAN, HOVIK (2020)**

*Assistant Professor, Biology*  
B.S., University of California, Los Angeles  
Ph.D., University of California, Riverside

**GEISBAUER, CARRIE LYNN (2012)**

*Professor, Biological Sciences*  
B.S., University of Southern California  
M.S., Ph.D., University of California, Los Angeles

**GEBRU, AMANUEL (2013)**

*Vice President, Student Support*  
B.A., M.S., California State University, Long Beach  
Ed.D., University of La Verne

**GILLIS-SMITH, ELIZABETH (2004)**

*Professor, English*  
B.A., Cal Poly, San Luis Obispo  
M.A., California State University, Northridge

**GUTIERREZ, CLAUDIA (2016)**

*Associate Professor, Mathematics*  
A.A., Fullerton College, Fullerton  
B.A., M.A., California State University, Fullerton

**H****HERLOCKER, BRIAN (2017)**

*Assistant Professor, Philosophy*  
B.A., St. Olaf College  
M.S., University of Notre Dame  
Ph.D., University of Chicago Divinity School

**HERNANDEZ, HUGO (2010)**

*Professor, History*  
B.A., California State Polytechnic University, Pomona  
M.A., University of California, Santa Barbara

**HERNANDEZ, JAZMIR (2007)**

*Professor, Biology*  
M.S., M.D., Universidad Centralde Venezuela  
M.S., Pennsylvania State University  
Ph.D., University Park

**HERZIG, JOLIE (2015)**

*Associate Professor; Counselor DSPS*  
B.A., Westmont College  
M.S., California Lutheran University

**HESS, TREVOR (2016)**

*Assistant Professor, Counseling*  
B.A., Westmont College, Santa Barbara  
M.S., California Lutheran University

**HIGASHIDA, CAROL (1998)**

*Dean, Student Learning*  
Health Science Coordinator  
B.S.N., M.N., University of California, Los Angeles  
Ed.D., California Lutheran University

**HOFFMAN-HAN, ALISON (2014)**

*Assistant Professor, Film Studies*  
B.A., California State University, Long Beach  
M.A., Ph.D., University of California, Los Angeles

**J****JOHNSON, JANA (2008)**

*Professor, Biology*  
B.A., University of Texas, Austin  
M.S., Texas State University  
C. Phil., Ph.D., University of California, Los Angeles

**JOINER, CHARLES (STEVE) (2007)**

*Professor, Chemistry*  
B.S., Ph.D., University of California Los Angeles

**K****KAPRELIAN, DANIELLE (2012)**

*Associate Professor, Associate Librarian*  
B.A., University of California, Irvine  
M.S., San Jose State University

**KARKARE, SUBHASH (2007)**

*Professor, Biotechnology/Biology*  
B. Tech., Indian Institute of Technology  
M.S., M. Phil., Ph.D., Rutgers University

**KASALOVIC, SVETLANA (2001)**

*Professor, Graphic Design/Multimedia*  
B.A., University of Belgrade  
M.A., Syracuse University

**KAYE, JEREMY (2012)**

*Associate Professor, English*  
B.A., California State University, Fullerton  
M.A., Ph.D., University of California, Riverside

**KEIL, ROBERT (1997)**

*Professor, Chemistry*  
B.S., University of California, Berkeley  
Ph.D., University of California, Santa Barbara

**KENEDY, DONALD RYAN (2011)**

*Professor, English*  
B.A., M.A., California State University, Fresno

**KENNEDY-LUNA, PAMELA (2000)**

*Professor; Counselor*  
A.A., Ventura College  
B.A., M.A., University of California, Santa Barbara

**KEPHART, TRACYIE (2004)**

*Professor, Kinesiology/Coach*  
A.A., Los Angeles Valley College  
B.A., California Lutheran University  
M.A., California State University, Northridge

**KHACHADOORIAN, VAHE (2014)**

*Associate Professor, Mathematics*  
B.A., University of California, Santa Barbara  
M.S., California State University, Northridge

**KINKELLA, ANDREW (2004)**

*Professor, Anthropology*  
B.A., University of California, Santa Barbara  
M.A., California State University, Northridge  
Ph.D., University of California, Riverside

**KINKELLA, SUSAN (2004)**

*Professor, History*  
A.A., Los Angeles Pierce College  
B.A., M.A., California State University Northridge

**KORES, PAUL (2004)**

*Professor, Biology*  
B.S., University of Wisconsin  
M.S., University of Hawaii at Manoa  
Ph.D., Tulane University

**KREIL, JEFFREY (2008)**

*Professor, Kinesiology*  
B.S., California State University, Fullerton  
M.S., California University of Pennsylvania

**L****LAJOIE, ASHLEY (2016)**

*Associate Professor, Counseling*  
A.A., Ventura County Community College  
District, Ventura  
B.A., California State University, Channel Islands  
M.S.W., California State University, Northridge  
Ed.D., California State University, Fresno State

**LARSON, CANDICE (2002)**

*Professor, Radio/TV*  
B.A., University of Michigan  
M.A., California State University, Fullerton

**LEE, CHRISTINA (2010)**

*Professor, Nursing Coordinator*  
B.S., Sonoma State University, Rohnert Part  
M.S., Mount St. Mary's College

**LIZÉE, ERIKA (2008)**

*Professor, Art*  
B.F.A., University of North Carolina, Asheville  
M.F.A., California State University, Northridge

**LOPRIENO, JOHN (2006)**

*Professor, Theatre Arts*  
A.A., A.S., Harper College  
B.A., Lewis University, Illinois  
M.F.A., University of Minnesota  
M.A., National University, San Diego

**LOVATI, KAREN (2020)**

*Assistant Professor, Nursing*  
A.S.N., Moorpark College  
B.S.N., M.S.N., Western Governors University,

**LOUGHMAN, KYLE (2015)**

*Associate Professor, English*  
 B.A., Brown University  
 M.A., California Polytechnic State University,  
 San Luis Obispo  
 Ed.D., University of California, Santa Barbara

**LYBARGER-MONSON, KARA (2005)**

*Professor, English*  
 B.A., University of California, Berkeley  
 M.A., Claremont Graduate University

**M****MACIAS, SHANNON (2017)**

*Assistant Professor, Accounting*  
 B.S., California State University, Northridge  
 M.S., Golden Gate University

**MAI, LETRISHA (1995)**

*Professor; Counselor; Articulation Officer*  
 B.A., M.S., California State University, Northridge

**MALLORY, JENNIFER (2016)**

*Associate Professor, Chemistry*  
 A.S., Cuesta College, San Luis Obispo  
 B.S., California Polytechnic State University,  
 San Luis Obispo  
 M.S., University of California, Santa Barbara

**MANAKAS, SHARON (1992)**

*Professor, College Nurse*  
 A.S., Ventura Community College  
 B.S., M.S., California State University,  
 Dominguez Hills

**MANAKAS, VANCE (2017)**

*Assistant Professor, Athletics Director*  
 B.A., California State Univ., Fullerton  
 M.Ed., University of Arizona, Tucson

**MANSFIELD, JERRY (2004)**

*Professor, English*  
 A.S., Roane State Community College  
 B.S., Cumberland College  
 M.F.A., Vermont College

**MARTEN, NORMAN (2005)**

*Professor, Biology*  
 B.A., University of California, Santa Barbara  
 Ph.D., University of California, Riverside

**MARTIN, PERRY (2016)**

*Associate Professor, Business*  
 B.S., Park University, El Paso, TX  
 M.A., M.B.A., Webster University, Fort Bliss, TX  
 Ed.D., University of LaVerne, LaVerne

**MAXEY, JAMEE (2007)**

*Professor, Nursing*  
 A.S., Moorpark College  
 B.S., Southern Utah University  
 M.N., Mount St. Mary's College

**MCCALL, JILL (2000)**

*Professor, Speech/Forensics*  
 B.S., Bradley University  
 M.A., Ball State University

**MEGILL, BETH (2007)**

*Professor, Dance*  
 B.A., University of California, Santa Barbara  
 M.F.A., University of California, Irvine

**MELLENDEZ, MARNIE (2015)**

*Associate Professor, EOPS Coordinator*  
 B.A., California State University, Northridge  
 M.S., California Lutheran University  
 Ed.D., Fielding Graduate University

**MESSINGER, RACHEL (2008)**

*Professor, Anthropology*  
 B.S., Vassar College  
 M.A., Hunter College  
 M.Phil., Ph.D., City University of New York  
 Graduate Center

**MILLER, BETH (2014)**

*Associate Professor, Biology*  
 B.A., Brandeis University  
 Ph.D., Stanford University

**MINET, CYNTHIA (2001)**

*Professor, Studio Art*  
 B.A., University of California, Santa Barbara  
 M.F.A., San Francisco State University

**MORA, PRISCILLA (2020)**

*Dean, Student Learning*  
 B.A., M.A., California Polytechnic State University,  
 San Luis Obispo  
 Ph.D., New York University

**MORALES, FARISA (2014)**

*Associate Professor, Physics/Anatomy*  
 A.A., Los Angeles Mission College  
 B.S., University of California, Los Angeles  
 M.S., California State University, Northridge  
 Ph.D., University of Southern California

**MORGAN, MATTHEW (2014)**

*Associate Professor, Philosophy*  
 B.A., Northwest University  
 M.A., Loyola Marymount University  
 Ph.D., Southern Illinois University, Carbondale

**MYSHINA, OLGA (2011)**

*Associate Professor, Nursing*  
 A.A., Los Angeles Pierce College  
 B.S.N., California State University, Northridge  
 M.S.N., University of California, Los Angeles

**N****NGUYEN, DIANA (1998)**

*Professor, Mathematics*  
 B.S., M.S., University of California, Riverside

**NIKJEH, ESMAAIL (2016)**

*Associate Professor, Computer Science*  
 B.S., Sharif University of Technology, Tehran, Iran  
 M.S., California State University, Northridge  
 M.S., California State University, Channel Islands

**O****OGIMACHI, TOM (2011)**

*Associate Professor, Mathematics*  
 B.S., California State Polytechnic University, Pomona  
 M.S., University of California, Riverside

**P****PATRONETE, JENNA (2017)**

*Assistant Professor, Communications Studies*  
 B.A., M.A., San Diego State University

**PAUL, CURTIS (2004)**

*Professor, Mathematics*  
 B.S., University of Georgia  
 M.S., California State University, Northridge

**PAWLUK, TIFFANY (2014)**

*Associate Professor, Chemistry*  
 A.S., College of Lake County, Illinois  
 B.S., M.S., Southern Illinois University

**PETRELLO, RENA (2004)**

*Professor, Mathematics*  
 B.A., M.A., California State University, Northridge

**PETRELLO, ROLLAND (1991)**

*Professor, Communication Studies*  
 A.A., Moorpark College  
 B.S., Southern Utah State College  
 M.A., Miami University of Ohio

**PFEFFER, STEVEN (2006)**

*Professor, Political Science*  
 B.A., Ph.D., University of California, Santa Barbara  
 M.A., University of California, Riverside

**PLUMMER, KENNY (2020)**

*Assistant Professor, Kinesiology/Health Ed/Coach*  
 A.A., Moorpark College  
 B.A., Montana State University  
 M.A., Fresno Pacific University

**PONCE-O'ROURKE, SALLY (1999)**

*Professor, Psychology*  
 B.A., University of California, Santa Barbara  
 M.A., California State University, Northridge

**PORTO-GARCIA, KELLIE (2020)**

*Assistant Professor, Counseling*  
 B.A., Vanguard University of So. California  
 M.S., California Lutheran University  
 Ed.D., Argosy University

**PURDY, BRENDAN (2008)**

*Professor, Mathematics*  
 B.S., University of California, Los Angeles  
 M.S., California State Polytechnic University,  
 Pomona  
 M.A., Ph.D. University of California, Irvine

**PUTNAM, ROGER (2017)**

*Assistant Professor, Geology*  
 B.A., Vassar College  
 M.S., University of North Carolina, Chapel Hill

**R****RAMIREZ, GISELLE (2012)**

*Associate Professor; Counselor*  
 B.A., M.S., California State University, Northridge

**REDD, DANITA (1993)**

*Professor; Counselor*  
 B.A., M.A., California Polytechnic State University  
 San Luis Obispo

**REED, CYNTHIA (2005)**

*Professor, Mathematics*  
 B.A., M.A., Southern Illinois University Edwardsville

**REES, MARY (2004)**

*Interim Vice President, Academic Affairs*  
 B.S., Iowa State University  
 M.S., Catholic University

**REESE, ERIK (2013)**

*Associate Professor, Physics/Astronomy*  
 B.S., University of California, Los Angeles  
 M.S., Ph.D., University of Chicago

**RELLE, SCARLET (2011)**

*Professor, Engineering*  
 B.S., California State University, Northridge  
 M.S., Ph.D., University of California, Irvine

**RISDANA, HALEH (2014)**

*Associate Professor, Theatre Arts*  
 A.A., Saddleback Community College  
 B.A., California State University, Long Beach  
 M.F.A., Brigham Young University

**RODRIGUEZ, ANGELICA (2016)**

*Associate Professor, Counseling*  
 A.A., Ventura College, Ventura  
 B.A., University of California, Santa Barbara  
 M.S., California Lutheran University

**RUBINSTEIN, DANIEL (2016)**

*Associate Professor, Mathematics*  
 B.A., Princeton University, Princeton, NJ  
 M.A., University of California, Los Angeles

**RUTER, SHERRY (1999)**

*Professor, Kinesiology/Health Education*  
 B.A., California State University, Chico  
 M.A., Azusa Pacific University

## S

### **SALAS, ROBERT (2004)**

*Professor, Dance*

B.A., M.F.A., University of California, Irvine

### **SANKARAN, DALILA (2004)**

*Professor, Nursing*

A.A., A.S., San Bernardino Valley College

B.S.N., M.S.N., California State University, Dominguez Hills

### **SCROFANO, DIANE (2007)**

*Professor, English*

B.A., California Lutheran University

M.A., California State University, Northridge

M.L.I.S., University of California, Los Angeles

### **SETMIRE, ELISA (2009)**

*Professor, Psychology*

A.A., Mira Costa Community College

B.A., M.A., Humboldt State University

### **SHARGO, ERIC (1992)**

*Professor, Biology*

B.A., M.S., California State University, Northridge

Ph.D., University of California, Los Angeles

### **SHEAKS-MCGOWAN, CYNTHIA (2007)**

*Professor, Child Development*

B.A., Willamette University

M.A., Mills College

Ed.D., California Lutheran University

### **SIMS, SYDNEY (1989)**

*Professor, English*

B.A., University of California, Los Angeles

M.A., University of Pennsylvania

Ph.D., University of California, Berkeley

### **SLATTUM, NILS (2000)**

*Professor, English*

B.A., California Lutheran University

M.A., Northern Arizona University

### **SNOWDEN, LAUREN (2019)**

*Assistant Professor, FTM*

A.A., Allan Hancock College

B.A., California State University, Northridge

M.A., National University

### **SNYDER, WAYNE (2017)**

*Assistant Professor, CNSE*

B.S., University of Phoenix

### **SOKENU, JULIUS (2007)**

*Interim President*

B.A., B.S., University of Southern California

M.F.A., Arizona State University

Ed.D., Boston University

### **SONG, JAMES (1991)**

*Professor, Music*

B.M.E., M.M., University of Colorado, Boulder

### **STEWART, NEAL (2008)**

*Professor, Communication Studies*

B.S., M.A. Kansas State University

### **STUART, MICHAEL (2016)**

*Associate Professor, Kinesiology/Health*

A.A., Moorpark College, Moorpark

B.A., Fresno State University, Fresno

M.S., Azusa Pacific University, Azusa

### **SUMAL, NAVREET (2007)**

*Professor, Business*

B.S., University of California, San Diego

M.B.A., Santa Clara University

### **SWARTZ, BRIAN (2015)**

*Associate Professor, Environmental Sciences*

B.S., University of California, Santa Barbara

M.S., University of Cambridge

Ph.D., University of California, Berkeley

## T

### **TABBAKHIAN, MELIA (2016)**

*Associate Professor, Biology*

A.A., College of the Canyons, Santa Clarita

B.S., University of California, Irvine

M.S., University of Southern California, Los Angeles

### **TABIJE-EBUEN, MILAGROS (2020)**

*Assistant Professor, Nursing*

B.S.N., Mariano Marcos State University

M.S.N., California State University, Dominguez Hills

D.S.N., Grand Canyon University

### **TENNENHOUSE, TRACY (1998)**

*Professor, English*

B.A., University of California, Los Angeles

M.A., Ph.D., University of California Santa Barbara

### **TERZIAN, TAMMY (2020)**

*Assistant Professor, Mathematics*

B.S., M.S., California State University, Channel Islands

### **THOMPSON, TRULIE (2014)**

*Associate Professor, Counseling*

B.A., University of California, Berkeley

M.S., San Francisco State University

### **THURSTON, WILL (1991)**

*Professor, Kinesiology/Coach*

B.A., California State University, Northridge

M.A., Azusa Pacific University

### **TOPOLINSKI, KATRINA (2014)**

*Associate Professor, Mathematics*

B.S., M.S., California State University, Channel Islands

### **TORABYAN, ARMINE (2016)**

*Associate Professor, Radiologic Technology*

B.S.<sup>1</sup>, B.S.<sup>2</sup>, California State University, Northridge

M.B.A., University of Phoenix, Pasadena

### **TYKESON, ANITRA EVANS (1999)**

*Professor, Counselor*

B.A., University of Oregon

M.A., Pepperdine University

## V

### **VAUGHAN, ASHLEY (2014)**

*Associate Professor, Anthropology*

B.A., University of South Carolina

M.A., Ph.D., University of Hawaii at Manoa

### **VIEIRA, DANIELLE (2004)**

*Professor, Sociology*

B.A., M.A., California State University, Northridge

## W

### **WALLINGFORD, RONALD (1998)**

*Professor, Astronomy/Physics*

B.S., M.S., University of California, Los Angeles

### **WHITTINGTON-STUDER, JAMIE (2020)**

*Assistant Professor, Communication Studies*

B.A., Concordia University Irvine

M.A., California State University, Los Angeles

### **WILCOX, SEAN (2019)**

*Assistant Professor, Biology*

B.S., M.S., California State Polytechnic University, Pomona

### **WILSON, GARY (1985)**

*Professor, Exotic Animal Training and Management*

A.S., Moorpark College

B.A., M.A., University of California, Santa Barbara

### **WINKLER, HELGA (1996)**

*Professor, Spanish*

B.A., Arizona State University, Tempe

B.A., University of Aachen

M.A., University of Kiel

Ph.D., University of Texas, Austin

### **WOODHOUSE, BRENDA (2002)**

*Professor, Exotic Animal Training and Management*

A.A., Moorpark College

## Y

### **YOUNG, BRIAN (2014)**

*Assistant Professor, English*

B.A.<sup>1</sup>, B.A.<sup>2</sup>, Ph.D., University of California, Davis

## Z

### **ZALDIVAR, SAMANTHA (2015)**

*Associate Professor, Counselor*

B.S., California State University, Fullerton

M.S., University of La Verne

### **ZHANG, RUI (RAY) (2005)**

*Professor, Economics*

B.A., Beijing Normal University, Beijing, China

M.B.A., Chapman University School of

Business and Economics

M.A., Claremont Graduate University,

Claremont, California

### **ZUCCA, GERARDO (2004)**

*Professor, Ceramics*

B.S., California State University, Northridge

B.F.A., Art Center of Design

M.A., M.F.A. California State University, Northridge





# CLASSIFIED STAFF

<b>ACKERMAN, YVONNE (1981)</b> Student Services Assistant II	<b>BUSH, RYDER (2017)</b> Information Technology Support Specialist II	<b>GALVEZ, ALBERTO (2015)</b> Grounds Maintenance Worker
<b>AGUILAR, MICAELA (MICKEY) (2012)</b> Office Assistant	<b>CAMPBELL, GUY (1989)</b> Information Technology Support Specialist II	<b>GALVEZ, HUGO (2019)</b> Grounds Maintenance Worker
<b>ALIVANDIVAF, LISETTE (2019)</b> Custodian	<b>CARANICA, STEPHANIE (2017)</b> Student Success and Support Specialist II	<b>GERHARDT, SUZANNE (2007)</b> Student Health Center Assistant II
<b>ALMAZAN, EDGAR (2008)</b> Custodian	<b>CHACON, GABBY (2017)</b> Administrative Assistant	<b>GOETZ, RACHELLE (2017)</b> Student Success and Support Specialist II
<b>ALONZO, ANAISA (2012)</b> Financial Aid Specialist	<b>CHANG-SANDERS, LINDA (2008)</b> Administrative Assistant	<b>GOMEZ, ANGELINA (2003)</b> Child Development Associates
<b>ANTER, DAVE (2013)</b> Registrar	<b>CHAU, LINDY (2006)</b> Bursar	<b>GONZALEZ, ALEJANDRA (ALEX) (2016)</b> Counselor Assistant
<b>ARELLANO, TOM (1982)</b> PE Athletic Equipment Manager	<b>CIUFFARDI, KIMBERLY (2015)</b> Child Development Assistant	<b>GONZALEZ, CARLOS ROMO (2016)</b> Custodian
<b>ARTERO, JAMES (2013)</b> Instructional Lab Tech II-Physical and Applied Sciences	<b>COLVIN, LEANNE (1986)</b> Administrative Assistant	<b>GONZALEZ, GERARDO (2008)</b> Grounds Maintenance Worker
<b>ASHTON, MICHAEL (2020)</b> Instructional Technologist Designer	<b>COLVIN, SCOTT (2000)</b> Maintenance and Operations Supervisor	<b>GRIMES, MICHAEL (2014)</b> TV/Radio Production Specialist
<b>AUKERMAN, BRAD (2019)</b> Admission and Records Technician	<b>CONLEY, JOHNNY (2018)</b> Program Director II	<b>GRIZZARD, CONNI (2018)</b> Sr. Administrative Assistant
<b>AVINA CERVANTES, ROCIO (2015)</b> Technical Data Specialist	<b>CORRIGAN, LINDA (2012)</b> Placement Project Specialist	<b>GROVE, DEANNA (2014)</b> Student Services Assistant II
<b>BALAM, GREGORY (2014)</b> Financial Aid Specialist	<b>COURTER, ALAN (2012)</b> Academic Data Specialist	<b>GUERRERO, EMMANUEL (2019)</b> Tutorial Services Specialist II
<b>BARAJAS, OSBALDO (2019)</b> Grounds Maintenance Worker	<b>CUEVAS, CYNTHIA (2019)</b> Support Services Assistant	<b>HANCOCK, TORI (2015)</b> Child Development Assistant
<b>BARCENAS, ANA (2018)</b> Curriculum Technician	<b>DERDERIAN, BRIAN (2015)</b> Information Technology Support Specialist III	<b>HENRIQUEZ, REBECCA (2020)</b> Instructional Lab Tech II- Nursing
<b>BATOCZKI, SHANDOR (2020)</b> Library assistant	<b>DIAZ-BROWN, SHYAN (2018)</b> Disability Services Specialist/Interpreter	<b>HERMANN, ADELE (2017)</b> Senior Research Analyst
<b>BECK, MARY ANNE (2000)</b> Administrative Assistant	<b>DILLEY, ERIN (2020)</b> Library Assistant	<b>HERNANDEZ, MARCELA (2007)</b> Administrative Assistant
<b>BEDOLLA, GUADALUPE (2017)</b> Student Services Specialist/Information Center	<b>DOBSON, LYNDA (2015)</b> Administrative Assistant	<b>HERNANDEZ, REBECCA (2019)</b> Business Office Assistant I (Seasonal)
<b>BENTRUP, RICHARD (2014)</b> Custodian	<b>DODDS, JASON (2013)</b> Custodian	<b>HINES, MICHLYN (2001)</b> Teaching Zoo Operations Supervisor
<b>BIGGIE, DEBORAH (2006)</b> Child Development Assistant	<b>DOWNES, KATHLEEN (2017)</b> Assistant Registrar	<b>HOFFMAN, MICHAEL (2019)</b> Career Education Grant Director
<b>BOSKET, TRACIE (2015)</b> Instructional Technologist Designer	<b>DOWNS, GILBERT (2008)</b> Library Assistant	<b>HOUSTON-MUDD, RUTH (2019)</b> Library Technician
<b>BOYD, KATHARINE (2007)</b> Administrative Assistant	<b>ELHUSSINI, ALLAM (2001)</b> Accounting Technician	<b>HOWELL, ROY (MICKEY) (1982)</b> Theater Technician
<b>BRACKLEY, DEBORAH (2015)</b> Tutorial Service Specialist II	<b>FARLEY, CHARLOTTE (2006)</b> Custodian	<b>HURTADO, RAMIRO (2016)</b> Warehouse Assistant
<b>BRANTON, LISA (2016)</b> Research Analyst	<b>FIGUEROA, FRANK (2010)</b> Custodian	<b>JOHANSSON, KARIN (2012)</b> Instructional Lab Technician I - Photography
<b>BURLAND, BRYAN (2017)</b> Instructional Lab Technician II/Chemistry	<b>FINFROCK, PETE (2001)</b> Grounds Equipment Operator	<b>JOHNSON, TIM (2012)</b> Custodian
<b>BURRELL, ARIANA (2018)</b> Performing Arts Center Technical Director	<b>FLORES, POLICARPIO (2015)</b> Grounds Maintenance Worker	<b>JUDY, JASON (2018)</b> Locksmith
<b>BURNS, JEREMIAH (2018)</b> Electrician	<b>FREEDMAN, GEOFFREY (2015)</b> Warehouse Operator	<b>KINNEY, PEGGY (2012)</b> Admissions and Records Technician
	<b>GABINO, ROBERT (1997)</b> Custodian	<b>KIRALY, JUSTIN (2019)</b> Senior Accounting Technician

<b>KORINKE, KIMBERLY (2004)</b> Financial Aid Officer	<b>NGUYEN, LAN (2006)</b> Instructional Laboratory Technician II/Biology	<b>SAYLES, GREGORY (2011)</b> Plumber
<b>KOSTEZAK, STEPHANIE (2016)</b> Administrative Assistant	<b>NICKERSON, LAUREN (2018)</b> Instructional Lab Technician II/RVT	<b>SCOTT, DONNA (1998)</b> Instructional Laboratory Technician I/Ceramics
<b>LAFAVE, ANDREW (2020)</b> Research Analyst	<b>NICOLL, VALERIE (2010)</b> Counselor Assistant	<b>SENA, MELANIE (2006)</b> Child Development Associates
<b>LANDEROS PINEDO, ROBERTO (2013)</b> Custodian	<b>NIELSEN, ELIZABETH (2013)</b> Administrative Assistant	<b>SERROS, RICHARD (2011)</b> Custodian
<b>LARA, BONNIE (1999)</b> Student Services Assistant	<b>OSUNA, CYNTHIA (2016)</b> Sr. Administrative Assistant	<b>SHERMAN, BRIAN (2008)</b> Sprinkler Repair Technician
<b>LAY, MELISSA (2019)</b> Performing Arts Center, Technician I	<b>PALMER, LORY (2008)</b> Instructional Lab Technician II/RVT	<b>SINUTKO, JOHN (2003)</b> Director of Facilities, Maintenance, and Operations
<b>LEDERER, KRISTA (2007)</b> Performing Arts Assistant	<b>PARK, CELINE (2017)</b> Project Placement Specialist	<b>SMALL, IVAN (2000)</b> Information Technology Support Specialist II
<b>LEE, EVERETT (2015)</b> Grounds Maintenance Worker	<b>PEREZ-MEDEIROS, MARIA (2007)</b> Scholarship Technician	<b>SMITHSON, JOHN (2016)</b> Electrician
<b>LEUNG, EDWIN (2019)</b> Instructional Laboratory Technician II/Biology	<b>PERRY, MICHELE (2008)</b> College Fiscal Services Supervisor	<b>SPINNEBERG, MATTHEW (2016)</b> Instructional Assistant/ Assistive Tech. Center
<b>LITTLE, KELLY (2016)</b> Admissions and Records Technician	<b>PETRASH, KELLY (2016)</b> Senior Accounting Technician	<b>STEGMEIR, MARIEL (2018)</b> College Trainer
<b>LOPEZ, ERIC (2006)</b> Custodial Supervisor II	<b>PETTE III, HOSEY (2008)</b> Lead Custodian	<b>STOFKA, ROWELLA (2016)</b> Financial Aid Specialist
<b>LUNA, RAMONA (2007)</b> Financial Aid Specialist	<b>PIMENTEL, JOHANNA (2015)</b> Child Development Center Supervisor	<b>SUMPTER, BANEAL (2019)</b> Senior Accounting Technician
<b>LUTHER, DENNIS (2018)</b> Custodian	<b>RAMIREZ SOLANO, CYNDY (2016)</b> Child Development Associate	<b>SWENSON, MARY (2005)</b> Instructional Lab Technician II/Biology
<b>MAGALLANES, ARMANDO (2010)</b> HVAC & R Technician	<b>RAMIREZ, KELSI (2019)</b> Child Development Assistant	<b>THAYER, MARIA GUADALUPE (2019)</b> Student Services Specialist- International Students
<b>MAGALLANES, JOSEPH (2016)</b> Custodian	<b>RAMIREZ, MARIE (2008)</b> Student Health Center Assistant I	<b>TIMMONS, STEVE (2006)</b> Grounds Supervisor
<b>MARCUM, CASSY (2019)</b> Counselor Assistant	<b>RAMIREZ, XILEN (2019)</b> Student Success and Support Specialist II	<b>TORRES, RAUL O. (2018)</b> Career Services Specialist
<b>MARTIN, MARIA (2006)</b> Admissions and Records Technician	<b>REEDER, SCOTT (2008)</b> Custodian	<b>TRAN, DEAN (2019)</b> Academic Data Specialist
<b>MARTINEZ-CASTILLO, ALEJANDRA (2019)</b> Student Outreach Specialist	<b>RESENDIZ, LINDA (2015)</b> Executive Assistant	<b>TU, MYHANH (2002)</b> Instructional Lab Technician II/Chemistry
<b>MASCARENAS, ROBERT (2019)</b> Physical Education- Athletic Equipment Manager	<b>REVES, IAN (2020)</b> Carpenter	<b>URENDA, MARIA (2008)</b> Financial Aid Specialist
<b>MATHEKE, RAIN (2018)</b> Administrative Assistant	<b>RIEGER, BRANDI (2012)</b> Counselor Assistant	<b>WATTERS, KIM (1999)</b> Technical Data Specialist
<b>MATTSON, PAUL (2008)</b> Evening and Weekend Activities Attendant	<b>ROBERTS, VANESSA (2019)</b> Financial Aid Specialist	<b>WILSON, CYNTHIA (1998)</b> Zoo Enrichment Technician
<b>MCCLOSKEY, KRISTEN (2019)</b> Administrative Assistant	<b>ROBINSON, KRISTEN (2017)</b> Student Activities Specialist	<b>WIRTH, CRYSTAL (2014)</b> Office Assistant
<b>MCCLURE, MONICA (2016)</b> Custodian	<b>RODRIGUEZ, DANIELLA (2017)</b> Admissions and Records Technician	<b>WOLFE, JOHN (2012)</b> Information Technology Support Specialist III
<b>MCMICHAEL, DAN (1998)</b> Director of College Information Technology Services	<b>RODRIGUEZ, MARA (1994)</b> Zoo Development Coordinator	<b>YAO, LYNNE-NORA (2001)</b> Business Office Assistant I
<b>MEHLE, KERRY (1991)</b> Graphic Communications Technician	<b>ROMERO, KRIS (2013)</b> Zoo Operations Assistant	<b>YOUNAN, OBALID (1999)</b> Disability Services Technician
<b>MEICHTRY, CHERISSE (2006)</b> Athletic Trainer	<b>ROSSI, CHRISTIE (2016)</b> Administrative Assistant	<b>ZAMORA, OSCAR (2019)</b> Custodian
<b>MUI, GARY (2019)</b> Zoo Operations Assistant	<b>ROTH, NATHAN (2016)</b> Maintenance Worker II	
<b>NAVARRO, FRANCISCO (2013)</b> Custodian	<b>SANCHEZ, GRACIELA V. (1996)</b> Financial Aid Specialist (Bilingual)	
	<b>SANCHEZ, KRYSTLE (2016)</b> Admissions and Records Technician	

# GLOSSARY OF COLLEGE TERMS

The following is offered as an explanation of common terms used throughout the Ventura County Community College District. Students should be familiar with these key words, terms and phrases because they will be used throughout the community college experience. A counselor is also available to answer any questions.

**Abbreviated Educational Plan:** A pathway that identifies the courses a new student will take in their first one or two semesters. An abbreviated educational plan may be developed by a student with or without the help of an academic counselor, and is not approved by a counselor. Abbreviated educational plans are required for all new non-exempt students; however, a comprehensive educational plan will also satisfy this requirement.

**Academic Year:** Fall and Spring semesters, beginning with the start of the Fall term in August through the end of the Spring term in mid-May.

**Add:** Formally adding a class(es) by completing the appropriate forms online or at the Admissions Office.

**Add Authorization Code:** Four-digit code received from an instructor allowing the student to register in a closed class online using their MyVCCC student portal.

**Adding a Closed Class:** Students seeking entry to any class that is closed at the time they attempt to register are referred to the instructor.

**Advanced Placement (AP):** A program in the United States and Canada created by the College Board offering college-level curriculum and examinations to high school students. Colleges often grant placement and course credit to students who obtain high scores above a certain number on the examinations. To see the list of AP exams that Moorpark College accepts toward the Associate Degree, see page 97-98 of the catalog or schedule an appointment with a counselor.

**Advisory/Recommended Preparation:** A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. The recommendation is made by faculty and is intended to ensure that students are adequately prepared to successfully complete a particular course.

**Area of Emphasis:** Required In General Studies programs of study, an area of emphasis consists of 18 units in an area of concentration, with 6 of the 18 units coming from a single discipline to give the student more depth in their study.

**Articulation:** Contractual agreements between two or more schools of the courses that transfer and satisfy specific requirements.

Articulation agreements between each of the Ventura County Community Colleges (Moorpark, Oxnard, Ventura) and CSU/UC campuses are available at [www.assist.org](http://www.assist.org). These list the courses that transfer between the individual college and CSU or UC campus.

**Assessment/Placement Test:** Test given prior to registration to help the college recommend classes for student success. The results are used to help students select appropriate classes and move forward on their desired pathway.

**ASSIST ([www.assist.org](http://www.assist.org)):** ASSIST stands for Articulation System Stimulating Inter-institutional Student Transfer. It is a website that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California.

**Associate Degree:** An associate degree is an undergraduate academic degree awarded by community colleges, junior colleges, technical colleges, and some bachelor's degree-granting colleges and universities upon completion of a course of study usually lasting two years.

- Associate in Arts (A.A.)
- Associate in Science (A.S.)

**Associate Degree for Transfer (ADT):** is an undergraduate academic degree designed to guarantee admission to the CSU system. The degree consists of 60 CSU transferrable semester units including certified completion of general education requirements (CSU GE-Breadth/IGETC-CSU), major requirements, and electives (if needed). An Associate Degree for Transfer may be earned in academic and career technical education majors.

- Associate in Arts for Transfer (AA-T)
- Associate in Science for Transfer (AS-T)

**Audit:** Process by which a student may enroll in a class as an observer for information only. The student is not officially registered, and will not receive a grade. Audit enrollments do not satisfy degree, certificate or transfer requirements and do not appear on a student's transcript. See the Audit Policy in this catalog.

**Bachelor's Degree:** Degree granted by four-year colleges and universities; The Bachelor of Arts (B.A.) or the Bachelor of Science (B.S.) are most commonly offered.

**By Arrangement:** Course, or part of a course, which includes additional hours not yet formally scheduled. The arrangement is usually scheduled with the Instructor of the course at the start of the semester.

**CCPG:** a form of financial aid that covers enrollment fees for eligible California residents, AB 1899 Victims of Trafficking, Domestic Violence and other Serious Crimes, AB 540 and AB 2000 Undocumented students.

**California College Promise Grant:** A form of financial aid that covers enrollment fees for eligible California residents, AB 1899 Victims of Trafficking, Domestic Violence and other Serious Crimes, AB 540 and AB 2000 Undocumented students.

**Certificate of Achievement:** A college-awarded document indicating the student has satisfactorily completed the major courses in a program, but not the general education courses. A Certificate of Achievement is not a degree.

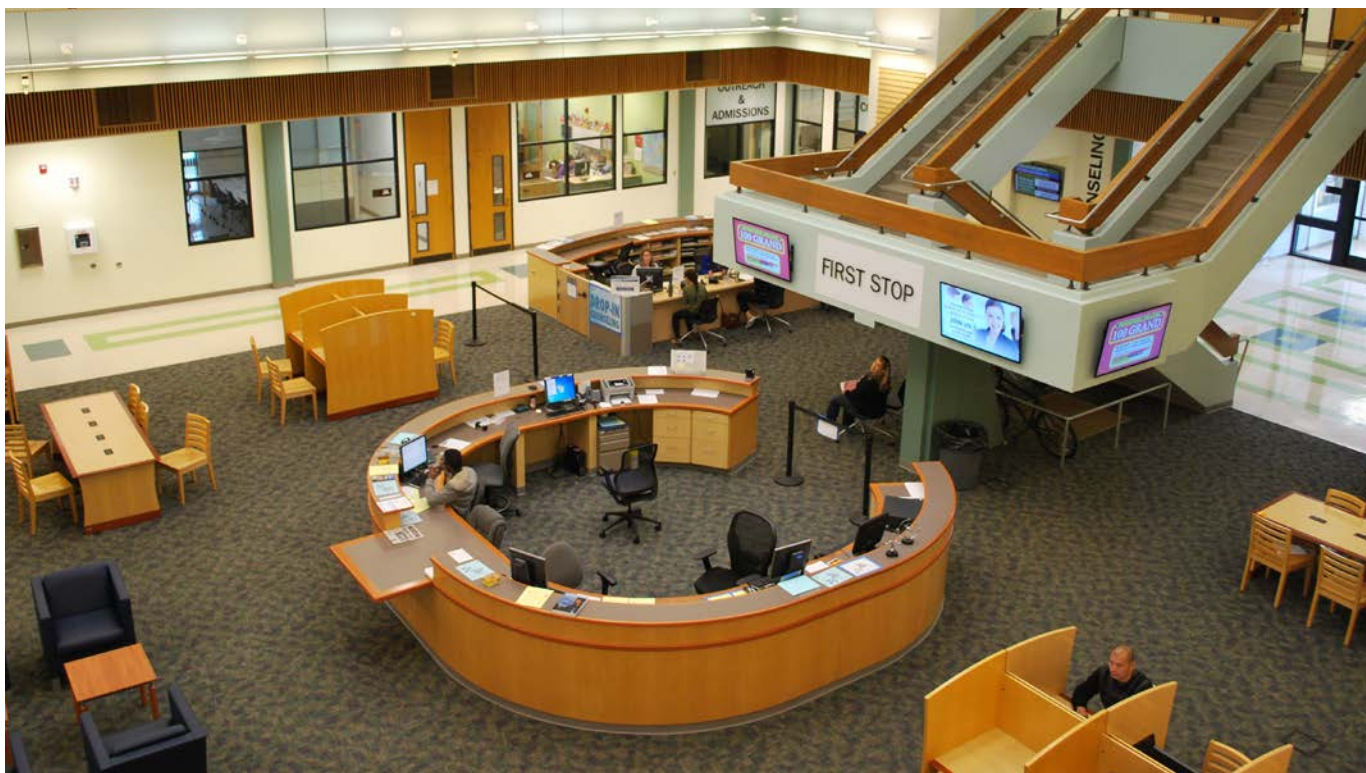
**Certificate of Competency:** A college-awarded document to students who have demonstrated achievement in a set of competencies that prepares them to progress in a career path or to undertake degree-applicable or non-degree-applicable credit courses.

**Certificate of Completion:** A college-awarded document to students who have satisfactorily completed a sequence of noncredit courses designed to improve employability or job opportunities.

**Class Schedule:** The listing of courses including hours, instructor and room assignments to be offered each term. See Schedule of Classes.

**Collaborative Learning:** A method of instruction committed to actively engaging students in their learning using small groups, team and group projects, and providing opportunities for students to share common experiences and solve problems.





**College Level Examination Program (CLEP):** A group of standardized tests created by the College Board that assess college-level knowledge in several subject areas. These exams are administered at various colleges and universities across the United States. Some institutions award credit to students who meet the college's minimum qualifying score for that exam, (typically, 50 is a qualifying score), but qualifying scores vary by school and exam. See page 101-102 of the catalog for the list of CLEP that Moorpark College accepts toward the Associate Degree, or schedule an appointment with a counselor.

**Comprehensive (Active) Educational Plan:** A pathway that identifies the courses a student must take to complete their informed program of study and reach their educational goals. The comprehensive educational plan is detailed enough to identify everything a student must do to achieve their educational goal. Comprehensive educational plans are required for all students who have completed 15 units of college coursework, and must be approved by an academic counselor during a counseling appointment.

**Corequisite:** A course or courses in which a student must be concurrently enrolled. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment. Corequisites are indicated in the Class Listings of the Schedule of Classes and in the College Catalog.

**Counselor:** Faculty who assist students with personal, career, vocational and educational planning and development.

**Course:** An organized pattern of instruction in a specified subject offered by the college.

**Course Description:** A brief statement about the content of a particular course.

**Course Identification Numbering System (C-ID):** C-ID is administered by the Academic Senate for California Community Colleges as a faculty-driven system for colleges and universities to facilitate the identification of comparable courses and increase articulation across all segments of higher education in the state. C-ID addresses the need for a

"common course numbering system" to simplify student movement both within the California community colleges and intersegmentally. For additional background information on C-ID, please visit [www.c-id.net](http://www.c-id.net).

**Credit Course:** A course for which units are granted.

**Credit by Exam:** Process by which a student may meet a specific requirement through successful performance on a comprehensive exam. Students who are successful in challenging a course through credit by exam will receive units earned in the challenged course and the appropriate letter grade (A,B,C,D,F, or P/NP) will be posted to their academic transcript.

**CRN:** Course Reference Number is listed in the Schedule of Classes and referenced when students register in courses or make adjustments to their courses.

**CSU:** The California State University system, also called Cal State, consists of 23 campuses statewide.

**CSU GE-Breadth:** General Education pattern for the CSU system. See Transfer Information.

**Curriculum:** Course offerings of the College as a whole; also refers to a group of required courses leading to a degree or certificate.

**Degree:** A diploma granted by a college confirming the student has attained a certain level of ability in a specific field. The most common degrees offered at California Community Colleges are: 1) A.A. Associate in Arts; 2) A.S. Associate in Science; 3) A.A.-T. Associate in Arts for Transfer; and 4) A.S.-T. Associate in Science for Transfer. The most common degrees offered at 4-year colleges and universities are: 1) B.A./B.S. Bachelor's Degree; and 2) M.A./M.S. Master's Degree.

**DegreeWorks:** is a Degree and Goal planning tool to help educate and guide students as they make choices in their class schedules and educational goals here at the Ventura County Community College District.

**Dismissal:** The procedure of dismissing a student from college for poor academic achievement, for incurring excessive withdrawals, or for disciplinary reasons. Dismissal can be temporary, providing the student agrees to and meets certain conditions. See this Catalog for more information.

**Drop:** Withdrawing formally from a class in which a student is enrolled. It is the student's responsibility to formally withdraw from a class. A student may drop a class online or in-person, or the instructor may initiate the drop. Contact the Admissions Office for more information and for term specific deadlines.

**Educational Work Load:** Generally consists of 15 units of work per semester to make normal progress towards the A.A./A.S. degree and/or transfer requirements.

**Elective:** A course that is not specifically required for the major but which the student takes for unit credit, and which may count towards the total units required for the degree.

**Eligibility Cap:** The maximum allowable time a student can receive state or federal financial aid. Pell Grant eligible students have 6 years (12 full-time semesters) of total Pell Grant lifetime eligibility. All the years each student has received federal Pell grant will be counted toward the 6 years, regardless of when the student began receiving aid. A student becomes ineligible to receive a Pell grant as soon as reaching 600% of their Pell or the equivalent of 6 full time years. A first-time Federal Subsidized Student Loan borrower is no longer eligible for the Subsidized Student Loan program if he or she exceeds 150% of the published length necessary to graduate. In addition, a borrower reaching the 150% limit becomes ineligible for the interest subsidy benefits on all Federal Subsidized Loans disbursed to the borrower on or after July 1, 2013. Congress wants to encourage students to obtain undergraduate degrees within a reasonable time frame. Students who change majors multiple times or, drop classes excessively or retake classes excessively are most likely to be affected by Public Law 121-141.

**Excused Withdrawal:** An Excused Withdrawal (EW) is a non-evaluated symbol used to permit a student to withdraw from a course for reasons beyond their control. It may be requested by the student at any time during the semester (effective January 2018) and no later than three (3) years after the term in which the course was taken. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact. Check with the Admissions and Records Office for the specific requirements and procedures

**Financial Aid:** Money available from the federal or state governments or local sources to help students meet college expenses. Financial aid can include grants, loans, scholarships, and work-study programs.

**Full-Time Student:** A student who enrolls in and satisfactorily completes a minimum of 12 units during the term. This status is important for financial aid eligibility and other special program requirements.

**General Education/Breadth Requirements (GE):** Courses all students must satisfactorily complete to obtain a degree. GE requirements vary depending on the degree the student is seeking. Current lists are available at the Counseling Office, in the College Catalog, in the Schedule of Classes, and on the College website.

**Good Academic Standing:** For purposes of assigning enrollment priority; describes any student who has not been on academic or progress probation or dismissal for two consecutive terms. Students who are on probation for two consecutive terms will lose enrollment priority for the next term.

**Good Standing:** Describes a student whose grade point average is a "C" (2.0 ) or better and the percentage of entries of W, I, NC, and NP has not exceeded fifty percent (50%).

**Grade Point Average (G.P.A.):** The average of a student's grades; calculated by dividing grade points earned by the number of units attempted. See Academic Policies.

**Hour:** Same as "Credit" or "Credit Unit." See Units.

**Intersegmental General Education Transfer Curriculum (IGETC):** Intersegmental General Education Transfer Curriculum. A pattern of courses that can be used to satisfy general education requirements at both CSU and UC campuses. See Transfer Information.

**International Baccalaureate (IB):** An international educational based system which offers individual subject exams to students who complete its diploma programs. Many US colleges and universities award credit for qualifying scores on these exams. To see the list of IB exams that Moorpark College awards credit toward the Associate Degree, see page 92 of the catalog or schedule an appointment with a counselor.

**Learning Community:** Thematically links two courses, providing the student with an interdisciplinary context for learning.

**Lower Division:** The first two years of college work, i.e., freshman and sophomore years. By California law, only lower division work can be offered at California Community Colleges.

**Major/Area of Emphasis:** An organized program of courses in a specific area of study, leading to a Certificate of Achievement, an Associate degree, or ultimately a Bachelor's degree.

**Matriculation (now known as Student Support Services):** A process that promotes and sustains the efforts of community college students to achieve their educational goals through a coordinated program of instructional and support services tailored to individual needs.

**MyVCCCD:** The student portal that provides access to a variety of services, tools and information.

**Noncredit Courses:** Courses offering no college credit, no units, and no grades. A noncredit course should not be confused with the pass/no pass grading option as defined below.

**Open Entry/Open Exit:** Courses available for students to add throughout the semester and may be completed upon fulfillment of course requirements at any time during the semester.

**Part-Time Student Status:** A student who enrolls in or completes fewer than 12 units in a term.

**Pass/No Pass:** A grading system allowing a course to be taken for a "grade" of pass/no pass (P/NP) rather than for a letter grade. See Academic Policies.

**Pell LEU:** Pell Lifetime Eligibility Used - Pell Grant eligible student has 6 years (12 full-time semesters) of total Pell Grant lifetime eligibility. All the years each student has received federal Pell grant will be counted toward the 6 years, regardless of when the student began receiving aid. A student becomes ineligible to receive a Pell grant as soon as reaching 600% of their Pell or the equivalent of 6 full time years.

**Preparation for the Major:** Lower division courses required by four-year universities as part of the selected major. Also, prerequisite.

**Prerequisite:** A requirement which must be completed prior to enrollment in a course and without which a student is highly unlikely to succeed. Prerequisites are listed in the course descriptions in the College Catalog and in the Class Listings of the Schedule of Classes.

**Primary Semesters:** Fall and Spring. The college calendar is broken down into two main, 16-18 week sessions; fall and spring. The summer session is broken down into several 4-8 week inter-sessions that run simultaneously and consecutively.

**Probation:** Academic standing when a student fails to maintain progress towards their declared academic goal or if the grade point average drops below a 2.0 for any term. Students on probation are required to meet with a counselor to develop a plan to get off probation and return to good academic standing.

**Proficiency Award:** A document awarded to a student upon completion of a course or a series of courses as designated in the College Catalog. Awards are issued by selected instructional departments of the College. Consult the instructor for more information.

**Program Change:** Adding or dropping any classes after initially enrolling.

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

**Registration:** The official process of enrolling in courses. The process of registration must be completed by the second week of the semester for Fall and Spring and by the middle of the first week for Summer in order for a student to be officially enrolled and to receive credit for his or her classes.

**Repeatability:** The conditions under which a course may be repeated and whether the student may earn credit for additional attempts of a course. The State of California Community Colleges Title 5 has its own set of rules for Course Repetition Policy. Those rules are adhered to at the Ventura County Community Colleges.

Federal regulations prevent the Financial Aid Office from paying for a course that has been passed and repeated more than one time. In order for a repeated course to be counted towards a student's enrollment status for financial aid purposes, they may only repeat a previously passed course once (a total of two attempts). If a student enrolls in a previously repeated and passed course for a third time, this course will not count towards the student's enrollment for financial aid purposes.

**Schedule of Classes:** Listing of college courses offered in a particular term. The course ID, title, units, hours, time, instructor and location of classes. Other course information (e.g., prerequisites, fees, transfer credit) plus the registration and deadline calendars is included in each listing. The schedule is only available online through the MyVCCCD portal and on the college website.

**Semester:** Refers to the calendar year on which the Ventura County Colleges operate and unit count students can earn; typically, one-half of the academic year; 16 to 18 weeks duration.

**Short-Term Course:** A class that meets for less than a full semester; course carries semester unit count.

**Staff:** Noted in the Schedule of Classes when a faculty member has not yet been assigned.

**Student Education Plan (SEP):** A program of study and services needed by the student to enable the student to reach his or her educational objective. The SEP is developed by the student and counselor.

**SULA:** Subsidized Usage Limits Apply - A first-time Federal Subsidized Student Loan borrower is no longer eligible for the Subsidized Student Loan program if he or she exceeds 150% of the published length necessary to graduate. In addition, a borrower reaching the 150% limit becomes ineligible for the interest subsidy benefits on all Federal Subsidized Loans disbursed to the borrower on or after July 1, 2013. Congress wants to encourage students to obtain undergraduate degrees within a reasonable time frame. Students who change majors multiple times or, drop classes excessively or retake classes excessively are most likely to be affected by Public Law 121-141

**TBA:** "To Be Announced" is noted in the Schedule of Classes when the time of a class may be arranged independently or when the location is to be announced after the publication goes to print.

**Transcript (of record):** A student's college academic records maintained by the Admissions & Records Office.

**Transfer:** This term generally applies to the student who plans to continue his or her education at a four-year college or university.

**Transfer Certification:** Process by which a counselor at a community college evaluates a student's transcripts and verifies they have met the CSU-GE Breadth or IGETC requirements for transfer to either a CSU or UC school. Transfer certification (also called GE certification) will be included with the student's academic transcript by the Admissions & Records Office. Student must meet with a counselor to initiate this process.

**Transfer Credit:** Credit from one college that is accepted and applied toward a degree, certificate or program of study by another college or university.

**Transferable Course:** A course that is accepted at universities at least for elective credit. Indicated after each applicable course in the Catalog and Schedule under "Transfer Credit."

**Transfer Requirements:** Students planning to transfer must satisfy the specific requirements for admission to the institution they are transferring to. Admission requirements include, but are not limited to: completion of a general education pattern, subject area preparation for the major, specified number of transferable units, and minimum GPA. See a Counselor in the Transfer Center for transfer policies to 4-year colleges and universities.

**UC:** The 10 campuses of the University of California system.

**Undergraduate:** Courses in the freshman through senior years of college career. Courses taken prior to completion of a Bachelor's Degree.

**Units:** The basic unit of credit is the semester unit which is equivalent to a credit hour. One credit hour of community college work is approximately three hours of recitation, study or laboratory work per week throughout a term. For practical purposes, the following terms are synonymous: Unit, semester unit, semester hours, credit, credit hour.

**Units Attempted:** Total number of credit units in the courses for which a student has enrolled.

**Units Completed:** Total number of units in the courses for which a student has received a grade of A, B, C, D, or P.

**Upper Division:** Refers to courses taken at the junior and senior class level; available at the four-year college or university.

**Withdrawal:** The process by which a student officially drops one or some classes or withdraws from all classes during the semester. Check with the Admissions & Records Office for the specific requirements and procedures.



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# APPENDICES

*The general terms “college” and “colleges” are used interchangeably throughout the Appendices to reference procedures that apply to all three colleges of the Ventura County Community College District (VCCCD), Moorpark College, Oxnard College, and Ventura College.*

## APPENDIX I PRIVACY RIGHTS GOVERNING STUDENT RECORDS

Pursuant to the Federal Educational Rights and Privacy Act (FERPA), the California Education Code (76240 et. seq.), and the California Administrative Code Title 5, student records are maintained in manner to ensure privacy of such records. The colleges of this District shall not, except as authorized, permit any access to or release of any information therein.

For purposes of this article and for use in the enforcement of FERPA procedures, a student is defined as an individual who is or has been in attendance at one of the colleges of the Ventura County Community College District (VCCCD). “In attendance” is defined as an individual whose application has been accepted and entered into the district student database.

The colleges of the Ventura County Community College District, (Moorpark College, Oxnard College, Ventura College), establish and maintain information on students relevant to admission, registration, academic history, career, student benefits or services, extracurricular activities, counseling and guidance, discipline or matters related to student conduct, and shall establish and maintain such information required by law. All such records are maintained under the direction of the Vice President of Student Affairs or designee.

No VCCCD college is authorized to permit access to student records to any person outside of the college without the written consent of the student or under judicial order except to college officials and employees with legitimate educational interest. Student records are available in cases of requests for directory information or noted exceptions to law requiring response to subpoenas and court orders.

### Directory Information

VCCCD colleges maintain directory information which may be released to the public without the written consent of the student. Directory information may include: student's name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; the most recent educational institution attended by the student; and weight and height of members of athletic teams.

Directory information will be released to branches of the United States military services in compliance with the Solomon Act, the National Student Clearinghouse, and may be released to other parties in accordance with the Education Code 76240. No directory information shall be released regarding any student or former student who has notified the District or any college thereof in writing that such information shall not be released. Such requests shall be addressed to the Vice President of Student Support or designee.

The college will forward a student's educational records to other institutions of higher education that have requested the records and in which the student seeks or intends to enroll, providing such release of educational records complies with the requirements of FERPA.

FERPA affords students certain rights with respect to their education records. These rights include:

1. Each student has the right to inspect and review the record of his/her own education. Any currently enrolled or former student has the right to access any or all records relating to the student which are maintained by this District. The editing or withholding of such records is prohibited, except as provided by law. Requests for access shall be in writing, addressed to the Vice President of Student Support or designee at the college of attendance, and shall clearly identify the records requested for inspection and review. Requests by students to inspect and review records shall be granted no later than 15 days following the date of request. The inspections and review shall occur during regular school hours. The Vice President of Student Support or designee shall notify the student of the location of all official records which have been requested and provide personnel to interpret records where appropriate.

Access to student records may be permitted to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. Information concerning a student shall be furnished in compliance with a court order. The 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, for a fee determined by the Board, may request copies of their records. Students may request copies of records for review. A fee of one dollar (\$1) will be charged per page per copy.

In accordance with the Family Education Rights and Privacy Act of 1974, all other student information, excluding that designated as Directory Information, cannot be released to a third party without written permission submitted to the college by the student. This law applies to all students attending the colleges of the Ventura County Community College District, regardless of the student's age.

2. Each student has the right to request amendment of the education records the student believes is inaccurate. Any student may file a written request with the President of the college or the designee to remove student records which the student alleges to be: (1) inaccurate, (2) an unsubstantiated conclusion or inference, (3) a conclusion or inference outside the observer's areas of competence, (4) not based on personal observations of the named person with the time and place of the observation noted. Allegations which are sustained shall be expunged and the record removed and destroyed.

Students filing a written request shall be provided a hearing and receive, in writing, a decision either sustaining or denying the allegations. All decisions of the Governing Board are final.

Allegations which have been denied by the college may be further appealed to the Chancellor of the Ventura County Community College District and his or her designee. Allegations which have been denied by the Chancellor may be further appealed to the Governing Board of the Ventura County Community College District which 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.

Each student has the right to consent to disclosures of personally identifiable information contained in the education records, except to the extent that FERPA authorizes disclosure without consent.

3. One exception which permits disclosure without consent allows access to school officials with legitimate educational interests, including review of academic records to fulfill their professional responsibility to the College or District. A school official is a person employed by the College District in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom VCCCD has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

In compliance with California Education Code 76222, a log or record shall be maintained of persons, agencies or organizations requesting and receiving information from a student record. Also pursuant to code, such log or record will not include the following:

- A student to whom access is granted pursuant to Education Code 76230.
- Parties to whom directory information is released pursuant to 76240.
- Parties for whom written consent is executed by the student pursuant to 76242.
- Officials or employees having a legitimate educational interest pursuant to 76243(a).

Such record shall be open to inspection only by the student and the college official or his or her designee responsible for the maintenance of student records, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency as defined in Public Law 93-380, and state educational authorities as a means of auditing the operation of the system.

4. Each student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Any concerns of this nature may be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **Withholding of Student Records for Nonrepayment of Financial Obligations**

The colleges of the District shall withhold diplomas and registration privileges, or any combination thereof, from any student or former student who fails to pay a proper financial obligation due the District or a college, provided that the student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student tuition and fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

Appeals to this procedure should be addressed by the Vice President for Student Services at each campus.

## **APPENDIX II STATEMENT OF NONDISCRIMINATION**

The Ventura County Community College District and its three colleges -- Moorpark College, Oxnard College, and Ventura College -- are committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment without regard to national origin, religion, age, sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978 and the Americans with Disabilities Act of 1992. The Vice President, Student Support is the Title IX Facilitator and the ADA/504 Coordinator and can be reached at (805) 378-1400.

### **Maintaining an Environment of Civility and Mutual Respect**

Moorpark College takes all steps necessary to provide a positive educational and employment environment that encourages the full range of equal educational opportunities noted above without limiting any person's right to free speech. The College actively seeks to educate staff members and students on the negative impacts of expressions of hatred or contempt, and discrimination. 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 and appropriate steps to investigate complaints of discrimination. The College prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry. If you feel you have experienced discrimination at Moorpark College, initiate the Complaint Procedure outlined in the Sexual Harassment Policy later in this section. If you have any questions on how to proceed with your concerns or complaints, contact the Office of the Vice President, Student Support at (805) 378-1400

### **Appropriate Relationships**

District employees should refrain from entering into intimate relationships with District colleagues if a reasonable person could conclude that an abuse of power exists or could potentially exist in that relationship. Supervisors are prohibited from romantic or physical relationships with subordinates over whom they may have influence over job performance, job assignments, promotional opportunities, or pay increases. Faculty and other District employees are prohibited from engaging in romantic or physical relationships with students for whom which they have responsibility for supervision, evaluation, instruction, counseling, or other oversight.



## Equal Opportunity Act

The Ventura County Community College District subscribes to and promotes the principles and implementation of equal employment opportunity and diversity. Inquiries regarding related laws and regulations, and the corresponding Board policies may be directed to the:

Vice Chancellor of Human Resources  
Ventura County Community College District  
District Administrative Center  
761 East Daily Drive Camarillo, California 93010  
Phone: (805) 652-5510

## Education Programs

VCCCD shall provide access to its services, classes and programs without regard to national origin, religion, age, sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

VCCCD shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Employment:

California Code of Regulations, Title 2, Section 10500 et seq. California Code of Regulations, Title 5, Section 53000 et seq. California Education Code Section 87100 et seq.

California Government Code Section 11135 et seq. California Government Code Section 12940 et seq.

## Employment

VCCCD shall provide equal employment opportunities to all applicants and employees regardless of national origin, religion, age, race or ethnicity, sex, sexual orientation, gender, gender identity, gender expression, color, medical condition, genetic information, ancestry, marital status, physical or mental disability, pregnancy, or military and veteran status.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to VCCCD needs.

VCCCD shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

It is unlawful to discriminate against a person who serves in an unpaid internship or any other limited-duration program to provide unpaid work experience in the selection, termination, training, or other terms and treatment of that person on the basis of their national origin, religion,

age, sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, marital status, physical or mental disability, pregnancy, or military and veteran status.

## APPENDIX III SEXUAL HARASSMENT COMPLAINT PROCEDURES

### A. Introduction

It is the policy of the Ventura County Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications (including voice and e-mail telecommunications, fax machines, etc.) constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

The Ventura County Community College District prohibits sexual harassment regardless of the status or relationship of the affected individual. It shall be a violation of this policy for any person, including faculty, employees, students and contractors, to engage in sexual harassment.

Disciplinary action, up to and including dismissal or expulsion, may be initiated for behavior described in the definition of harassment set forth in this policy.

Further, any retaliation against a student or employee for filing a harassment charge, making a harassment complaint or assisting in a harassment investigation is prohibited. Any persons found to be retaliating against another employee or student shall be subject to disciplinary action up to and including dismissal or expulsion.

Any employee who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the educational/business environment or workplace, must direct the concerns to the appropriate Sexual Harassment Intake Facilitator or to the Vice Chancellor of Human Resources at the District Administrative Center. Students are encouraged to follow the same procedure.

### B. Complaint Procedure

Any job applicant, student, employee, or contractor who believes he/she may have been the victim of harassment should direct his/her concerns with any of the following individuals:

1. Vice President, Student Services (or designee): (805) 378-1400
2. Vice Chancellor of Human Resources, Ventura County Community College District: (805) 652-5510.

Any person who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the work place must submit a BIT report (cases involving student accusations) or, in the event of a complaint against an employee, direct the complaint and/or the complainant to the Vice Chancellor of Human Resources at the District Administrative Office.

### Investigative Procedure

The Title IX Coordinator (or designee), the Sexual Harassment Intake Facilitator (or designee), or the Vice Chancellor of Human Resources (or designee) will initiate a sexual misconduct investigation that shall include, but may not be limited to:

1. Interviews with the complainant, the respondent/accused party, and any other persons the investigator has reason to believe may have relevant knowledge concerning the complaint;

2. Review of the factual information gathered during the investigation to determine whether the alleged conduct occurred and whether such conduct constitutes misconduct under this policy, based on the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incident(s) occurred;
3. Using the District Reporting Form as a guide, the investigator will prepare a written report setting forth the results of the investigation. In cases in which employees have been accused of sexual misconduct, the findings shall be reported to the Vice Chancellor of Human Resources (or designee);
4. Final disposition shall be reported back to the complainant and the respondent/accused in a timely manner. In cases of employee accusations, the final disposition will be filed with the State Chancellor's office in Sacramento. In cases in which accusations are made about a student or students, the final disposition will be filed with the campus Conduct Officer/Vice President, Student Services (or designee), and sanctions, if any, will be applied to students out of the Conduct Office.

### C. Remedial Action

1. Upon determination that a violation of this policy has occurred, prompt and corrective action shall be taken.
2. Reasonable steps shall be taken to protect the complainant from further harassment, misconduct, and/or retaliation.

### D. 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) to include unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature made by someone from or in a work or education setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual;
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment;
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.

Examples of behavior which could constitute sexual harassment include but are not limited to:

1. Verbal: repeated sexual innuendoes or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds;
2. Visual/non-verbal: derogatory posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
3. Physical: unwanted physical contact including touching, interference with an individual's normal work movement, such as blocking or assault.

### E. The Definition of Sexual Misconduct

Sexual Misconduct comprises a broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature.

- Any intercourse or other intentional sexual touching or activity without the other person's Consent is Sexual Assault, and is a form of Sexual Misconduct under this Policy.
- Sexual Misconduct encompasses Sexual Harassment, Sexual Assault, Sexual Exploitation, or Gender-based Harassment, which is a form of Harassment based on gender identity, gender expression, or non-conformity with gender stereotypes.
- Sexual Misconduct may also encompass acts of a sexual nature, including acts of Sexual Stalking, Domestic Violence, and Dating Violence, Intimidation, or for Retaliation following an incident where alleged Sexual Misconduct has occurred.
- Sexual Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender.

### F. Additional State and Federal Procedures

In addition to the District's procedure for reporting sexual or other prohibited types of harassment, both the State of California and the federal government have established processes by which student and employee claims of sexual harassment may be reported.

- Department of Fair Employment and Housing  
(800) 884-1684
- Equal Employment Opportunity Commission  
(213) 894-1000
- Chancellor's Office of the California Community Colleges  
(916) 445-8752
- California Department of Education  
(916) 319-0800
- Department of Education  
(800) 421-3481

If you feel you are a victim of sexual harassment, please report the incident immediately. Keep records to track dates, places, times, witnesses, and the nature of the harassment.

## APPENDIX IV RIGHTS AND RESPONSIBILITIES

### Associated Students

The Governing Board of the Ventura County Community College District (VCCCD) recognizes the need for and authorizes the operations of the Associated Students in accordance with Education Code sections 10701 to 10705, inclusive.

### Privileges of Student Organizations

1. In order to use the name of one of the VCCCD colleges, (Moorpark College, Oxnard College, Ventura College), or to use college facilities for regular meetings or special events, student organizations must be chartered by the Associated Students.
2. Recognized student organizations shall not use District facilities for the purpose of planning or implementing off-campus political or social events, nor use the name of the colleges in conducting such off-campus events, unless authorized by the Associated Students.

3. A chartered student organization shall have a faculty or staff advisor who is a certified employee of the District and who is chosen by the members of that organization and approved by the Vice President of Student Support or designee.
4. Chartered student organizations shall be open to all students regardless of race, creed or national origin.

## 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.

## Advocacy and Free Expression

1. **Purpose** - The primary purpose of a college is the advancement and dissemination of knowledge. Free inquiry and expression are indispensable to the attainment of this purpose. The colleges of the Ventura County Community College District have the responsibility to establish and maintain general conditions conducive to an orderly and open examination of ideas and issues relevant to the primary purpose referred to above.
2. **Registered Students** - Students of the Ventura County Community College District have the right of free expression and advocacy and may exercise this right within the framework outlined below:
  - that the cause or issue being advocated is legal.
  - that the District's outside speaker policy is observed.
  - that the college rules regulating time, place, and manner, developed by a student/faculty/administrator committee at each college and approved by the college President or designated representative are respected.
  - that if, in the judgment of the President of the college or designated representative, an activity or event is disruptive or incompatible with the educational objective of the college, s/he may order individual students or chartered student organizations to discontinue the activity or event pending due process by either college and/or civil agencies. Due process is defined by a student/faculty/ administrator committee at each college and approved by the college President.
3. **Non-Students** - The colleges of the Ventura County Community College District are provided for the purposes commonly ascribed to higher education. Non-students who wish to pursue these purposes at one of the colleges of the District are encouraged to enroll as registered students; however, in regard to any event or activity that takes place on one of the college campuses of the Ventura County Community College District, non-students are governed by the same rules that apply to registered students.
4. **Maintenance of Order** - It shall be the policy of the Governing Board of the Ventura County Community College District to cooperate with all established governmental agencies in the maintenance of order on and about its properties. This cooperation shall in no way infringe upon or limit the use of these properties for the purposes historically and legally reserved for them. The President of the Board, as appropriate, shall convene a special meeting for the purpose of taking proper action to support the District and college administrations in carrying out the policy referred to in this section.

## 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.

## Solicitation

The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Chancellor, President of the college or the President's designee. This policy applies to all students, staff and community members. Nothing in this policy shall be construed to revoke the rights and privileges of students and staff as specifically granted by Education Code sections and board policy with regard to fund raising activities (EC 76062), examination of instruction materials (EC 78904, 78905), or other activities sanctioned by federal, state and local regulations.

## Use of Areas Generally Available to Students and the Community

1. The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and this procedure.
2. The District shall not restrict free expression in "areas generally available to students and the community," defined as grassy areas, walkways or other similar common areas. This definition governs the phrase "areas generally available to students and the community" as it is used in Board Policy 3900 and throughout this administrative procedure.
3. The areas generally available to students and the community are designated public forums. For purposes of further defining "areas generally available to students and the community," no person may engage in the circulation of petitions, leaflets, newspapers and other printed matter in the following areas: within 25 feet of doorways opening to outdoor areas of campus, all indoor facilities including, but not limited to campus offices, classroom facilities, libraries, performing art facilities, indoor or outdoor athletic facilities, parking lots, student lounge, warehouses, and maintenance yards. All areas generally available to students and the community, as set forth above, may be reserved by the District, including recognized student organizations, for specific uses.
4. Use of areas generally available to students and the community shall be subject to the following:
  - a. Persons wishing to engage in speech or expressive activities in the areas generally available to students and the community are encouraged to inform the Chief Student Service Officer or designee of their intent to be present in such areas. The District encourages such check-in as a means to provide for safety and for the equitable use of such areas. Individuals availing themselves of such areas generally available to students and the community, whether they decide to check-in or not, may remain anonymous.
  - b. Persons using areas generally available to students and the community shall not touch, strike or impede the progress of passerby, nor shall they force passerby to take materials.



- c. Persons using areas generally available to students and the community shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct (as defined under Penal Code Section 626.6) of the campus or classes, other lawful activities.
- d. Persons using areas generally available to students and the community shall not solicit donations of money, through direct requests for funds, sales of tickets, goods, or otherwise, except where he or she is using such areas on behalf of, and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.
- e. Non-student use of any areas, classrooms, rooms, buildings, facilities and grounds not reserved and open for speech or expressive activities is subject to the Civic Center Permit rules set forth in Board Policy and Administrative Procedure 6700, "Civic Center and Other Facilities Use."

## Distribution of Materials

All persons using areas generally available to students and the community shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Those individuals or groups distributing materials in these areas, other than material that is discarded or dropped in or around an appropriate receptacle, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.

### Posting

1. Open Posting
  - a. There are bulletin boards and open posting areas identified and maintained throughout the College campus on which students, student clubs and recognized student organizations, College Faculty and Staff, and members of the community may post materials.
  - b. The number of such bulletin boards may change from time to time. Materials may be posted on such bulletin boards with approval of the Chief Student Services Officer or designee. Materials posted in all other locations will be removed, including windows, classroom doors, walls, etc.
  - c. Open posting bulletin boards and open posting areas will be cleaned periodically.
2. Posting by Student Clubs and Recognized Student Organizations
  - a. Student Clubs and Recognized Student Organizations (collectively referred to as "student clubs") may have printed materials relating to activities and events that have been approved pursuant to Administrative Procedure 5450 posted on bulletin boards reserved for student clubs, official College communications, as well as in authorized open posting areas.
  - b. Prior to posting of such materials by student clubs, the materials will be presented to the Office of Student Activities at each campus for the purpose of receiving an expiration date stamp, on materials to be posted on bulletin boards reserved for student clubs, and official College communications. Such expiration date stamped materials may only be removed by a representative of the originating club or organization, or at the direction of the Office of Student Activities at each campus, but neither expiration nor removal shall occur sooner than two weeks after the expiration date stamp appearing on any posted material, or the day after the scheduled event or activity.

- c. Student clubs and organizations may bring a draft of the materials to be posted to the Office of Student Activities for assistance with design and content.

### 3. Rules Governing the Posting of Materials

- a. Approved posting locations are bulletin boards labeled "Student Spaces" or approved bulletin boards in classrooms.
- b. Do not post on glass, painted surfaces (including painted light posts and railings), or trees.
- c. All postings must use adhesive tape only. Staples may be used on the bulletin boards. Duct tape is not allowed. The Student Activities Offices at each college recommends using the blue painters tape found at most home improvement or drug stores.
- d. Postings may not be placed over previously posted or approved materials.
- e. Originating individuals and organizations are requested to take responsibility for maintaining its posting in a neat manner.

## Use of College Facilities

1. The purpose of these policies is to assure the full effective use and enjoyment of the facilities of the college campus as an educational institution. Orderly procedures are necessary to promote the use of facilities by students and college personnel, to conserve and protect facilities for educational use and to prevent interference with college functions.
2. Available college facilities may be used and shall be reserved in advance for meetings and other events related to their purpose by:
  - chartered student organizations;
  - certificated personnel;
  - organizations of college employees;
  - the associated students;
  - groups of ten or more students;
  - community organizations and groups under the Civic Center Act. (Education Code, 82537-82548).
3. Reservation of college facilities shall be made through the Student Activities Office in advance of the event. Reservations will be granted in the order of application, unless considerations of format, room size or equitable distribution of special facilities will require adjustments. Student groups should also seek approval from the Student Activities Specialist.
4. The college may make reasonable charges for the use of college facilities by community groups in accordance with the civic center charges as published by the Ventura County Community College District.
5. Outdoor meetings and events
6. 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.
7. The Vice President of Academic Affairs or designee may approve other areas if unusual circumstances require tables.

## 8. Tables

- Student organization and groups cited may maintain a table in the quad areas.
- Tables shall be staffed at all times. The name of the sponsoring organization shall be displayed at each table.
- Tables shall be furnished by the Maintenance & Operations Department. Posters shall be attached to the tables.
- Tables may be used to distribute and exhibit, free of charge, non-commercial announcements, statements and materials and for fund raising. Distributing or soliciting by means of shouting or accosting individuals is prohibited.

## 9. Shower Facilities for Homeless Students

- The District maintains shower facilities for student use on campus that may be used by any homeless student who is enrolled in a minimum of six (6) units of coursework, has paid enrollment fees, and is in good standing with the district.
- A homeless student is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Shower facilities are located at each college and are open to use by homeless students at hours prescribed by college president. In the event that these hours conflict with the hours of an intercollegiate athletic program, the district will provide an alternative schedule at the direction of the college president.

10. Exceptions to this Administrative Procedure may occur on a case-by-case basis as determined by the Vice President of Student Services at each college.

## APPENDIX V STUDENT RIGHTS AND GRIEVANCES

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a Ventura County Community College (VCCCD), (Moorpark College, Oxnard College, Ventura College), institutional decision or action has adversely affected his or her status, rights, or privileges as a student.

A grievance is an allegation of a violation of any of the following:

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972.
- Financial aid determinations made at the college or District level.

- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.
- The exercise of rights of free expression protected by the state and federal constitutions, Education Code Sections 66301 and 76120, and District Board Policy and Administrative Procedures concerning the right of free expression.
- Violation of published District rules, Board Policies, and Administrative Procedures, except as set forth below.

This procedure does not apply to:

- Challenges to the process for determining satisfaction of prerequisites, corequisites, advisories, and limitations on enrollment. Information on challenges to prerequisites is available from the Office of the Vice President of Academic Affairs.
- Allegations of harassment or discrimination on the basis of any protected characteristic as set forth in Board Policies 3410 and 3430 and 5 California Code of Regulations Section 53900 et seq. Such complaints may be initiated under the procedures described in the college catalogs.
- Appeals for residency determination. Residency appeals should be filed with the Admissions and Records Office.
- Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
- Police citations (i.e. "tickets"); complaints about citations must be directed to Campus Police.
- Evaluation of the professional competence, qualifications, or job performance of a District employee.
- Claims for money or damages against the District.

Information about other procedures is listed in the college catalogs or may be obtained from the Office of Student Learning.

The alleged wrong must involve an unjust action or denial of a student's rights as defined above. A grievance exists only when such an error or offense has resulted in an injury or harm that may be corrected through this grievance procedure. As noted above there may be other procedures applicable to various other alleged injuries or harms, and this grievance procedure may not be the sole or exclusive remedy, and it may not be necessary to exhaust this process before presenting allegations to other government agencies or the courts. The outcome of a grievance must be susceptible to producing a tangible remedy to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error. For example, a grievance seeking only the dismissal of a District employee is not viable.

### Definitions

**College Grievance Officer** – The administrator in charge of student discipline and/or grievances, appointed by the College President, who shall assist students in seeking resolution by informal means; if informal means are not successful, the College Grievance Officer shall assist students by guiding them through the formal grievance process.

**Day** – Days during which the District is in session and primary term classes are in session, excluding Saturdays and Sundays.

**Grievant** – Any student currently enrolled in the college, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

**Respondent** – Any person claimed by a Grievant to be responsible for the alleged grievance.

### **Informal Resolution**

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute. A student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to filing a formal grievance, and shall attempt to solve the problem with the person with whom the student has the grievance or dispute. If a student cannot resolve a grievance informally with the Respondent, then the student will request a meeting with the Respondent's administrator, manager, or division chairperson, who shall meet with the student in an attempt to resolve the issue and may meet with the student and Respondent either jointly or separately. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult.

At any time, the student may request the assistance of the College Grievance Officer in understanding or arranging the informal resolution process.

At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

### **Formal Resolution**

In the event an informal resolution is not reached, the grievant shall submit a preliminary written statement of the grievance to the College Grievance Officer within 20 days of the incident on which the grievance is based, or 20 days after the student knew or with reasonable diligence should have known of the basis for the grievance, whichever is later. Within 10 days following receipt of the preliminary written statement of the grievance, the College Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the formal written statement of the grievance.

The submission of this formal signed and dated written description of the complaint signals the beginning of the formal resolution, serves as the request for a hearing, and shall serve as the dated start of the hearing timeline.

The College Grievance Officer will submit a copy of the formal written grievance to the Respondent. The Respondent will be given an opportunity to submit a written response to the allegations to the College Grievance Officer. This response must be received within 10 days, and shall be shared with the Grievant.

### **Hearing Procedures**

**Grievance Hearing Committee** – The hearing panel for any grievance shall be composed of one administrator, one faculty member and one student. At the beginning of the academic year, and no later than October

1st, the College President, the President of the Academic Senate, and the Associated Students President shall each establish a list of at least two persons who will serve on student Grievance Hearing Committees.

The College President will identify two administrators; the President of the Academic Senate will identify two faculty; and the Associated Students President will identify two students. The College President, or designee, shall appoint the Grievance Hearing Committee from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on the Grievance Hearing Committee.

Upon notification of the Grievance Hearing Committee composition, the Respondent and Grievant shall each be allowed one peremptory challenge. The College President, or designee, shall substitute the challenged member or members from the panel pool to achieve the appropriate Grievance Hearing Committee composition. In the event that the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students).

The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member or vote. The Grievance Officer shall coordinate all scheduling of hearings, and shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance.

A quorum shall consist of all three members of the Committee.

**Grievance Hearing Committee Chair** – The College President, or designee, shall appoint one member of the Grievance Hearing Committee to serve as the chair. The decision of the Grievance Hearing Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Grievance Hearing Committee to the contrary.

**Time Limits** – Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

**Hearing Process** – Within 10 days following receipt of the formal written statement of the grievance and request for hearing, the College President or designee shall appoint a Grievance Hearing Committee as described above. The names of the Grievance Hearing Committee shall be forwarded to the Grievant and the Respondent. They will each have 5 days to exercise the right to a preemptory challenge of a single committee member. After 5 days the right to challenge the committee composition will be deemed waived. Within 10 days of confirmation, the Grievance Hearing Committee and the Grievance Officer shall meet in private and without the parties present to determine whether the written statement of the grievance presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following considerations:

- The statement satisfies the definition of a grievance as set forth above;
- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student, which under certain circumstances includes applicants and former students, and meets the definition of "grievant" as set forth in these procedures;
- The grievant is personally and directly affected by the alleged grievance;



- The grievance seeks a remedy which is within the authority of the hearing panel to recommend or the college president to grant;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet all of the above requirements, the Grievance Hearing Committee Chair shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 5 days of the date the decision is made by the Grievance Hearing Committee.

The student may appeal the Grievance Hearing Committee's determination at the statement of grievance does not present a grievance as defined in these procedures by presenting his/her appeal in writing to the College President within 5 days of the date the student received that decision. The College President shall review the statement of grievance in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters, including any facts alleged in the appeal that were not alleged in the original grievance. The College President's decision whether or not to grant a grievance hearing shall be made within 10 days and shall be final and not subject to further appeal.

If the statement of the grievance satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing to begin within 30 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given at least 10 days' notice of the date, time and place of the hearing.

Before the hearing commences, the members of the Grievance Hearing Committee shall be provided with a copy of the grievance, the written response provided by the Respondent, and all applicable policies and administrative procedures. The Grievance Hearing Committee may request other documents as needed.

A time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the Grievance Hearing Committee. Formal rules of evidence shall not apply. All witnesses shall be bound by the Student Code of Conduct and Professional Codes of Ethics to present truthful evidence. Any witnesses not so bound will testify under oath, subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Grievance Hearing Committee Chair, in consultation with the College Grievance Officer and Grievance Hearing Committee. Hearsay evidence and written statements will be admissible, but will be insufficient, alone, to establish the allegations.

The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Officer and Grievance Hearing Committee, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Committee, shall further be responsible for instructing and questioning witnesses on behalf of the Grievance Hearing Committee, and for dismissing any persons who are disruptive or who fail to follow instructions. The Grievance Hearing Committee Chair, in consultation with the College Grievance Officer, shall have the final decision on all procedural questions concerning the hearing.

The Grievance Hearing Committee shall conduct the hearing in accordance with established standards of administrative procedure. Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present

rebuttal evidence after the respondent completes presentation of his or her evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as presented in the written statement of the complaint.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney. The Grievance Hearing Committee may request legal assistance for the Committee itself through the College President. Any legal advisor provided to the Grievance Hearing Committee may be present during all testimony and deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

The grievant shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the Grievant and his/her representative and/or translator/interpreter, the Respondent and his/her representative, scheduled single witnesses, the College Grievance Officer, the Grievance Hearing Committee members, and the Committee's legal advisor, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Grievance Hearing Committee agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Grievance Hearing Committee members shall ensure that all hearings, deliberation, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore an exception to the hearsay rule for unavailability shall not apply to such witness.

At the beginning of the hearing, on the record, the Grievance Hearing Officer shall ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party to the grievance may request a copy of the recording. Any transcript of the hearing requested by a party shall be produced at the requesting party's expense.

Following the close of the hearing, the Grievance Hearing Committee shall deliberate in closed session with the Grievance Officer. The Grievance Officer shall assist with procedure but shall not be a voting member of the committee. These deliberations shall not be electronically recorded and the proceedings shall be confidential for all purposes. Within 30 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send a written decision to the College Grievance Officer to be forwarded to College President. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined in these procedures. The decision shall also include a specific recommendation regarding the relief to be afforded the Grievant, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original grievance, any written

response, and the oral and written evidence produced at the hearing, and additional information or documentation related to the hearing that is requested by the Grievance Hearing Committee. The District shall maintain records of all Grievance Hearings in a secure location on District premises for a period of 7 years.

### **College President's Decision**

The College President, at his/her discretion, may accept, reject, or modify the findings, decision, and recommendations of the Grievance Hearing Committee. The factual findings of the Grievance Hearing Committee shall be accorded great weight. The College President may additionally remand the matter back to the Grievance Hearing Committee for further consideration of issues specified by the College President. Within 20 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the College President shall send to all parties his or her written decision, together with the Grievance Hearing Committee's decision and recommendations. If the College President elects to reject or modify the Grievance Hearing Committee's decision or a finding or recommendation contained therein, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, subject only to appeal as described below.

Any party to the grievance may appeal the decision of the College President after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.

Any such appeal shall be submitted in writing within 5 days following receipt of the College President's decision and shall state specifically the grounds for appeal.

The written appeal shall be sent to all concerned parties by the Chancellor or designee. All parties may submit written statements, within 5 days of receipt, in response to the appeal.

The Chancellor or designee may review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record and the appeal.

If the Chancellor chooses a designee to review the record and appeal statements, that designee shall make a written recommendation to the Chancellor regarding the outcome of the appeal. The Chancellor may decide to sustain, reverse or modify the decision of his/her designee.

The decision on appeal shall be reached within 21 days after receipt of the appeal documents. The Chancellor's decision shall be in writing and shall include a statement of reasons for the decision. Copies of the Chancellor's appeal decision shall be sent to all parties.

The Chancellor's decision shall be final.

## **APPENDIX VI SEXUAL MISCONDUCT**

California Education Code Section 67385 requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual misconduct which occur on campus or during official campus events, as well as providing the victims with information regarding treatment options and services.

The institutions of the Ventura County Community College District (VCCCD), (Moorpark College, Oxnard College, Ventura College), exercise care to keep its campuses free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault are violations of VCCCD standards and will not be tolerated on campus. California statutes and the VCCCD Standards of Student Conduct prohibit sexual assaults. Where there is cause to believe the

District's regulations prohibiting sexual assault have been violated, the District will pursue strong disciplinary actions including suspension or dismissal from the college.

Ventura County Community College District is committed to providing prompt, compassionate services to those individuals who are sexually assaulted, as well as follow-up services, if needed.

Administrative Regulations and Procedures Concerning Incidents of Sexual Assault on Campus:

### **1. Introduction**

Education Code Section 67385 requires that the governing board of each community college district adopt and implement clear, consistent, and written procedures to ensure that specific victims of sexual assault which occurred on campus property or during college sponsored events shall receive information regarding available treatment options and services, both on and off campus, as well as to ensure that the colleges will promptly respond to the option selected by the victim.

### **2. Definitions**

For the purpose of the legislation, the following definitions are offered.

- "Specific population" and "specific victim" include students, faculty and staff.
- "Sexual assault" is any kind of sexual activity which is forced upon a person against his or her will. The definition includes, but is not limited to: rape (including "date" or "acquaintance rape"), forced sodomy, forced oral copulation, rape by a foreign object, or sexual battery or threat of sexual assault.
- "On campus" is defined quite broadly to include: 1) any building or property owned or controlled by the District within the same reasonable contiguous geographic area and used by the District in direct support of, or related to, its educational purposes; or 2) any building or property owned or controlled by student organizations recognized by the institution.
- "Official college sponsored events" include, but are not limited to, all classes off campus, field trips, or any event on the college calendar.
- "Victim" of sexual assault is generally referred to here as being female, but could also include a male.

### **3. College Policy**

VCCCD colleges exercise care to keep the campus free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault will not be tolerated on campus.

The Ventura County Community College District Student Code of Conduct prohibits sexual assaults, as do California criminal statutes.

The Board of Trustees commits the college to taking prudent action to prevent sexual assaults from occurring and to ensure that students, faculty and staff are not adversely affected for having brought forward a charge of rape or other forms of sexual assault. Where there is cause to believe the college's regulations prohibiting sexual assault have been violated, the institution will pursue strong disciplinary actions which include the possibility of suspension or dismissal from the college.

In addition, a student, faculty, or staff member charged with sexual assault can be prosecuted under California criminal statutes in addition to being disciplined under the Student Code of Conduct or Education Code, as applicable. Even if prosecution does not take place, the campus may pursue disciplinary action.

The Board of Trustees is also committed to provide prompt, compassionate services to those individuals who are sexually assaulted and to provide follow-up services as needed.

#### 4. Sexual Assault Response and Information

If you have been sexually assaulted, it is important that you seek help immediately. If you are the victim of a sexual assault, please take the following steps:

- Go to a safe place as soon as possible.
- Contact the Campus Police as soon as possible.
- Call someone you trust to be with you, such as a relative, close friend, or rape crisis counselor.
- Try to preserve all evidence. Do not wash, use the toilet, or change clothing. If you do change clothes, place all clothing – outer clothing as well as inner – into a paper (not plastic) bag.
- Do not bathe, shower or douche.

The Campus Police will assist with obtaining medical attention, either at the hospital or the Student Health Center. A Rape Crisis Counselor will be available at the hospital.

Following are the phone numbers for the Campus Student Health Centers:

Moorpark College – (805) 378-1413

Oxnard College – (805) 678-5832

Ventura College – (805) 289-6346

Further resources are available at each Student Health Center.

#### 5. 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.

#### 6. List of Campus Services and Personnel Available to Assist with Incidents of Sexual Assault.

- Campus Police, (805) 378-1455
- Campus Health Center, (805) 378-1413
- Evening Attendant, (805) 378-1406
- Title IX Coordinators

Howard Davis (805) 553-4133, Deputy TIX Coordinator

#### 7. Procedures for Ongoing Case Management

With the victim's consent, follow-up intervention may be provided, as needed, by a College Mental Health Professional for psychological counseling. The Vice President of Student Support (or designee) will track the victim's academic progress and will assist, when requested, by arranging academic counseling, tutoring, and other services deemed appropriate.

The Vice President of Student Support (or designee) or the Associate Vice Chancellor of Human Resources (or designee) will initiate disciplinary procedures and inform the victim of the status of any disciplinary actions and the Vice President of Student Support 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: DSPS Coordinator, Health Services Coordinator, Division Deans, Instructors, Chancellor, Vice Chancellor, Personnel Services or Public Information Officer.

#### 8. Procedures to Guarantee Confidentiality

In all associations with the public, the media, family and friends of the victim, and in accordance with the Family Rights and Privacy Act and the Buckley Amendment, the name of the victim and/or specific details of the assault will be released only when essential to the health and safety of the individual assaulted or that of other members of the campus community. The Public Information Officer will be kept informed and will interface with the media, general public, students and staff. Other campus personnel dealing with the incident should refer any inquiries to the Public Information Office.

In addition, and in full accordance with Chapter 593 of the Education Code, no person, persons, agency or organization permitted access to student records (including security records about incidents involving the college's students) shall permit access to any information obtained from those records by any other person, persons, agency or organization without the written consent of the students involved.

The victim of any sexual assault which is the basis of any disciplinary action taken by the community college shall be permitted access to that information in compliance with the Buckley Amendment. Access to this information shall consist of a notice of the results of any disciplinary action taken by the college and the results of any appeal. This information shall be provided to the victim within three days following the said disciplinary action or appeal.

#### 9. Information Regarding Other Options

**Criminal Actions** – Once an incident of sexual assault has been reported to the appropriate police department by college personnel, it is up to the police department to collect information, including the legal/medical exam, and to investigate the matter. The information is then turned over to the District Attorney's office to determine if criminal prosecution is appropriate. The District Attorney's office has the ultimate responsibility to determine whether the incident is a criminal offense and to bring it before the courts for punitive action against the assailant. Punitive consequences can include fines, probation and incarceration. If there is not sufficient evidence for the case to be passed on to the District Attorney, the police may decide to initiate an investigation to gather the necessary information which could lead to a prosecution.

**Civil Actions** – If the victim of the sexual assault decides that she/he wants to pursue a civil action for damages against the perpetrator, then the victim should consult with an attorney for the civil legal action. The District Attorney's office is reluctant to refer to any particular civil attorney, but the Ventura County Coalition Against Domestic and Sexual Violence has a complete referral list of local attorneys with whom they have had experience. In addition, the names of attorneys may be obtained through the Ventura County Bar Association.

**Disciplinary Process through the College** – Various forms of discipline may be imposed on a student who is guilty of misconduct ranging from warning, reprimand, probation, and suspension to expulsion. The student disciplinary procedures of the college are described in this catalog. They are initiated by the Vice President of Student Support (or a designated Conduct Officer). 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 Vice President of Student Support.

**Academic Assistance Alternatives** – Academic assistance for victims of sexual assault includes tutoring, switching to different sections or classes, academic counseling, receiving a grade of "Incomplete" or "Withdrawal," or assistance in transferring.



**Harassment Restraining Order** – Under California law (section 527.6 of the Code of Civil Procedure), courts can make orders to protect people from being harassed by others. These orders are enforced by law enforcement agencies. A victim who desires to obtain such an order must file an action in the Superior Court. Simplified procedures for obtaining such orders have been established by the courts. An instructional booklet that tells what court orders a victim of harassment can obtain and how to get them is available from the Clerk of the Ventura County Superior Court, Hall of Justice, 800 South Victoria Avenue, Ventura, CA 93009.

## **APPENDIX VII STUDENT DISCIPLINE PROCEDURES**

**Reference: Education Code Section 66300, 66301, 72122, 76030, 76033, 76232**

A student enrolling in a Ventura County Community College District (VCCCD) institution, (Moorpark College, Oxnard College, Ventura College), assumes an obligation to conduct him/herself in a manner compatible with the college's function as an educational institution. The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Code of Conduct which provides to the student or students involved appropriate due process rights. This procedure will be applied in a fair and equitable manner and not for purposes of retaliation.

It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies. These Administrative Procedures are not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Sections 66301 and 76120, and will not be used to punish expression that is protected.

Student conduct must conform to the Student Code of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to disciplinary actions which are to be administered by appropriate college authorities. The Ventura County Community College District has established procedures for the administration of the penalties enumerated here. College authorities will determine the appropriate penalty(ies).

### **Definitions of Key Terms**

**Chief Student Services Officer (CSSO)** – A college's Vice President of Student Support or designee.

**Day** – Days during which the District is in session and primary term classes are in session, excluding Saturdays and Sundays.

**District** – The Ventura County Community College District.

**Good Cause for Disciplinary Action** – As used in this procedure, "good cause" for disciplinary action includes any violation of the VCCCD Student Code of Conduct as set forth in Board Policy 5500 and Education Code section 76033, when the conduct is related to college activity or college attendance.

### **Attorney Use Policy**

The intent of the NAME College student conduct process is to provide a developmental opportunity to provide reflection and sustained behavioral change in instances where a disruption to the learning environment has occurred. This process is not designed to be adversarial, even where there is lack of agreement on the facts, circumstances or proposed sanction.

As such, it is the policy of NAME College to exclude the use of attorneys in student conduct proceedings. An exception to this policy is hereby

granted in instances where the college has decided to proceed with a student conduct hearing based on the same behaviors for which the student is currently subject to prosecution for a felony offense or matters involving any violations of Title IX of the Federal Education Code. In such instances, the student may be accompanied by one attorney (or non-attorney) of his or her choice to act as an advisor. During the hearing the advisor shall not speak on behalf of the student. A representation letter is requested from the attorney five working days before the hearing.

### **Student Code of Conduct**

The purpose of these standards is to ensure a safe, respectful and productive learning environment for VCCCD students, staff, faculty and administrators. In order for the colleges and the district to fulfill their mission of student learning achievement, all employees must feel secure in their work setting. Student conduct that negatively impacts the ability of students to meet their educational goals or employees to carry out their professional job responsibilities will be subject to the terms of this procedure.

**Definitions:** The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

The procedures shall be made widely available to students through the college catalog and other means. Students who violate any of the following standards for student conduct while at the district office, on the college campus or during off-campus college-sponsored activities are subject to the procedures outlined in Administrative Procedures 5520: Student Discipline Procedures:

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self.
2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a district employee, with concurrence of the College President or designee.
3. Use, possession, distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.
4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law. (Use or possession of medical marijuana is not allowed on any college property.)
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to District property or to private property on campus.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
8. Willful or persistent smoking (including e-cigarettes or use of similar mechanisms) in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyber-bullying.

10. Engaging in harassing or discriminatory behavior. The District's response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.
11. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.
12. Disruptive behavior, willful disobedience, profanity, vulgarity, lewd, or other offensive conduct, on campus or during campus sponsored activities.
13. The persistent defiance of authority or abuse of District/college personnel.
14. Academic dishonesty, cheating, or plagiarism.
15. Dishonesty, forgery, alteration or misuse of District/college documents, records or identification, or knowingly furnishing false information to the District/college or any related off-site agency or organization.
16. Unauthorized entry to or use of District/college facilities.
17. Engaging in expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college/District premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
18. Violation of District/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner (see AP 3900) of public expression or distribution of materials.
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording or photography of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.
21. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health).

Students who engage in any of the above are subject to the procedures outlined in AP 5520.

**Faculty** – Any academic employee of the District who has responsibility for the student's educational program.

**Student** – Any person currently enrolled as a student at any college or in any program offered by the District.

**Time Limit** – Any times specified in these procedures may be shortened or lengthened if there is mutual written concurrence by all parties.

## Definitions of Types of Discipline

### (listed in order of severity)

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct. The selection of the degree of severity of sanction to be imposed shall be commensurate with the severity of offense. The availability of a less severe sanction does not preclude imposition of a more severe sanction in any circumstance where the more severe sanction is deemed appropriate.

**Warning** – Documented written or verbal notice to the student by the CSSO, or designee, that continuation or repetition of specific conduct may be cause for other disciplinary action. A warning is retained in the college discipline files for two complete academic years.

**Reprimand** – Written notice to the student by the CSSO, or designee, that the student has violated the Student Code of Conduct. A reprimand serves as documentation that a student's conduct in a specific instance does not meet the standards expected at the college and that further violations may result in more severe disciplinary sanctions. A reprimand is permanently retained in the college discipline files.

**Temporary Removal from Class** – Exclusion of the student by Faculty for good cause for the day of the removal and the next class meeting or activity. [Education Code Section 76032.]

**Short-Term Suspension** – Exclusion of the student by the CSSO, or designee, for good cause from one or more classes or activities for a period of up to ten (10) consecutive school days. [Education Code Sections 76030 and 76031.]

**Immediate Interim Suspension** – The College President or designee may order immediate suspension of a student for good cause from one or more classes and/or activities/programs, or from all classes and/or activities/programs of the college where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. A suspended student shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 66017 and 76031; cf. Penal Code Section 626.2.]

**Long-Term Suspension** – Exclusion of the student by the College President for good cause from one or more classes and/or activities/programs, or from all classes and/or activities/programs of the college for up to the remainder of the semester and the following semester. A student suspended from all classes, activities and/or programs shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 76030 and 76031.]

**Expulsion** – Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. [Education Code Section 76030.]

## Procedures for Disciplinary Actions

### (listed in order of severity)

Any times specified in these procedures may be shortened or lengthened if there is mutual written concurrence by all parties.

**Warning** – The CSSO or designee, upon recommendation from Faculty or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in more serious disciplinary action. This notification may be delivered orally or in writing. Documentation of the misconduct and/or the notice given to the student shall be retained in the district discipline files for two complete academic years. Warnings may be appealed directly to the College President. Students may not request a student conduct hearing to appeal a warning. [Cf. Education Code Section 76232 - challenging content of student records.]

**Reprimand** – The CSSO or designee, upon recommendation from Faculty or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a serious violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in even more serious disciplinary action. This notification will be delivered in writing. Documentation of the misconduct and the written notice given to the student shall be permanently retained in the district discipline files. Reprimands may be appealed directly to the College President. Students may not request a hearing to appeal a reprimand.

**Temporary Removal from Class** – Any Faculty may remove a student from his or her class for good cause for the day of the removal and the next class meeting or activity. The Faculty shall immediately report the removal to his/her supervising administrator and the CSSO or designee. A meeting shall be arranged between the student and the Faculty regarding the removal prior to the day that the student is eligible to return to class. If the Faculty or the student makes the request, the CSSO or designee shall attend the meeting. The student is not allowed to return to the class for the day of removal and the next class meeting or activity without the concurrence of the Faculty. Nothing herein will prevent the CSSO or designee from recommending further disciplinary action in accordance with these procedures based on the facts that led to the removal. [Education Code Section 76032.]

**Suspensions and Expulsions** – Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply: NOTICE: The CSSO or designee will provide the student with written notice of the conduct warranting the discipline, stating the facts on which the proposed discipline is based, and providing any evidence on which the college may rely in the imposition of discipline. If the student is a minor, the college may contact the student's parent or guardian regarding any disciplinary referral. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the following:

- the specific section of the Student Code of Conduct or Education Code that the student is accused of violating;
- a specific statement of the facts supporting the proposed discipline and;
- any evidence on which the college may rely in the imposition of discipline. Evidence that may identify other students or which would result in the revelation of test questions or answers need not be provided in advance. Testimony relating to students not subject to discipline may be presented in a manner that protects the anonymity or safety of the third party student. If such testimony is needed, it may be presented under circumstances that protect the safety of such students or maintains the anonymity of other students, as the hearing officer may determine to be in the interests of justice. Similarly, evidence relating to test questions or answers may be presented, if possible, only in a manner that maintains the security of test questions or answers.
- the right of the student to meet with the CSSO or designee to discuss the accusation, and/or to respond in writing;
- the level of the discipline that is being proposed.

**Time Limits** – The notice described above must be provided to the student as soon as possible and no later than 15 days from the date on which the conduct took place or became known to the CSSO or designee;

**Meeting** – If the student chooses to meet with the CSSO or designee, the meeting must be requested within 5 days of receiving notice and must occur within 10 days after the request is made. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond orally and/or in writing to the accusation to state why the proposed disciplinary action should not be taken.

**Short-Term Suspension** – Within 10 days after the delivery of the notice, or, if requested, 10 days after the meeting as to why the proposed disciplinary action should not be implemented, the CSSO shall decide whether to impose a short-term suspension, to impose some lesser disciplinary action, or to end the matter. Written notice of the CSSO's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action, as well as any conditions or limitations placed on the student during the short-term suspension. The CSSO's decision regarding a short term suspension shall be final.

**Long-Term Suspension** – Within 10 days after the delivery of the notice, or, if requested, within 10 days of a meeting with the CSSO, or designee, the College President shall, based on the recommendation from the CSSO, or designee, decide whether to impose a long-term suspension. Written notice of the College President's decision shall be provided to the student. The notice will include the length of time of the proposed suspension, as well as a statement that the student will be prohibited from being enrolled in any college within the District for the period of the suspension. The notice will include the factual allegations on which the proposed suspension is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the procedures for the hearing.

**Expulsion** – Within 10 days after the delivery of the notice, or, if requested, within 10 days of a meeting with the CSSO, or designee, the College President shall, pursuant to a recommendation from the CSSO, decide whether to recommend expulsion to the Chancellor and Board of Trustees. Written notice of the College President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, the factual allegations on which the proposed expulsion is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, and a copy of the procedures for the hearing.

In addition to the above sanctions, the sanction of restitution may be imposed upon a student, where appropriate, to compensate for loss, damage, or injury. Furthermore, the sanction of administrative hold, to prevent a student from enrolling, may be placed on a student's records by the District if a long-term suspension from all classes and/or activities, or expulsion has been imposed following the formal hearing described below, or the student has failed to meet with the CSSO, or designee, regarding a pending disciplinary matter.



## Hearing Procedures for Long-term Suspension and Expulsion

**Request for Hearing** – Within 5 days after receipt of the College President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing before a hearing panel. The request must be made in writing to the College President and must include a date and the signature of the student or, if the student is a minor, the student's parent or guardian. If the request for hearing is not received within 5 days after the student's receipt of the College President's decision or recommendation in the case of expulsion, the student's right to a hearing shall be deemed waived.

**Schedule of Hearing** – The formal hearing shall be held within 20 days after a formal request for hearing is received. The parties involved will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place at least 10 days prior to the hearing date.

**Hearing Panel** – The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. At the beginning of the academic year, and no later than October 1st, the College President, the Academic Senate President, and the Associated Students President shall each provide the names of at least two persons willing to serve on Student Disciplinary Hearing Panels. The College President, or designee, shall appoint the Hearing Panel from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on a Hearing Panel. Upon notification of the Hearing Panel's composition, the student and the District shall each be allowed one peremptory challenge. The College President, or designee, shall substitute the challenged member or members and replace them with another member of the panel pool to achieve the appropriate Hearing Panel composition. In the event the pool names are exhausted in any one category, further designees shall be submitted by the College President the Academic Senate President, and/or the Associated Students President. The chairperson may, by giving written notice to both parties, reschedule the hearing as necessary pending the submission of alternate designees.

A quorum shall consist of all three members of the committee.

**Hearing Panel Chair** – The College President, or designee, shall appoint one member of the Hearing Panel to serve as the chair. The decision of the Hearing Panel Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Hearing Panel to the contrary.

**Hearing Process** – Prior to commencement of the hearing, the members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student, and all applicable student due process policies and administrative procedures. The facts supporting the accusation shall be presented by a college representative who shall be the CSSO or designee.

After consultations with the parties, in the interests of justice, a time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the hearing panel. Formal rules of evidence shall not apply. All members of the campus community shall be bound by the Student Code of Conduct or Code of Professional Ethics to provide only true testimony. Witnesses who are not members of the campus community will testify under oath subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Hearing Panel Chair, in consultation with the Hearing Panel. Hearsay evidence will be admissible, but will be insufficient, alone, to establish a charge against the student. The Hearing Panel Chair, in consultation with the Hearing Panel, shall be responsible for determining the relevancy of

presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Hearing Panel Chair, in consultation with the Hearing Panel, shall further be responsible for instructing and questioning witnesses on behalf of the Hearing Panel, and for dismissing any persons who are disruptive or who fail to follow instructions. If either party refuses to adhere to the instructions of the Hearing Panel Chair the right to the hearing will be deemed waived. The Hearing Panel Chair shall have the final decision on all procedural questions concerning the hearing.

Unless the Hearing Panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to establish by a preponderance of the evidence that the facts alleged are true.

The Hearing Panel may request legal assistance for the Panel itself through the College President. Any legal advisor provided to the Hearing Panel may be present during the hearing and in any deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney. The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the student and, the college representative and their non-attorney representatives and/or translators/interpreters, if any, a college appointed court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Hearing Panel agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Hearing Panel members shall ensure that all hearings, deliberations, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records. The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable. The Hearing Panel Chair shall, on the record, at the beginning of the hearing, ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording; however, any transcript of the recording requested by the student shall be provided at the student's own expense.

Following the close of the hearing, the Hearing Panel shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential. Within 5 days following the close of the hearing, the hearing panel shall prepare and send to the College President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Student Code of Conduct was violated. The decision shall also

include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing. The District shall maintain records of all Disciplinary Hearings in a secure location on District premises for a period of 7 years.

## College President's Decision

**Long-Term Suspension** - Within 15 days following receipt of the hearing panel's recommended decision, the College President shall render a final written decision. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, and shall be reported to the District Chancellor.

**Expulsion** - Within 15 days following receipt of the hearing panel's recommended decision, the College President shall render a written recommended decision to the Chancellor. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The College President's decision shall be forwarded to the Chancellor as a recommendation to the Board of Trustees.

## Board of Trustees Decision

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision. The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. [Education Code Section 72122.]

The student (and the parent or guardian if the student is a minor) shall be notified in writing, by certified mail, by personal service, or by such method of delivery as will establish receipt, at least 72 hours prior to the meeting, of the date, time, and place of the Board's meeting. The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold in closed session any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting. The Board may accept, modify or reject the findings, decisions and recommendations of the Chancellor. If the Board modifies or rejects the Chancellor's recommendation, the Board shall review the record of the hearing, and shall, within 30 days or by the next regular meeting of the Board, whichever is later, prepare a new written decision which contains its specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

## APPENDIX VIII STUDENTS RIGHT-TO-KNOW

In compliance with the federal Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Ventura County Community College District to make available to all current and prospective students its student profiles of completion and transfer rates and crime awareness statistics.

Student Right-to-Know Completion and Transfer Rates for Fall 2013 Cohort

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2014, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed on the next page. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period. Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2014 to Spring 2017. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared.' Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2015 to Spring 2017, are transfer students.

This information can be accessed through the following website: [srtk.cccco.edu/index.asp](http://srtk.cccco.edu/index.asp).

	MC	OC	VC
Completion Rate	37.72%	23.83%	34.83%
Transfer Rate	9.40%	1.90%	5.53%

## Crime Awareness Statistics

The security of all members of the campus community is of vital concern to each Ventura County Community College District (VCCCD) institution (Moorpark College, Oxnard College, Ventura College). We ask anyone who witnesses or is a victim of a crime to immediately report it to Campus Police: MC- (805) 378-1455, OC- (805) 678-5805, VC- (805) 289-6486. Also, we ask everyone to support crime prevention reporting possible unsafe conditions, such as darkened areas or poor lighting where criminal activity can take place. In compliance with the Campus Safety Act, the Campus Police Services department compiles annual crime statistics and prepares an Annual Safety Report. This report is available online by going to <http://www.vcccd.edu/departments/police/> and clicking on the link in the left-hand column; or in hard copy format at the Campus Police station on each campus. The Ventura County Community College District's Police Office reported the following crimes on the NAME College campus

**Crimes Committed on  
VCCCD Campuses During 2019**

TYPE OF CRIME:	MC	OC	VC
Homicide	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	2	2
Vehicle Burglary	7	0	0
Grand Theft	0	0	4
Petty Theft	4	7	9
Motor Vehicle Theft	1	1	1
Arson	0	0	0
Misdemeanor Assault	0	0	0
Alcohol Violations	3	1	8
Drug Violations	3	12	21
Vandalism	9	18	7
Bomb Threats	0	0	0
Fraud/Embezzlement	0	2	0
Weapons Violation	0	0	1
Battery	0	2	0
Sexual Battery	0	0	0
Indecent Exposure	0	0	0
Felony Arrest	0	0	2
Misdemeanor Arrest	0	1	14
Restraining Order	0	0	0
Hate Crimes	0	0	0
Stalking	0	0	0
Mental Illness Detention	0	0	1
DUI Arrest	0	0	0
Annoying Phone Calls	0	0	1
Sex Offender Registrants	2	6	10
Computer Crime	0	0	0
Traffic Hit and Run	28	4	10
Traffic Accidents	16	7	9
Criminal Threats	0	0	0
Alcohol Law Disciplinary Referrals	0	0	0
Warrant Arrests	0	4	13
Domestic Violence (added 2015)	0	0	0
<b>TOTAL CRIMES ON THE CAMPUSES (3-YEAR COMPARISONS:)</b>			
2017:	114	41	81
2018:	86	77	80
2019:	74	67	113

**APPENDIX IX  
FINANCIAL AID PROGRAMS**

The Ventura County Community College District (Moorpark, Oxnard, and Ventura College) participates in a variety of financial aid programs in order to assist students in paying for their postsecondary education. The District is dedicated to providing students superior financial services while complying with all state and federal requirements. Financial aid policy and procedure handbooks are available in each college Financial Aid Office.

**Financial Aid**

Financial aid is available to eligible students through waivers, grants, scholarships, loans and part-time employment. Recipients may receive more than one category of assistance and, in some cases, assistance from all categories depending upon financial need.

While the District subscribes to, and supports, the philosophy that the primary responsibility for funding college expenses lies with students and their families, it recognizes that some students or their families have limited financial resources and are unable to meet all of the expenses associated with higher education without supplemental assistance.

Financial Aid programs may include, but are not limited to:

- a. California College Promise Grant (CCPG)
- b. Cal Grants
- c. Federal Pell Grants
- d. Federal Direct Student Loan Programs
- e. Federal Supplemental Educational Opportunity Grants (FSEOG)
- f. Student Success Completion Grant (SSCG)
- g. Chafee Program (for former Foster Youth)
- h. Work Student Programs
- i. Scholarships
- j. California College Promise Programs currently Moorpark College Promise, Oxnard College Promise and Ventura College Promise

**Application Process**

Students who would like to be considered for financial aid must apply using either the Free Application for Federal Student Aid (FAFSA), or the California Dream Act Application. Links to these forms can be found on the Financial Aid webpages on the college websites. Students who wish to apply for the California College Promise Grant (CCPG) and/or California College Promise Programs may submit a FAFSA or the California Dream Act application each application year.

Some financial aid resources require a student to submit additional application materials; such as scholarships. All students are encouraged to apply for scholarships that may contribute to their financial resources while attending college.

**Deadlines**

See the Financial Aid webpages on the college websites for specific Financial Aid and Scholarship deadlines under "Important Dates". All deadlines will be strictly adhered to.



## Student Eligibility

Recipients of aid from federal and state funded programs must be students enrolled in eligible programs of study for the purpose of obtaining a degree, certificate, or transfer. In addition to financial need, other eligibility requirements for most federal and state programs include:

- a. Having a high school diploma, a General Educational Development (GED) certificate, completing home schooling at the secondary level as defined by state law, passing the California High School Proficiency Examination (CHSPE), the High School Equivalency Test (HiSET), or passing the Ability to Benefit Test (if grandfathered in), administered at the Testing Center and which has been approved by the Department of Education;
- b. Being a U.S. Citizen or eligible non-citizen
- c. Maintaining Satisfactory Academic Progress (SAP) in accordance with the standards;
- d. Not be in default on federal loan or grant overpayment;
- e. Be registered with the selective service, if required;
- f. Have a valid social security number.

State aid does not require a student to have a valid social security number. Some AB540 students may be eligible for federal aid, while others may only be eligible for state aid. Deferred Action for Childhood Arrivals (DACA) students are only eligible for state aid.

## Residence Classification

Residency classification is the responsibility of the Registrar's Office and shall be determined for each student at the time of application for admission pursuant to California Education Code and Title 5 Administrative Code. The residency determination is that day immediately preceding the opening day of instruction for any session, as set by the district governing board, during which the student proposes to attend a college. Enrollments in late starting classes within a term are subject to this uniform residence determination date (each term only has one residence determination date).

Students shall be notified of residence determination within 14 calendar days of submission of application.

## Rules Determining Residence

In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple his/her physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose pursuant to Education Code sections 68017 and 68062 and Title 5 section 54020.

A student who has resided in the state for more than one year immediately preceding the residency determination date is a resident. The one year residence period, which a student must meet to be classified as a resident, does not begin to run until the student is both present in California and has manifested clear intent to become a California resident.

A student who has not resided in the state for more than one year immediately preceding the residency determination date is a nonresident.

The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence.

If a student, or the parent of a minor student, relinquish California residence after moving from the state, one full year of physical presence, coupled with one full year of demonstrated intent to be a California resident, is required to reestablish residence for tuition purposes,

except as provided by Education Code section 68070 [Student who remains in state after parent moves elsewhere].

- 1) The residence of each student enrolled in or applying for enrollment in any class or classes maintained by Ventura County Community College District (VCCCD) shall be determined in accordance with the Education Code which states that every person has, in law, a residency.

Intent to make California the home, for other than a temporary purpose, may be manifest in many ways.

No one factor is controlling.

- Every person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

- 2) Residency Determination for Military Personnel and Dependents

Consult BP 5013 and AP 5013 "Students in the Military" for information regarding residency determination as applied to active-duty military personnel and their dependents.

- 3) Reclassification

A student previously classified as a nonresident may be reclassified as of any residence determination date upon submission of a Request for Residency Reclassification and adequate documentation to support that California residency has been established.

Requests for Residency Reclassification are to be submitted to the Admissions and Records Office. Written documentation will be required of the student in support of the reclassification request.

A questionnaire to determine financial independence is included in the request for reclassification. The determination that a student is not financially independent will weigh against a request for reclassification.

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made and in any of the three calendar years prior to the reclassification application.
- Has not and will not receive more than seven hundred fifty dollars (\$750) per year in financial assistance from his or her parent, in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application, and

- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.
- Relevant documentation to support a finding of financial independence may include tax returns from the student to verify the student's income and from parents to verify the student was not included as a dependent, W-2's, apartment rental contracts for leases, and copies of other necessary financial documentation (bank statements, loans, trusts, etc.) to verify the sources of the student's income/savings.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years.

Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

A student who has established financial independence may be reclassified as a resident, if the student has met the requirements of section 54020 (union of act and intent), for one year prior to the residence determination date.

In determining whether the student has objectively manifested intent to establish California residence, financial independence shall weigh in favor of finding California residence and financial dependence shall weigh against finding California residence.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding

California residence, than shall financial dependence in earlier calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state. The title 5 section 54032(d) a district to disregard a finding of financial dependence where there is not intent to establish (or maintain) residence in another state. The ultimate question is whether the student has demonstrated intent to become a California resident. Since financial status is only one factor to be considered and districts may still wish to require some further affirmative showing of objective intent to become a California resident.

#### 4) Non-Citizens

The District may admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States without lawful immigration status or with any type of temporary visa, they will be classified as nonresidents and charged nonresident tuition unless they meet the exceptions contained below:

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and he/she meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet one of the following requirements:

- Total attendance of, or attainment of credits earned while in California equivalent to three or more years of full-time attendance

or attainment of credits at any of the following: (a) California high schools; (b) California high schools established by the State Board of Education; (c) California adult schools established by either a county office of education, unified or high school district, or the Department of Corrections and Rehabilitation; (d) campuses of the California community colleges; or (e) a combination thereof; or

- Three or more years of full-time high school coursework in California, and a total of three or more years of attendance in California elementary schools, or a combination of California elementary and secondary schools.

Additionally, the following requirements must be met:

- Graduation from a California high school or attainment of the equivalent thereof; or completed an associate degree from a California Community College; or completed the minimum requirements at a California Community College, or fulfill the minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges;
- Registration or enrollment in a course offered by any college in the District for any term commencing on or after January 1, 2002,
- Completion of a questionnaire form prescribed by the Chancellor of the California Community Colleges and furnished by the District of enrollment, verifying eligibility for this nonresident tuition exemption; and
- In the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

Documents and information obtained in implementing this exemption are confidential.

Nonresident students who are U.S. citizens and who reside in a foreign country will be admitted and classified as nonresidents, but exempted from payment of nonresident tuition provided they meet all of the following requirements:

- Demonstrate a financial need for the exemption;
- Has a parent or guardian who has been deported or was permitted to depart voluntarily under the Federal Immigration and Nationality Act;
- Moved abroad as a result of the deportation or voluntary departure;
- Lived in California immediately before moving abroad;
- Attended a public or private secondary school in California for three or more years;
- Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education;
- Will be living in California and will file an affidavit with the community college stating that her or she intends to establish residency in California as soon as possible;
- Documentation shall be provided by the student as required by the statute as specified in California Education Code Section 76140(a)(5).
- Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Rather they are exempt from nonresident tuition under this law. Application for this exemption is initiated at the Admissions and Records Office at the student's primary campus.

Special part-time admission students who are determined to be nonresidents may be admitted and classified as nonresidents but exempt from paying nonresident tuition per California Education Code, Section 76141. The following conditions apply:

- The term "special admission student" refers to concurrently enrolled K-12 students who have been recommended by the principal of the pupil's school and have parental permission to attend a community college during any session or term and who enroll in 11.99 or fewer units per semester, in accordance with Education Code, Section 76001. (Except that parental permission may not be required for special admission students who are 18 years of age or older.)
- The exemption does not apply to full-time special admissions students.
- This exemption does not apply to categories of students who would be precluded from qualifying for AB 540 nonresident tuition exemption; i.e., a) students who reside outside of California and enroll via Distance Education and b) students on most nonimmigrant visas.
- T and U nonimmigrant visas are eligible for this exemption.
- Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Rather they are exempt from nonresident tuition under this law. Application for this exemption is initiated at the Admissions and Records Office on the student's primary campus.

The attendance of nonresident students shall not be claimed for apportionment funding except as allowed by law under the California Education Code and Title 5 Administrative Code.

#### 5) Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Registrar's Office may make written appeal to the Dean of Student Services or designee within 30 calendar days of notification of final decision by the college regarding classification.

#### 6) Appeal Procedure

The appeal is to be submitted to the appropriate dean. The appeal must include a cover letter indicating the student's rationale, and the documented, verifiable evidence as to why his or her residency classification is incorrect.

The appropriate dean shall review all applicable records including the application for admission (may be a copy of the student's online admission application), the residency reclassification request form and supporting documentation, and may request additional information from either the student or the Registrar's Office.

Within 30 calendar days of receipt, the appropriate dean shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

### **Consortium Agreement**

The purpose of a consortium agreement is to establish a process for students to receive student financial aid during a concurrent enrollment period between institutions. Students will receive federal financial aid from their primary college of record, CCPG and California College Promise Program from each campus as determined by enrolled courses per college. Students may receive a California College Promise Grant (CCPG) and/or AB 19 California Promise Programs from one or multiple colleges in the VCCCD as determined by enrolled courses per college, AB 19 program rules, and availability.

### **Packaging**

It is the procedure of the District to package financial aid funds for all students in a manner consistent with federal and state regulations.

### **Payment Procedures**

The Ventura County Community College District (VCCCD) partners with a third-party service provider to deliver financial aid student refund(s).

### **Overpayments/Overawards**

VCCCD will determine the amount of federal and/or state financial aid a student has earned in accordance with federal and state regulations. Recipients of federal programs are subject to the Return of Title IV funds requirements.

Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they have received.

At VCCCD, a student's withdrawal date is:

- a. The date the student officially notified the Admissions & Records Office of their intent to withdraw, or
- b. The date posted by the instructor indicating the last day of attendance or no attendance.

### **Accounting Requirements**

The District ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds.

### **Satisfactory Academic Progress**

The Ventura County Community College District Financial Aid Offices establish Standards of Satisfactory Academic Progress (SAP) in accordance with federal regulations. To be eligible for financial aid, students must meet or exceed these standards. The standards apply to all financial aid recipients and to all college coursework taken including coursework taken from outside colleges if that coursework has been submitted and appears on a Ventura County Community College District (VCCCD) transcript. Failure to maintain these standards may result in loss of financial aid eligibility. Students must meet these requirements to remain eligible to receive financial aid.

### **Fraudulent Documents**

Submission of fraudulent documents or behavior is a violation of the Student Code of Conduct and as such, subject to disciplinary action. The student will be informed that withdrawing the fraudulent document and/or information is not a pardon from disciplinary action. In addition, students who are found to have submitted fraudulent documents will have to repay any funds received. Any student submitting a fraudulent document and/or information will be referred to the Dean of Student Affairs and/or designee for disciplinary action and may be reported to the U.S. Office of Inspector General.

### **Misrepresentation**

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education. A misleading statement includes any



statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely on, or has reasonably relied on, the misrepresentation, the misrepresentation would be deemed substantial. This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

### **Loss of Eligibility for CCPG**

A student shall become ineligible for a CCPG if the student is placed on academic or progress probation, or any combination thereof, for two consecutive semesters (Fall or Spring). Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the semester that resulted in the student's placement on probation. The notification must clearly state that two consecutive semesters of probation will lead to a loss of the CCPG until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall prominently display, and disseminate information ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing CCPG eligibility. Dissemination includes, but is not limited to, the District financial aid website, and information provided in college catalogs and college websites.

Moorpark, Oxnard and Ventura College have established written procedures by which a student may appeal the loss of CCPG due to extenuating circumstances, economic situation, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. The procedure is posted on the District and college financial aid websites. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services.

\* Appeals for these circumstances will be reviewed by the Loss of Promise Appeals Committee. Appeals are reviewed on a case-by-case basis and prioritized by the date received. Students are notified by e-mail of the outcome.

### **Appeal Deadlines**

Appeals must be submitted before the end of the fiscal year.

Appeal decisions are final.

Submitting an appeal form does not guarantee approval. Appeal approval for Loss of Enrollment Priority and/or CCPG loss will not reinstate eligibility for other financial aid programs (Pell Grant, Direct Loans, etc.) A separate appeal will need to be submitted to the Financial Aid Office and reviewed for financial aid eligibility.

### **Current and Former Foster Youth and Special Eligibility Categories**

Foster youth, former foster youth no older than 25, and students eligible for the CCPG based on the special classifications are not subject to the loss of CCPG eligibility.

In addition, other fee waivers authorized outside of Section 76300(g)

1) are considered special categories and are not subject to loss due to the Section 76300(g)(1) standards.

The special categories are:

- Dependents of California National Guard Members
- Dependents of veterans
- Congressional Medal of Honor recipients and their dependents
- Surviving dependents of the September 11, 2001 attacks
- Dependents of law enforcement or fire suppression personnel

### **Tuition and Fees for Military Personnel and Dependents**

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

A student who is a member of the Armed Forces of the United States stationed in this state is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that member of the Armed Forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, he or she shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that member of the Armed Forces of the United States, whose dependent natural or adopted child, stepchild, or spouse is in attendance at an institution, (1) is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, or (2) is thereafter retired as an active member of the Armed Forces of the United States, the student dependent shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

### **Military Veteran Exception**

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

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

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

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of active duty assignment to California and the date of the assignment to California. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's active duty assignment is in California as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041; 54042)

Note that the residency status conferred under this section does not entitle students to the full benefits of classification as a California resident. Students will need to petition for reclassification to California resident status as soon as they are eligible to do so.

### **Veterans Access, Choice, and Accountability Act (VACA) and SB 81**

In accordance with Education Code Section 68075.5(c), a full exemption from the nonresident fee for all students verified to be "covered individuals" per the criteria listed below and that qualify to use Montgomery GI Bill-Active Duty, Post-9/11 GI Bill education benefits or Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapters 30, 31, and 33, respectively, of Title 38, U.S. Code) while living in California will be eligible for this exemption. A "covered individual" is defined in the VACA Act as:

A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.

An individual eligible for transferred Post-9/11 G.I. Bill benefits while the transferor is on active duty who resides (lives) in California (regardless of his/her formal state of residence) as described in 38 USC 3679(c)(2)(B)(ii)(II).

A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.

A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence).

An individual eligible for rehabilitation under 38 U.S. Code § 3102 pursuing a course of education with education assistance from the Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapter 31) education benefits program.

After expiration of the three-year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.

Students eligible for VA education benefits must provide a "Certificate of Eligibility" (COE) or the Authorization of Entrance into Rehabilitation and Certification (Chapter 31 Referral) by the VA that will confirm the approved education benefits for the veteran or eligible dependent (who is made eligible through the Transfer of Entitlement (TOE) to basic educational assistance under chapters 30, 31, and 33 of title 38, U.S. Code). The DD Form 214, Certificate of Release or Discharge from Active Duty, generally referred to as a "DD 214", is also required to confirm the "covered individual" status as it will show the effective date of the veteran's discharge from active service.

### **Veterans' Administration Education Assistance Programs**

The colleges of the Ventura County Community College District are approved to process claims for students who are eligible to receive educational benefits under various Veterans' Administration Education Assistance Programs.

### **FEES**

Required fees include:

#### ***I. Enrollment***

A. A per unit enrollment fee of \$46 shall be charged each student enrolled per term or session. Enrollment fees will be waived for low income students who demonstrate eligibility according to income standards established by the Board of Governors. Dual Enrollment students are exempt from enrollment fees with certain limits.

B. Nonresident tuition with these permissive exemptions

1. All nonresident students enrolling for 6 or fewer units; or
2. A student who is a citizen and resident of a foreign country who demonstrates financial need

C. Nonresident tuition with these mandatory exemptions:

1. All qualifying nonresident special "part-time" students (other than those with a non-immigrant status, such as those present in the United States on a B Visitor Visa \*) under an AB 288 College and Career Access Pathways Partnership (CCAP) dual enrollment agreement with a school district, are permitted to enroll in up to 15 credit units and the units may not constitute more than four community college courses per term.
2. All qualifying nonresident special "part-time" students under a non-CCAP dual or concurrent qualifying nonresident special "part-time" students under a non-CCAP dual or concurrent enrollment agreement, are permitted to enroll in up to 11.99 credit units per term in accordance with Education Code section 76001(d).

Note: Attendance generated by exempted nonresident special "part-time" students listed above is eligible to be reported for apportionment purposes.

In addition to the enrollment fees of \$46 per unit, nonresident students are assessed nonresident tuition fees, that are published in a public location. AB 540 added Education Code Section 68130.5 which provides for exemption of these fees for students who met certain criteria, such as graduating from or having attended a California high school for more than three years.

## **II. Fees authorized by law include:**

- A. Non-District physical education facilities
- B. Noncredit courses
- C. Community service courses
- D. Auditing of courses
- E. Instructional materials
- F. Athletic insurance
- G. Cross-Enrollment with CSU or UC
- H. Health

The District charges a mandatory health fee for both full-time and part-time students at an amount as defined by Education Code 76355. The current health fee is published in a public location.

The following students are exempted from payment of the fee:

- a. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- b. Students who are attending a community college under an approved apprenticeship training program.
- c. Students who are exclusively enrolled in one or more noncredit courses.
- d. Dual enrollment students enrolled under an AB288 College and Career Access Pathways Partnership Agreement with a school district or under a non-CCAP agreement that specifies the fee exemption. The Dual Enrollment exemption from the fee described above shall not apply when courses occur on the college campus.

## **III. Parking**

A parking fee will be assessed per term to students to park on District property parking lots for automobiles and motorcycles as stipulated in Education Code Section 76360. The current parking permit fees are published in a public location.

### **I. Transportation (E.C. 76361, 82305.6)**

- J. Student representation (E.C. 76060.5; 5 CCR 54801-54805)  
A fee per semester shall be collected at the time of registration and \$1 of that fee is to

Be used to establish and support the Student Senate of the California Community Colleges (SSCC), the statewide community college student organization recognized by the Board of Governors (BOG)

Students may refuse to pay the fee, without providing a reason, on the same form that is used for the collection of fees.

This fee may not be collected or terminated by a student body election. The current fee is published in a public location. Dual enrollment exemption: K-12 students enrolled under an AB288 College and Career Access Pathways Partnership Agreement or under a non-CCAP agreement that specifies the fee exemption with a school district are exempt. The Dual Enrollment exemption shall not apply when courses occur on the college campus.

- K. An optional fee shall be collected at the time of registration and used by the Student Activities Office at each College for the sole use of funding student life. Under the supervision of the senior administrator of student services or designee, the fee will be disbursed into the following accounts: Associated Students General Fund, Associated Student Reserve, Student Clubs and Organizations, and Student Activities.

Students may opt out for any reason. All funds collected will follow the guidelines set forth in VCCCD Board Policy 5420. Dual enrollment exemption: K-12 students enrolled under an AB288 College and Career Access Pathways Partnership Agreement or under a non-CCAP agreement that specifies the fee exemption with a school district are exempt. The current fee is published in a public location. The Dual Enrollment exemption shall not apply when courses occur on the college campus.

### **L. Student Center (E.C. 76375; 5 CCR 58510)**

A Student center fee will be assessed for the purpose of financing, constructing, expanding, remodeling, refurbishing and operating a Student Center. Dual enrollment exemption: K-12 students enrolled under an AB288 College and Career Access Pathways Partnership Agreement or under a non-CCAP agreement that specifies the fee exemption with a school district are exempt. The current fee is published in a public location. The Dual Enrollment exemption shall not apply when courses occur on the college campus.

### **M. Copies of student records**

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. No charge shall be made for furnishing the two official transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record. The current fee to the student or former student, after having provided the first two transcripts free of charge, for processing transcript requests online is published in a public location. Mailed transcripts will incur an additional delivery fee. Expedited shipping is available for mailed transcripts with no attachments. Same day over the counter official transcript orders can be made at Admissions and Records after payment is made to the Student Business Office on campus.

Students may access their unofficial transcripts free of charge through the student web portal (MyVCCCD) or by in-person request from the Admissions and Records Office.

### **N. Dormitory**

### **O. Child care**

### **P. Nonresident capital outlay**

Education Code section 76141 authorizes community college districts to charge all nonresident students a capital outlay fee. The current fee is published in a public location

### **Q. Nonresident application processing**

Education Code Section 76142 permits the governing board of each community college district to establish a processing fee for international nonresident applicants. The current fee is published in a public location

### **R. Credit by Examination**

Fees charged for credit by examination offered pursuant to Title 5, section 55050 are optional fees for service. Persons applying to earn credit by examination will be charged a fee equal to the per unit enrollment fee established per Education Code 76300. The current fee is published in a public location.

### **S. Use of facilities financed by revenue bonds**

### **T. Refund processing**

Section 58508 of Title 5 of the California Code of Regulations permits districts to retain a maximum \$10 from enrollment fees as a refund processing fee. Refunds of the enrollment fee, health fee, non-resident tuition and other fees associated with registration shall be made to eligible students who file a refund



request by the published deadline. VCCCD enrollment fee refund requests are subject, once a semester, to the withholding of a \$10.00 administrative fee.

U. Telephone/Internet registration

The District does not charge this fee (formerly known as the "Remote registration fee").

V. Physical Fitness Test

W. Instructional Tape Lease/Deposit

X. Credit Card Use

**IV. Prohibited fees include:**

All fees exempted under the terms of an AB288 College and Career Pathway Partnership Agreement (CCAP) effective at the time of registration for students admitted to a VCCCD constituent college as a special part-time student pursuant to Education Code Section 76004(g). Dual enrollment students under a non-CCAP agreement that specifies the fee exemption with a school district are exempt from all fees.

The Dual Enrollment exemption from fees described above shall not apply when courses occur on the college campus.

- A. Late Application (CCCCO Student Fee Handbook)
- B. Add/drop (CCCCO Student Fee Handbook)
- C. Mandatory student activities (CCCCO Student Fee Handbook)
- D. Student Identification Cards (CCCCO Student Fee Handbook)
- E. Student Body Organization (CCCCO Student Fee Handbook)
- F. Nonresident application (CCCCO Student Fee Handbook)
- G. Field trip (5 CCR 55450, 55451)
- H. For dependents of certain veterans (E.C. 66025.3)
- I. For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- J. For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (E.C. 66025.3)
- K. Required or funded services (CCCCO Student Fee Handbook)
- L. Refundable deposits (CCCCO Student Fee Handbook)
- M. Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- N. Mandatory mailings (CCCCO Student Fee Handbook)
- O. Rental of practice rooms (CCCCO Student Fee Handbook)
- P. Technology fee (CCCCO Student Fee Handbook)
- Q. Late payment fee (5 CCR 58502, 59410)
- R. Nursing/healing arts student liability insurance (5 CCR 55234)
- S. Cleaning (CCCCO Student Fee Handbook)
- T. Breakage (CCCCO Student Fee Handbook)
- U. Test Proctoring (CCCCO Student Fee Handbook)
- V. Other fees/fines:

The District may assess and collect other fees/fines that are not prohibited by statute or law, such as parking fines and library fines.

**VI. Collection and refund of fees**

**(within published refund deadlines) include:**

- A. The District shall collect fees when enacted by the Legislature following registration by the student
- B. The District shall refund fees collected in error
- C. The District shall refund fees that are refundable because of a reduction in the educational program of the District
- D. The District shall refund fees that are refundable because of the student's reduction in units or withdrawal from an educational program
- E. The District shall refund fees that are refundable because of changes in law or regulation authorizing and establishing enrollment fees
- F. The District shall provide notice to students of availability of exemptions from certain mandatory and authorized fees

**Remedial coursework consists of pre-collegiate basic skills courses.**

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

A student shall not receive more than 30 semester units for remedial coursework, per Title 5, Section 55035. This limitation of 30 units applies to all remedial coursework completed at any of the college campuses of the District (VCCCD). It does not apply to remedial coursework completed at colleges outside the District. Students transferring from other educational institutions outside VCCCD shall be permitted to begin with a "clean slate" with regard to the remedial limitation.

The 30-unit limit applies to all remedial coursework attempted; however, in the event that some of these 30 units are substandard and a student successfully repeats one or more courses in which substandard grades were earned, then the 30-unit limit would be modified by the application of the Course Repetition Policy.

Students who exhaust the unit limitation shall be referred to appropriate adult non-credit educational services provided by adult schools or other appropriate local providers with which the colleges have an established referral agreement.

A student who successfully completes remedial coursework or who demonstrates skill levels that assure success in college-level courses may request reinstatement to proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as requiring additional remedial units as part of a verified learning disability related accommodation are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to

Enrollment in college-level courses may be granted a waiver for the limitations of this procedure. Petitions for a waiver can only be given for specified periods of time or for a specified number of units. The petition for this purpose, the Student Educational Plan, is available through the Counseling Office. Petitions should be made to the Chief Instructional Officer or designee.

## DEFINITIONS

**New Student:** Matriculated as First-Time Freshman or First-Time Transfer.

**Continuing Student:** A student who has been enrolled in one or more of the two previous primary semesters.

**Returning Student:** A student who has been previously enrolled at any of the colleges in the District, but has not been enrolled for either of the previous two primary semesters. (Primary Semesters = Fall and Spring)

**Special Admission Student:** "Dual Enrollment" or a concurrently enrolled minor attending public, private, or home school who is also taking classes offered by a college in the District.

**Foster Youth and Former Foster Youth:** Persons whose dependency was established or continued by the court on or after the youth's 16th birthday and who are no older than 25 years of age at the commencement of the academic year.

**Homeless Youth:** A student under 25 year of age, who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission by at least one of the following as a homeless child or youth:

- A homeless services provider, as defined in the Health and Safety Code, Section 103577(b)(3).
- The director of a federal TRIO program or Gaining Early Awareness and Readiness for Undergraduate Programs program, or a designee of that director.
- A financial aid administrator for an institution of higher education. Once "homeless youth" status is verified, it will remain in place as long as the student attends in the District, even with breaks in enrollment, until the student reaches the age of 25.

**Abbreviated Educational Plan:** A plan that identifies the courses a new student will take in their first one or two semesters. An abbreviated educational plan may be developed by a student with or without the help of an academic counselor, and is not approved by a counselor. Abbreviated educational plans are required for all new non-exempt students; however, a comprehensive educational plan will also satisfy this requirement.

**Comprehensive (Active) Educational Plan:** A plan that identifies the courses a student must take to complete their informed program of student and reach their educational goals. The comprehensive educational plan is generally at least two semesters long, and ideally will be long enough to identify everything a student must do to achieve their educational goal.

**Good Academic Standing:** Defined solely for purposes of assigning enrollment priority as a student who has not been on academic or progress probation or dismissal for two consecutive terms. Students who are on probation for two consecutive terms will lose enrollment priority for the next term.

## APPENDIX X STUDENT HEALTH SERVICES

The Student Health Center on each campus is funded by the Student Health Fee (per Education Code Section 76355), and shall be available upon request to students who are currently registered and have paid the health fee. Incoming students, accepted to academic programs with health requirements as entry prerequisites, may have their health requirements met through the Student Health Centers.

Written practices and protocols for Student Health Center staff and procedures specific to registered nursing and licensed clinical social

work activity in student health services are maintained in the offices of the Student Health Services Coordinator.

Student health services are not comprehensive and are not structured to address all the health care needs of District students.

Services may include:

- Preventative
- Clinical Care Services
- Health Education
- Mental Health Service

### Special Services

The primary focus of Clinical Care services is assessment, treatment and referral. Services may include: first aid and basic emergency care, immunizations, TB screening, lab work, and medication associated with acute illness, communicable disease control, and fee-based health appraisals for academic programs requiring medical clearance.

As a secondary function, and to maintain the health of the campus community, the Student Health Centers may offer lab work or immunization for a fee.

Clinical Care Services are not a substitute for a student's primary medical care. Ongoing treatment will be referred to a student's own physician. Medical management should be supplemental to the primary treatment plan established by the student's own physician. If the student does not have a primary care provider, effort is made to connect them with community resources and transfer care.

Health education occurs during both Clinical Care and as outreach activities, and supports the goal of prevention. The primary focus of Mental Services is crisis management and short term psychological counseling. Mental Health services center on prevention, stabilization, initiation of case management and referral.

No health fee supported services may be used for providing care/ services to employees. Services rendered to VCCCD employees for first aid, TB clearance, and required immunizations will be financially supported by the employee or VCCCD.

Special services include Student Insurance Program, and participation on Campus Behavior Intervention, and Emergency Preparedness.

Contact the Student Health Center for lactation accommodations.

Moorpark College	(805) 378-1413
Oxnard College	(805) 678-5832
Ventura College	(805) 289-6346

## APPENDIX XI ACADEMIC FREEDOM

The primary purpose of each institution within the Ventura County Community College District (VCCCD), (Moorpark College, Oxnard College, Ventura College), is to promote the exploration of ideas and the discovery and dissemination of knowledge and understanding. Each VCCCD college is to be an open forum for ideas and issues to be raised, challenged, and tested.

Academic freedom is the cornerstone of a college. Intellectual ferment is absolutely dependent upon academic and intellectual freedom. Freedom in teaching is fundamental for the protection of both faculty and students in teaching and learning. Freedom in research is fundamental to the advancement of knowledge.

The 1940 American Association of University Professors (A.A.U.P.) Statement of Principles on Academic Freedom and Tenure with 1970 Interpretative notes from the A.A.U.P. provide a nationally recognized definition of academic freedom, its protections and its responsibilities.

(a) Academic employees are entitled to freedom in the classroom in discussing their subject, but they should be conscientious regarding teaching subject matter which has no relation to their subject.

(b) Academic employees are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(c) Academic employees are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, should show respect for the opinions of others, and indicate that they are not speaking for the institution.

It is the policy of Ventura County Community College District (VCCCD) that all academic employees, regardless of their employment status, should enjoy the privileges and exercise the responsibilities inherent in academic freedom as defined by the AAUP statement. In addition, all VCCCD employees enjoy the same protection and responsibilities within the context of their obligations. Furthermore, faculty tenure constitutes the strongest procedural safeguard of academic freedom and individual responsibility, and as such, is essential for the maintenance of intellectual liberty and high standards in teaching and scholarship.

Reference: BP 4030 Academic Freedom, Title 5, §51023; Accreditation Standard II.A.7. The intent of this statement is not to discourage what is controversial. Controversy is at the heart of free academic inquiry which the entire statement is designed to focus. The passage serves to underscore the need for teachers to avoid persistently introducing material which has no relation to the subject.

## **APPENDIX XII STUDENT SUCCESS AND SUPPORT PROGRAM RIGHTS AND RESPONSIBILITIES**

The Student Equity and Achievement Program in the Ventura County Community College District (VCCCD) recognizes that student success is the responsibility of the District's three colleges and its students. The program creates a framework for the provision of core matriculation services, including orientation, assessment and placement, and counseling/advising/educational planning services that are intended to increase student access and academic success. 3SP services also include the provision of intervention and follow-up services to academically at-risk students such as those that are on academic or progress probation, or are otherwise identified as at-risk students.

### **College and District Responsibilities**

The District and its colleges shall develop processes to ensure that information regarding its matriculation policies under the Student Success and Support Program are accessible and available to all students during or prior to enrollment, and are included in class schedules, catalogs or other appropriate communications describing student rights and responsibilities under the 3SP. The colleges shall make reasonable effort to avoid duplication of services that are funded through the 3SP or funded through other programs.

Each of the District's colleges shall develop internal processes for the delivery of 3SP services to students. Appropriate college and district staff shall collaborate in the development of such processes to ensure accurate data collection and MIS reporting. No 3SP process will subject a person to unlawful discrimination as prohibited by subchapter 5

(commencing with section 59300) of chapter 10. Failure of a nonexempt student to meet the requirements of the 3SP may result in a hold placed on registration or loss of registration priority.

At a minimum the colleges and district shall provide students, as mandated and except as exempted, with of the following 3SP services:

- a) Orientation (via online or in-person delivery modes or a combination thereof);
- b) Assessment through placement tests, evaluation of external course work, evaluation of other colleges' assessment test scores, evaluation of other types of test instruments and scores, and other multiple measures;
- c) Counseling, advising and/or other educational planning service culminating in the development of an abbreviated and/or comprehensive student educational plan, identification of the student's educational goal, and course of study;
- d) Follow-up services to at-risk students;
- e) Referral of students to appropriate support services including but not limited to financial aid, support services for foster youth and military veterans, tutorial or other instructional support services, campus child care services, EOPS and/or DSPS programs and services; and to appropriate curriculum offerings that may be available including but not limited to basic skills, ESL and noncredit instructional programs.

### **Orientation (Title 5, Section 55521)**

Each college shall provide students with information on a timely basis, as determined by the college, regarding policies, procedures and information including, but not limited to:

1. Academic expectations and progress and probation standards pursuant to section 55031;
2. Maintaining registration priority pursuant to section 58108;
3. Prerequisite or corequisite challenge process pursuant to section 55003;
4. Maintaining California College Promise Grant eligibility pursuant to section 58612;
5. Description of available programs, support services, financial aid assistance, and campus facilities, and how they can be accessed;
6. Academic calendar and important timelines.
7. Registration and college fees.
8. Available education planning services.
9. Other issues, policies, and procedures the college determines as necessary to provide a comprehensive orientation to students.

### **Assessment (Title 5, Section 55522)**

Each college will provide assessment and placement recommendations using multiple measures that include, but are not limited to:

1. Guided self-placement instruments for use in placing students in English, mathematics or English as a Second Language courses that are approved by the California Community Colleges Chancellor's Office and appropriately validated for the college;
2. Guided self-placement instruments; overall high school grade point average and high school point average;
3. Evaluation of college coursework; overall high school grade point average;
4. Evaluation of other test scores including but not limited to AP, SAT, IB tests and EAP results.



No assessment test process shall be used in a manner or for a purpose other than that for which it was developed or has been otherwise validated; assessment tests including the TOEFL, in conjunction with multiple measures may be used to determine the admission of minors as special part-time or full-time students, and of international students. No assessment test, method, or procedure shall be used to exclude students from any particular course or educational program, except that districts may establish appropriate prerequisites pursuant to sections 55002 and 55003.

The colleges may use an assessment test to select students for its nursing program, provided that:

1. they comply with all other provisions of this subchapter;
2. the assessment test or other measures are used in conjunction with other assessment test, methods, or procedures to select students for enrollment in the nursing program; and
3. the Chancellor has determined that the assessment test predicts likelihood of success in nursing programs, has approved use of the assessment test for that purpose and has established statewide proficiency cut-off scores for that test pursuant to Education Code section 78261.

Every student has the right to enroll in transfer level course unless it can be demonstrated that the student is highly unlikely to succeed.

### **Counseling, Advising and Other Educational Planning Services**

Each college shall provide counseling, advising and educational planning services which include, but are not limited to:

1. Assistance to students in the identification of an education and career goal and course of study, including, but not limited to, preparation for transfer, associate degrees, and career technical education certificates and licenses;
2. The provision of information, guided by sound counseling principles and practices, using a broad array of delivery, including technology-based strategies, to serve a continuum of student needs and abilities to enable students to make informed choices;
3. Guidance and assistance in the development of an education plan to accomplish a course of study related to a student's education and career goals.
4. Assistance to students in the exploration of education and career interests and aptitudes

Each college shall make a reasonable effort to do all of the following:

1. ensure that all nonexempt students who are on academic or progress probation or facing dismissal participate in counseling as provided in section 55023;
2. ensure that all nonexempt students who do not have a course of study participate in counseling, advising, or other education planning services to assist them in the process of selecting an educational goal and course of study pursuant to section 55530;
3. ensure that all nonexempt students who are enrolled in nondegree-applicable basic skills courses participate in counseling, advising, or other education planning services.

### **Notifications: Requirements Of The Student Success And Support Program And Loss Of Eligibility For The California College Promise Grant.**

The District and its colleges shall notify students who are at risk of losing their enrollment priority due to their academic standing or due to exceeding the maximum unit limit as established under BP and AP 5055. The District and its colleges will notify students about the requirements of the Student Success and Support Program including notifying students who are at risk of losing California College Promise Grant eligibility due to their being placed on academic or progress probation for two consecutive terms.

The colleges will ensure that, within a reasonable time of receiving such notice, students shall have the opportunity to receive appropriate counseling, advising, or other educational planning services in order to provide students with an opportunity to maintain enrollment priority and fee waiver eligibility.

Appeals for the reinstatement of enrollment priority and the California College Promise Grant are initiated by students with the college Counseling office.

- The reinstatement decision for the California College Promise Grant is determined at each college. The reinstatement approval is based on verifiable evidence of extenuating circumstances, untimely accommodation for disabled students that applied for but did not receive accommodation, academic and/or progress improvement, changes in economic status, inability to obtain essential support services, no enrollment, and special consideration factors for CalWORKs, DSPS (EAC/ACCESS), EOPS and Veterans. Foster Youth and Former Foster Youth (up to 24 years of age) are not subject to the loss of fee waiver under the regulations.

### **Student Education Plan**

Each college shall provide students with an opportunity to develop Student Education Plans that are either:

1. Abbreviated: Abbreviated student education plans are one to two terms in length, designed to meet the immediate needs of entering students and those for whom a comprehensive plan is not appropriate; or
2. Comprehensive: The comprehensive Student Education Plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for programs such as EOPS, DSPS, CalWORKs, veterans' education benefits, athletics. It will address a student's education goal and program of study requirements, applicable course prerequisites or corequisites, assessment for placement results, potential transfer institutions, the need for basic skills, and the need for referral to other support and instructional services as appropriate; and will include the steps the student needs to take on their educational path to complete their identified course of study. The planning process will take into account a student's interests, skills and career goals.

Each college shall develop processes to ensure that all continuing, nonexempt students have selected an educational goal, program of study and have developed a comprehensive Student Education Plan once they have completed 15 units of degree-applicable college coursework.

The District and its colleges will ensure that comprehensive educational plans are accessible and recorded in electronic form, and will make a reasonable effort to not duplicate educational planning processes for students participating in special programs.

If a student believes the district or college has failed to make good faith efforts to develop a plan, has failed to provide programs and services

specified in the student education plan, or has otherwise violated the requirements of this section, the student may file a complaint pursuant to section 55534(a). See the section on Violations and Appeals further down in this document for complaint procedures.

## Student Follow-Up

Each college shall establish a process to ensure it is evaluating the academic progress of, and providing appropriate student services to at-risk students.

Follow-up services shall be targeted to at risk students, specifically students enrolled in basic skills courses, students who have not identified an education goal and course of study, or students who are on academic or progress probation or facing dismissal. These services include, but are not limited to, academic or progress probation interventions, academic early alert systems, and referral to other support services.

## Accommodations

- (a) Student Success and Support Program services for students with disabilities shall be appropriate to their needs, and colleges shall, where necessary, make modifications to the services provided or use alternative tests, methods, or procedures to accommodate the needs of such students. Colleges may require students requesting such accommodations to provide proof of need. Disabled Students Programs and Services (DSPS) is authorized, consistent with the provisions of subchapter 1 (commencing with section 56000) to provide specialized services and modified or alternative services as identified in 55520. Notwithstanding this authorization, participation in the DSPS program is voluntary and no student may be denied necessary accommodations in the assessment process because he or she chooses not to use specialized matriculation services provided by these programs.
- (b) Student Success and Support Program services for students served by the Extended Opportunity Programs and Services (EOPS) who are disadvantaged by economic, social, and educational status shall be appropriate to their needs, and colleges shall, where necessary, make modification to the services provided or use alternative supports to meet the needs of such students. EOPS is authorized, consistent with the provisions of subchapter 2.5 (commencing with section 56200) of chapter 7 to provide services that are over, above, and in addition to services otherwise provided to all credit-enrolled students. Notwithstanding this authorization, participation in the EOPS program is voluntary and no student may be denied necessary supports because he or she chooses to not use specialized services provided by this program.
- (c) Colleges shall ensure that Student Success and Support Program services are accessible for English language learners and are appropriate to their needs. Colleges shall, where necessary, make modifications to the services provided to accommodate the needs of such students. Modified or alternative services for limited or non-English-speaking students may be provided in English as a Second Language programs.

## Student Responsibilities, Exemptions, and Appeals

### Student Responsibilities

- (a) All students shall be required to:
  - 1. identify an education and career goal;
  - 2. diligently engage in course activities and complete assigned coursework; and
  - 3. complete courses and maintain progress toward an education goal and completing a course of study.

- (b) Nonexempt first-time students shall, within a reasonable period of time, be required to:
  - 1. identify a course of study.
  - 2. be assessed to determine appropriate course placement.
  - 3. complete an orientation activity provided by the college.
  - 4. participate in counseling, advising, or another education planning service pursuant to section 55523 to develop, at a minimum, an abbreviated Student Education Plan.
- (c) For the purposes of this section, a first-time student is a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education. For purposes of this section, first time enrollment does not include concurrent enrollment during high school. To the extent that a college has the capacity to require and provide the services identified in (b)(1) through (4) to other students, nothing in this section would preclude a college from doing so.
- (d) Nonexempt students who have completed the services identified in (b)(1) through (4) shall be required to complete a comprehensive education plan after completing 15 semester units of degree applicable credit course work or prior to the end of the 3rd semester
- (e) Failure to fulfill the required services listed in (b) may result in a hold on a student's registration or loss of registration priority pursuant to section 58108 until the services have been completed.
- (f) Information obtained from the matriculation process shall be considered student records and shall be subject to the requirements of subchapter 6 (commencing with section 54600) of chapter 5.

## Exemptions

Students may opt to exempt themselves from orientation, assessment, counseling, advising, or education plan development services if they meet one or more of the following criteria:

- 1. has completed an associate degree or higher;
- 2. has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standards;
- 3. has enrolled at the college as a special part-time student pursuant to Education Code 76001.

Exempt students shall be notified that they may participate in those services.

Students who opt to exempt themselves from one or more of the services shall be advised that they will not receive priority registration that is granted to students who complete all of the services.

## Violations and Appeals

The District and its colleges shall notify students of their right to challenge any alleged violation of the provisions of this administrative procedure, and the steps required to do so.

- 1. Challenges and complaints relative to this administrative procedure shall be submitted pursuant to the requirements of the district Student Grievance Process.
- 2. If a challenge contains an allegation that a college or the district has violated the provisions of Title 5, section 55522(2), the district shall, upon completion of the challenge procedure established herein, advise the student that he or she may

file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint under section 59327.

## Prerequisites and Co-requisites

The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department are responsible for approving courses and establishing their associated prerequisites/co-requisites as separate actions. The approval of a prerequisite or co-requisites must be based on the determination that it is an appropriate and rational measure of a student's readiness to enter a degree-applicable credit course or program.

Determinations about prerequisites and co-requisites shall be made only on a course-by-course or program-by-program basis, including those establishing communication and computational skill requirements (per Title 55003(a) and (j) respectively).

Courses for which prerequisites or co-requisites are established will be taught by a qualified instructor and in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisites or co-requisites (per Title 5 55003(b)(2) and (3)).

### A. Establishing Prerequisites and Co-requisites

In order to establish a prerequisite or co-requisite, the prerequisite or co-requisite must be determined to be necessary and appropriate for achieving the purpose for which it is being established (per Title 5 55003(b)(1)). Necessary and appropriate shall be understood to mean reasonably needed to achieve the purpose that it purports to serve: absolute necessity is not required (per Title 5 55000(h)). Prerequisites and co-requisites may be established only for any of the following purposes (per Title 5 55003(d)).

1. The prerequisite or co-requisite is expressly required or expressly authorized by statute or regulation; or
2. The prerequisite will assure that a student has the skills, concepts, and/or information that is presupposed in terms of the course or program for which it is being established, such that a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course (or at least one course within the program) for which the prerequisite is being established; or
3. The co-requisite course will assure that a student acquires the necessary skills, concepts, and/or information, such that a student who has not enrolled in the co-requisite is highly unlikely to receive a satisfactory grade in the course or program for which the co-requisite is being established; or
4. The prerequisite or co-requisite is necessary to protect the health or safety of a student or the health and safety of others.

### A. Level of Scrutiny

The level of scrutiny required for establishing prerequisites, co-requisites, and advisories on recommended preparation are content review or content review with statistical validation (per Title 5 55003(a)).

1. Content review is a rigorous, systemic systematic process conducted by discipline faculty that identifies the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a co-requisite course (per Title 5 55000 (c)). At a minimum, content review shall include the following:

- a. Careful review of the course including components such as course outline of record (COR) syllabi, sample exams, assignments, instructional materials, and/or grading criteria
  - b. Using the CORs of both the target and proposed prerequisite course, identification of required skills/knowledge student must have prior to enrolling in the target course and matching those skills/knowledge to the proposed prerequisites course
  - c. Documentation that verifies the above steps were taken.
2. Statistical validation is a compilation of data according to sound research practices that shows a student is highly unlikely to succeed in the course unless the student has met the proposed prerequisite or co-requisite (per Title 5 55003(f)). When this level of scrutiny is used, the college shall follow the guidelines specified in Title 5, 55003(g).

### B. Exemption from Scrutiny

1. A prerequisite or co-requisite shall be exempt from scrutiny if it satisfies any of the following criteria (per Title 5 55003(e)):
2. It is required by statute or regulation; or
3. It is part of a closely related lecture-laboratory course pairing within a discipline; or It is required by a four-year institution; or
4. Baccalaureate institutions will not grant credit for a course unless it has a particular communication or computational skill prerequisite.

### C. Curriculum Review Process

Each college's Curriculum Committee is responsible for the curriculum review process, and its membership is determined in a manner that is determined by the college's Academic Senate (per Title 5 section 55002(a0(1))). A college Curriculum Committee reviews and approves the establishment of prerequisites, co-requisites, and advisories on recommended preparation only upon the recommendation of the Academic Senate except that the Academic Senate may delegate this task to the Curriculum Committee without forfeiting its right or responsibility under Title 5 sections 53200-53204.

When content review is used to establish prerequisites or co-requisites in reading, written expression, or mathematics for degree applicable courses not in a sequence, the college Curriculum Committee will do all the following:

- Provide training to Curriculum Committee members on the establishment of co-requisites/prerequisites
  - Inform faculty about regulations regarding the establishment of co-requisites/prerequisites using content review
  - Direct faculty to the college's Office of Institutional Research to help with do the following: a) identify courses that may increase the likelihood of student success with the establishment of a prerequisite or co-requisite; b) prioritize which courses should be considered for the establishment of new co-requisites or prerequisites; c) monitor any disproportionate impact that may occur based on the establishment of a prerequisite or co-requisite
  - Assure through communication with the college's Chief Instructional Officer that prerequisite course, co-requisites courses, and courses that do not require prerequisites or co-requisites, whether basic skills or degree-applicable courses, are reasonably available.
1. Standards for Approval of Prerequisites and Co-requisites.  
A college's Curriculum Committees will review the course outlines to determine if a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the



course. The course outline will be reviewed to determine if success in the course is dependent upon communication or computation skills, in which case the course shall require as prerequisites or co-requisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively (per Title 5 55002(a)(2)(D) and (E)). If a course requires pre-collegiate skills in reading, written expression, or mathematics, the college will do the following (per Title 5 55003(l)).

- a. Ensure these courses and sections are offered with reasonable frequency
- b. Monitor progress on student equity in accordance with title 54220 as follows:
  - The college will conduct an evaluation to determine if the prerequisite has a disproportionate impact on student success.
  - Where there is disproportionate impact on any group of students, the college will, in consultation with the Chancellor President or designee, develop and implement a plan setting forth steps the district will take to correct the disproportionate impact.

## 2. Periodic review of Prerequisites and Co-requisites

Using an appropriate level of scrutiny, the college will review all established Career and Technical Education (CTE) courses and program prerequisites, co-requisites, and advisories every two years to ensure they remain necessary and appropriate; all other established course and program prerequisites, co-requisites, and advisories will be reviewed every six years (per title 5 55003(b) (4)).

### D. Challenging Co-requisites and Prerequisites

Whenever a prerequisite and/or co-requisites courses are established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the pre- or co-requisite. A prerequisite and/or co-requisite shall be waived when space in the pre- and/or co-requisite course is not available (per Title 5 section 55003(m)). A student may challenge any prerequisite or co-requisite by submitting a challenge form at the time of registration to the Admission and Records/Records and Registration Office or other designee. The student will be enrolled in the requested class if space is available. The challenge will be reviewed and the student notified of the decision within five (5) working days per AP 5052. If the challenge is denied, the student will be dropped from the class and refunded all applicable fees (per Title 5 55003(o)).

Grounds for challenge are as follows (per Title 5 55003(p)):

1. The prerequisite or co-requisites not been established in accordance with the district's process for establishing prerequisites and co-requisites
2. The prerequisites or co-requisites is in violation of Title 5 55003
3. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite course has not been made reasonably available.

## DEFINITIONS

**New Student:** Matriculated as First-Time Freshman or First-Time Transfer.

**Continuing Student:** A student who has been enrolled in one or more of the two previous primary semesters.

**Returning Student:** A student who has been previously enrolled at any of the colleges in the District, but has not been enrolled for either of the previous two primary semesters. (Primary Semesters = Fall and Spring)

**Special Admission Student:** "Dual Enrollment" or a concurrently enrolled minor attending public, private, or home school who is also taking classes offered by a college in the District.

**Foster Youth and Former Foster Youth:** Persons whose dependency was established or continued by the court on or after the youth's 16th birthday and who are no older than 25 years of age at the commencement of the academic year.

**Homeless Youth:** A student under 25 year of age, who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission by at least one of the following as a homeless child or youth:

- A homeless services provider, as defined in the Health and Safety Code, Section 103577(b)(3).
- The director of a federal TRIO program or Gaining Early Awareness and Readiness for Undergraduate Programs program, or a designee of that director.
- A financial aid administrator for an institution of higher education. Once "homeless youth" status is verified, it will remain in place as long as the student attends in the District, even with breaks in enrollment, until the student reaches the age of 25.

**Abbreviated Educational Plan:** A plan that identifies the courses a new student will take in their first one or two semesters. An abbreviated educational plan may be developed by a student with or without the help of an academic counselor, and is not approved by a counselor. Abbreviated educational plans are required for all new non-exempt students; however, a comprehensive educational plan will also satisfy this requirement.

**Comprehensive (Active) Educational Plan:** A plan that identifies the courses a student must take to complete their informed program of student and reach their educational goals. The comprehensive educational plan is generally at least two semesters long, and ideally will be long enough to identify everything a student must do to achieve their educational goal.

**Good Academic Standing:** Defined solely for purposes of assigning enrollment priority as a student who has not been on academic or progress probation or dismissal for two consecutive terms. Students who are on probation for two consecutive terms will lose enrollment priority for the next term.

**Informed Program of Study:** The degree, certificate or transfer program of study that a student declares upon completing 15 units of college coursework. The "informed program of study" is the basis for a student's comprehensive educational plan.

### Credit for Military Educational Training

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 of Education. The credit allowed will be based upon the recommendations specified in the Guide.

Students must submit an official transcript of military education to the Registrar's Office for evaluation of military credit. All military credit will be posted to the student's transcript as units earned.

## **Remedial Coursework**

Remedial coursework consists of pre-collegiate basic skills courses.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework, per Title 5, Section 55035. This limitation of 30 units applies to all remedial coursework completed at any of the college campuses of the District. It does not apply to remedial coursework completed at colleges outside the District. Students transferring from other educational institutions outside VCCCD shall be permitted to begin with a "clean slate" with regard to the remedial limitation.

The 30-unit limit applies to all remedial coursework attempted; however, in the event that some of these 30 units are substandard and a student successfully repeats one or more courses in which substandard grades were earned, then the 30-unit limit would be modified by the application of the Course Repetition Policy.

Students who exhaust the unit limitation shall be referred to appropriate adult non-credit educational services provided by adult schools or other appropriate local providers with which the colleges have an established referral agreement.

A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as requiring additional remedial units as part of a verified learning disability related accommodation are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a college-level waiver for the limitations of this procedure. Petitions for waiver can only be given for specified periods of time or for a specified number of units. The petition for this purpose, the Student Educational Plan, is available through the Counseling Office. Petitions should be made to the Chief Instructional Officer or designee.

College catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

## **APPENDIX XIII PROBATION, DISMISSAL, AND READMISSION**

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

**NOTICE:** Students who are on two consecutive semesters of academic or progress probation, or any combination of the two, will lose registration priority.

Two consecutive semesters means two primary semesters, Fall and Spring, with no more than a one-semester stop-out between them. Effective Fall

2016 students who are on two consecutive semesters of academic or progress probation, or any combination of the two, will also lose their eligibility for a California College Promise Grant (CCPG). Two consecutive semesters means two primary semesters, Fall and Spring, with no more than a one-semester stop-out between them.

Students who lose registration priority and/or CCPG eligibility may appeal the loss. See Appendix IX - Financial Aid Programs (pages 299-304) and Appendix XV - Enrollment Priorities (pages 310-312) for more information.

**STANDARDS FOR PROBATION:** If a student has attempted at least twelve (12) semester units and has earned a grade point average below 2.0 in all units graded in accordance with the grading scale established by the Ventura County Community College District, the student shall be placed on academic probation.

A student who has enrolled in at least twelve (12) semester units shall be placed on progress probation when course grade entries of W, I, NC, and NP reach or exceed fifty percent (50%) of the units attempted.

**NOTE:** probationary status is computed using courses taken since fall 1981. Courses taken prior to fall 1981 are not in the computer data file and may not be included in the calculation of probation. This may alter a student's probationary status.

### **Special note to students claiming veteran's benefits:**

**UNSATISFACTORY PROGRESS:** For the purpose of certification for educational benefits, academic probation is defined as the failure to complete a minimum of 50% of the total units attempted, and/or to maintain a minimum 2.0 cumulative grade point average. Unsatisfactory progress occurs when a veteran has been placed on academic probation for two consecutive semesters. Unsatisfactory progress must be reported to the Veterans' Administration, and the veteran may not be certified for future educational benefits. Any veteran placed on unsatisfactory progress must consult the campus Veterans' Office and receive academic counseling before educational benefits can be reinstated.

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

**NOTIFICATION OF PROBATION:** Each college in this district shall notify a student who is placed on probation at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the Fall semester. The student grade report, available at [my.vcccd.edu](http://my.vcccd.edu), specifies the student status for both academic and progress categories as either "good standing" or "probation."

A student placed on probation is, as a condition of continuing enrollment, to receive individual counseling, including the regulation of his or her academic program. Each student shall also receive any other support services available to help the student overcome any academic difficulties.

**REMOVAL FROM PROBATION:** A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

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

**STANDARDS FOR DISMISSAL:** A student who is on academic probation shall be dismissed if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

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

**NOTIFICATION OF DISMISSAL:** Each college in the Ventura County Community College District shall notify a student who is dismissed at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the Fall semester. A student who is dismissed has the right of appeal. An exception to academic dismissal may be made only in the event of extreme and unusual medical and/or legal circumstances that can be supported by evidence provided by the student, or in the event of improved scholarship. The petition for this purpose, Petition for Continued Enrollment or Readmission, is available in the Counseling Office.

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

Continuing students who are placed on academic or progress probation or more serious academic sanction for two consecutive terms will lose enrollment priority and will register during open registration. Students who lose their priority may appeal if they have verifiable extenuating circumstances as defined below; an approved appeal will result in the reinstatement of enrollment priority. The petition to appeal loss of enrollment priority is initiated through a counseling appointment.

## **APPENDIX XIV COURSE REPETITION POLICY**

A combination of withdrawals and graded attempts may not exceed three (3) times in the same course. General Guidelines for Repetition of Credit Courses

Pursuant to Title 5, students are permitted three enrollment attempts to achieve a standard (passing) grade. Students may be permitted, under special circumstances, to repeat non-repeatable credit courses in which standard (passing) grades have been awarded. Students may also repeat credit courses that are designated as repeatable in the college catalogs providing the maximum number of allowed enrollments per course, or set of courses, is not exceeded.

All enrollment attempts that result in an evaluative or non-evaluative grade on a student's permanent record are counted for purposes of this administrative procedure and pursuant to Title 5, Section 55023.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Students who have attempted the same course the maximum number of times, with any combination of withdrawals and graded attempts, may be eligible to petition a fourth enrollment attempt. The fourth attempt, if authorized, must reflect a grade other than W if the student has already received three W grades in the same class. The petition for this purpose, Petition for 4th Enrollment due to Extenuating Circumstances, is available in the Counseling Office and must be completed with a counselor.

Nothing herein can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

Apportionment may be claimed for a maximum of three enrollment attempts to achieve a standard (passing) grade. The District may claim apportionment for one additional enrollment attempt under the following circumstances:

- Approved repetition due to significant lapse of time as defined in this section,
- Approved repetition due to extenuating circumstances as defined in this section if the course is not designated as repeatable.

The District may claim apportionment for students' enrollments without limitation under the following circumstances and if all other requirements are met:

- Approved attendance for legally mandated training as defined in A P 4227
- Approved attendance of a student with a disability in credit special classes as a disability accommodation as defined in A P 4227
- The attendance of a student repeating cooperative work experience courses pursuant to Title 5, Section 55253
- The attendance of a student withdrawing as a result of extraordinary conditions pursuant to Title 5, Section 55024 (a)(10)
- The attendance of a student receiving a military withdrawal pursuant to Title 5, Section 55024 (d) (1)
- The attendance of a student repeating a course for significant change in industry or licensure standards pursuant to Title 5, Section 55040(b)(9).

The District may claim state apportionment for students' enrollments in credit courses that are designated as repeatable as provided by Title 5, Section 55041 for a maximum of four semesters. This limitation applies even if a student receives a substandard grade during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in VCCCD AP 4225 and AP 4227.

The District may permit enrollment in credit courses beyond the limits set forth in B P 4225, AP 4225 and A P 4227 providing apportionment is not claimed for such additional enrollments.

The District will develop and implement a mechanism for the proper monitoring of course repetitions.

The District may not permit enrollment in credit courses beyond the limits set forth in BP 4225, AP 4225 and AP 4227 except as provided for under specific provisions of this section; see "Course Repetition to Alleviate a Substandard Grade".

The District will develop and implement a mechanism for the proper monitoring of course repetitions.

### **Evaluative Symbols:**

The following evaluative symbols will be used to measure student work:

- A** Excellent (4 points per semester unit)
- B** Good (3 points per semester unit)
- C** Satisfactory (2 points per semester unit)
- D** Less than satisfactory (1 point per semester unit) F – Failing (0 point per semester unit)
- P** Pass, C or better – At least satisfactory (Units awarded not counted in GPA. Replaced CR effective Fall 2009.)



**NP** No Pass, less than satisfactory, or failing (Units not counted in GPA. Replaced NC effective Fall 2009.) **SP** – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)

**CRE** Credit by Exam (Units awarded not counted in GPA. Effective Summer 2015, students receive a letter grade. See A P 4235 Credit by Examination.)

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.

Noncredit courses may be graded using Pass/No Pass grading or letter grades as determined by the faculty and reflected on the course outline of record. Letter grades for non-credit courses will not generate or factor into cumulative grade point averages.

### **Non-Evaluative Symbols:**

The District Governing Board has authorized the use of the non-evaluative symbols "I," "IP," "RD," "W," "MW," and "EW" defined as follows:

#### **I** Incomplete

Students who are at the end of a term and have failed to complete the required academic work of a course because of unforeseeable, emergency, and justifiable reasons may receive a symbol "I" (Incomplete) on their records.

The conditions for receiving a letter grade and for the removal of the "I" must be stated by the instructor in a written record, which must also state the grade to be assigned in lieu of the removal of the "I." This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the "I" is made up) or the time limit is passed.

A final grade shall be assigned when the work stipulated has been completed and evaluated, or when

the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term for which it was assigned. The "I" symbol shall not be used in calculating units attempted or for grade point averages.

#### **IP** In Progress

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

#### **RD** Report Delayed

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

#### **W** Withdrawal

Students may withdraw from a class by the end of the third week of a full-semester length class or by 16% of the total meetings in a short-term class without any notation being recorded in the permanent academic record.

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

Withdrawals shall not be permitted after the 14th week of a full-semester length class or 75% of total class meetings in a short-term class. Students who are actively enrolled after that point shall receive a grade other than "W" in the permanent academic record. Exception may be made if approved upon petition by the student and documentation of verifiable extenuating circumstances, and after consultation with appropriate faculty.

Withdrawals approved by exception shall be recorded as a "W" on a student's permanent academic record.

Appropriate faculty is notified of withdrawals on their summary class roster.

"W" grades shall not be assigned, or if assigned shall be removed, from the permanent academic record if determination is made pursuant to Title 5, Sections 59300 et. seq. that a student withdrew from a course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

"W" grades shall not be assigned when withdrawal was necessary due to fire, flood, or other extraordinary conditions, pursuant to Title 5 Section 58509. Such withdrawal must be petitioned by the student and supported by documentation of circumstances.

#### **MW** Military Withdrawal

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

Students requesting military withdrawal must present a petition for withdrawal and a copy of the military orders, or other acceptable documentation, which verifies the dates and location of military assignment that compelled or compels withdrawal from classes.

A grade of "MW" shall be recorded on the permanent academic record upon approval of petition for military withdrawal that occurs after the third week of full-semester length classes or 16% of total meetings of short-term classes.

"MW" grades shall not be counted as one of the three enrollment attempts allowed to achieve a standard (passing) grade of C/P or better, or in the calculation of a student's academic progress for the determination of academic standing.

## **EW Excused Withdrawal**

The "EW symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. An EW symbol may be requested by the student at any time during the semester and no later than the date when the district/college policy allows a grade change. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control. A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others.

### **Course Repetition to Alleviate a Substandard Grade**

A non-repeatable course in which a grade of C/P/CR or better is earned may not be repeated except as allowed under special circumstances (see AP 4227). Students are permitted a total of three enrollment attempts to achieve a standard (passing) grade. This rule applies to courses taken at any regionally accredited college, in which the student received a substandard grade as defined above. Once a passing grade of C/P/ CR or better is received, he or she may not repeat the course again under this section. However, repetition may be allowable under special circumstances as defined below and in AP 4227.

A student who has taken a class three times and received a substandard grade each time may petition to take the class again. The petition must state verifiable extenuating circumstances that affected the student's past performance in the class and/or additional steps the student has taken to prepare to succeed in the petitioned course. Approved repetitions beyond the third attempt may not be claimed for apportionment. For

purposes of this section, extenuating circumstances are verifiable cases of illness, accident, or other circumstances beyond the control of the student.

In order to identify acceptable equivalencies in course and grading scale, course comparability shall be determined chiefly by content, as defined in the catalog course description, and not by course title or units.

The first two substandard grades will be excluded from the student's grade point average calculations if the student enrolls in and completes the class two or more times. The student's permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

If a student repeats a repeatable course in which a substandard grade has been recorded, the substandard grade and credit may be disregarded provided that no additional repetitions are permitted beyond those limits specified in 55041(c)(6). No more than two substandard grades may be alleviated pursuant to this section.

A student who receives a substandard grade in a course that was approved for repetition due to a significant lapse of time will be permitted to utilize the grade alleviation process described in this section, when the course in question is not designated as repeatable.

In determining the transfer of a student's credits, similar prior course repetition actions by other accredited colleges and universities shall be honored.

**Petitioning a Fourth Attempt:** a student who has taken a class three times and received a substandard grade each time may petition to take the class again. The petition must state verifiable extenuating circumstances that affected the student's past performance in the class and/or additional steps the student has taken to prepare to succeed in the petitioned course, and must be accompanied by verifiable documentation of circumstances. For purposes of this section, extenuating circumstances are verifiable cases of illness, accident or other circumstances beyond the control of the student.

### **Course Repetition Due to Significant Lapse of Time**

Students may petition, only one time, to repeat a course in which a standard (passing) grade has already been awarded, providing that the following conditions have been met: The course was successfully completed more than three years prior, and:

- a) the District has established a recency prerequisite for the course, or
- b) another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question. A student may petition to repeat a course where less than 3 years has elapsed if documents show that repetition is necessary for the student's transfer to the institution of higher education.

If it is determined that a student needs to repeat a repeatable active participatory course in physical education/kinesiology or visual or performing arts, or an active participatory experience course that is related in content (defined as a "family" of courses") due to a significant lapse of time, that repetition shall count toward the maximum number of enrollments that are allowed, except that if the student has already exhausted the allowable course limitation, one additional repetition can be permitted due to lapse of time.

An active participatory course is one in which "individual study or group assignments are the basic means by which learning objectives are obtained." (55000(a)).

When a course is repeated pursuant to this section, both grades and credits will be included in the calculations of the grade point average.

The attendance of a student repeating a course due to lapse of time may be claimed only one time for apportionment funding.

### **Course Repetition Due to Extenuating Circumstances**

Students may petition to repeat a course that is not designated as a repeatable course based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Petitions for course repetition under this section must be approved in writing by the appropriate designated administrator.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of the grade point average provided that no more than two substandard grades are excluded by course repetition.

The attendance of a student repeating a course due to lapse of time may be claimed only one time for apportionment funding for a maximum of one time.

### **Course Repetition of Variable Unit, Open Entry/Open Exit Courses**

Students may enroll in a variable unit, open entry/open exit course as many times as necessary to complete the entire curriculum of the course as described in the course outline of record one time, but may not repeat any portion of the curriculum for the course unless:

- a) the course is required for legally mandated training;
- b) the course is a special class for students with disabilities which the student needs to repeat as a verified disability-related accommodation;
- c) repetition of the course to retake a portion of the curriculum is justified by verified extenuating circumstances; or
- d) the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum.

Students repeating a portion of a course pursuant to this section are subject to the repetition limitations applicable to repeatable courses.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of grade point average.

### **Course Repetition of Special Classes for Students with Disabilities**

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation. Such determination will generally be provided by a qualified instructor or academic counselor. The individualized determination must verify one of the following conditions:

- The success of the student in other general and/or special classes is dependent on additional repetitions of the specific special class in question;
- Additional repetitions of the special class in question are essential to completing the student's preparation for enrollment into other regular or special classes; or
- The student has a student education contract which involves a goal other than completion of the special class in question and repetition of the course will further achieve that goal.

- The attendance of a student with a disability may be claimed for state apportionment each time the student repeats a special class as a disability-related accommodation which is justified by one of the circumstances noted above. When a grade is received pursuant to this section, the grade received each time will be included in the calculations of grade point average.

### **Course Repetition of Cooperative Work Experience Education Courses**

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a), 55252(a), and 55252(b).

Occupational work experience and general work experience are types of cooperative work experience. (Title 5, Section 55252). Occupational work experience "is supervised employment extending classroom occupational learning at an on-the-job learning station relating to the students' educational or occupational goal." (Title 5, Section 55252(b)). General work experience, on the other hand, does not have to be related to the students' education goals but is supervised employment that helps the student acquire "desirable work habits, attitudes and career awareness." (Title 5, Section 55252(a)).

### **Significant Change in Industry or Licensure Standards:**

Students may petition to repeat a course needed for employment or licensure because of a significant change in industry or licensure standards. Students may take these courses any number of times.

Refer to AP 4227 for information on course repetition allowed absent substandard academic work.

### **Course Repetition Allowed Absent Substandard Academic Work**

Under special circumstances, students may repeat courses in which a C/P or better grade was earned as noted below:

- 1) Legally Mandated Training Requirement Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of continued volunteer or paid employment. Proof of legal necessity to repeat the course must be submitted with the petition to repeat the course. Students may repeat such courses any number of times, even if they received a grade of C/P or better; however, the grade received by the student each time will be included in calculations of the student's grade point average. The term "legally mandated" is interpreted to mean "required by statute or regulation", and excludes administrative policy or practice.

Legally mandated training courses will conform to all attendance accounting, course approval and other requirements imposed by applicable provisions of law.

- 2) Significant Change in Industry or Licensure Standards

Students may petition to repeat a course needed for employment or licensure because of a significant change in industry or licensure standards. Students may take these courses any number of times. The petition for this purpose is available in the Admissions and Records Office; petition will require substantiating verifiable documentation or independent verification.



### 3) Course Repetition Due to Recency Prerequisites

Students may petition, only one time, to repeat a course in which a standard (passing) grade has already been awarded, providing that the following conditions have been met:

- (a) the District has established a recency prerequisite for the course, or
- (b) another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.

### Courses Designated as Repeatable

Courses that can be repeated will be so designated in the colleges' catalog. Only the following three types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
  - Intercollegiate athletics courses; and
  - Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.
- 1) Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree (supporting documentation required).

Certain CSU or UC campuses may require students to repeat a specified course as part of the requirements for a specific major. Once the course is properly designed as repeatable, then any student eligible to enroll in that course can enroll in that course multiple times. While the particular course may require the student to meet other eligibility requirements, such as an applicable prerequisite or corequisite, the student does not have to intend to transfer to UC or CSU to enroll in a course that has been properly designated as repeatable.

### 2) Intercollegiate athletics courses

Intercollegiate athletic courses are limited to the following:

- those courses in which student athletes are enrolled to participate in an organized competitive sport sponsored by the District, or
- a conditioning course which supports the organized competitive sport. (Title 5, Section(g). These types of courses are intended to be narrowly construed, meaning the course is either one that the athlete must be enrolled in to participate in the sport that is sponsored by the District or the course that is devoted to conditioning the athlete to safely participate in the competitive sport.

### 3) Intercollegiate academic or vocational competition course

Intercollegiate academic or vocational competition courses are very narrowly defined as courses that meet the following criteria:

- the course must be designed specifically for participation in non-athletic competitive events,
- the competition must be between students from different colleges,
- the competition must be sanctioned by a formal collegiate or industry governing body, AND
- the participation in the event must be directly related to the course as specified in the course content and objectives pursuant to subdivisions (a) or (b) of Title 5, Section 55002.

Courses designated as repeatable shall be identified in the course descriptions in the college catalog. The District will devise and implement a mechanism for the proper monitoring of such repetitions, including the determination and certification that each identified course meets the criteria specified in Title 5, Section 55041(c), 58161, 55041(a)(1), 55041(a)(2), 55041(a)(3).

Students may enroll in courses that have been designated as repeatable for not more than four semesters. For purposes of this administrative procedure, summer or other intersessions count toward the maximum number of repetitions allowed. For purposes of this administrative procedure, withdrawals count toward the maximum number of repetitions allowed. When a course is repeated pursuant to this section, the grade received each time will be included in the calculations of grade point average.

### Active Participatory Courses and Repeatability

"Active participatory courses" are those courses where individual study or group assignments are the basic means by which learning objectives are obtained. Courses that are related in content (also known as "families") activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation. Courses eligible to be included in "families" are limited to physical education, visual arts, and performing arts.

While students will not in most cases be allowed to repeat a specific active participatory course, they can still enroll in a series of active participatory courses that are related in content for a maximum of four times. This limit applies even if the student receives a substandard grade or "W" during one or more enrollments, or if a student petitions for repetition due to extenuating circumstances, as defined herein, and by Title 5, Section 55045.

The attendance of students in credit activity courses may be claimed for apportionment for a maximum of four semester enrollments inclusive of summer and other intersessions.

Discipline faculty will be responsible for determining which courses will comprise families and these families of courses will be designated in the college's catalog along with enrollment limitations.

See Administrative Procedure 4225 for information on course repetition to alleviate substandard grades and special circumstances where students with passing grades may repeat courses not designated as repeatable.

## APPENDIX XV ENROLLMENT PRIORITIES

The colleges of the Ventura County Community College District (VCCCD), (Moorpark College, Oxnard College, Ventura College) assigns enrollment priority to all new, continuing, and returning students in accordance with the California Education Code and Title 5 Administrative Code. Enrollment priority is also known as registration priority.

New students receive enrollment priority after completing orientation, assessment and a student educational plan. This may be accomplished in different ways including, but not limited to, completing the online orientation or attending an in-person session; assessment through multiple measures including, but not limited to, evaluation of other college coursework, high school courses and grades, and informed self-placement which result in course placement recommendations for Math, English, and English as a Second Language; completing a one or two-semester abbreviated educational plan, or developing a comprehensive educational plan that is approved by an academic counselor.

### Exemption from a service

New students have the right to request an exemption from orientation, assessment and educational planning activities based on criteria identified below; students who claim exemption will not be eligible for enrollment priority. The exemption criteria are as follows:

- Student has earned an Associate or higher degree.
- Student is enrolling solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards.

Continuing students receive enrollment priority based on the number of completed and in-progress degree-applicable units taken at any of the colleges in this district providing they have not been placed on academic or progress probation or more serious academic sanction for two consecutive terms. Transfer units are not used to calculate enrollment priority.

### Limitations

- Continuing students who have earned more than 90 units will lose enrollment priority and will register during open registration unless they successfully petition for a waiver that reinstates them to the previous enrollment priority. The petition for reinstatement of enrollment priority is initiated through a counseling appointment.
- Students may petition for reinstatement of registration priority if they are enrolled in a high-unit major or program of study, high-unit transfer major; or are registering for their last semester at a college within the VCCCD.
- Continuing students who are placed on academic or progress probation or more serious academic sanction for two consecutive terms will lose enrollment priority and will register during open registration. Students who lose their priority may appeal if they have verifiable extenuating circumstances as defined below; an approved appeal will result in the reinstatement of enrollment priority. The petition to appeal loss of enrollment priority is initiated through a counseling appointment.
- Extenuating circumstances are defined as verifiable cases of accident, illness or other circumstances beyond the student's control. Appeals must be supported by verifiable documentation of circumstances.

Returning students who have not attended in at least one year, who have completed fewer than 90 units, are in good academic standing in the Ventura County Community College District, and have completed orientation, assessment and an educational plan will have registration priority over returning students who do not meet these criteria.

Special Admission Dual Enrollment students register behind other groups as designated by California Education Code, Section 76001(e)(1). Where the District has an MOU with specific high schools that designate them as partners in a "middle college high school" agreement, the students from those high schools will be afforded priority (see tier7 below).

### Assignment of Enrollment Priorities in the Ventura County Community College District

Pursuant to Title 5 Sections 58106, 58108; Education Code Section 66025.8 et. seq. within the Ventura County Community College District, priority registration appointments are assigned based on the following criteria and in the following order:

1. Priority as defined by statute for;

- CalWORKS
- EOPS students
- DSPS students
- Foster youth and former foster youth
- Homeless youth
- Military Veterans and active duty personnel

NOTE: all continuing and returning students in the above groups must be in good academic standing; all new students in the above groups must have completed orientation, assessment, and an educational plan.

Foster Youth students are exempt from the unit and academic standards requirement.

2. Student athletes beyond their first semester, as verified by a designated athletics counselor, students currently participating in a First Year Experience cohort, and Associated Students elected and appointed officers from each college, as verified by the Associated Students' advisor. All continuing students must be in good academic standing; students new to the college must have completed orientation, assessment and an educational plan.
3. Continuing students with 76-90 units\* who are in good academic standing
4. Continuing students with 45-75 units\* who are in good academic standing
5. Continuing students with 30-44 units \*who are in good academic standing
6. Continuing students with 15-29 units\* who are in good academic standing
7. Continuing students with 1-14 units\* who are in good academic standing and Middle College Dual Enrollment students.

\*Foster Youth students are exempt from the unit and academic standards requirement.

8. New students who have completed orientation, assessment, and an educational plan; and returning students who have not attended in at least one year, who have completed fewer than 90.5 units, are in good academic standing in the Ventura County Community College District, and have completed orientation, assessment, and an educational plan.
9. Open registration for all students (excluding Special Admission Dual Enrollment students), including:
  - All students who have been placed on academic or progress probation or more serious academic sanction for two consecutive terms unless they successfully appeal for reinstatement of enrollment priority based on verifiable extenuating circumstances.
  - New and returning students who choose to be exempt from participating in orientation, assessment, and/or the development of a student educational plan (see exemption information above).
  - Continuing and returning students with more than 90 units unless they successfully petition for reinstatement of enrollment priorities.
10. Other Special Admission Dual Enrollment students not participating with an established Middle College.

## DEFINITIONS

**New Student:** Matriculated as First-Time Freshman or First-Time Transfer.

**Continuing Student:** A student who has been enrolled in one or more of the two previous primary semesters.

**Returning Student:** A student who has been previously enrolled at any of the colleges in the District, but has not been enrolled for either of the previous two primary semesters. (Primary Semesters = Fall and Spring)

**Special Admission Student:** "Dual Enrollment" or a concurrently enrolled minor attending public, private, or home school who is also taking classes offered by a college in the District.

**Foster Youth and Former Foster Youth:** Persons whose dependency was established or continued by the court on or after the youth's 16th birthday and who are no older than 25 years of age at the commencement of the academic year.

**Homeless Youth:** A student under 25 year of age, who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission by at least one of the following as a homeless child or youth:

- A homeless services provider, as defined in the Health and Safety Code, Section 103577(b)(3).
- The director of a federal TRIO program or Gaining Early Awareness and Readiness for Undergraduate Programs program, or a designee of that director.
- A financial aid administrator for an institution of higher education.
- Once "homeless youth" status is verified, it will remain in place as long as the student attends in the District, even with breaks in enrollment, until the student reaches the age of 25.

**Abbreviated Educational Plan:** A plan that identifies the courses a new student will take in their first one or two semesters. An abbreviated educational plan may be developed by a student with or without the help of an academic counselor, and is not approved by a counselor. Abbreviated educational plans are required for all new non-exempt students; however, a comprehensive educational plan will also satisfy this requirement.

**Comprehensive (Active) Educational Plan:** A plan that identifies the courses a student must take to complete their informed program of student and reach their educational goals. The comprehensive educational plan is generally at least two semesters long, and ideally will be long enough to identify everything a student must do to achieve their educational goal.

**Good Academic Standing:** Defined solely for purposes of assigning enrollment priority as a student who has not been on academic or progress probation or dismissal for two consecutive terms. Students who are on probation for two consecutive terms will lose enrollment priority for the next term.

**Informed Program of Study:** The degree, certificate or transfer program of study that a student declares upon completing 15 units of college coursework. The "informed program of study" is the basis for a student's comprehensive educational plan.

## APPENDIX XVI ACADEMIC RENEWAL WITHOUT COURSE REPETITION

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

### Academic Renewal Option

A student may petition to disregard a maximum of 24 semester units of any courses with less than a "C" or equivalent grade. Academic renewal may not be applied to any course that has been used to satisfy associate degree, certificate of achievement, IGETC or CSU-GE transfer general education breadth requirements. A student may disregard a maximum of 24 or fewer semester units of any courses with less than a "C" or equivalent grade taken during any five terms maximum (summer is considered one term), not necessarily consecutively.

### Eligibility

To qualify for academic renewal, students must do all of the following:

- Submit official transcripts of all college work.
  - Wait 12 months after the course work to be disregarded is completed.
  - Students must demonstrate recent academic success based on the coursework they have completed at any regionally accredited college after the coursework that is being petitioned for exclusion through academic renewal. Recent academic success may be demonstrated by one of the following:
11. Completing at least 12 semester units with a minimum 3.0 cumulative GPA, or
  12. Completing at least 15 semester units with a minimum 2.5 cumulative GPA, or
  13. Completing at least 24 semester units with a minimum 2.0 cumulative GPA

The colleges of the VCCCD will honor similar actions by other regionally accredited colleges and universities in determining grade point averages and credits.

### Petition Process

The petition form for this purpose, is "Petition for Academic Renewal" is initiated by the student through a Counseling appointment.

### Recording of Academic Renewal:

Once the Petition for Academic Renewal is granted, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

### Academic renewal actions are permanent and irreversible.

The student should be aware that other colleges or universities may have different policies concerning Academic Renewal and may not honor this policy.



## **APPENDIX XVII DRUG-FREE DISTRICT POLICY**

The Ventura County Community College District (VCCCD), including Moorpark College, Oxnard College and Ventura College, shall be free from all illegal drugs and paraphernalia and from the unlawful possession, use, or distribution of illicit drugs, paraphernalia and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

The Chancellor shall assure that the District distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

See Administrative Procedure 3550.

## **APPENDIX XVIII SMOKING POLICY**

### **Ventura County Community College District (VCCCD) Smoking Policy**

In the interest of the health and welfare of students, employees, and the public, smoking is banned during any instructional, programmatic, or official district or college function, in all District vehicles, in all District buildings, and within twenty feet of the exit or entrance of any building. Individual colleges may adopt a more restrictive policy.

### **The colleges of the VCCCD, (Moorpark College, Oxnard College, Ventura College) Smoking Policy - 100% Tobacco Free**

Smoking, including the use of electronic smoking devices and the use of tobacco products, is prohibited on all property and in all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by VCCCD. Smoking, including the use of electronic smoking devices and the use of smokeless tobacco products, is prohibited in all vehicles owned by VCCCD, and at any event or activity on campus property. Furthermore, the use of nicotine products or nicotine delivery systems that are not regulated by the Food and Drug Administration (FDA) as cessation devices is prohibited in all indoor and outdoor spaces where smoking and tobacco use is prohibited. Products covered under this policy include, but are not limited to, cigarettes, cigars, pipes, water pipes (hookahs), electronic smoking devices such as electronic cigarettes and electronic hookahs, chewing tobacco, spit tobacco, snus, snuff, and dissolvable tobacco products. Violators shall be subject to appropriate disciplinary action – see Student Code of Conduct.

## **APPENDIX XIX SOLICITATION**

The solicitation, selling, exposing for sale, offering to sell, or endorsing of any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental, or sale at a college is prohibited except by written permission of the Ventura County Community College District (VCCCD) Chancellor, President of one of the VCCCD colleges, (Moorpark College, Oxnard College, Ventura College), or the President's designee. This policy applies to all students, staff, and all others.

Nothing in this policy shall be construed to revoke the rights and privileges of students as specifically granted by education code sections and board policy with regard to fundraising activities, examinations of instructional materials, or other activities sanctioned by federal, state, and local regulations.

## **APPENDIX XX PUBLICITY CODE AND INFORMATION DISSEMINATION**

Students wishing to post, display, distribute, or otherwise make known an activity, event, or other piece of information should seek advance approval from Student Activities Office. This policy applies to all printed material distributed by students and all others on campus of the Ventura County Community College District (VCCCD), (Moorpark College, Oxnard College, Ventura College), including, but not limited to, all petitions, circulars, leaflets, newspapers, and all materials displayed on bulletin boards, kiosks, signboards, or other such display areas. In no case should printed materials be placed on lamp poles, buildings, windows, doors, retaining walls, painted surfaces, sidewalks, plants, and other such places.

All printed materials should be clearly designed to meet the needs of students, staff, and faculty; and the event, activity, or program should be of obvious benefit to members of the campus community. All posted materials must display the VCCCD college campus' approval stamp. Requests by off-campus individuals or agencies to disseminate materials on the VCCCD college campuses should be referred to the Student Activities Office. Such material must be of a high campus value and pre-approval is required.

Posting of materials on bulletin boards and dissemination of information or petitions will be governed by time, place, situation, and manner requirements.

Coercion is not to be used to induce students to accept any printed material or to sign petitions. Individuals or groups are expected to use good taste in their manner of expressing ideas according to current law or civic policy.

Please see Appendix I for information regarding Privacy Rights Governing Student Records and campus policy regarding the dissemination of information from student educational records. Questions regarding this policy should be addressed to the Registrar's Office.

## **APPENDIX XXI USE OF STUDENT IMAGE, LIKENESS, OR VOICE**

The campuses of the Ventura County Community College District (VCCCD), (Moorpark College, Oxnard College, Ventura College) often host events that are open to the public such as, but not limited to, graduation, athletic competitions, job fairs, speakers, and various activities held at the theatre. Those events are considered news events. Such an event may be photographed, video-taped or Webcast for purposes of archiving the event, educational use, or publicity. Students, staff and faculty who attend those events may have their

image or voice captured on video, Webcast or photograph. Due to the nature of the events, the VCCCD college campuses have no means by which to prevent such photographs, videotaping or web castings from including a specific student's image or voice. By attending the event or activity, a person is granting the VCCCD college campuses the right to use any such still or motion images or voice recordings in future publicity or publications as needed and without compensation. No release shall be required by the VCCCD college campuses to utilize in an appropriate manner any images captured during a public event, even if the subject is a minor.

## **APPENDIX XXII DISTANCE EDUCATION**

### **Definition**

Distance education means instruction in which the instructor and student are separated by time and/or distance and interact through the assistance of communication technology. This definition includes both partially online and fully online courses. All distance education is subject to the general requirements under Title 5 as well as the specific requirements of articles 55200 and 55204. In addition, instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. Section 121000 et seq.) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794 d).

The U.S. Department of Education defines distance education as education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or a synchronously. (Title 34 Subtitle B, Chapter IV Part 600 Subpart A Section 600.2)

### **Distance Education Instruction Certification**

Distance Education (DE) faculty must be certified to teach distance learning prior to being assigned a distance education course.

### **Course Approval**

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of instruction in a course replaces face-to-face time, or if an entire section of a course is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

### **Addendum to Course Outline**

An addendum to the official course outline of record shall be completed if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District C college curriculum approval procedures. The addendum must address the following:

- How course outcomes will be achieved in a distance education mode;
- How the portion of instruction delivered via distance education provides regular and effective contact between instructors and students; and

- How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

### **Establishing Regular, Effective, and Substantive Faculty-Initiated Contact**

Faculty will use the following practices of regular and substantive contact in their Distance Education courses:

**Regular Announcements:** Faculty should make general course related announcements to the students in their distance education classes on a weekly basis, whether by the announcement area in the Learning Management System or via e-mails to the entire class.

**Establishing Expectations:** Faculty will include in their syllabus or course orientation a description of the frequency and timeliness of instructor-initiated contact and feedback, as well as expectations for student participation. This should include the timeframe for responding to e-mails and phone calls, the timeframe for receiving feedback on student work, the timeframe for submission of assignments, and the expectations of discussion board postings required of the student. This information will be available to students on the first day of class.

**Faculty-initiated Interaction:** Faculty will regularly initiate interaction with students to determine that they have access to the course materials, that they understand the material, that they understand what is required of them, and that they are participating in the activities of the course. There are various ways of accomplishing this, including but not limited to, asynchronous discussion board forums with appropriate faculty input in the forum or grade book, synchronous chats, video conferencing, individualized contact via phone or e-mail, and, in the case of a hybrid course, in face- to-face meetings.

**Timely Feedback on Student Work:** Faculty will grade and provide feedback on student work within a reasonable timeframe. If discussion boards are required, students should be given guidelines at the outset of the course and feedback on their participation throughout the duration of the course.

**Content Delivery:** Faculty will provide content material either through online materials (in written, video, and/or audio forms) and/or through introductions to materials not created by the instructor (such as publisher-provided materials, web sites, streaming video, etc.).

**Notifying Students of Faculty Unavailability/Offline Time:** If the instructor must be out of contact briefly for any reason, notification to students will be made in the announcements area of the course and/or via e-mail that includes when the students can expect regular effective contact to resume. This should occur for any offline periods lasting longer than three business days.

**Faculty Absence Notification:** If a faculty member must be offline for a period of time that results in the faculty member not being able to meet his or her regular effective contact for any given week, this would be considered an absence and the Dean of the division in which the course is taught must be notified. Absences will be handled in accordance with the negotiated faculty contract.

**Face-to-Face Forms of Contact:** Faculty are encouraged to utilize the face-to-face forms of contact mentioned in Title 5, Section 55211 (e.g., group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, and library workshops), but to keep in mind that in the case of fully online classes it will not be possible for all students to attend such activities and these activities cannot be mandatory unless the course is hybrid and meetings times are announced in the schedule. Alternate online activities, such as those mentioned in the sections above, that entail

instructor-student contact should be made available for such students who cannot attend.

**Student to Student Contact:** Faculty will ensure ongoing regular and effective student-to-student contact. Best practices include, but are not limited to, include implementing communication means for varied types of interaction in the course design, assigning and monitoring weekly assignments and projects that promote collaboration among students, posing questions in the discussion boards that encourage critical thinking skills and promote interaction, and monitoring student engagement to ensure that students participate with depth.

## **Enrollment, Attendance and Participation in Distance Learning Courses**

Students will register and enroll in distance learning courses in the same manner as traditional courses.

Attendance will be determined through contact with instructors in the first week of the term; logging into the learning management system does not constitute active participation. Instructors may drop students from distance education courses for lack of active participation. Active participation may include, but is not limited to, writing in discussion forums, submitting assignments, taking quizzes and/or exams, or other interactive class activities.

## **Accessibility**

Each course that is delivered through distance education must comply with up-to-date Section 508 accessibility requirements. All course content delivered via distance education must be accessible to all persons including those with disabilities. All activities and instructional media shall be accessible, including, but not limited to,

- a. accurately captioned videos
- b. transcribed audio files
- c. images that have alternative text
- d. readable course materials using effective font, color contrast, and spacing
- e. meaningful hyperlink text
- f. documents that are created in such a way that screen reading software is able to read them
- g. accessible synchronous communication
- h. prescribed accommodations that are followed for other graded course activities
- i. keyboard navigation.

## **Proctoring**

Distance education courses may require exams to be taken in a proctored setting. Faculty members will clearly communicate in their syllabi any proctoring requirements along with options to complete.

## **Test Proctoring Fees**

There is no authority that permits the District to charge students a fee to cover the costs of having someone present while students are taking tests.

## **Verification of Student Identity**

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student, at the time of registration, a statement of the

process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instruction Officer shall ensure the institution utilizes one or more of these methods to authenticate or verify student identity:

- a. Secure login and password to enable authenticated access to student information and course management system.
- b. Proctored examinations.
- c. New or other technologies and practices that are effective in verifying student identification.

## **Student Support Services**

The colleges will assure that distance learners have reasonable access to student support services that are comparable to those services provided to on-campus learners.

## **APPENDIX XXIII CAMPUS SAFETY**

A campus safety plan shall be developed and provided to students in written format and/or on campus websites.

Additionally, the office of the Ventura County Community College District (VCCCD) Police prepares and annually updates a report of all occurrences reported to campus police and/ or Campus Security Authorities (CSA) of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board of Trustees.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

**Note:** Education Code Section 67380 defines "hate violence" as: "any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons of the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group." Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of "non-criminal acts of hate violence" (Education Code Section 67380(a)(1)(B)).

For purposes of reporting under the Clery Act, "hate crimes" includes domestic violence, dating violence, and stalking.

See Administrative Procedure (AP) 3500.

## **APPENDIX XXIV WORKPLACE VIOLENCE PLAN**

The Ventura County Community College District (VCCCD) is committed to providing a safe work environment that is free of violence and the threat of violence.

### **Responding to Threats of Violence**

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.



Should a non-employee on VCCCD property demonstrate or threaten violent behavior, he/she may be subject to disciplinary action.

Should an employee, during working hours, demonstrate or threaten violent behavior, he/she may be subject to disciplinary action.

The following actions are considered violent acts:

- Striking, punching, slapping or assaulting another person
- Fighting or challenging another person to fight
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise
- Engaging in dangerous, threatening or unwanted horseplay
- Possession, use, or threat of use of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties
- Or any other use of force or threat of violence

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a VCCCD employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person, such as:

- Title IX Coordinator
- Campus Police or Other Law Enforcement (911)
- Human Resources Officer
- Sexual Harassment Facilitator
- Campus Security Authority

No one, acting in good faith, who initiates a complaint or reports an incident under the policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, Campus Police or 911 will be called.

See Administrative Procedure (AP) 3510.

## **APPENDIX XXV REPORTING OF CRIMES**

Members of the Ventura County Community College District (VCCCD) who are witnesses or victims of a crime should immediately report the crime to Campus Police.

In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the assault, attack, or menace to the College Police.

The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct members of the District Police Department to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to a Title IX Coordinator and/or the Vice Chancellor for Educational Services if the complainant consents.

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence, and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/ vandalism of property, or any other crime involving bodily injury;
- Those reported to College Police; and
- Those that are considered to represent a continuing threat to other students and employees, or
- Any crime committed on campus.

VCCCD shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by Chief of Police in a manner that aids the prevention of similar crimes.

VCCCD shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The Chief of Police shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. VCCCD shall make the report available to all current students and employees. VCCCD will also provide perspective students and employees with

a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Chief of Police, Ventura County Community College District or at the Website address published in [www.vcccd.edu/departments/police](http://www.vcccd.edu/departments/police).

In the event that a situation arises, either on or off campus, that, in the judgment of the VCCCD Chancellor or Designee or Chief of Police, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus's student newspaper. The information shall be disseminated by the Chancellor or Designee in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Chancellor or Designee may also post a notice via campus-wide communication system and/or an appropriate VCCCD website, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the College Police, by phone or in person at the College police station. Contact, website and location information can be found through the District website and office: [www.vcccd.edu](http://www.vcccd.edu).

VCCCD shall be required to provide a timely warning with respect to crimes reported to a confidential counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, VCCCD shall follow its emergency notification procedures.

VCCCD shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

#### **To report a crime:**

Contact College Police and 911 (911 for emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department.

If the victim of a crime does not want to pursue action within the VCCCD System or the criminal justice system, the victim may still want to consider making a confidential report. With the victim's permission, a Campus Security Authority (CSA) can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, VCCCD can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The College Police encourage anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the College Police Department police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below. Confidential reports of crime may also be made to a Campus Security Authority (CSA).

#### **Required reports to local law enforcement agency:**

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, hate crime, or any other crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency.

See Board Policy (BP) 3515 Reporting of Crimes.



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# MOORPARK COLLEGE

7075 Campus Road, Moorpark



A.....Administration  
*President's Office, Student Health Services*  
 AA.....Applied Arts Building (Forum AA-147)  
 AC.....Academic Center  
 CC.....Campus Center  
*Bookstore, Food Court,  
 Associated Students, Copy Center*  
 CDC.....Child Development Center  
 COM.....Communications Building  
 CP.....Campus Police  
 EATM.....Exotic Animal Training & Mgmt  
 FORUM ....AA-147  
 FH.....Fountain Hall  
*Admissions & Records, Career Transfer  
 Center, Counseling, Financial Aid,  
 Int'l Students, Outreach, Scholarships,  
 Student Business Office*  
 G.....Gymnasium  
 G-BSFD.....Baseball Field  
 G-FBFD.....Football Field  
 G-GOLF ....Driving Range  
 G-SBFD.....Softball Field

G-SCFD.....Soccer Field  
 G-TNCT ....Tennis Court  
 G-TRAC.....Track Field  
 HSC .....Health Science Center  
 HS@MC....High School at MC (located in Lot G-1)  
 HSS.....Humanities / Social Science Bldg  
 LLR .....Library Learning Resources  
 LMC.....ACCESS (DSPS)  
*Natural Sciences, Computer Studies*  
 M .....Music Building  
 MO .....Maintenance & Operations  
 O.....Observatory  
 PA.....Performing Arts  
 PE .....PE Annex Offices  
 PS .....Physical Sciences  
 SSA .....Student Services Annex  
*CalWORKs, EOPS,  
 Student Success Center, Veterans Resource  
 Center,*  
 ST .....Stadium Annex (ST-1 & ST-2)  
 T .....Technology/Business  
 ZOO.....Zoo Buildings 1 & 2





# MOORPARK COLLEGE

7075 Campus Road  
Moorpark, CA 93021  
[MOORPARKCOLLEGE.EDU](http://MOORPARKCOLLEGE.EDU)

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