

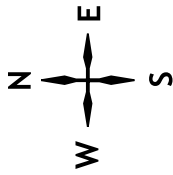




MOORPARK COLLEGE

PARKING & OTHER AREAS

- F - Fountain Plaza
- GP - Golf Parking
- HP - Handicapped Parking
- MP - Motorcycle Parking
- MS - Moorpark College Sign
- P - General Permit Parking
- SP - Staff Parking
- * - 30 Minute Parking
- ▲ - Parking Permit Machines
- - Phone
- \$ - ATM Machines (Campus Center & Admin Bldg)
- ☎ - Emergency Blue Phone
- 🚌 - Bus Stop



FACILITIES

- | | | |
|--------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| FORUM | AA-147 | Administration (Business Office, Counseling, Outreach & Admissions, Registration & Records, Student Health Center) |
| FH | Fountain Hall | |
| G | Gymnasium | |
| G-BSF | 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 | |
| HS | Health Science | |
| HS@MC | High School at MC | |
| HSS | Humanities / Social Science Bldg | |
| LLR | Library Learning Resources | |
| LMC | Life Science / Math / Computer Studies | |
| MO | Maintenance & Operations | |
| O | Observatory | |
| PA | Performing Arts | |
| PE | PE Annex Offices | |
| PS | Physical Sciences | |
| SS | Student Services (Financial Aid, EOPS) | |
| ST | Stadium Annex (ST-1 & ST-2) | |
| SX | Trailers | |
| T | Technology/Business | |
| TR | Trailers 1-12 | |
| ZOO | Zoo Buildings 1 & 2 | |

*ACCESS is expected to move to LMC by Fall 2010. Please check the ACCESS website for updates

MOORPARK COLLEGE

Catalog 2010 – 2011



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

MOORPARK COLLEGE • 7075 Campus Road, Moorpark, CA 93021-1695 • (805) 378-1400
Website: www.moorparkcollege.edu

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

Welcome!

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

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

Thanks to the foundation laid by the founders and the excellent work of everyone on our campus, we find that our students are highly successful in transfer, well-prepared to enter careers, and are engaged in life and work of their communities.

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



Pam Eddinger

***Pam Eddinger, PhD
President***

A college education lasts a lifetime, and Moorpark College is an excellent place to start.

Moorpark's Faculty have developed and nurtured programs from the Exotic Animal Training and Management program to our nationally recognized Forensics team; from our Health and Science programs to our Multimedia and Film/Television Production programs and a phenomenal array of Behavioral and Social Science courses. It's the work of both students and faculty that make these programs special.

While the Academic Programs are special, the Student Services are astounding: The Learning Center tutors, Counselors help with educational pathways, The Career and Transfer Center, ACCESS, The Health Center, EOPS, and the list goes on and on.

Welcome to Moorpark College.

Riley Dwyer

***Riley Dwyer,
Academic Senate President***



Academic Calendar 2010-2011

Moorpark College provides two primary semesters of instruction – Fall and Spring – as well as a Summer intersession. Course times and delivery modes are noted in each semester's *Schedule of Classes*. Those schedules are available on-line at www.moorparkcollege.edu.

Information on “scheduling options” is available on page 7 under “Educational Opportunities.” To match specific scheduling needs with the course offerings, consult each semester's *Schedule of Classes*. The special deadlines for semester-length classes are listed below for each primary semester; however, the specific length of each course dictates its deadlines (enrollment, drop, refund, etc.). Check on-line for such particulars or with Registration & Records. Detailed registration information is readily available at www.moorparkcollege.edu.

FALL SEMESTER, 2010

August 16 - December 15, 2010

- Aug. 14/15.....First day of semester-length Saturday/Sunday classes.
- Aug. 16.....First day of semester-length traditional classes.
First day of late registration.
- Aug. 27.....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.
- Sept. 4-6.....**NO CLASSES** - Labor Day.
- Sept. 10.....Last day to drop semester-length classes without a transcript entry.
- Sept. 17.....Last day to declare P/NP (formerly CR/NC) grading option for semester-length classes.
- Nov 4.....Last day to apply for Fall 2010 Associate Degree or Certificate of Achievement
- Nov. 12.....**NO CLASSES** - Veteran's Day.
- Nov. 13-14.....Saturday/Sunday classes held
- Nov. 19.....Last day to drop semester-length classes with a “W.”
- Nov. 25-28.....**NO CLASSES** - Thanksgiving Holiday.
- Dec. 9-15.....Final Exam Week for Fall 2010.

SPRING SEMESTER, 2011

January 10 - May 17, 2011

- Jan. 10.....First day of semester-length traditional classes
First day of late registration.
- Jan. 15/16.....First day of semester-length Saturday/Sunday classes.
- Jan. 17.....**NO CLASSES** - Martin Luther King Jr. Day.
- Jan. 21.....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.
- Feb. 4.....Last day to drop semester-length classes without a transcript entry.
- Feb. 11.....Last day to declare P/NP (formerly CR/NC) grading option for semester-length classes.
- Feb. 18-21.....**NO CLASSES** - Presidents' Day/Weekend.
- March 12/13.....Saturday/Sunday Classes Held.
- March 14-20.....**NO CLASSES** - Spring Break.
- March 24.....Last day to apply for Spring 2010 Associate Degree or Certificate of Achievement.
- April 22.....Last day to drop semester-length classes with a “W.”
- May 11-17.....Final Exam Week for Spring 2011
- May 19.....GRADUATION

SUMMER INTERSESSION, 2011

Moorpark College typically offers classes in the summer that meet anywhere from four to eight weeks with classes starting in 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 on-line at www.moorparkcollege.edu.

Welcome to Moorpark College

Vision Statement

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

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

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

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

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

Mission Statement

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

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

History

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

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

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

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

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

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

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

In 1999, students were first able to access their academic records and register for classes on-line at: www.moorparkcollege.edu.

In 2000, a high school for high potential juniors and seniors opened on the Moorpark College campus. In 2001 the first High School at Moorpark College graduating class numbered 55. In March of 2002 Ventura County voters passed Measure S, a bond that will provide \$356 million in construction financing for the Ventura County Community Colleges, of which \$104 million will be used to renovate/expand Moorpark College. Moorpark College is poised to grow to 17,000 students by the year 2015 and bond monies will fund 23 new or renovated classroom buildings and related facilities.

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

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

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

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

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

In July 2008, Dr. Pam Eddinger became Moorpark's ninth president, replacing Dr. Conrad who retired. Fall 2008 enrollment swelled to 15,800 and construction began on the Health Sciences Complex and the Academic Center with expected completion during 2010-2011.

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.



Moorpark College Core Competencies

Language and Information Literacy

Students will be able to:

- 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 be able to:

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

Literacy of the Sciences

Students will be able to:

- 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 be able to:

- 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 be able to:

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

Welcome to Moorpark College

Student Profile

Fall 2009 Enrollment:

Full-Time Students	6,638
Part-Time Students	9,599
Female.....	7,402 (46%)
Male.....	8,710 (54%)
Unreported	125 (<1%)
TOTAL.....	16,237

Age:

17 and younger.....	6%
18-21	54%
22-39	31%
40 and over	9%

Ethnicity:

Asian/Filipino/Pacific Islander	10%
Black	2%
Hispanic	19%
Native American	1%
White	58%
Other	10%

International Students Enrollment..... 136

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

2009 Associate Degrees

Awarded	1,312
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2009 Certificates

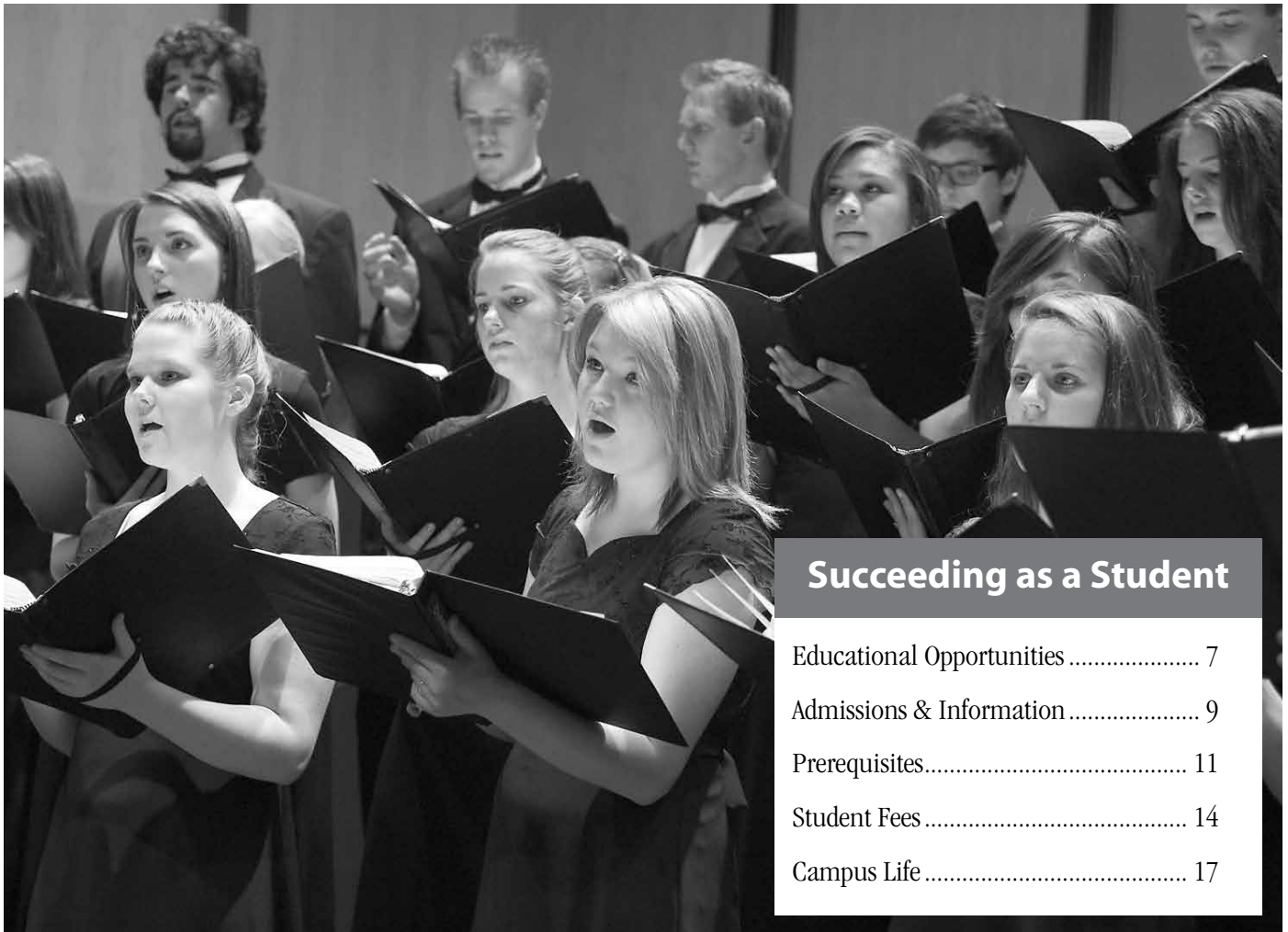
Awarded.....	197
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2009 Transfer Data

University of California	296
California State University.....	845
Instate Private Colleges	282
Out of State Four Year University	203

2009 Financial Aid

Total financial aid awarded	\$6,094,875
Total scholarships awarded	\$275,957



Succeeding as a Student

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Succeeding as a Student

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



MyNav is your student guide to knowing "what to do when" in order to complete your career and educational goals at Moorpark College. MyNav links Moorpark College services, programs, and activities to a personal itinerary of stages. The MyNav student guide is located at: moorparkcollege.edu/mynav

Students can identify on the online navigation menu the appropriate stage based on amount of completed units that best describes where they are in their educational journey. The MyNav stages of engagement are:

1. Get Started (0 Units)
2. The First 15 (0 to 15 Units)
3. Making Progress (16 to 30 Units)
4. Moving Forward (31 to 45 Units)
5. Graduate & Transfer (45 to 60 Units)
6. Lifelong Learning (60 Units and Beyond)

Enrollment and registration is accessible on-line at www.moorparkcollege.edu/register. In-person application, enrollment and registration assistance is available at Registration & Records located in the Administration Building. The information provided below outlines the guidelines, regulations and options that govern the processes involved with becoming a student.

For more information, go to the college website (www.moorparkcollege.edu) and complete the on-line orientation or call (805) 378-1428 to schedule an on-campus group orientation. These orientations are designed to help students get started on the right foot and select the classes they need to accomplish their goals. After completing an orientation, students may then schedule a counseling appointment by calling (805) 378-1428. It is a good idea to meet with a counselor during your first semester to develop a multi-semester Student Education Plan. This will help you make sure you are on the right path to achieve your goals.

Educational Opportunities and Scheduling Options

To meet the varying needs of students, courses are offered in many 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 roughly 13-15 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-day seminars.

Courses are available mornings, afternoons and evenings Monday through Friday, as well as on Saturday and Sunday. Most courses are offered on campus, but other locations, such as high schools and community centers are used as well. Courses are also available through distance education (online and partially online) requiring minimal trips to campus.

Moorpark College's goal is to be responsive to the many scheduling needs of students as they juggle jobs and family obligations. To match specific scheduling needs with the course offerings, students can consult each semester's *Schedule of Classes*. These schedules are available on-line at www.moorparkcollege.edu about five weeks prior to each new semester. Each course entry notes the length of the course, when it meets, and where. The special enrollment and refund deadlines for full-semester classes are listed in each semester's *Schedule of Classes*. The length of each specific course determines the deadlines (enrollment, drop, refund, etc.). Consult the schedule for specific details on deadlines. The most up-to-date information is available on-line by clicking on the Course Record Number (CRN) in the on-line schedule.

Honors Program

The Honors Program aims:

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

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

Succeeding as a Student

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

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

Learning Communities

Learning Communities are designed to provide students combined courses in two or more areas of study. Such courses are taught by two or more faculty presenting ideas from different points of view, as well as different disciplines' perspectives. Learning Community classes have themes and connect to careers. Different combinations of courses are available for varying units of credit. Each semester's *Schedule of Classes* provides particulars about these team-taught classes.

The Program for Adult College Education (PACE)

The Program for Adult College Education (PACE) is an academic program for learners who wish to complete an Associate Degree following a flexible schedule that is ideal for working adults or learners with obligations that prevent them from completing classes during the day. PACE offers classes in a number of delivery modes, including traditional classroom, on-line, and hybrid (a combination of online and classroom) instruction. On campus PACE classes are offered evenings and weekends. For the 2010-2011 academic year, PACE offers an A.A. or A.S. degree in Business, an A.A. degree in General Studies: Liberal Studies Emphasis, and an AA degree in General Studies: Social and Behavioral Sciences Emphasis. Contact the PACE Office at (805) 378-1402, mcpace@vcccd.edu, or see our webpage at www.moorparkcollege.edu/pace for more information.

Distance Education

Distance Education is a course delivery method in which students do not have to be physically present in the same location as the instructor or other students. Course content is delivered through technology, such as the Internet. Students and instructors communicate with each other using online and other technologies.

Moorpark College offers three types of Distance Education courses:



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



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



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

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

	Minimum Requirements*	Recommended*
Operating system	Windows 98, 98SE, ME, 2000, 2003, XP, Vista Mac OS X (up to 10.4) SVGA monitor	Windows XP Service Pack 2, Vista
Video	Minimum resolution of 800 x 600	Resolution of 1024 x 768 or greater
Internet speed	56K modem	Cable modem, DSL
Sun Java Runtime Environment (JRE)	JRE v1.4.2.x, 1.5.x, 1.6.x Firefox 3.0 or higher	JRE 1.6 update 13 Firefox 3.0 or higher
Browser	Internet Explorer 7 or higher Safari 3.1 or higher (Mac only)	Internet Explorer 7 or higher
Java script	Enabled	Enabled
Cookies	Enabled	Enabled

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

Attendance is required at all scheduled on-campus meetings, including orientations and examinations. In addition to providing critical information for participating in and passing a course, orientations provide an opportunity to meet the instructor. Examinations may be proctored; however, it is the student's responsibility to contact the instructor to arrange mutually acceptable proctoring facilities and times.

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

In the online *Schedule of Classes* there is a course note attached to the CRN. Students should check the note by clicking on the CRN number for the dates of orientations and examinations. The instructor's email or website contact will also be listed. Approximately one week before the class starts, students can log into the course management system through MyVCCCD. Once you have logged into the class, you should read the course syllabus and any welcome information the instructor has posted. Instructors can view which students have logged into the course and may drop any student who does not log in during the first week of the class. Trouble shooting instructions are available at www.moorparkcollege.edu/dehelp, or students can contact the help desk at (805) 652-7777.

Internship and Work Experience

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

These opportunities for on-the-job learning are advertised and coordinated through the Career Transfer Center. An existing position might be eligible for credit in the program if it provides new or expanded learning for the student. The Career Transfer Center is located in Fountain Hall. Call (805) 378-1536, email mccareer@vccd.edu, or visit our website under Services for Students at www.moorparkcollege.edu for more information. Course descriptions are listed in the "List of Courses" section in the Catalog under "Work Experience."

Independent Study

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

Field Trips

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

Auditing Policy

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

Priority in class enrollment shall be given to students desiring to take the course for credit towards a certificate or degree. Therefore, students wishing to audit may register for classes in audit status by special petition only after late registration has ended. This petition requires permission of the instructor. Laboratory and activity classes are not normally available for audit. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course. Petitions for this purpose, "Petition to Audit a Course," are available at Registration & Records (Admin. Bldg.).

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

Admission Information

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

Eligibility for Admission, & Residency Requirements

Admission Procedures

Students new to Moorpark College must complete an application for admission. An application for admission is available on-line at www.moorparkcollege.edu/apply. Hard copies can be obtained by contacting the Office of Registration & Records at (805) 378-1429.

Returning students may update any changes to their address, or phone number on-line at My.VCCCD.edu

Returning students who have not attended Moorpark College in the last 5 years must reapply for admission at www.moorparkcollege.edu/apply

Succeeding as a Student

Applications may be submitted beginning March 1st for the Summer and Fall semesters and October 1st for the Spring semester, and must be on file before students can register for classes. There is no cost to apply.

Eligibility for Admission

Admission to Moorpark College 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 person who is an apprentice as defined in Section 3077 of the Labor Code.

Exceptions are considered by petition for special admissions programs noted elsewhere in this catalog. High school graduates under 18 years of age shall provide an official transcript verifying their graduation or its equivalent.

Students entering any of the public community colleges of California are subject to the residency requirements as determined by the state of California. A student who is a resident of another state may be admitted under conditions stipulated by the governing board and on payment of nonresident tuition, enrollment, health fees and other applicable fees. A student who is a citizen and resident of another country (international student) may be admitted under conditions stipulated by the governing board and on payment of an application processing fee, nonresident tuition and foreign student surcharge, enrollment, health fees and other applicable fees. Consult the "Fees" section and "Appendix XIII" of this Catalog for more information on nonresident tuition, fees and refunds.

The right of a student to attend any community college in this District is conditioned by certain admission and residency qualifications as provided by law. A student disqualified from another institution must petition to be admitted by the Office of the Registrar. Further information is listed under residency requirements

Residency Requirements

The determination of legal California residence is a complex matter. Students will be required to present various kinds of documentation for purposes of the final determination. All questions as to legal residence and the exceptions allowed under California law shall be directed to the Admissions and 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 nonresident classification for admission and tuition purposes. A list of acceptable proof documents is available from the Office of Registration & Records Office.

Students who are former residents of California and have been absent from the State, but who attended a California high school for three years and graduated from a California high school may be eligible for exemption from

the requirement to pay nonresident tuition fees while they reestablish their legal residence in the State. Contact the Office of Registration & Records for more information on California law AB 540.

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. Students classified as nonresidents shall pay nonresident tuition fees in addition to mandatory enrollment and health fees.

Conduct inconsistent with a claim for California residence includes but is not limited to:

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

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. 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, residing in California.

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 Office of Registration & Records.

International Students

This school is authorized under Federal law to enroll nonimmigrant students. International students (F1, F2, M1, M2 visas) and persons who hold nonimmigrant visas including but not limited to visa types B, C, D, H2, H3, J, O, P, Q1, TN, TD, TWOV, U, WB, WT 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 Office 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. Visa types eligible to establish residence include: A, E, G, H1B, HIC, H4, I, K, L, N, NATO, O1, O3, Q2, Q3, R, S, T, V. Proof of current visa status must be submitted. Contact the International Student Office for more information.

Students residing in the United States who do not possess a visa or other documentation issued by the Bureau of Citizenship and Immigration Services may be eligible for exemption from the requirement to pay nonresident tuition fees. The student must have attended a California high school for at least three years and graduated from a California high school and filed an affidavit with the Records & Registration Office of their intent to apply for a change to an immigrant or non-immigrant status that allows the establishment of California residence. Contact the Office of Registration & Records for more information on California law AB 540. This exemption does not apply to students who hold nonimmigrant visas.

Military Personnel and Dependents

Military personnel who are stationed in California on active duty are exempt from the requirement to pay nonresident tuition for the duration of their active duty assignment to California. Eligibility for the exemption does not mean the individual is classified as a California resident. Persons eligible for the exemption may not be eligible for certain types of financial aid or assistance. The exemption does not apply to members of the armed forces assigned to California solely for educational purposes.

Spouses and dependents of military personnel who meet the above description are also exempt from the requirement to pay nonresident tuition. Eligibility for the exemption does not mean an individual is classified as a resident. Persons eligible for the exemption may not be eligible for certain types of financial aid or assistance. The exemption applies only to dependents whose sponsor is assigned to California on active duty. The exemption may not apply to any military personnel or dependant who already possesses a bachelor's degree or higher.

On-Line Registration & Records Services

Students may access the following Registration & Records services on-line at My.VCCTD.edu

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

Specialized Program or Course Eligibility

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

Prerequisites and Corequisites

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

Important Definitions

PREREQUISITES: A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. It is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. For example, a student enrolling in general chemistry will have difficulty without adequate preparation in algebra. Prerequisites must be completed with a grade of "C" or better prior to registration in a specific course. Courses taken without the required prerequisite may not be accepted by the college or transfer institutions. Students currently enrolled in the prerequisite course will be allowed to register pending successful completion of the course. Students who do not pass prerequisite courses with a C or better will be dropped from the course requiring a prerequisite when grades are posted.

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

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

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

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

Succeeding as a Student

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

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

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

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

- The student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite course has not been made reasonably available.
- The prerequisite or corequisite is not valid because it is not necessary for success in the course for which it is required (student documentation required).
- The prerequisite or corequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner (student documentation required).
- The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite or corequisite (student documentation required).

Special Admissions for Minors Concurrently Enrolled in High School or Below

In accordance with the California Education Code, students in grades K-12 may be permitted to enroll in college courses as Special Admission students. The intent of Special Admissions is to provide minors who can benefit from advanced scholastic and vocational education the opportunity to take college level courses that are not available through their primary school or other alternatives. This requires that Special Admission students be actively enrolled in at least a minimum day at their primary school. Permission to attend in Special Admission status is required for each semester the student wishes to attend until the student graduates from high school or turns 18 years of age, whichever is sooner. Special Admission students may apply on-line but must register in person and are limited to a maximum of 6.0 units per semester, including summer. Course enrollment fees are waived for Special Admission students. All other fees apply. Moorpark College grants college credit only.

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

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

Special Admission forms are available on-line, at the high schools and in the Office of Registration & Records at Moorpark College in the Administration Building. Detailed information on prerequisites equivalency and clearance is available at www.moorparkcollege.edu.

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

For information about The High School at Moorpark College, a full-time on-campus program for High School Juniors and Seniors, visit the Moorpark Unified School District website at www.mrpk.org.

Student Outreach

The mission of the Student Outreach program is to facilitate enrollment at Moorpark College by providing:

- pre-admissions information to all prospective students,
- ensuring access to and knowledge of campus resources,
- promoting academic, career and student services to all prospective students and the community,
- coordinating on-campus and community outreach events,
- representing the college at off-campus sites
- integrating matriculation, public relations, student services, and career technical education to create a comprehensive student centered program. As a result, Moorpark College will be viewed as a quality and accessible institution that is responsive to the community and its needs.

The Outreach program also serves as the primary contact to local K-12 school districts, community groups and industry and is located in Fountain Hall Room 113. Trained Student Ambassadors conduct the Campus Tour program, highlight student services and coordinate visits with prospective students, school sites and the community.

For more information contact (805)378-1409 or via email at: mcoutreach@vccd.edu, or visit us online at: moorparkcollege.edu/outreach or moorparkcollege.edu/new

International Student Admission

An international student is anyone enrolled for courses in the United States who is neither a permanent resident nor a citizen of the United States. Most international students who intend to study full time in the United States will have an F-1 visa. Persons holding visas should report to Registration & Records to determine their eligibility for enrollment to the college, or contact the International Student Program at (805) 378-1414.

Admission Requirements (F-1 visa student only)

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

- International Student Application form for Moorpark College
- Personal letter (in English) describing education background, special interests, and reason for applying to Moorpark College
- Proof of TOEFL with a score of 450 (PBT); 133 (CBT); 45 (IBT) or higher.
- Official Translated Transcripts: Transcripts of all High Schools and Colleges previously attended must be in English.
- 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 show proof of sufficient financial support to pay tuition, fees, and living expenses for one year. This cost is estimated to be \$21,000 (subject to change). If bank statement is provided from a sponsor other than the student or their parents, they must also provide a notarized Financial Certification (form is available from the International Student Program).
- A personal letter of reference from a school instructor, administrator or an employer.

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

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

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

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

Limitations on Enrollments

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

Veterans

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

- Filed with Registration & Records official transcripts of all previous work taken at colleges or universities, including military education (SMART transcripts).
- Filed with the Records Affairs Office a D.D. 214 form and other required documents.
- Met with a counselor and filed a Veteran's Educational Plan with the VA Certifying Official.
- Enrolled in classes for the semester to be certified.

The Moorpark College Veterans Benefit Specialist/Certifying Official is located in the Office of Registration & Records in the Administration Building and can be reached at (805) 378-1400, ext. 1852 or online at www.moorparkcollege.edu/veterans. The California Department of Veteran Affairs can be reached directly at 1-800-952-5626 or www.cdva.ca.gov. The Department of Veteran Affairs can be reached at 1-888-442-4551 or www.va.gov.

Selective Service Registration

Moorpark College in accordance with AB 397 added by statues 1997,575,E.C.s66500 and 69400 is alerting all male applicants for admission who are at least 18 years old and born after December 31, 1959, to be aware of their obligations to register with the Selective Service. In order to receive federal student aid, male students must be registered with the Selective Service. For more information, contact the Financial Aid Office, (805) 378-1462.

Updating Student Records

Once a student application is on file, any necessary communication with the student is conducted through the contact information provided and through the vcccd email given to all students. It is important that address, phone, and alternate e-mail address updates corrections be recorded in student academic records. Students may update this information at any time at My.VCCCD.edu. Name changes must be filed in person at Registration & Records, they cannot be completed on-line.

Registration Procedures

Detailed registration instructions, procedures for all methods of registration, and a calendar specifying registration dates are available on-line at www.moorparkcollege.edu. Students are advised to register as early as possible for the most complete selection of classes.

Succeeding as a Student

Late registration is permitted into open classes during the first week of semester-length classes. After the first week of the semester, registration into semester-length classes requires an add authorization number issued by the instructor. For short-term classes, the same basic procedure applies, but the deadlines are modified to fit the course's shortened time frame. To verify short-term course dates and deadlines, students can check with their instructor or on-line by clicking on the CRN for the specific course. Students receive credit for classes only if they are officially enrolled before the last day to add.

Open to Enrollment

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

Transcripts

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

- plan to seek a degree or certificate;
- plan to participate in intercollegiate athletics;
- were placed on academic probation or dismissed from the last institution of attendance; or
- a veteran claiming benefits or a veteran planning to apply for veteran's benefits (see "special note" below);
- plan to or have already applied for Financial Aid.

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

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

Special Grade Recognition: Deans' List

Special recognition is accorded students who complete a program of 12 or more units in letter grades with a 3.5 grade point average or higher during a primary semester. These students are placed on the Deans' List and given appropriate recognition on campus and in the community. Students attending Moorpark College and concurrently enrolled at Oxnard and/or Ventura College may request that the units be combined for eligibility for the Deans' List. Students attending more than one campus during any semester may choose one campus for placement on the Deans' List.

Student Fees

All fees are due and payable upon registration. Students who do not pay their fees in a timely manner may be subject to the following actions:

- they may be dropped from their classes and required to enroll before being permitted to continue; or
- they will have a financial hold placed against their records which, until paid, will prevent all further enrollment, drops, and withdrawals. It will also prohibit access to transcripts and grades, and will limit access to certain campus services.

Fees can be paid on line at My.VCCCD.edu, by mail, or in person. Students unable to pay are encouraged to use the fee payment installment plan, called e-Cashier, which allows students to pay their registration over several months. Students should also contact the Financial Aid Office at (805) 378-1462 to determine their eligibility for financial aid and to initiate any necessary paperwork to apply for that aid.

Students who drop classes after the refund deadline remain responsible for all fees owed. The last date to drop a semester-length class for a fee credit is specified in the Academic Calendar section of My.VCCCD.edu each semester. Information for refund deadline for all classes is available by clicking on the CRN of the online schedule.

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

Enrollment Fee (mandatory)

Fall 2010.....	\$26 per unit
Spring 2011	\$26 per unit
Summer 2011.....	\$26 per unit

Nonresident Tuition (in addition to enrollment fee)

Out of State.....	\$183 per unit
International Students.....	\$183 per unit
Nonresident Capital Outlay Surcharge.....	\$14 per unit

(effective Fall 2010, this surcharge is required of all nonresident students)

Health Service Fee (mandatory)\$17 per Semester \$14 for Summer

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).

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

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

Remote Registration Fee\$2 per semester
 This fee will be charged to any student registering on-line and is not refundable.

Instructional Materials Fees: Instructional material fees for certain selected credit or non credit courses may be required at the time of registration or the materials may be purchased on your own. If an instructional Material Fee is required, the amount of the fee is listed beneath the course title in the *Schedule of Classes*. Authority for the charge is granted under Ventura County Community College District Board Policy 5030. These instructional and other materials include but are not limited to text books, tools, equipment and clothing. If:

- the instructional and other materials required for the course have a continuing value to the student outside of the classroom setting, or
- 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.

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

Student Representation Fee (optional)\$1.00
 This fee provides support for students or representatives who share positions and viewpoints before city, county and district governments, and before offices and agencies of the state and federal governments. Authorized by Education Code, Section 76060.5, this fee may be waived for religious, political, financial, or moral reasons. Waiver forms are available from Associated Students Office (Campus Center). For further information, call the Associated Students Office at (805) 378-1400, ext. 1635.



Parking Fee

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

	Fall/Spring....	Summer
Semester Fee, Automobile.....	\$40.00.....	\$19.00
Semester Fee, Motorcycle.....	28.00.....	12.00
Classes meeting 6-11 weeks, Auto	28.00.....	n/a
Classes meeting 6-11 weeks, Motorcycle	16.00.....	n/a
Classes meeting 1-5 weeks, Auto	12.00.....	n/a
Classes meeting 1-5 weeks, Motorcycle	8.00.....	n/a
Second Vehicle Permit	8.00.....	7.00
<i>(requires presentation of vehicle registration)</i>		
Replacement Permit.....	7.00.....	5.00
<i>(requires proof that original permit was purchased)</i>		
Combination of two permits (not less than)	48.00.....	26.00
Carpool permit (carpool = 3 or more students)	25.00	10.00

Students who receive financial assistance pursuant to any of the programs described in subsection (g) of Education Code Section 72252 shall be exempt from parking fees in excess of \$20 per semester. Students requiring accessible parking should contact ACCESS at (805) 378-1461.

A daily or long term student parking permit is required in all lots on campus. “One-Day Use Permits” are \$2.00. These permits must be displayed on the dash of the vehicle to permit parking in all appropriately designated student spaces. These day use passes do not permit parking in spaces marked “handicapped” or “staff.” One-Day Permits can be obtained from machines located on the main driveways in Lots A, B and C as well as in lots D/E, F, G, G1, H, M and PA. The locations of these parking-permit machines are noted on the Campus Map, on the inside front cover.

Students and visitors are requested to observe parking regulations with regard to red no-parking zones, double parking, restricted zones, handicapped zones, and staff restrictions. Parking in these marked areas could result in a parking citation or the vehicle being towed at the owner’s expense. Citations will be issued for vehicles without a valid permit. A ticket for a general parking violation is \$35.

Credit by Exam\$26/unit
This nonrefundable fee is assessed to students petitioning for Credit By Exam.

Requests for Enrollment Verifications & Fees

Verifications of enrollment for insurance and other purposes are provided for \$3.00 per verification. Verifications are completed within five to seven working days of receipt of the signed student request. Rush (3-5 working days) service is available for \$5.00 per verification. Enrollment verifications cannot be completed if the student has any outstanding fees and/or obligations due to the District. Requests for enrollment verification are submitted to Registration & Records (Admin. Bldg.). Students may print an enrollment verification from My.VC CCD.edu at no charge.

Succeeding as a Student

Requests for Transcripts & Fees

Two official transcripts are furnished to each student free of charge. A \$3.00 fee is charged for each additional transcript. Normal processing time is 10-20 working days but may be longer at the end of the semester. All requests for transcripts must be in writing and include the student's signature. Rush transcript (3-5 working days) service is available upon receipt of a signed student request and payment of the \$5.00 rush transcript processing fee. Unofficial transcripts are available for \$1.00 from the Office of Registration & Records. Students must present picture ID in order to receive an unofficial transcript. Web transcripts are available for no charge at My.VCCCD.edu

IMPORTANT NOTES: Transcripts cannot be released if the student has any outstanding fees and/or obligations due to the District (see below). Under the Family Educational Rights and Privacy Act, once a student is attending an institution of postsecondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore, all students, regardless of age, must provide written consent for release of their transcripts. For more information, please refer to "Privacy Rights Regarding Student Records" in this Catalog.

Outstanding Obligations

Registration, transcript, and enrollment verification services are denied to students who have outstanding obligations, such as unpaid enrollment fees, disciplinary holds, returned checks, library fines, overdue financial aid loans or unreturned athletic equipment. Students who have received a Federal Family Education Loan are obligated to an exit interview. Obligations and payment record can be viewed on-line at My.VCCCD.edu

Enrollment and Parking Credits/Refunds

Students who officially drop a class or withdraw from school by the appropriate refund deadlines for their specific classes will have their VCCCD account credited. This credit balance may be applied toward a future enrollment, book voucher or parking fee. The VCCCD credit balance will remain on file until the student requests a refund from the Student Business Office. Refunds are not automatic.

Enrollment fees will be refunded minus a \$10.00 administrative fee. **NOTE:** Classes cancelled by the College are not assessed the \$10 administrative fee, even if students request a refund rather than having the amount credited to their account. Refunds are issued in the same manner as they were paid, except as noted:

- If payment is made by credit card, the refund will be issued back to the credit card. Cash or check payment will be refunded by a check.
- Refunds checks are mailed within 1-2 weeks. No cash refunds are provided.

The length of each class determines the appropriate enrollment, withdraw and refund deadlines. Refund deadlines for all classes can be found at www.moorparkcollege.edu/schedule. Click on the CRN to view the refund and other important deadlines.

Nonresident Tuition and International Student Credits/Refunds

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

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

Full-Semester Length Classes

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

Shorter than Full-Semester Length Classes, including Summer Session

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

Full-Time Student

A student is defined as full time if he/she is carrying 12 or more units during a regular term or four (4) units during a summer session. An International Student is defined as full time if he/she maintains 12 units during a regular term, or six units during a summer session. "Full-time" may be defined differently for students with disabilities.

Unit Requirements for Benefits

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

Automobile and Medical Insurances	full time
Athletic Eligibility	12 units
Student Government.....	full-time
Social Security Benefits	12 units
Student Loan Deferments:	

Full-time	12 units
Half-time	6 units

Financial Aid..... Contact Financial Aid Office

Veteran and war orphan benefits under GI Bill:

Full subsistence.....	12 units
3/4 subsistence.....	9 units
1/2 subsistence.....	6 units

Less than 1/2 time - Please contact VA Specialist in Registration & Records Office for details regarding eligibility.

Educational Workload

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

A Realistic Course Load

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

Class Attendance

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

Students are responsible for maintaining regular class attendance. When a student's absence exceeds in number 1/9 of the total class contact hours for the session (e.g., absence from a semester-long class equal to twice the number of hours the class meets in one week), the instructor may, after due warning, drop the student from the class. If dropped from class, a student may petition the instructor for reinstatement when just cause for the absence exists. The student must provide valid documentation to support the petition. If the reason for absence is directly related to the class environment (e.g., sexual harassment, sexual assault, discrimination) the student should start the process of review and intervention with either the specific Division Dean or Dean of Student Life. The matter may also be brought to the attention of the Executive Vice President of Student Learning at (805) 378-1403.

Campus Life

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

Intercollegiate Athletics

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

in the Western State Conference, one of the finest conferences in California.

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

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

Forensics Team (Speech and Debate)

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

Performing Arts (Dance, Music and Theatre)

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

The Moorpark College Dance Department offers everything from hip hop to ballet and performs several main stage dance concerts each semester. All students taking activity classes have an opportunity to perform in an "Evening of Dance" as part of the class requirement. We have site specific dance projects and sponsor dance touring ensembles.

Students interested in Theatre Arts are offered a wide variety of classes, performance opportunities, and technical experience in our two state-of-the-art theaters. The ambitious Theatre Arts program mounts drama, comedy, musical theatre and one-act shows, as well as student-written monologue and improvisational comedy performances.

Moorpark College also boasts a fully equipped sound stage and television studio offering additional classes and production opportunities for students interested in acting and directing, as well as the technical aspects of television, radio production, and venue management.

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

Succeeding as a Student

Associated Students

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

Student Organizations

There are over 30 student organizations to choose from at Moorpark College. These organizations make up the Inter-Club Council, which is designed to encourage student life, diversity, and learning outside of the classroom. Some of the existing organizations include the Business Students Association, Creative Writing Club, Dance Club, Gay Straight Alliance, Environmental Club, Honors Club, Jewish Club, Multimedia Club, Phi Theta Kappa, Political Science Club, and the World Students Social Organization. These organizations host a variety of campus events representing cultural, educational, honorary, philanthropic and social interests. For more information about existing student organizations or how to start a student organization stop by the Associates Students Office, room152 in the Campus Center.

Student Activities

The Student Activities office provides a variety of student programs and events that support and enhance the quality of student life at Moorpark College. The Student Activities department fulfills part of the college mission by providing extracurricular activities that promote campus community involvement and personal development. All students have the opportunity to learn and practice skills in advocacy and civic responsibility by participating in student government (Associated Students Board of Directors) and college student organizations. Student Activities oversees the Associated Students, their elected student Board of Directors, and all the student organizations on campus.

Students may access on campus and off campus job opportunity information on-line at the Career Transfer Center website which is listed under Student Services at www.moorparkcollege.edu. Additional job announcements and listings are available on the bulletin board located in the Career Transfer Center in Fountain Hall. Anyone wanting to place an ad on the Employment Opportunity Board can call 805-378-1536, email mccareer@vcccd.edu, or visit the Career Transfer Center website which is listed under Student Services at www.moorparkcollege.edu. The Job and Career Expo held each spring brings 30-50 employers to campus who are looking for immediate student hires.

Campus Publications

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

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



Campus Activities

Several ongoing activities offer entertainment for students and community members as well as:

- Athletics – Watch Moorpark College’s Raider teams in action. For game schedules call (805) 378-1457 or go on-line at www.moorparkcollege.edu/athletics.
- Charles Temple Observatory – Moorpark College’s on-campus observatory is situated in an area with minimal light pollution to enhance viewing. For information on public astronomy programs, contact the Ventura County Astronomical Society at (805) 529-9666 or go on-line at www.vcas.org
- Exotic Animal Training Program – America’s Teaching Zoo is one of two community college teaching zoos in the United States. The 9-acre zoo is open for shows and tours every weekend. School programs on and off campus as well as special events may be scheduled. For information, call (805) 378-1441 or go on-line at www.moorparkcollege.edu/zoo.
- Performing Arts – The Performing Arts Center, completed in 1996, provides a year-round state-of-the-art setting for choral, dance, opera, instrumental and orchestral events, as well as for theatre arts and speech productions. With over 120 performances a year, everyone is bound to find something of interest. Information and tickets are available on-line at www.moorparkcollege.edu/pac. Call the Box Office at (805) 378-1485 for additional information.

Campus Security for Your Protection

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

In Case of an Emergency

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

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

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

Crime Awareness

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

etc.) should contact the Office of Business Services (805-378-1412). Moorpark College appreciates everyone’s help in keeping the campus safe and secure.

The Crime Awareness and Campus Security Act of 1990 require institutions to report data for certain criminal acts that occur on campus. The Ventura County Community College District’s Police Office reported the following crimes on the Moorpark College campus in 2009:

Homicide.....	0
Rape.....	0
Robbery.....	0
Aggravated Assault.....	0
Burglary.....	3
Vehicle Burglary.....	10
Grand Theft.....	10
Petty Theft.....	28
Motor Vehicle Theft.....	0
Arson.....	0
Misdemeanor Assault.....	1
Alcohol Violations.....	2
Drug Violations.....	1
Vandalism.....	27
Bomb Threats.....	0
Fraud/Embezzlement.....	0
Weapons Violation.....	0
Battery.....	1
Sexual Battery.....	0
Indecent Exposure.....	0
Felony Arrest.....	2
Misdemeanor Arrest.....	17
Restraining Order.....	0
Hate Crimes.....	0
Stalking.....	0
Mental Illness Detention.....	0
DUI Arrest.....	3
Annoying Phone Calls.....	0
Sex Offender Registrants.....	5
Computer Crime.....	0
Traffic Hit & Run.....	51
Traffic Accidents.....	0
Criminal Threats.....	1
Alcohol Law Disciplinary Referrals.....	1
Warrent Arrests.....	2

TOTAL Crimes on the Moorpark College Campus

2002.....	66
2003-04.....	67
2005.....	95
2006.....	91
2007.....	110
2008.....	151
2009.....	165

Academic Policies and Standards

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Course Credit and Grades

Grading Practices

Work in all courses acceptable in fulfillment of the requirements for associate degrees, certificates, diplomas, licenses, or baccalaureate-level work shall be graded in accordance with the provisions adopted by the District Governing Board for the following sections which relate to the letter grading scale, the Pass/No Pass options, or Credit by Examination.

Grading System

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

Symbol	Definition	Grade Points/Unit
A	Excellent	4 points per semester unit
B	Good.....	3 points per semester unit
C	Satisfactory	2 points per semester unit
D	Passing (less than satisfactory)	1 point per semester unit
F	Failing.....	0 point per semester unit
CRE	Credit by exam (satisfactory) 0 point per semester unit (unit credit granted) (Replaces CR effective Fall 2009)	
P	Pass (at least satisfactory) Units awarded not counted in GPA (formerly credit)	
NP	No Pass (less than satisfactory, or failing) Units not counted in Grade Point Average (formerly no credit)	

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

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

I - Incomplete

Students who are at the end of a term and have failed to complete the required academic work of a course because of unforeseeable, emergency, and justifiable reasons may receive a symbol “I” (Incomplete) on their records. The conditions for receiving a letter grade and for the removal of the “I” must

be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the “I.” This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the “I” is made up) or the time limit is passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” may be made up no later than one year following the end of the term for which it was assigned.

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

RD - Report Delayed

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

W - Withdrawal

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

Pass/ No Pass

Note: Credit/No Credit was changed to Pass/No Pass beginning 2009/2010.

Colleges of the Ventura County Community College District may offer courses in two Pass/No Pass (P/NP) options:

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

Pass/No Pass only includes those courses in which all students in the course are evaluated on a P/NP basis as indicated in the course description in this Catalog. 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. “Pass” shall be assigned for meeting that standard and “No Pass” for failure to do so.

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

institutions of higher education or equivalent out-of-state institutions shall be counted toward satisfactory completion of community college curriculum requirements.

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

Units earned on a P/NP basis shall not be used to calculate grade point averages; however, units attempted for which NP is recorded shall be considered when determining probation and dismissal status.

Students should be aware that other colleges and universities may restrict the acceptance of courses taken on a P/NP basis, especially for satisfaction of requirements for the major.

Availability of Semester Grades

Grades for each semester are generally available on-line within 24 hours of each instructor submitting his/her grades. Students may access their grades at My.VC CCD.edu or in person by presenting picture ID. Students with outstanding fees and/or obligations will not be able to access their grades until they have cleared their fees/obligations.

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

Academic Dishonesty

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

Use of Listening Video, or Other Recording Devices

State law in California prohibits the use of any electronic listening or recording device by anyone in a classroom without prior consent of the teacher and school administration. Any student who wishes to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, the notice of consent will be filed with the Executive Vice President, Student Learning. Students who need to use recording devices as an authorized disability accommodation must receive verification through ACCESS (805-378-1461) and must provide this verification to the instructor prior to use.

Student Due Process

If a problem or complaint arises, students have rights of due process to have the matter or disciplinary action investigated as noted in the official Student Grievance Policy in the Student Rights and Responsibilities section. Most problems of this type (questions regarding grade, being dropped for poor attendance, etc.) involve misunderstandings, human error or lack of information about established rules. To address such problems, it is often best to speak directly with the staff member involved. If the matter is not clarified or resolved it may be useful to talk next with the responsible Division Dean. If the concern still persists, contact the Office of the Dean of Student Life at (805) 378-1408 or the Executive Vice President at (805) 378-1403.

Behavior Intervention Team (BIT)

Moorpark College cares about the success of every student. If a student’s conduct or behavior is interfering with that student attaining his or her educational goals there are services in place to offer guidance and assistance. The Behavior Intervention Team (BIT) will investigate allegations of misconduct as well as referrals of concern that are submitted. Although individual faculty or staff, as an official of the school, may have already discussed the conduct or concern with the student, if warranted, BIT will document this interaction and may also contact the student with clarification of college expectations and consequences and/or suggestions for assistance resources.

Grade Changes

In any course of instruction in a college of the Ventura County Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with the grading system dealing with academic record symbols and grade point average. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetence. Procedures for the correction of a grade given in error shall include expunging the incorrect grade from the record. The petition for this purpose, “Petition to Change Grade,” is available from the Office of Registration & Records. The Petition to Change Grade is intended only for the use of the instructor and is not available to students.

Course Repetition

General Guidelines for Repetition of Credit Courses

Circumstances for Repeating Credit Courses

- Students may repeat credit courses that are designated as repeatable in the College Catalog.
- Students may repeat non-repeatable credit courses a maximum of two times for the purpose of alleviating a substandard grade. Substandard grades are defined as D, F, NC and NP.
- Under special circumstances, students may be permitted to repeat non-repeatable credit courses in which non-substandard or passing grades have been awarded.

Academic Policies and Standards

Academic Record

Once a grade is recorded, any withdrawal with a “W” following the receipt of that grade counts as a repetition attempt.

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 ensures all work remains legible, thereby generating a true and complete academic history.

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.

Course Repetition to Alleviate a Substandard Grade

Students are permitted to repeat courses that are non-repeatable a maximum of two times for the purpose of alleviating a substandard 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. Under no circumstances may a student repeat a course more than two times under this section.

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.

Upon completion of a repeated course the previous grade and credit shall be disregarded in the computation of grade point averages. Grades awarded in any subsequent repetitions (more than two) of the same course will not count in computing the student’s cumulative grade point average. The student’s permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

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.

Apportionment may be claimed for a maximum of two repetitions of a course to alleviate a substandard grade (or a total of three times).

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.

Course Repetition Allowed Under Special Circumstances: Significant Lapse of Time

Students may petition only one time to repeat a course in which a satisfactory grade has already been awarded providing that one of the following conditions has been met:

1. The course was successfully completed more than three years prior, and;
2. is required as a part of the student’s designated educational goal and/or
3. is in a sequence of courses based on prerequisites, or

4. Another institution of higher education to which the student seeks to transfer has established a residency requirement which the student will not be able to satisfy without repeating the course in question.

If it is determined that an activity course needs to be repeated pursuant to this section, the repetition shall count toward the three repetitions that are allowed for activity courses, except that if the student has already exhausted the activity course limitation, an additional repetition can be permitted due to lapse of time.

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.

The attendance of a student in a course that is approved for repetition due to lapse of time may be claimed only one time for apportionment funding.

Course Repetition Allowed Under Special Circumstances: Extenuating Circumstances

Students may petition two times to repeat a course that is not designated as a repeatable course, regardless of whether or not substandard grades were previously recorded, if it is determined that there are extenuating circumstances which justify the repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. The final determination of the petition is made by the Chief Instructional Officer.

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. The student’s permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

The attendance of a student repeating a credit course by approved petition pursuant to this section may be claimed for apportionment funding for a maximum of two times.

Course Repetition Allowed Under Special Circumstances: Variable Unit, Open Entry/Open Exit Courses

Students may enroll in a variable unit, open entry/open exit course as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record, but may not repeat any portion of the curriculum for the course unless:

1. the course is required for legally mandated training;
2. the course is a special class for students with disabilities which the student needs to repeat as a verified disability-related accommodated;
3. repetition of the course to retake a portion of the curriculum is justified by verified extenuating circumstances; or
4. the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum.

Students repeating a portion of a course pursuant to this section are subject to the repetition limitations applicable to repeatable courses.

When a course is repeated pursuant to this section the previous grade and credit will be excluded from the calculations of grade point average.

Course Repetition Absent Substandard

Academic Work

Under special circumstances, students may repeat courses in which a C or better grade was earned, or in which substandard academic work has not been recorded.

Legally Mandated Training Requirement

Students are allowed to repeat a course when repetition is necessary for the student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better. The grade received by the student each time will be included in calculations of the student's grade point average. Students will be required to verify their volunteer or paid employment status.

The term "legally mandated" is interpreted to mean "required by statute or regulation," and excludes administrative policy or practice.

Legally mandated training courses will conform to all attendance accounting, course approval and other requirements imposed by applicable provisions of law.

The attendance of students in legally mandated training may be claimed for state apportionment without limitation.

Courses Designated as Repeatable

Repeatable courses are designated in the College Catalog. A course may be designated as repeatable if it meets the following criteria:

- the course content differs each time it is offered, or
- the course is an activity course where the student meets course objectives by repeating a similar primary educational activity and the gains an expanded educational experience each time the course is repeated because:
 - skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
 - active participatory experience in individual study or group assignments is the basic means by which learning objectives are achieved.

The district will devise and implement a mechanism for the proper monitoring of such repetition.

Students may repeat courses that have been designated as repeatable, for a maximum of three times (course can be taken four times total). When a course is repeated pursuant to this section, the grade received each time will be included in the calculations of grade point average. Pursuant to AP 4225, this shall include any withdrawals with a grade of "W" subsequent to the first class enrollment and the award of a grade therein.

Where the colleges establish several levels of courses which consist of similar educational activities, repetition limitations applicable to this section apply to all levels of such courses. (Example: PE 1A, PE 1B and PE 1C may be taken in any combination a maximum of four times.)

The attendance of students in credit activity courses may be claimed for apportionment a maximum of four times inclusive of summer and other intersessions. This limitation applies even if the student receives a substandard grade for one or more of the enrollments in the activity course, or receives a withdrawal with a "W" after a grade has been awarded for a previous enrollment.

Repetition of Special Classes

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation. Such determination will generally be provided by a qualified instructor or academic counselor. The individualized determination must verify one of the following conditions:

- the success of the student in other general and/or special classes is dependent on additional repetitions of the specific special class in question;
- additional repetitions of the special class in question are essential to completing the student's preparation for enrollment into other regular or special classes; or
- the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further the achievement of 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 latest grade received will be included in the calculation of the grade point average, with all grades remaining visible on the transcript.

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).

Prior approval for students seeking course repetition under special circumstances shall be required. The "Petition for Course Repetition" is available in the Counseling Office (Admin. Bldg.).

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

Academic Renewal Without Course Repetition

Students may petition to have a portion of previous substandard college work disregarded in meeting academic requirements in the colleges of the Ventura County Community College District. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate. The following grading symbols are defined as substandard: D, F, NC, NP

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

Academic Policies and Standards

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

Academic renewal may be granted only to a student who:

- has completed at least 12 units in residence in the colleges of the Ventura County Community College District
- has submitted transcripts of all college work
- has waited two years since the course work to be disregarded was completed
- has subsequently completed at least 30 semester units with a minimum 2.40 GPA.

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

Remedial Course Limit

The colleges of the Ventura County Community College District (VCCCD) offer courses which are defined as remedial. “Remedial coursework” refers to pre-collegiate basic skills courses in reading, writing, computation, learning 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 certificates of achievement or associate degrees. These courses are designated by the letter “N” on the student transcript.

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.

The Office of Student Learning shall maintain a list of remedial courses for each academic year.

Students should be aware that this policy applies to all students enrolled in remedial coursework; however, students receiving financial aid have more restrictive limitations imposed upon them by the federal government. Students are advised to contact the Financial Aid Office for details.

Probation, Dismissal, and Readmission of Students

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

Standards for Probation

There are two types of probation:

ACADEMIC PROBATION: A student who has attempted at least twelve (12) semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale established by the Ventura County Community College District.

PROGRESS PROBATION: A student who has enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which the student has enrolled and for which entries of “W,” “I,” and “NC” are recorded reaches or exceeds fifty percent (50%).

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

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

Notification of Probation

Each college in this Ventura County Community College District shall notify a student who is placed on probation at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester. Moorpark College mails a letter indicating either academic or progress probation to the home address indicated in the student’s records. In addition, each enrolled student’s probation status is recorded at the end of each term as part of the student’s academic record; the notation specifies the student’s status for both academic and progress categories as either “in good standing” or “on probation.” A student placed on probation must, as a condition of continuing enrollment, receive individual counseling, including the regulation of his/her academic program. Each probationary student shall also receive any other support services needed to help overcome the perceived academic difficulties. Students may view their own academic records on-line by visiting www.moorparkcollege.edu and clicking on the WebSTAR icon.

Removal from Probation

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

A student on progress probation because of an excess of units for which entries of "W," "I" and "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" and "NP" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).

Notification of Dismissal

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

Continued Enrollment or Readmission

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

Counseling Services

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

Dropping a Class or Withdrawal from College

It is the student's responsibility to drop or withdraw from a course. Students may drop classes up to the final drop deadline using any of the following methods; My.VCCCD.edu, in person, via fax, or via mail.

Students or instructors may initiate a withdrawal through the end of the fourth week of instruction for full-semester classes or during the first thirty percent (30%) of a class less than a semester in length. This action results in no record of the dropped classes appearing on student's academic records (transcript).

Students or instructors may initiate a withdrawal between the end of the fourth week and the last day of the fourteenth week for full-semester classes. In a less than semester length class, students or instructors may initiate a withdrawal between the first 30% of the course and the end of seventy-five percent (75%) of a course. This action shall be recorded as a "W" on the student's academic records. The academic record of a student who remains in a class beyond this 75% drop deadline must reflect a grading symbol other than "W." The "W" shall not be used in calculating grade point averages, but excessive "Ws" shall be used as factors in probation and dismissal procedures.

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

Transfer and Other Credits

College Board Advanced Placement

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

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

All Examinations require a score of 3, 4, or 5

AP Examination	MC Units.....	MC Course Credit.....	MC GE Area
Art History.....	6	ART M11, 3 units HUM electives	C1 or C2
Studio Art: Drawing (General).....	6	3 units Fine Arts/GE,	
		3 units of HUM electives (consult Art Dept.).....	C or C2
Biology	6	BIO1 M02A, M02B (no lab)	A1
Chemistry.....	10	CHEM M01A, M01B (no Lab units)	A2
Computer Science A.....	4	CS M10J (4 units for A & AB)	n/a
Macroeconomics.....	3	ECON M02	B2
Microeconomics.....	3	ECON M01	B2

Academic Policies and Standards

English Language.....	7.....	ENGL M01A, 3 units of elective	D1
English Literature.....	7.....	ENGL M01A, M01B.....	D1,C2, D2
Environmental Science	3.....	ENSC M01.....	A2
Comparative Gov't/Politics.....	3.....	POLS M02.....	B2
U.S. Gov't & Politics.....	3.....	POLS M03.....	B2
European History.....	3.....	HIST M01B.....	B2, C2
U.S. History.....	6.....	HIST M07A, M07B.....	B1, B2
World History	6.....	HIST M20A, M20B.....	B2, C2
Human Geography	3.....	GEOG M02.....	B2
French Language.....	8.....	FREN M01, M02.....	C2, F
French Literature.....	8.....	FREN M03, M04.....	C2, F
German Language.....	8.....	GERM M01, M02.....	C2, F
Spanish Language.....	8.....	SPAN M01, M02.....	C2, F
Spanish Literature.....	8.....	SPAN M03, M04.....	C2, F
Calculus AB.....	5.....	MATH M25A.....	D2
Calculus BC.....	5.....	MATH M25B.....	D2
Music Theory	4.....	MUS M02A, M02AL.....	
Physics B.....	8.....	PHYS M10A, M10B (no Lab units)	A2
Physics C (Mechanics)	4.....	PHYS M20A (no Lab units)	A2
Physics C (Elec. & Magnetism).....	4.....	PHYS M20B (no Lab units)	A2
Psychology.....	3.....	PSY M01.....	B2
Statistics.....	5.....	MATH M15.....	D2

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

Repetition of General Education Credit

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

Extension Course Credit

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

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

Credit for Military Service

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

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

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

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

Credit by Examination

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

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

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

A student seeking credit by examination will receive a CRE (credit) if he or she satisfactorily passes the examination; no other grade will be recorded. Students who are unsuccessful in an attempt to challenge by examination will not receive a NP (no pass) and no record of the attempt for credit by examination will appear on a student's transcript. However, students may

challenge a course only once. A student may challenge no more than 12 units (or 4 courses) under the Credit by Examination policy towards an Associate Degree or Certificate of Achievement. The amount of unit credit granted by examination to an individual shall not count towards the minimum 12 units required for residency. Credit by examination may be granted in only one course in a sequence of courses, as determined by prerequisites and may not be granted for a course which is prerequisite to the one in which the student is currently enrolled.

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

- The 12-unit residency requirement is suspended, permitting students to petition for Credit by Examination prior to completion of that requirement; when the residency requirement has been met, the course(s) successfully challenged shall be added to the student's record.
- Credit by Examination may be granted for more than one course in a sequence of required courses, when approved by the administrator responsible for vocational programs.

The petition for this purpose, "Petition for Credit by Examination," is initiated in the Counseling Office (Admin. Bldg.). A \$20.00 per unit non-refundable fee will be assessed to students petitioning for Credit by Exam. Approved petitions must be on file with the administering instructor by Friday of the tenth week of the full-length semester. The examination is to be administered prior to the last day of the final examination period.

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

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

Transfer Credit from Regionally Accredited Colleges and Universities

Students transferring to the Ventura County Community Colleges from colleges accredited by the recognized regional accrediting associations will normally be granted lower-division credit for courses entered on officially certified transcripts. These transcripts must be sent to Moorpark College Registration & Records office. They will be evaluated based upon the current practices specified in the accredited institutions postsecondary education by the American Council on Education.

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

Transfer Credit from Foreign Colleges and Universities

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

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

Accuracy of the College Catalog

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



Student Services

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Students First

Moorpark College is a partner in every student’s educational pursuit. If students succeed, we succeed. There are many services available to help us all meet this objective. Student Services support students throughout the Enrollment, Instructional, and Student Life components of the educational process. In addition, there are many “nuts and bolts” Campus Services students will need to achieve success.

“Students First” is the Moorpark College motto and we do our best to make this part of every decision we make. Our primary goal is to help students achieve their educational goals. Moorpark College faculty and staff are committed to providing quality instruction and service to each and every Moorpark College student. Call the general campus number (805-378-1400) with any questions you may have or visit the College webpage: www.moorparkcollege.edu to find more answers or the assistance you need to succeed.

Enrollment Services

Students will successfully transition from pre-enrollment through post Moorpark College.

Enrollment Services assist students before, during, and after the Moorpark College experience with all aspects of seeking admission, registering for classes, financing education, and moving from secondary through the post secondary educational experience.

Dean Julius Sokenu, Applied Arts 101, (805) 378-1448

Outreach & Admissions

Outreach and Admission at Moorpark College facilitates enrollment and works with the local community, international students and scholars, as well as other educational institutions to inform the public of the many educational opportunities available at Moorpark College. Outreach and Admissions is located in Fountain Hall Room 113. For more information contact 805.378.1409.

Students will:

- obtain information needed to make an informed decision about enrolling at Moorpark College
- have knowledge of Moorpark College and its services and programs
- be able to obtain personalized tours and outreach events relevant to their needs

- understand their academic standing and use resources as appropriate
- understand unique enrollment requirements applicable to them, and will remain in compliance
- understand unique federal regulations applicable to them; will successfully matriculate, and remain so throughout their education

Registration & Records

The Office of Registration & Records is located in the Administration Building and maintains student records, arranges for transcripts to be received and sent, accepts petitions, assists students registering for classes, resets My.VCCCD.edu passwords, and generally deals with all grade related student admission and academic records.

Students will:

- be successfully admitted and registered
- be successfully certified for enrollment, including those requiring services in veterans affairs, financial aid, athletics, employment, insurance, and Cal Grant, and other enrollment categories.

Students and the College Community will:

- be assured that student records are accurate, protected and available in a timely manner
- be notified of changing rules and regulations regarding Registration & Records, including issues of census, grades, and other related matters.

Matriculation

Matriculation assists students as they move from one level of education to the next. The college and each individual student work together, combining several activities and processes, to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses. Within the Matriculation process both college and student responsibilities are defined.

College responsibilities include:

- **Registration & Records** - provide a process that will enable the college to collect, retain and report state required information on students.
- **Assessment** - provide self placement/assessment process using multiple measures to determine students’ academic readiness in English, Math, and English as a Second Language, www.moorparkcollege.edu/assess
- **Orientation** - provide an orientation process designed to acquaint students with college programs, services, facilities and grounds, academic expectations, and college policies and procedures. www.moorparkcollege.edu/orient

- **Counseling/Advisement** - provide counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services; provide additional advisement and counseling to assist students who have not declared an educational goal, are enrolled in basic skill courses, are on academic probation/dismissal, or have been identified as high-risk.
- **Follow-up** – establish an Early Alert process to monitor a student's progress and provide assistance toward meeting educational goals; provide students with (or direct them to) written district procedures for challenging matriculation regulatory provisions.

NOTE: Alternative services for the matriculation process are provided for ethnic and language minority students and students with disabilities.

Student responsibilities include:

- Submit official transcripts from high schools and colleges attended.
- Acquire and read the college catalog, class schedules, handouts, and other student materials which detail college policies and procedures.
- Indicate at least a broad educational goal upon admission.
- Declare a specific educational goal after completing a minimum of 15 units.
- Participate in orientation, self placement/assessment, advisement groups and other follow-up support services deemed necessary by the college in order for students to complete their stated educational goals.
- Attend all classes and complete all course assignments.
- Complete courses and maintain progress toward their educational goals.

Exemption Policy

New, returning, or transfer students who may be exempted from the matriculation process are students who:

- already have an Associate's or Bachelor's degree
- are attending Moorpark College for personal enrichment
- are enrolled only in non-credit community education courses
- are taking classes only to upgrade job skills
- are enrolled in apprenticeship or other special vocational education programs
- are concurrently enrolled in another college or university

Exempt students are not required to participate in the matriculation process, but are encouraged to see a counselor.

Financial Aid

Moorpark College believes that no student should be denied access to the educational experience because of lack of funds. Financial Aid's basic goal is to make funds available to students in need in an equitable manner, following closely regulated state and federal laws.

Financial Aid

Students and the College Community will:

- use most appropriate financial resources to attain college education
- understand options and implications of educational and personal financial management

- receive referrals to other support services to ensure college success
- understand that students who need financial support will have access to college

Eligibility

Eligibility for financial aid is determined by a Department of Education-approved system which calculates the difference between the ability of students and their families to provide for their financial needs and the amount required to meet educational expenses while attending college.

The policy of the Ventura County Community College District is in compliance with the provisions of the Civil Rights Act of 1964 in Title IX of the Educational Amendments of 1998, emphasizing that no financial aid applicant will be discriminated against on the basis of race, religion, color, national origin, marital status, age, sex, or physical impairment.

For some programs, financial aid eligibility requires a minimum of six (6) units of enrollment each semester. Continued eligibility requires successful completion of 70% of total units attempted with a cumulative grade point average of 2.0 or above. Refer to the Financial Aid Satisfactory Academic Progress Standard located in the Financial Aid Office. Students interested in applying for financial aid should visit the Financial Aid Office to obtain an application and detailed instructions. For more information or to make an appointment, call (805) 378-1462 or visit the Financial Aid website: www.moorparkcollege.edu/finaid.

Types of Aid Available

Board of Governor's Fee Waiver (BOGW): BOGW in EOPS

The BOGW waives the enrollment fees if you are a California resident. You are eligible to receive a BOGW if you meet one of the following criteria:

- BOGW A: are currently receiving benefits from TANF/CAL WORKS, SSI/SSP, General Assistance.
- BOGW B: meet certain income standards (standards available in the Financial Aid Office).
- BOGW C: have applied for financial aid through the FAFSA (Fee Application for Federal Student Aid) and our application shows you have "financial need."

Federal Pell Grant: The Pell Grant program is an entitlement program that is based on financial eligibility and enrollment status. Grants range from \$200 - \$4,731 per academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG):

FSEOG is a grant available to students who qualify for a Pell Grant. FSEOG is a campus-based program (limited funds). Awards are contingent upon availability of funds and awarded to students with the greatest financial need. Grants range from \$100 - \$600 per academic year.

ACG Grant: Students must have graduated from a rigorous secondary school program of study, be a U.S. Citizen, a federal Pell Grant recipient for the same payment period, full time student (12 units for more), enrolled in an associate, transfer degree program. Second year students must have a cumulative grade point average of 3.00 or better in an eligible program (\$750/\$1300).

Student Services

Federal Work Study (FWS): FWS is a self-help program that provides part-time employment (on campus). FWS is a campus-based program. Awards are based on need and contingent on availability of funds. Grants range from \$500 - \$3,000 per academic year.

Federal Family Educational Loan Program William D. Ford Direct Loan Program: Loans allow students to defer costs by borrowing money while in school and repaying it with interest. Loans may be need based and non-need based student loans. Mandatory entrance and exit counseling is required. Loans bear a fixed interest of 6.80 percent on the unpaid balance. No interest is charged on some loans until six months after the borrower ceases to be at least a half-time student. Repayment of loans may be scheduled over a 10-year period.

The Federal Direct Loan program offers loans at a low interest rate with repayment terms designed with students in mind. In most cases, you will not have to start repaying your loans until six months after you graduate and/or enroll less than half time. Direct Loans include Subsidized (current interest rate for 2010-2011 Academic year is 4.5%)and Unsubsidized Student Loans (current interest rate for 2010-2011 Academic year is 6.8%)and Parent Loans for Undergraduate Students (PLUS) (current interest rate for 2010-2011 Academic year is 7.9%). Repayment of loans may be scheduled over a 10-year period.

Loans must be repaid with interest so it is important to understand your rights and responsibilities as a borrower. All borrowers are required to complete Loan Entrance Counseling before we may originate a loan.

Parent Loan for Undergraduate Students (PLUS): Parents of dependent undergraduate students may borrow up to the student's cost of attendance minus any other aid.

State Cal Grants: Cal Grants are administered by the California Student Aid Commission.

- **Cal Grant A:** Cal Grant A awards help middle and low-income students with tuition and fees at a four-year college. Students that receive a Cal Grant A but choose to attend a community college first can reserve their award for up to two years until they transfer.
- **Cal Grant B:** Cal Grant B helps low-income students. Awards at the community college are limited to assistance with living expenses, books, supplies, and transportation. Maximum award is \$1551 per academic year.
- **Cal Grant C:** Cal Grant C is awarded to students enrolled in vocational/technical programs not to exceed two years. This award helps with books, tools, and equipment. Maximum award is \$576 per year.

Return of Title IV Funds: Federal regulations state that any student who receives a federal GRANT or LOAN (or both) and then WITHDRAWS from all classes or fails to successfully complete at least one class during a semester will OWE money back to the Federal Student Financial Aid Program.

If you are thinking about withdrawing or just leaving. . . please, think again. Maybe there are services like tutoring or personal support that will enable you to stay. Perhaps you can stay, but take fewer courses. You have options.

If you must withdraw, contact the Financial Aid Office immediately. Remember, it will affect your satisfactory academic progress and may jeopardize future

financial aid eligibility at any institution. NO EXCEPTIONS! During a probation semester students must complete all attempted units with a term grade point average of 2.00 or better (i.e., enrolled in 7 units-complete 7 units; enroll in 9 units-complete 9 units, enroll in 12-complete 12 units). Financial aid is available during a probation semester. Students who have been placed on probation will have their academic record reviewed at the end of the probationary semester. Students who successfully complete their probation semester, but whose overall cumulative units/GPA fall below the minimum standards may be placed on a continued probation. Failure to complete probation requirements may result in suspension of financial aid.

Scholarships

You do not need a 4.0 GPA or financial aid eligibility to qualify for scholarships. Hobbies, work experience, extracurricular activities, and many other factors may qualify you to apply for 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, the recognition, and the encouragement they need to realize their academic goals. Scholarships are available for students transferring and students continuing at Moorpark College. The Moorpark College Scholarship Office provides scholarship opportunities to students who show academic achievement, have campus or community involvement, and to those with financial need. With the one-application process, eligible students may be considered for multiple scholarships. For more information, call (805) 378-1418, email the Scholarship Office at mcscholar@vcccd.edu, or visit our website www.moorparkcollege.edu.

Resources to help you find and apply for scholarships:

- Scholarship Office listserv to receive updates as scholarship applications are available.
- newsletter packed with scholarship hints and strategies.
- workshops and handouts on the scholarship process and making yourself a great scholarship candidate, writing personal statements, and more.
- website lists scholarships currently available at Moorpark College, scholarship search databases, workshop dates, and more.

Instructional Services

Students use integrated instructional, research, and academic support services to become self-reliant learners.

Instructional Services at Moorpark College are the focal point of campus-wide instructional support efforts. These services are distributed across the campus. The location and phone number for each service is noted below. Moorpark College encourages students and instructors to take full advantage of these instructional support opportunities in raising academic success.

Dean Inajane Nicklas; LLR 312; (805) 378-1443

The Teaching and Learning Center (TLC)

Students will:

- be empowered with the learning tools they need to succeed in college.
- assess their learning needs and create learning achievement plans.
- use human and material resources to master concepts in their college courses.
- receive individualized learning support that prepares them to become lifelong learners.
- apply learning skills to confidently succeed on their own.

The Teaching and Learning Center (which includes the Learning Center, Math Center, Writing Center, Learning Resources, and Faculty/Staff Resources) provides academic support to students and professional support for instructors in order to improve student success and retention.

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

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

Academic Support Services at TLC: Tutoring, Math Center, and Writing Center

Location: 3rd floor of Library Learning Resources building

Website: www.moorparkcollege.edu/tlc

Phone: (805) 378-1556

To receive tutoring, currently registered students need to enroll in COL M05 (Supervised Tutoring across the Curriculum), a zero (0) unit course, free to Moorpark College students.

The Learning Center occupies the third floor of the Library Learning Resources building (LLR), and it provides tutoring and Learning Resources for courses across the curriculum. Services include:

- Tutoring: individual, group and online
- College Strategies courses
- Print, DVD, and software study aids
- Workshops: onsite and online
- Individualized Academic Achievement Plans and Directed Learning Activities

For current information, hours and other details, visit www.moorparkcollege.edu/services_for_students/learning_center

Math Center

The Math Center provides resources for improving mathematic, analytical, and quantitative skills. The Math Center is the area of The Teaching and Learning Center that specializes in Math tutoring for all levels of mathematics. Special care is taken to help those students in the Basic Skills level math classes (i.e., Math M09, M01/AB, M0/AB, and M04). Math Center faculty and tutors assist and guide students in developing the mathematic, analytical, and quantitative skills they need for college courses and future careers. Drop-in tutoring is available for all levels of mathematics courses offered by the college as well as a number of sciences, in particular chemistry and physics. Appointment tutoring is available for groups of three or more students enrolled in the Basic Skills math classes and on Fridays. The Math Center also offers a variety of workshops, study sessions, and print, media and Internet resources. A schedule of workshops and study sessions is available at the Math Center or on-line on the Math Center webpage: www.moorparkcollege.edu/mathcenter.

Workshops and Math Center software can be used for both review and assistance in self-placement into Moorpark College math courses. All Math Center services and resources are free to enrolled Moorpark College students and include:

- Drop-in tutoring for all levels of mathematics courses;
- Tutoring by appointment for all levels of mathematics on Fridays;
- Appointment-based group tutoring for students enrolled in MATH M09, MATH M01, and MATH M03 (at least three students per group) and on Fridays individual appointments for most levels of mathematics and some sciences;
- Workshops and study sessions;
- Print, media, Internet and software resources.

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

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

Writing Center

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

Student Services

All services are free and include:

- Assignment consultations
- Individual tutoring
- On-line tutoring
- Workshops (check schedule at the Writing Center website www.moorparkcollege.edu/writingcenter)
- Instructional resources: software/online accessible instructional software, print materials, and Directed Learning Activities
- Individualized Academic Achievement Plans
- Readings and special events (posted at www.moorparkcollege.edu/writingcenter)

Student Learning Outcomes for the Writing Center

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

- Identify their individual writing or reading comprehension strengths and weaknesses;
- Use the resources that support their acquisition of college level syntax and academic literacy;
- Apply strategies for initiating the writing process—identify or refine a topic, use pre-writing methods, apply an appropriate rhetorical strategy;
- Revise (focus on structure, development, and flow) and edit (focus on grammar, punctuation, mechanics, and format) to improve the quality of their work;
- Comprehend, analyze, and integrate source material in a method appropriate to their discipline and adhering to ethical codes of source use.

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

College Strategies & Tutor, Mentor, and Leader Training (courses listed under “College” in the Catalog): Students may enroll in credit based courses to improve learning skills, to acquire tutoring and peer-mentoring skills, or to develop leadership potential.

- Learn to Learn: In COL M01, College Strategies, students learn how to maximize their academic experience and achieve learning success. This course is sometimes offered in a Learning Community format where it is integrated into another general education course. Another strategy for college success is to take advantage of the tutoring offered by TLC through COL M05 (Supervised Tutoring across the Curriculum).
- Learn to Teach: COL M02, COL M03, COL M04. In this sequence of courses, students discover the learning and leadership theories that are at the core of becoming an educator, and how to apply learning theories to individual tutoring (COL M02), and group tutoring (COL M03).
- Teach to Learn: Students who are enrolled in or who have completed COL M02, M03 and M04, and who meet the standards of The Teaching and Learning Center, may apply for positions as tutors, thereby continuing the cycle of learning through the practice of teaching.

The Language Lab

Moorpark College offers coursework in Arabic, Chinese, English as a Second Language, French, German, Hebrew, Italian, Japanese, Latin, Spanish, and Sign Language. Mastering the intricacies of a language takes time and

practice. The Language Lab (LLR-305) provides students a place to work on required class activities that include careful listening as well as pronunciation and speaking practice. The Language Lab is equipped with computers that have software for practice in the target language and access to the Internet for extended investigation into language and culture. Help is available from qualified staff members. For more information, call (805) 378-1400, ext. 1671.

Library

Students will:

- Be information literate.
 - Be able to use information effectively and efficiently.
 - Be able to identify their needs.
 - Be able to understand the economic and legal aspects of information.
- Be able to critically evaluate information resources.
- Access current and historical materials.
- Have multiple modes of access to resources.

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

Hours and Website - The library is open weekdays and evenings. Please call the Circulation Desk at 378-1450 to verify current hours or the library’s website at moorparkcollege.edu/library

The Collection

The library collection includes approximately 77,000 books and 293 periodical subscriptions. The collection also includes electronic resources, microfilm, CDs, audiotapes, videotapes, and DVDs. Library materials can be located by using the library’s catalog, which is available on the Internet and can be accessed via the library’s website by selecting the link “Search Catalog.” Electronic resources, including newspaper and magazine articles, as well as scholarly journal articles, ebooks, and literary criticism, are available from the library’s website by selecting the link “eResources.” Most electronic articles can be printed or emailed.

Library Services

Reference services - The library’s Reference Desk is staffed by faculty librarians. Students may consult with librarians for assistance and instruction in using library resources. Librarians also provide instruction sessions to classes at the instructor’s request. For more information, please call the Reference Desk at 378-1472.

Checkout privileges - The library is open to everyone; however, in order to borrow materials, you must be a registered Moorpark College student or an employee at the college. Free student library cards are issued at the Circulation Desk upon presentation of picture identification. Students are asked to have no more than five items checked out at one time. The loan period for most materials is two weeks. Reference books and periodicals cannot be checked out.

Computers and printing - There are computers in the library which students may use to access the Internet and the library’s electronic resources.

Computers in the library classroom include Microsoft Office software. Use of the computers is free, but there is a \$0.10 per page charge for printing.

Study areas - Tables, individual study carrels, and group study rooms are available on the second and third floors of the Library/Learning Resources building. Selected carrels and study rooms are equipped with television monitors and DVD/VHS players for viewing audiovisual resources. Headphones are available at the Circulation Desk.

Photocopies - Photocopiers are available on the second floor of the Library/Learning Resources building. Copies are \$0.15 per page and may be transacted using cash, or copy cards.

Reserve materials - Instructors often put materials “on reserve” in the library; these materials may be checked out for a limited period of time. Reserve materials may be requested by the instructor’s last name at the Circulation Desk.

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

Student Life

Students develop holistically in social, emotional, physical, and intellectual domains.

Life keeps happening even when you are in school. Student Life is here to support and develop the “whole person” throughout the college experience.

Dean Patricia Ewins; PAC 141; (805) 378-1408

Student Activities

All students have the opportunity to learn and practice skills in self advocacy and civic responsibility by participating in student government and interest based club activities and events. Students are active members of participatory governance committees at the college, local, state and federal levels. Leadership experience and credit are available through a variety of internship programs.

Students will:

- Participate in student activities
- Learn self advocacy and civic responsibility
- Participate in campus governance and participate in governance at local, state, federal levels
- Connect to the campus community through student organization involvement
- Enhance their quality of life and enjoy experiences on campus through academic, career, and personal development
- Have an opportunity to earn Leadership credit units through the college Internship program

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 on-line as well as on a day and evening basis to Moorpark College

students. 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 www.moorparkcollege.edu/counsel.

Students will:

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

Academic Counseling

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

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

Students may arrange for academic counseling by making an appointment at the Counseling Office in the Administration Building or by phoning (805) 378-1428. There is often a counselor or counselor assistant available help those students who stop by for quick questions.

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 below for more information.

Personal Counseling

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

Career Transfer Center

Students utilizing the services and resources of the Career Transfer Center will be able to identify and meet major and/or career goals to prepare them for successful transition to a transfer university and/or career:

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:

- Self assess to achieve self knowledge in planning process for career and education
- Explore available information resources for career and education within the college, in the community-at-large, and with appropriate senior-level colleges and universities
- Develop immediate, medium-term and long-range goals for career and education
- Interface with Moorpark College, the external community, and appropriate 4 year colleges and universities through Career/Transfer Center programs to broaden experiences and progress toward career and education goals
 - Career Exploration and Development courses, workshops, and events
 - Work Experience courses, internships, jobs, and events for on-site career experience
 - Transfer preparation workshops, courses, college representative visits, Transfer Agreements, and transfer events
 - Career pathway events and activities

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
- Work Experience and Internship courses and connections between college and career
- Transfer Preparation workshops and courses
- 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, articulation agreements, books, videos and DVDs
- Events such as Transfer Day (fall), On Campus Job Fair (fall), Job Shadow Day (spring), Job and Career Expo (spring), and Transfer Recognition event (spring), Working Adult College Night (varies)

- Posting of job and internship opportunities from local employers and the community
- Collaboration with local employers and the community for assessing work place needs, posting of job and internship opportunities
- Collaboration with local high schools to articulate career pathways
- Monthly publication of a Career Transfer calendar that indicates planned activities, university representative and employer visits, and important deadlines

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

The Career Transfer Center is located in Fountain Hall. For more information or to verify hours and location, call (805)378-1536, email mccareer@vcccd.edu or visit our website under Services for Students at www.moorparkcollege.edu.

ASSIST: A Link to Transfer Information

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

Health Services

Student Health Services, located in the Administration Building, is dedicated to helping each student realize and maintain the highest degree of health possible. The student health fee gives students full access to physicians, nurse practitioners, registered nurses and other specialized services. Illness assessment and treatment, health counseling and referral, various health screenings and immunizations are provided. Confidential and non-punitive help is available as well for health problems resulting from drug-use and other addictive behaviors. A nominal fee is required for all lab work and medications. For more information than what is provided call (805) 378-1413 or visit our website moorparkcollege.edu/health.

Students will:

- Participate in activities to improve physical and emotional well being and prevent disease
- Identify correlation between emotional and physical health and their academic, personal, and career success
- Advocate for their own well being
- Utilize on and off campus resources to support health needs

Psychological Counseling

Getting the maximum benefit out of going to college sometimes involves complications that influence all aspects of life, not just the academic arena. Students are encouraged to come to Student Health Services where a professional mental health counselor will be able to assist with any such non-academic concerns.

Optional Health Insurance

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

Campus Related Accidents

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

ACCESS-- Accessibility Coordination Center & Educational Support Services

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 complete accessibility to the Moorpark College curriculum and facilities.

Students will:

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

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

Appropriate Accommodations

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

For students experiencing difficulty with an academic program, ACCESS has a team of Learning Disability Specialists who can provide assessment to determine eligibility for receiving services as a student with a learning disability. Assessment results are discussed with the student and accommodations and study strategies are then suggested.

Through ACCESS, Learning Skills classes for personal and scholastic development, such as writing, reading, math and study strategies, are offered to assist students needing additional basic skills preparation for college-level

coursework. Although designed for students with disabilities, these courses are available to all Moorpark College students.

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

Services available through ACCESS:

- Academic and Career Advisement
- Alternate Media Formats
- ASL Interpreters
- Assistive Equipment
- Classroom Accommodations
- Computer Access and Training
- Electronic Text
- Note Taking Assistance
- Readers and Scribes
- Real-time Captioning
- Registration Assistance
- Specialized Learning Skills Courses
- Testing Accommodations

Extended Opportunity Program and Services (EOPS)

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

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

The EOPS Program is dedicated to the program' goals of motivating economically and socially disadvantaged students to pursue higher education at Moorpark College and assisting them in transferring to a four-year college or university.

EOPS Students (and community members) will:

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

Student Services

EOPS Support Services

- Academic Advisement and Assessment
- Tutoring and/or Tutoring Referrals
- Job Placement Referrals
- Counseling
- Health Services Referrals
- Educational Plans
- Transfer Assistance
- Early Registration
- EOPS Summer Grants
- Book Vouchers
- Open Computer Lab
- Photo ID's
- Calculators and Recorders

EOPS Eligibility Criteria

- Be a California resident,
- Be a full-time student,
- Have completed no more than 70 units of college course work,
- Meet EOPS income criteria in one of the following ways:
 - **If unemployed**, student must be eligible to receive a Board of Governor's Fee Waiver (BOGW). To be eligible to receive a BOGW, a student must be receiving TANF/CAL WORKS (Temporary Assistance to Needy Families) or SSI/SSP (Supplemental Security Income/State Supplementary Program) or General Assistance; or have a certificate from the California Department of Veteran Affairs stating eligibility for Deceased/Disabled Veteran's Department Fee Waiver.
 - **If employed**, student must be eligible to receive a Board of Governor's Fee Waiver (BOGW "B"). To be eligible to receive a BOGW "B," a student's total family income for last year 2009, including taxable and nontaxable income, cannot exceed \$16,245 for a family of 1; \$21,855 for a family of 2; \$27,465 for a family of 3; or \$33,075 for a family of 4. Families larger than 4, add \$5,610 for each additional dependent.
- Meet only one of the following EOPS educational conditions:
 - Non-high school graduate.
 - High School G.P.A. below 2.5
 - Been previously enrolled in remedial courses
 - Not eligible to enroll in MATH M01
 - Not eligible to enroll in ENGL M02
 - First generation college student

EOPS Application Procedure

- Apply for a Board of Governor's Fee Waiver (BOGW) and/or apply for Federal Student Aid (FAFSA). It is never too early to apply. Assistance in filling out these forms is available in the EOPS Center
- Apply for the EOPS Program by filling out the EOPS application, the EOPS supplemental form and student mutual contract.
- Make an appointment to see an EOPS counselor and bring official college transcripts from prior colleges if not on file in counseling office.

Maintaining Eligibility

In order to remain eligible for the EOPS program, each EOPS student must be making normal progress towards a goal, certificate, or degree as determined by the college, with a satisfactory average of a "C" or better for each semester. Each EOPS student is required to meet three times per semester with his/her EOPS Counselor for academic advisement and planning.

For further information about EOPS program or its other services, such as CARE academic support services program or EOPS-sponsored campus tours, call (805) 378-1464 or visit www.moorparkcollege.edu/eops.

CalWORKS

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

Students will:

- increase skills, completing an educational program that enables them to be successful in a welfare to work program

Some of the services the CalWorks Program provides are:

- Academic, career and limited personal counseling
- Coordination and advocacy with your county welfare department
- Help with college costs
- Employment services

CalWORKS Eligibility Criteria

Eligibility is determined by contacting your local County Welfare Department.

Requirements for CalWORKS

- Parent of minor children
- Limited income
- Commitment to a welfare to work program that combines 32 hours a week of school, work or other approved activities

For additional information about CalWORKS at Moorpark College, call (805) 376-1400 x1889 or visit the website at www.moorparkcollege.edu/apply_and_enroll/calworks/index.shtml

Campus Services

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

Open Access Computer Labs

The Open Access Computer Lab is located in the Library/Learning Resources building. Any enrolled student can work here on projects for class, whether they involve prescribed assignments by an instructor which utilizes special software or more generic activities such as conducting Internet research or word processing.

Assistive Technology is available for students with special needs.

Use of the Internet While on Campus

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 the following rules:

- Comply with the guidelines for acceptable use of all networks or services which are accessed.
- Do not attempt to gain access to resources which require specialized authorization. The College will not assume financial responsibility for unauthorized Internet-related expenditures.
- Do not make any harassing, inflammatory or profane remarks using the Internet.
- Do not create a personal link to any Moorpark College home page, and do not represent the College in any personal pages.
- Do not install software or use unapproved software.
- Do not violate any federal or state laws, including copyright laws.
- When downloading information from the Internet, do not store that data on the hard drive—any data found there will be deleted.

Privacy on the Internet - Be aware that any electronic mail sent or received over the Internet is not truly private. The College reserves the right to monitor and access any information sent or received via College-provided access to the Internet.

General Responsibility - Through the Internet, Moorpark College provides access to public and private networks and sites, which furnish electronic mail, information services, bulletin boards, conferences, etc. Be advised that the College does not assume any responsibility for the contents of any of these outside networks.

Child Development Center

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

Bookstore

The Moorpark College Raider Bookstore, located in the Campus Center, carries in stock the textbooks and supplies needed for all classes offered each semester. The Bookstore also stocks a variety of goods and sundries most used by students. Used textbooks, although in limited quantities, can be purchased at significant savings. Students may return books purchased for the semester provided they follow a clearly specified policy which is well publicized. In addition, there are book buy-back periods offered during finals, when books, in usable condition, may be sold back by students. Information regarding the Bookstore's exact

hours of operation and book buy-back date may be found on our website: books.moorparkcollege.edu or call (805) 378-1436.

Business Office

Any business transaction that students need to complete regarding enrollment and registration of classes takes place through the Business Office (Admin. Bldg.). Such transactions include paying fees, picking up parking permits, childcare fees, purchase of bus passes, and purchase of performing arts tickets. For official business, students often need to show a Driver's License (or other acceptable picture ID). Students can report any problems with vending, game machines, copy machines, or parking machines. Students can also purchase postage stamps and make change. For further information, call (805) 378-1437.

Copiers

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

Food Court

Located in the Campus Center, the Food Court offers daily selections of traditional and healthy snacks and meals throughout the day.

Lost and Found

If an item has been lost (or found), please check with Campus Police. Campus Police serves as the collection point for lost and found items. Students can contact the Campus Police at (805) 378-1455 or drop by the office in the upper Gym parking lot, G1.

Parking

Parking Permits are required to park on campus. Semester permits can be purchased through the Business Office. Day use passes are \$2 and can be purchased at machines located in several parking lots on campus: A, B, C, D/E, F, H, M and PA. Even with a student permit, be careful not to park at red curbs,



Students' Right to Know

Students' Right to Know

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in handicapped spaces or in staff spaces. Parking tickets are issued.

Public Transportation

The VISTA bus service operates throughout the Conejo Valley with daily stops at Moorpark College. This is an affordable and convenient way to travel to and from the campus. Student bus passes may be purchased at the Business Office, phone: (805) 378-1437. Bus schedules are available inside the Campus Center student lounge. To call VISTA directly, call 1-800-438-1112. Website: www.goventura.org. Bus fees are subject to change.

Sale of Wares or Services on Campus

The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Chancellor, President of the College or the President's designee. This policy applies to all students, staff and community members. For further information, call College Business Services at (805) 378-1400, X1878.

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

Privacy Rights Governing Student Records

The colleges in the Ventura County Community College District establish and maintain information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct, and shall establish and maintain such information required by law.

Right of Access

Any currently enrolled or former student has a right of access to any or all student records relating to the student maintained by this District. The editing or withholding of such records is prohibited except as provided by law.

Requests for access shall be in writing and addressed to the Executive Vice President of Student Learning or designee at the college of attendance. Requests by students to inspect and review records shall be granted no later than 15 days following the date of request. The inspections and review shall occur during regular school hours. The Executive Vice President of Student Learning 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.

Student records are maintained in a manner to ensure privacy of all such records and the colleges in this district shall not, except as authorized, permit any access to or release of any information therein.

Access to student records may be permitted to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. Information concerning a student shall be furnished in compliance with a lawfully issued subpoena. The College shall make a reasonable effort to notify the student in advance of such compliance if lawfully possible within the requirements of the judicial order. Students may request copies of records for review. A fee of \$3 will be charged.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College or District in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College or District has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory Information

The colleges in this District maintain directory information which may be released: student's name, address, telephone number, and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public and private school attended by the student.

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

Challenge

Any student may file a written request with the President of the college or the designee to remove student records which the student alleges to be: (1) inaccurate, (2) an unsubstantiated conclusion of inference, (3) a conclusion or inference outside of the observer's areas of competence, (4) not based on personal observations of the named person with the time and place of the observation noted.

Students filing a written request shall be provided a hearing and receive, in writing, a decision either sustaining or denying the allegations. Allegations which have been denied by the college may be further appealed to the Chancellor of the Ventura County Community College District or his designee. Allegations which have been denied by the Chancellor may be further appealed to the Governing Board of the Ventura County Community College District who shall meet with the student, within 30 days of receipt of such appeal, to determine whether to sustain or deny the allegations. All decisions of the Governing Board shall be final.

Statement of Nondiscrimination

The Ventura County Community College District and its three colleges -- Moorpark College, Oxnard College, and Ventura College -- are committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment regardless of race, color, religion, sex, national origin, disability, age, sexual orientation, marital status or Vietnam veteran status, in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978 and the Americans with Disabilities Act of 1992. The Executive Vice President is the Title IX Facilitator and the ADA/504 Coordinator and can be reached at (805) 378-1403

Maintaining an Environment of Civility and Mutual Respect

Moorpark College takes all steps necessary to provide a positive educational and employment environment that encourages the full range of equal educational opportunities noted above. The College actively seeks to educate staff members and students on the deleterious effects of expressions of hatred or contempt based on race, color, national or ethnic origin, age, gender, religion, sexual orientation or physical or mental ability. A more detailed review of expected respectful behavior is provided in the Student Conduct Code.

To better ensure appropriate, respectful behavior across campus, the College will take immediate, appropriate steps to investigate complaints of discrimination in order to eliminate current discrimination and to prevent further discrimination. The College prohibits retaliation

against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry. If you feel you have experienced discrimination at Moorpark College, initiate the Complaint Procedure outlined in the Sexual Harassment Policy later in this section. If you have any questions on how to proceed with your concerns or complaints, contact the Office of Student Learning at (805) 378-1403.

Equal Opportunity Act

The Ventura County Community College District subscribes to and promotes the principles and implementation of Equal Opportunity and Diversity.

Inquiries regarding related laws and regulations, and the corresponding Board policies may be directed to the District Diversity Facilitator, c/o District Office, 255 W. Stanley Avenue, Suite 150, Ventura, California 93001, phone: (805) 652-5500.

Sexual Harassment Complaint Procedure**I. Introduction**

It is the policy of the Ventura County Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications (including voice and e-mail telecommunications, fax machines, etc.) constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone (employee, student, or contractor) to engage in sexual harassment. Within the Ventura County Community College District, sexual harassment is prohibited regardless of the status and/or relationship of the affected individuals.

Disciplinary action, up to and including termination or expulsion, may be instituted for behavior described in the definition of harassment set forth in this policy.

Any retaliation against a student or employee for filing a harassment charge, making a harassment complaint or otherwise being involved in a harassment investigation is prohibited. Any persons found to be retaliating against another employee or student shall be subject to disciplinary action up to and including termination or expulsion.

Any employee who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the educational/business environment or workplace, must direct the concerns to the appropriate Sexual Harassment Intake Facilitator or to the Vice Chancellor of Human Resources at the District Office. Students are encouraged to follow the same procedure.

II. Complaint Procedure

Any student, employee, job applicant, or contractor who believes he/she has been harassed should direct his/her concerns to either of the following:

- The Office of Student Learning: (805) 378-1403.

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- Associate Vice Chancellor of Human Resources, Ventura County Community College District: (805) 652-5513.

Anyone who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the work place must direct the complaint or complainant to either Sexual Harassment Intake Facilitators at Moorpark College or to the Associate Vice Chancellor of Human Resources at the District Office.

III. Investigative Procedure

The Sexual Harassment Intake Facilitator or Associate Vice Chancellor of Human Resources will initiate a sexual harassment investigation that shall include, but may not be limited to:

- Interviews with the complainant, the alleged harasser; and any other persons the investigator has reason to believe have relevant knowledge concerning the complaint;
- Review of the factual information gathered during the investigation to determine whether the alleged conduct occurred and whether such conduct constitutes harassment under this policy, based on the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incident(s) occurred;
- Using the District Reporting Form as a guide, the Intake Facilitator will prepare a written report setting forth the results of the investigation. The findings shall be reported to the Associate Vice Chancellor of Human Resources;
- Final disposition shall be reported back to the complainant and the alleged harasser in a timely manner and will also be filed with the State Chancellor's office in Sacramento.

IV. Remedial Action

- If it has been determined that a violation of this policy has occurred, prompt and effective corrective action shall be taken.
- Reasonable steps shall be taken to protect the complainant from further harassment and/or retaliation.

V. The Definition of Sexual Harassment

Sexual Harassment has been defined by the Equal Employment Opportunity Commission Guidelines (29 C.F.R. 1604.11) and the California Education Code (212.5), and includes unwelcome sexual advances, requests for sexual favors, or any other visual, telecommunications, verbal or physical conduct of a sexual nature made by someone from or in a work or education setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment;
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.

Examples of behavior which could constitute sexual harassment include but are not limited to:

- Verbal: repeated sexual innuendoes or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds;
- Visual/Non-verbal: derogatory posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- Physical: unwanted physical contact including touching, interference with an individual's normal work movement, such as blocking or assault.

VI. Additional State and Federal Procedures

In addition to the District's procedure for reporting sexual or other prohibited types of harassment, both the State of California and the federal government have established processes by which student and employee claims of sexual harassment may be reported.

Department of Fair Employment and Housing

1-800-884-1684

Equal Employment Opportunity Commission

(213) 894-1000

Chancellor's Office of the California Community Colleges

(916) 445-8752

California Department of Education

(916) 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.

A Final Precaution

Consensual sexual relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed unwise. Although such relationships may be appropriate in other settings, they are not appropriate when they occur between members of the teaching staff and students or between a supervisor and an employee.

Student Rights and Responsibilities

I. Associated Students

The Governing Board of the Ventura County Community College District recognizes the need for and authorizes the operations of the Associated Students in accordance with Education Code sections 10701 to 10705, inclusive.

II. Privileges of Student Organizations

A. To use the name of one of the colleges or to use college facilities for regular meetings or special events, student organizations must be chartered by the Associated Students.

B. Recognized student organizations shall not use District facilities for the purpose of planning or implementing off-campus political or social events, nor use the name of the colleges in conducting such off campus events, unless authorized by the Associated Students.

C. A chartered student organization shall have a faculty advisor who shall be chosen by the members of that organization and approved by the Executive Vice President of Student Learning or designee. Institutional recognition shall not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor.

D. Chartered student organizations shall be open to all students without respect to race, creed or national origin.

III. Off-Campus Affiliations

Any organization (whether official or unofficial) of students on the college campuses which, in its constitution or method of operation, vests control of its policies in an off campus organization, shall not be recognized as an official college organization and shall not be allowed to use the facilities of the District.

IV. Advocacy and Free Expression

A. *Purpose* - The primary purpose of a college is the advancement and dissemination of knowledge. Free inquiry and expression are indispensable to the attainment of this purpose. The colleges of the Ventura County Community College District have the responsibility to establish and maintain general conditions conducive to an orderly and open examination of ideas and issues relevant to the primary purpose referred to above.

B. *Registered Students* - Students of the Ventura County Community College District have the right of free expression and advocacy and may exercise this right within the framework outlined below.

- The cause or issue being advocated is legal.
- The District's outside speaker policy is observed.
- 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.
- 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.

C. *Non-Students* - The colleges of the Ventura County Community College District are provided for the purposes commonly ascribed

to higher education. Non-students who wish to pursue these purposes at one of the colleges of the District are encouraged to enroll as registered students; however, in regard to any event or activity that takes place on one of the college campuses of the Ventura County Community College District, non-students are governed by the same rules that apply to registered students.

D. *Maintenance of Order* - It shall be the policy of the Governing Board of the Ventura County Community College District to cooperate with all established governmental agencies in the maintenance of order on and about its properties. This cooperation shall in no way infringe upon or limit the use of these properties for the purposes historically and legally reserved for them. The President of the Board, as appropriate, shall convene a special meeting for the purpose of taking proper action to support the District and college administrations in carrying out the policy referred to in this section.

V. Dress Code

The dress of persons appearing on the campuses of the Ventura County Community College District shall comply with generally accepted standards of hygiene and good taste. Clothing that is worn shall be such as to avoid interference with the educational responsibilities of the District, or with any other approved activities taking place within the District's jurisdiction.

VI. Solicitation

The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Chancellor, President of the college or the President's designee. This policy applies to all students, staff and 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.

VII. Notices and Posters

Student and other college developed posters and flyers may be distributed or displayed as follows:

Any posters, flyers or other materials which advertise instructional programs, student activities or any other events that can be clearly identified as having Moorpark College sponsorship may be circulated and posted without bearing the "approved for posting" stamp.

All other notices or posters must have an "approved for posting" stamp obtained from the Student Business Office in the Administration Building. Posters should be placed in a designated area. Blue painter's tape must be used for posting on flat surfaces and postings must be removed when no longer applicable.

VIII. Use of College Facilities

A. The purpose of these policies is to assure the full effective use and enjoyment of the facilities of the college campus as an educational

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institution. Orderly procedures are necessary to promote the use of facilities by students and college personnel, to conserve and protect facilities for educational use and to prevent interference with college functions.

B. Available college facilities may be used and shall be reserved in advance for meetings and other events related to their purpose by:

- 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, 16551-16556).

C. Reservation of college facilities shall be made through the College Business Services office in advance of the event. Reservations will be granted in the order of application, unless considerations of format, room size or equitable distribution of special facilities will require adjustments. Student groups should also seek approval from the Advisor to Student Activities.

D. The college may make reasonable charges for the use of college facilities by community groups in accordance with the civic center charges as published by the Ventura County Community College District.

E. Outdoor meetings and events.

- 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.
- The Campus Center patio is available as a discussion area. The Executive Vice President of Student Learning or designee may approve other areas if unusual circumstances require.
- Voice amplification will be permitted in the above areas between 11:30 a.m. and 12:30 p.m. on Fridays. Voice amplification equipment will be provided by the college upon request and without charge. No other voice amplification equipment may be used. The Executive Vice President of Student Learning or designee may arrange for voice amplification at other times or places on the campus if unusual circumstances require it to implement the purposes of these regulations. The volume and direction of voice amplification will be adjusted to reach no farther than the audience present. Specific stipulations have been established by the Moorpark College Academic Senate.

F. Tables

- Student organization and groups cited may maintain a table in the following areas: Foyer of the campus center, patios of the campus center or Raider Walk.
- 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 Associated Students. 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 accosting individuals or by shouting is prohibited.

Student Grievance

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes the college decision or action has adversely affected his or her status, rights, or privileges as a student.

A grievance is an allegation of a violation of any of the following:

- 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 Academic Affairs.
- Allegations of harassment or discrimination on the basis of any protected characteristic as set forth in Board Policies 3410 and 3430 and 5 California Code of Regulations Section 53900 et seq. Such complaints may be initiated under the procedures described in the college catalogs.

- Appeals for residency determination. Residency appeals should be filed with the Admissions and Records Office.
- Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
- Police citations (i.e. "tickets"); complaints about citations must be directed to the Campus Police.
- Evaluation of the professional competence, qualifications, or job performance of a District employee.
- Claims for money or damages against the District.

Information about other procedures is listed in the college catalogs or may be obtained from the Office of Student Learning.

The alleged wrong must involve an unjust action or denial of a student's rights as defined above. A grievance exists only when such an error or offense has resulted in an injury or harm that may be corrected through this grievance procedure. As noted above there may be other procedures applicable to various other alleged injuries or harms, and this grievance procedure may not be the sole or exclusive remedy, and it may not be necessary to exhaust this process before presenting allegations to other government agencies or the courts. The outcome of a grievance must be susceptible to producing a tangible remedy to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error. For example, a grievance seeking only the dismissal of a District employee is not viable.

Definitions

Chief Student Services Officer (CSSO) – A college's Executive Vice President or Vice President of Student Services, or designee.

College Grievance Officer – The administrator in charge of student discipline and/or grievances who shall assist students in seeking resolution by informal means; if informal means are not successful, the College Grievance Officer shall assist students by guiding them through the formal grievance process.

Day – A calendar day unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the administrative offices of the District are closed, the date for such action shall be extended to the next business day. Similarly, if the final day to take any action required by this procedure occurs during summer session or during an intersession, but the basis for the grievance arose prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.

Grievant – Any student currently enrolled in the college, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent – Any person claimed by a Grievant to be responsible for the alleged grievance.

Informal Resolution

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute. A student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to filing a formal grievance, and shall attempt to solve the problem with the person with whom the student has the grievance or dispute. If a student cannot resolve a grievance informally with the Respondent, then the student will request a meeting with the Respondent's administrator, manager, or division chairperson, who shall meet with the student in an attempt to resolve the issue and may meet with the student and Respondent either jointly or separately. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult.

At any time, the student may request the assistance of the College Grievance Officer in understanding or arranging the informal resolution process.

At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Formal Resolution

In the event an informal resolution is not reached, the grievant shall submit a preliminary written statement of the grievance to the College Grievance Officer within 90 days of the incident on which the grievance is based, or 90 days after the student knew or with reasonable diligence should have known of the basis for the grievance, whichever is later.

Within 10 days following receipt of the preliminary written statement of the grievance, the College Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the formal written statement of the grievance.

The submission of this formal signed and dated written description of the complaint signals the beginning of the formal resolution, serves as the request for a hearing, and shall serve as the dated start of the hearing timeline.

The College Grievance Officer will submit a copy of the formal written grievance to the Respondent. The Respondent will be given an opportunity to submit a written response to the allegations to the College Grievance Officer. This response must be received within 10 days.

Hearing Procedures

Grievance Hearing Committee – The hearing panel for any grievance shall be composed of one administrator, one faculty member and one student. At the beginning of the academic year, and no later than October 1st, the College President, the President of the Academic Senate, and the Associated Students President shall each establish a list of at least two persons who will serve on student Grievance Hearing

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Committees. The College President will identify two administrators; the President of the Academic Senate will identify two faculty; and the Associated Students President will identify two students. The College President shall appoint the Grievance Hearing Committee from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on the Grievance Hearing Committee.

Upon notification of the Grievance Hearing Committee composition, the Respondent and Grievant shall each be allowed one peremptory challenge, excluding the chairperson. The College President shall substitute the challenged member or members from the panel pool to achieve the appropriate Grievance Hearing Committee composition. In the event that the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students).

The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member or vote. The Grievance Officer shall coordinate all scheduling of hearings, and shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance.

A quorum shall consist of all three members of the Committee.

Grievance Hearing Committee Chair – The College President shall appoint one member of the Grievance Hearing Committee to serve as the chair. The decision of the Grievance Hearing Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Grievance Hearing Committee to the contrary.

Time Limits – Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

Hearing Process – Within 14 days following receipt of the formal written statement of the grievance and request for hearing, the College President or designee shall appoint a Grievance Hearing Committee as described above. The Grievance Hearing Committee and the Grievance Officer shall meet in private and without the parties present to determine whether the written statement of the grievance presents sufficient grounds for a hearing.

- The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following considerations:
- The statement satisfies the definition of a grievance as set forth above;
- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student, which under certain circumstances includes applicants and former students, and meets the definition of “grievant” as set forth in these procedures;

- The grievant is personally and directly affected by the alleged grievance;
- The grievance seeks a remedy which is within the authority of the hearing panel to recommend or the college president to grant;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet all of the above requirements, the Grievance Hearing Committee Chair shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 7 days of the date the decision is made by the Grievance Hearing Committee.

The student may appeal the Grievance Hearing Committee's determination that the statement of grievance does not present a grievance as defined in these procedures by presenting his/her appeal in writing to the College President within 7 days of the date the student received that decision. The College President shall review the statement of grievance in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters, including any facts alleged in the appeal that were not alleged in the original grievance. The College President's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

If the statement of the grievance satisfies each of the requirements The College Grievance Officer shall schedule a grievance hearing to begin within 30 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given at least 10 days' notice of the date, time and place of the hearing.

Before the hearing commences, the members of the Grievance Hearing Committee shall be provided with a copy of the grievance, the written response provided by the Respondent, and all applicable policies and administrative procedures. The Grievance Hearing Committee may request other documents as needed.

A time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the Grievance Hearing Committee. Formal rules of evidence shall not apply. All witnesses shall be bound by the student code of conduct and professional codes of ethics to present truthful evidence. Any witnesses not so bound will testify under oath, subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Grievance Hearing Committee Chair, in consultation with the College Grievance Officer and Grievance Hearing Committee. Hearsay evidence will be admissible, but will be insufficient, alone, to establish the allegations.

The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Officer and Grievance Hearing Committee, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Committee, shall further be responsible for instructing and questioning witnesses on behalf of the Grievance Hearing Committee,

and for dismissing any persons who are disruptive or who fail to follow instructions. The Grievance Hearing Committee Chair, in consultation with the College Grievance Officer, shall have the final decision on all procedural questions concerning the hearing.

The Grievance Hearing Committee shall conduct the hearing in accordance with established standards of administrative procedure. Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present rebuttal evidence after the respondent completes presentation of his or her evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as presented in the written statement of the complaint.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party to the grievance may represent him or herself, and may be represented by a person of his or her choice, except that neither party shall be represented by an attorney. The Grievance Hearing Committee may request legal assistance for the Committee itself through the College President. Any legal advisor provided to the Grievance Hearing Committee may be present during all testimony and deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

The grievant shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the Grievant and his/her representative and/or translator/interpreter, the Respondent and his/her representative, scheduled single witnesses, the College Grievance Officer, the Grievance Hearing Committee members, and the Committee's legal advisor, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Grievance Hearing Committee agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Grievance Hearing Committee members shall ensure that all hearings, deliberation, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore an exception to the hearsay rule for unavailability shall not apply to such witness.

At the beginning of the hearing, on the record, the Grievance Hearing Committee Chair shall ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and

shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party to the grievance may request a copy of the recording. Any transcript of the hearing requested by a party shall be produced at the requesting party's expense.

Following the close of the hearing, the Grievance Hearing Committee shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential for all purposes. Within 30 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send a written decision to the College Grievance Officer to be forwarded to College President. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined in these procedures. The decision shall also include a specific recommendation regarding the relief to be afforded the Grievant, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing, and additional information or documentation related to the hearing that is requested by the Grievance Hearing Committee. The District shall maintain records of all Grievance Hearings in a secure location on District premises for a period of 7 years.

College President's Decision

The College President, at his/her discretion, may accept, reject, or modify the findings, decision, and recommendations of the Grievance Hearing Committee. The factual findings of the Grievance Hearing Committee shall be accorded great weight. The College President may additionally remand the matter back to the Grievance Hearing Committee for further consideration of issues specified by the College President. Within 21 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the College President shall send to all parties his or her written decision, together with the Grievance Hearing Committee's decision and recommendations. If the College President elects to reject or modify the Grievance Hearing Committee's decision or a finding or recommendation contained therein, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, subject only to appeal as described below.

Any party to the grievance may appeal the decision of the College President after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.

Any such appeal shall be submitted in writing within 5 days following receipt of the College President's decision and shall state specifically the grounds for appeal.

The written appeal shall be sent to all concerned parties by the Chancellor or designee. All parties may submit written statements, within 5 days of receipt, in response to the appeal.

The Chancellor or designee may review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record and the appeal.

Students' Right to Know

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.

Sexual Assault

California Education Code Section 67385 requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual assault which occur on campus or during official campus events, as well as providing the victims with information regarding treatment options and services.

Ventura County Community College District exercises care to keep its campuses free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault are violations of VCCCD standards and will not be tolerated on campus. California statutes and the VCCCD Standards of Student Conduct prohibit sexual assaults. Where there is cause to believe the District's regulations prohibiting sexual assault have been violated, the District will pursue strong disciplinary actions including suspension or dismissal from the college.

Ventura County Community College District is committed to providing prompt, compassionate services to those individuals who are sexually assaulted, as well as follow-up services, if needed.

Administrative Regulations and Procedures Concerning Incidents of Sexual Assault on Campus

I. Introduction

Education Code Section 67385 requires that the governing board of each community college district adopt and implement clear, consistent, and written procedures to ensure that specific victims of sexual assault which occurred on campus property or during college sponsored events shall receive information regarding available treatment options and services, both on and off campus, as well as to ensure that the colleges will promptly respond to the option selected by the victim.

II. 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.

III. College Policy

Moorpark College exercises care to keep the campus free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault will not be tolerated on campus.

The Ventura County Community College District Student Code of Conduct prohibits sexual assaults, as do California criminal statutes.

The Board of Trustees commits the college to taking prudent action to prevent sexual assaults from occurring and to ensure that students, faculty and staff are not adversely affected for having brought forward a charge of rape or other forms of sexual assault. Where there is cause to believe the college's regulations prohibiting sexual assault have been violated, Moorpark College will pursue strong disciplinary actions which include the possibility of suspension or dismissal from the college.

In addition, a student, faculty, or staff member charged with sexual assault can be prosecuted under California criminal statutes in addition to being disciplined under the Student Code of Conduct or Education Code, as applicable. Even if prosecution does not take place, the campus may pursue disciplinary action.

The Board of Trustees is also committed to provide prompt, compassionate services to those individuals who are sexually assaulted and to provide follow-up services as needed.

IV. Guidelines, Procedures and Personnel Responsible for Responding to a Sexual Assault Incident

The individual initially notified about the sexual assault will provide a secure setting for the victim. (This could be an unoccupied office or classroom, a well-lighted area or, ideally, the Student Health Services Office.) The Campus Police Office and the Health Services Coordinator should be notified, if possible.

The involved college personnel should then:

1. Listen to the victim's needs;
2. Assess the situation. Determine the seriousness of the victim's injuries; call 911 if injuries are severe and transportation is needed by ambulance to a hospital;
3. Ask the victim what she/he wants to do. A consent form (available in English or Spanish) may be completed by the victim for any of the following options:
 - a) Does the victim want to be taken to a hospital or private doctor's office? Does the victim want to contact a friend or family member? If the victim does not want to contact anyone, a campus police officer may take the victim to the

hospital. If possible, a female should accompany the victim if the officer is male.

- b) Does the victim want to have the Ventura County Coalition Against Domestic and Sexual Violence contacted? The mission of the Coalition is to coordinate and implement services to the victim of sexual assault.
- c) Does the victim want to report the incident to police? NOTE: If the victim is younger than 18, the sexual assault must be reported to the police. If the victim is 18 years or older, it is the victim's decision whether or not to involve the police. (California law requires hospitals to report injuries by criminal act to a law enforcement agency.)

If the victim of a sexual assault decides to involve the police, the Campus Police Lieutenant will notify the appropriate police department and may request an officer of like gender of the victim for the report. The officer will take a police report, transport, accompany or meet the victim at an appropriate medical facility for the evidentiary examination, may conduct a follow-up interview, and may transport the victim home with consent.

The Coordinator Of Health Services will notify the parent, guardian, spouse, or friend, if appropriate, and with the consent of the victim.

Upon consent of the victim, the Coordinator Of Health Services may arrange for college personnel or a community Rape and Sexual Assault Counselor to accompany the victim, if appropriate, through hospital procedures and encounters with law enforcement agencies.

The Campus Police Lieutenant will complete a confidential incident report and keep records of the incident for statistical purposes.

As early as possible in the process outlined above, the Executive Vice President Of Student Learning or the administrator on duty at the college should be notified. That individual should go to the victim's location and assist in the administration of these procedures, as well as notifying other campus and/or District officials, as appropriate.

In the event the sexual assault incident occurs when the campus is not open ("after hours"), the individual initially notified about the sexual assault will notify the campus police by calling on any campus phone (ext 1455); the Campus Police Lieutenant will follow the same procedures as described above.

In the event the sexual assault incident occurs at an off-campus event and it is not possible to contact the campus police, then the individual initially notified will contact the local law enforcement authority if the victim is under 18 years old (if 18 or over, if the victim wishes).

Follow Up Procedures By College Staff:

The Executive Vice President Of Student Learning and Campus Police Lieutenant will do a follow-up interview with the victim to inform her/him of the legal options available for filing a civil suit or a criminal action. If she/he wants to pursue criminal action, the appropriate police department will conduct the follow-up criminal investigation.

The Coordinator Of Health Services will provide the victim with information on the treatment and counseling for sexual assault and provide referrals for appropriate assistance such as the College Psychologist, College Physician or alternative Community Resources.

The Executive Vice President Of Student Learning will explain disciplinary procedures and actions available. The Associate Vice Chancellor of Human Resources, if appropriate, will explain disciplinary procedures and actions available in cases involving faculty or staff. The Executive Vice President Of Student Learning will be responsible for ensuring that all follow-up procedures are completed.

V. Legal Reporting Requirements and Procedures

The reporting of rape and other forms of sexual assault follows the same procedures as the reporting of any crime. No special information is required, but the report needs to include certain standard information such as where the incident occurred, to whom (identified by name and age) and exactly what happened.

Once a victim of sexual assault has chosen to notify authorities about the assault and chooses to pursue prosecution, a medical legal examination should be performed as soon after the assault as possible and within hours for evidence.

VI. List of Campus Services and Personnel Available to Assist with Incidents of Sexual Assault.

Campus Police, ext 1455; Campus Health Center, ext 1413; Extended Campus Office, ext 1406; Sexual Assault Intake Facilitator, ext 1408.

VII. Procedures for Ongoing Case Management

With the victim's consent, follow-up intervention may be provided, as needed, by the College Psychologist for psychological counseling. The Executive Vice President Of Student Learning will track the victim's academic progress and will assist, when requested, by arranging academic counseling, tutoring, and other services deemed appropriate.

The Executive Vice President Of Student Learning or the Associate Vice Chancellor Of Human Resources will initiate disciplinary procedures and inform the victim of the status of any disciplinary actions and the Executive Vice President Of Student Learning will keep the College President informed.

The following individuals may also be contacted, as appropriate, on a need-to-know basis by the aforementioned administrators: ACCESS Director, Division Deans, Instructors, Chancellor, Vice Chancellor, Personnel Services or Public Information Officer.

VIII. Procedures to Guarantee Confidentiality

In all associations with the public, the media, family and friends of the victim, and in accordance with the Family Rights and Privacy Act and the Buckley Amendment, the name of the victim and/or specific details of the assault will be released only when essential to the health and safety of the individual assaulted or that of other members of the campus community. The Public Information Officer will be kept informed and will interface with the media, general public, students and staff. Other campus personnel dealing with the incident should refer any inquiries to the Public Information Office.

In addition, and in full accordance with Chapter 593 of the Education Code, no person, persons, agency or organization permitted access to student records (including security records about incidents involving the college's students) shall permit access to any information obtained from those records by any other person, persons, agency or organization without the written consent of the students involved.

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The victim of any sexual assault which is the basis of any disciplinary action taken by the community college shall be permitted access to that information in compliance with the Buckley Amendment. Access to this information shall consist of a notice of the results of any disciplinary action taken by the college and the results of any appeal. This information shall be provided to the victim within three days following the said disciplinary action or appeal.

IX. Information Regarding Other Options

Criminal Actions – Once an incident of sexual assault has been reported to the appropriate police department by college personnel, it is up to the police department to collect information, including the legal/medical exam, and to investigate the matter. The information is then turned over to the District Attorney's office to determine if criminal prosecution is appropriate. The District Attorney's office has the ultimate responsibility to determine whether the incident is a criminal offense and to bring it before the courts for punitive action against the assailant. Punitive consequences can include fines, probation and incarceration. If there is not sufficient evidence for the case to be passed on to the District Attorney, the police may decide to initiate an investigation to gather the necessary information which could lead to a prosecution.

Civil Actions – If the victim of the sexual assault decides that she/he wants to pursue a civil action for damages against the perpetrator, then the victim should consult with an attorney for the civil legal action. The District Attorney's office is reluctant to refer to any particular civil attorney, but the Ventura County Coalition Against Domestic and Sexual Violence has a complete referral list of local attorneys with whom they have had experience. In addition, the names of attorneys may be obtained through the Ventura County Bar Association.

Disciplinary Process through the College – Various forms of discipline may be imposed on a student who is guilty of misconduct ranging from reprimand, probation, and suspension to expulsion. The student disciplinary procedures of the college are described in this catalog. They are initiated by the Executive Vice President Of Student Learning. Faculty and staff are subject to the college's disciplinary action policies.

Mediation Services – Mediation between any of the "specific population" involved in a sexual assault incident at the college is available and may be arranged through the Executive Vice President Of Student Learning.

Academic Assistance Alternatives – Academic assistance for victims of sexual assault includes tutoring, switching to different sections or classes, academic counseling, receiving a grade of "Incomplete" or "Withdrawal," or assistance in transferring.

Harassment Restraining Order – Under California law (section 527.6 of the Code of Civil Procedure), courts can make orders to protect people from being harassed by others. These orders are enforced by law enforcement agencies. A victim who desires to obtain such an order must file an action in the Superior Court. Simplified procedures for obtaining such orders have been established by the courts. An instructional booklet that tells what court orders a victim of harassment can obtain and how to get them is available from the Clerk of the

Ventura County Superior Court, Hall of Justice, 800 South Victoria Avenue, Ventura, CA 93009.

Student Discipline Procedure

Reference: Education Code Section 66300, 72122, 76030

A student enrolling in Moorpark College assumes an obligation to conduct him/herself in a manner compatible with the college's function as an educational institution.

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Code of Conduct, which provides to the student or students involved appropriate due process rights. This procedure will be applied in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Sections 66301 and 76120, and will not be used to punish expression that is protected.

Student conduct must conform to the Student Code of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to disciplinary actions which are to be administered by appropriate college authorities. The Ventura County Community College District has established procedures for the administration of the penalties enumerated here. College authorities will determine the appropriate penalty(ies).

Definitions of key terms:

Chief Student Services Officer (CSSO) – A college's Executive Vice President or Vice President of Student Services, or designee.

Day – A calendar day, unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the administrative office of the District are closed, the date for such action shall be extended to the next business day. Similarly, if the final day to take any action required by this policy occurs during summer session, or during an intersession, but the basis for discipline arose during an academic term prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.

District – The Ventura County Community College District.

Good Cause for Disciplinary Action – As used in this procedure, "good cause" for disciplinary action includes any violation of the VCCCD Student Code of Conduct as set forth in Board Policy 5500 and Education Code section 76033, when the conduct is related to college activity or college attendance, including but not limited to any violation of the Student Code of Conduct.

Student Code of Conduct

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self.

- 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.
- Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.
- 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.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to district property or to private property on campus.
- Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- 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.
- Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.
- Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of, or persistent abuse of, district/college personnel in performance of their duties.
- Academic dishonesty, cheating, or plagiarism.
- 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.
- Unauthorized entry to or use of district/college facilities.
- Violation of district/college rules and regulations including those concerning student organizations, the use of district/college facilities, or the time, place, and manner of public expression or distribution of materials.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by district policy, or administrative procedure.
- Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of

Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health).

For purposes of student discipline under this procedure, conduct is related to college activity or college attendance if it occurs during or in conjunction with any program, activity, or event connected with District coursework, sponsored or sanctioned by the District or a college of the District, or funded in whole or in part by the District or college, whether the activity or event occurs on or off campus or during or outside of instructional hours.

Instructor – Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Student – Any person currently enrolled as a student at any college or in any program offered by the District.

Time Limit – Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

Definitions of types of discipline (listed in order of severity)

The following sanctions may be imposed upon any student found to have violated the standards of student conduct. The selection of the degree of severity of sanction to be imposed shall be commensurate with the severity of offense. The availability of a less severe sanction does not preclude imposition of a more severe sanction in any circumstance where the more severe sanction is deemed appropriate.

Warning – Documented written notice by the CSSO to the student that continuation or repetition of specific conduct may be cause for other disciplinary action. A warning is retained in the college discipline files for two complete academic years.

Reprimand – Written notice to the student by the CSSO that the student has violated the Standards of Student Conduct. A reprimand serves as documentation that a student's conduct in a specific instance does not meet the standards expected at the college and as a warning to the student that further violations may result in further disciplinary sanctions. A reprimand is permanently retained in the college discipline files.

Temporary Removal from Class – Exclusion of the student by an instructor for good cause for the day of the removal and the next class meeting. [Education Code Section 76032.]

Short-term Suspension – Exclusion of the student by the CSSO, or designee, for good cause from one or more classes or activities for a period of up to ten (10) consecutive school days. [Education Code Sections 76030 and 76031.]

Disciplinary Probation and/or Temporary Ineligibility to Participate in Extracurricular Activities and/or Temporary Denial of Other Privileges – Placement of the student on probation by the College President or designee, for good cause, for a specified period of time not to exceed one academic year during which a student's fitness to continue to attend school, in light of the student's disciplinary offenses, is tested; and/or temporary exclusion of the student by the College President or designee, for good cause, from extracurricular activities for a specified

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period of time; and/or temporary denial of other specified privileges, by the College President or designee for good cause.

Immediate Interim Suspension – The College President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. A suspended student shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 66017 and 76031; cf. Penal Code Section 626.2.]

Long-term Suspension – Exclusion of the student by the College President for good cause from one or more classes and/or activities, or from all classes and/or activities of the college for up to the remainder of the semester and the following semester. A student suspended from all classes and/or activities shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 76030 and 76031.]

Expulsion – Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. [Education Code Section 76030.]

In addition to the above sanctions, the sanction of restitution may be imposed upon a student, where appropriate, to compensate for loss, damage, or injury. Furthermore, the sanction of administrative hold, to prevent a student from enrolling, may be placed on a student's records by the District if a long-term suspension from all classes and/or activities, or expulsion has been imposed following the formal hearing described below, or the student has failed to meet with the CSSO, or designee, regarding a pending disciplinary matter.

Procedures for Disciplinary Actions (listed in order of severity)

Any times specified in these procedures may be shortened or lengthened if there is mutual written concurrence by all parties.

Warning – The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in more serious disciplinary action. This notification may be delivered orally or in writing. Documentation of the misconduct and/or the notice given to the student shall be retained in the district discipline files for two complete academic years. Warnings may be appealed directly to the College President. Students may not request a student conduct hearing to appeal a warning. [Cf. Education Code Section 76232 - challenging content of student records.]

Reprimand – The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a serious

violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in even more serious disciplinary action. This notification will be delivered in writing. Documentation of the misconduct and the written notice given to the student shall be permanently retained in the district discipline files. Reprimands may be appealed directly to the College President. Students may not request a hearing to appeal a reprimand.

Temporary Removal from Class – Any instructor may remove a student from his or her class for good cause for the day of the removal and the next class meeting. The instructor shall immediately report the removal to his/her supervising administrator and the CSSO or designee. A meeting shall be arranged between the student and the instructor regarding the removal prior to the day that the student is eligible to return to class. If the instructor or the student makes the request, the CSSO or designee shall attend the meeting. The student is not allowed to return to the class for the day of removal and the next class meeting without the concurrence of the instructor. Nothing herein will prevent the CSSO or designee from recommending further disciplinary action in accordance with these procedures based on the facts that led to the removal. [Education Code Section 76032.]

Suspensions and Expulsions – Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

NOTICE. The CSSO or designee will provide the student with written notice of the conduct warranting the discipline, stating the facts on which the proposed discipline is based, and providing any evidence on which the college may rely in the imposition of discipline. Evidence which may identify other students or which would result in the revelation of test questions or answers need not be provided in advance, and if feasible may be presented under circumstances which maintain the anonymity of other students, or assures the security of test questions or answers. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the following:

- the specific section of the Standards of Student Conduct or Education Code that the student is accused of violating.
- a specific statement of the facts supporting the proposed discipline.
- any evidence on which the college may rely in the imposition of discipline. Evidence that may identify other students or which would result in the revelation of test questions or answers need not be provided in advance. Testimony relating to students not subject to discipline may be presented in a manner that protects the anonymity or safety of the third party student. If such testimony is needed, it may be presented under circumstances that protect the safety of such students or maintains the anonymity of other students, as the hearing officer may determine to be in the interests of justice. Similarly, evidence relating to test questions or answers may be presented, if possible, only in a manner that maintains the security of test questions or answers.

- the right of the student to meet with the CSSO or designee to discuss the accusation, or to respond in writing, or both.
- the level of the discipline that is being proposed.

Time limits – The notice described above must be provided to the student as soon as possible and no later than 14 days from the date on which the conduct took place or became known to the CSSO or designee;

Meeting – If the student chooses to meet with the CSSO or designee, the meeting must be requested within 7 days and must occur within 14 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond orally or in writing to the accusation, or both, in order to state why the proposed disciplinary action should not be taken.

Short-term Suspension – Within 10 days after the delivery of the notice, or within 10 days of a meeting if the student requests a meeting, or within 10 days of receiving the student's statement as to why the proposed disciplinary action should not be implemented, the CSSO shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the CSSO's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action, as well as any conditions or limitations placed on the student during the short-term suspension. The notice will include the right of the student to request a meeting with the College President or designee within 7 days of notification of the recommended disciplinary action. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. Such meeting shall be held within 14 days after receipt of the student's written request for a meeting. Failure of the student to appear at the meeting will constitute a waiver of the student's right to a meeting. The meeting shall be conducted in any manner deemed appropriate by the College President, provided that the student is offered the opportunity to provide his or her version of events, and any evidence that supports his or her version of the events. The CSSO, or designee, may also provide evidence contradicting the student's version of the facts. If either the student or the CSSO, or designee, is offered the opportunity to present evidence or the testimony of witnesses, the other party must be given the opportunity to cross-examine such witnesses. The meeting shall be closed and confidential, and all witnesses shall be excluded from the meeting except when testifying. Neither the student nor the CSSO, or designee, shall be entitled to representation by an attorney in this proceeding; however if the student is a minor, the student may be accompanied by his/her parent or guardian. After the conclusion of the meeting, the College President or designee shall determine whether a preponderance of evidence supports the charges against the student, and shall provide the student with written notice of his/her decision, and the factual basis therefor, within 7 days of the conclusion of the hearing. The College President's decision on a short-term suspension shall be final and shall be reported to the District's Chancellor.

Long-term Suspension – Within 7 days after the delivery of the notice, or within 7 days of a meeting with the CSSO, or designee, if the student requested a meeting, the College President shall, based on the recommendation from the CSSO, or designee, decide whether to impose a

long-term suspension. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the length of time of the proposed suspension, as well as a statement that the student will be prohibited from being enrolled in any college within the District for the period of the suspension. The notice will include the factual allegations on which the proposed suspension is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the procedures for the hearing.

Expulsion – Within 7 days after the delivery of the notice, or within 7 days of a meeting if the student requests a meeting, the College President shall, pursuant to a recommendation from the CSSO, decide whether to recommend expulsion to the Chancellor and Board of Trustees. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the right of the student to request a formal hearing before expulsion is imposed, the factual allegations on which the proposed expulsion is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, and a copy of the procedures for the hearing.

Hearing Procedures for Long-term Suspension and Expulsion

Request for Hearing – Within 7 days after receipt of the College President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing before a hearing panel. The request must be made in writing to the College President and must include a date and the signature of the student or, if the student is a minor, the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. If the request for hearing is not received within 7 days after the student's receipt of the College President's decision or recommendation in the case of expulsion, the student's right to a hearing shall be deemed waived.

Schedule of Hearing – The formal hearing shall be held within 21 days after a formal request for hearing is received. The parties involved will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place at least 10 days prior to the hearing date. Notice of the date of the hearing shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college.

Hearing Panel – The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. At the beginning of the academic year, and no later than October 1st, the College President, the president of the Academic Senate,

Students' Right to Know

and the Associated Students president shall each provide the names of at least two persons willing to serve on Student Disciplinary Hearing Panels. The College President shall appoint the Hearing Panel from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on a Hearing Panel. Upon notification of the Hearing Panel's composition, the student and the District shall each be allowed one preemptory challenge. The College President shall substitute the challenged member or members and replace them with another member of the panel pool to achieve the appropriate Hearing Panel composition. In the event the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students). The chairperson may, by giving written notice to both parties, reschedule the hearing as necessary pending the submission of alternate designees.



A quorum shall consist of all three members of the committee.

Hearing Panel Chair – The College President shall appoint one member of the Hearing Panel to serve as the chair. The decision of the Hearing Panel Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Hearing Panel to the contrary.

Hearing Process – Prior to commencement of the hearing, the members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student, and all applicable student due process policies and administrative procedures. The facts supporting the accusation shall be presented by a college representative who shall be the CSSO or designee.

After consultations with the parties, in the interests of justice, a time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the hearing panel. Formal rules of evidence shall not apply. All members of the campus community shall be bound by the student code of conduct or code of professional ethics to provide only true testimony. Witnesses who are not members of the campus community will testify under oath subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Hearing Panel Chair, in consultation with the Hearing Panel. Hearsay evidence will be admissible, but will be insufficient, alone, to establish a charge against the student. The Hearing Panel Chair, in consultation with the Hearing Panel, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Hearing Panel Chair, in consultation with the Hearing Panel, shall further be responsible for instructing and questioning witnesses on behalf of the Hearing Panel, and for dismissing any persons who are disruptive or who fail to follow instructions. The Hearing Panel Chair shall have the final decision on all procedural questions concerning the hearing.

Unless the Hearing Panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to establish by a preponderance of the evidence that the facts alleged are true. The Hearing Panel may request legal assistance for the Panel itself through the College President. Any legal advisor provided to the Hearing Panel may be present during the hearing and in any deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney. The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the student and, the college representative and their non-attorney representatives and/or translators/interpreters, if any, a court reporter,

if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Hearing Panel agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Hearing Panel members shall ensure that all hearings, deliberations, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore no exception to the hearsay rule for unavailability shall apply to such witness. The Hearing Panel Chair shall, on the record, at the beginning of the hearing, ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording; however, any transcript of the recording requested by the student shall be provided at the student's own expense.

Following the close of the hearing, the Hearing Panel shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential. Within 7 days following the close of the hearing, the hearing panel shall prepare and send to the College President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Student Code of Conduct was violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing. The District shall maintain records of all Disciplinary Hearings in a secure location on District premises for a period of 7 years.

College President's Decision

- **Long-term suspension.** Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a final written decision. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, and shall be reported to the District Chancellor.

- **Expulsion.** Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a written recommended decision to the Chancellor. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The College President's decision shall be forwarded to the Chancellor as a recommendation to the Board of Trustees.

Board of Trustees Decision

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. [Education Code Section 72122.]

The student (and the parent or guardian if the student is a minor) shall be notified in writing, by certified mail, by personal service, or by such method of delivery as will establish receipt, at least 72 hours prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold in closed session any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting.

The Board may accept, modify or reject the findings, decisions and recommendations of the Chancellor. If the Board modifies or rejects the Chancellor's recommendation, the Board shall review the record of the hearing, and shall, within 30 days or by the next regular meeting of the Board, whichever is later, prepare a new written decision which contains its specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Drug Free Campus Policy

Possession, use or distribution of alcoholic beverages, narcotics, or other dangerous drugs on campus or at any off-campus sponsored college activity (except for legally prescribed drugs). In accordance with California Health and Safety Code (HSC: 11362.7-83) the use of medical marijuana on campus is prohibited.

The Dangers of Drug Use

Drug and alcohol use produces a range of negative effects, ranging from decreased performance and poor judgment to serious conditions, including damage to the development of an unborn fetus. Physical and psychological addiction to these substances is a very real risk. For more specific information, visit the Student Health Center (Admin. Bldg. 805-378-1413) to pick up pamphlets, or to make an appointment with a health professional.

Welcome to Moorpark College

If you or someone you know has a problem with drug or alcohol use, confidential and non-punitive help is available through Student Health Services (Admin. Bldg., 805-378-1413), including referrals to the College Psychologist and/or to community resources. Moorpark College can provide the information and assistance needed to help students make healthy, positive decisions.

Alcoholics Anonymous (AA) meets on campus every Wednesday evening from 6:00-7:00 in AA 138. Newcomers are welcomed.

Penalties for Campus Drug Use Warning

The College is required by federal law to take disciplinary action up to and including suspension or expulsion from school for students convicted of a campus drug offense.

Students who have been convicted of certain drug-related Federal or State offenses may have their eligibility for Federal benefits, including financial aid, suspended. Students with three or more drug-related convictions may permanently lose eligibility for Federal financial aid.

State and Federal penalties apply to anyone convicted of the manufacture, distribution, dispensation, possession or use of controlled substances

Misdemeanor convictions for campus drug use can result in a fine and incarceration of up to a year in a county jail. Relatively few drug-related infractions may be considered misdemeanor offenses. Most drug use convictions are defined as felony acts.

Felony convictions for campus drug use can result in a substantial fine and a lengthy jail sentence in state prison. Convictions for manufacturing or possession for sale or use of substances are felony offenses.

Moorpark College is committed to being a drug-free campus. Confidential and non-punitive help is also available in the Student Health Center.

VCCCD Smoking Policy

In the interest of the health and welfare of students, employees, and the public, smoking is banned during any instructional, programmatic, or official district or college function, in all District vehicles, in all District buildings, and within twenty feet of the exit or entrance of any building. Individual colleges may adopt a more restrictive policy.

Moorpark College Smoking Policy

In the interest of the health and welfare of students, employees and the public, other than in parking lots, smoking is not permitted anywhere on the Moorpark College campus. All smoking in Moorpark College facilities is expressly prohibited. Smoking is not allowed in college-owned vehicles. Violators shall be subject to appropriate disciplinary action - see Student Code of Conduct.

Smoking shall be allowed only in the specific areas described as follows:

ALL PARKING LOT AREAS. (Must be in compliance with AB846, CA State Law - 20' Rule)

Questions regarding this policy shall be directed to the President or his/her designee.



Programs: Awards, Certificates, and Degrees

Planning Your Education

COUNSELING SERVICES

Patricia Ewins
Dean of Student Learning
Performing Arts & Student Life
 (805) 378-1408

INSTRUCTIONAL PROGRAM

Counseling (COUN)

COUNSELING FACULTY

Corey Wendt (*Department Chair*)
Denice Avila **Pam Kennedy-Luna**
Chuck Brinkman IV **Letrisha Mai** (*Articulation Officer*)
Anitra Evans **Candace Mead**
Traci Allen **Danita Redd**
Judi Gould **Ofelia Romero-Motlagh**
Edna Ingram
Mike Johnson

Make Fully Informed Educational Choices to Support Your Goals

Why are you attending Moorpark College?

We all have unique interests and goals. You may be attending Moorpark College for any number of reasons. Moorpark College offers courses in an array of disciplines that can prepare you for skilled trades, specialized careers, job advancement, an Associates Degree and transfer to four-year colleges or universities. Your goals will have a direct influence on the courses and programs you choose to complete while at Moorpark College. It is important to keep your goals in mind at all times when selecting classes and programs and to remain current about developments and changes in 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 want to explore your options. You may be unaware of what is necessary to reach your goals. Moorpark College Counseling is designed to help you identify your goals and to plan accordingly. Schedule a counseling appointment to discuss your options.

What do you want to do at Moorpark College?

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

Proof of Your Success

Hard work can result in an award, regardless of what you choose to accomplish at Moorpark College. If you are hoping to apply your skills and knowledge to the job market after college or to improve your current employment situation, having proof of your academic accomplishments can be an asset. Moorpark College offers three distinct types of recognition that documents educational

achievements. Schedule an appointment with a counselor to help determine which patterns of the following is most appropriate.

- **Proficiency Awards** show successful completion of one or more courses in a targeted career or skills area.
- **Certificates of Achievements** require concentrated study in a specific skill or knowledge area.
- **Associate Degrees** are awards that are broader in scope than certificates because they require coursework in an array of disciplines to broaden your learning experience and strengthen your critical thinking skills. This is referred to as General Education.

Education Plan

An Education Plan is developed with a counselor to provide you with a map that lists courses that are required or recommended for successful completion of your goals. It is to your advantage to develop an Education Plan as soon as possible. If you are undecided as to your goal, a counselor can provide timely and helpful information to assist you in planning your future.



Curriculum, Degrees and Certificates

Curriculum	Associate Degree Courses	Proficiency Certificate	Licensing/Permit Preparation Award		
Animal Science	x				
Anthropology	x	x			
• Archaeology		x			
Art	x	x			
Astronomy	x	x			
• Astrophysics		x			
Behavioral Science	x	x			
Biological Sciences	x				
• Anatomy	x				
• Anatomy/Physiology	x				
• Biology	x	x			
• Botany	x				
• Microbiology	x				
• Physiology	x				
• Zoology	x				
Biotechnology	x	x	x		
Business	x	x	x	x	
• Accounting		x	x	x	
• Business Communication				x	
• Management		x	x	x	
• Marketing				x	
• Marketing/Sales			x		
• Sales				x	
• Small Business				x	
Chemistry	x	x			
Child Development	x	x			
• Infant/Toddler			x		
• Preschool			x		
• School Age Child Care			x		
• Child Development Assistant				x	
• Child Development Associate Teacher				x	
• Child Development Teacher				x	
• Child Development Master Teacher				x	
• Child Development Site Supervisor				x	
• Child Development Program Director				x	
College Strategies	x				
Communications		x			
Communication Studies	x	x			
Computer Information Systems	x	x			
• Information System		x	x		
• Microcomputer Systems		x	x		
Computer Network Systems Engineering	x	x	x		
• Basic Network Specialist				x	
• CISCO Systems Network Associate				x	
• Windows Administration				x	
• Windows Engineering			x		
• Advanced Network Specialist		x	x		
Computer Science	x	x			
• Computer Programming			x		
Counseling	x				
Criminal Justice	x	x	x		
CSU GE			x		
Dance	x	x			
Drafting Technology/CAD/Auto CAD	x		x		
Economics	x				
Education	x				
Engineering	x	x			
English	x				
Environmental Science	x	x			
• Environmental Studies		x			

Curriculum	Associate Degree Courses	Proficiency Certificate	Licensing/Permit Preparation Award		
Exotic Animal Training and Management	x	x	x		
Film Studies	x				
French	x				
General Studies		x			
Geographic Information Systems	x				
Geography	x	x			
Geology	x	x			
German	x				
Graphic Design	x	x	x		
Health Education	x				
Health Information Management	x	x	x		
Health Science	x				
• Emergency Medical Technician Basic*					x
• Nursing Science*	x	x			x
• Radiologic Technology*	x	x			x
Hebrew	x				
History	x				
Humanities	x				
IGETC				x	
Interior Design	x	x	x		
International and Intercultural Studies		x			
Italian	x				
Japanese	x				
Journalism	x	x			
Latin	x				
Learning Skills	x				
• Assistive Computer Technology	x				
Library Instruction	x				
Mathematics	x	x			
Multicultural & Gender Studies	x				
• Chicano Studies	x				
Multimedia	x	x			
• Animation		x	x		
• Broadcast		x	x		
• Business		x	x		
• Communications		x	x		
• Design		x	x		
• WWW Design		x	x		
Music	x	x	x		
Nutritional Science	x				
Philosophy	x	x			
Photography	x	x	x		
• Photo-Journalism	x	x	x		
Physical Education	x				
• Human Performance		x			
Physical Science	x				
Physics	x	x			
Political Science	x				
Psychology	x				
Radio/Television	x	x			
Recreation	x				
Sign Language	x				
Social Science		x			
Sociology	x				
Spanish	x	x			
Theatre Arts	x				
• Acting		x	x		
• Directing		x	x		
• Technical Theatre		x	x		
Work Experience and Internships	x				

ASSOCIATE DEGREES

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

CERTIFICATE

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

PROFICIENCY AWARD

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

LICENSE/PERMIT PREPARATIONS

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


CHOOSING AN EDUCATIONAL GOAL

Which Educational Program Is Right For You?

The information provided below is not intended to be used in place of an individual counseling appointment. Schedule an appointment with a counselor to develop your educational goals. Refer to this section of the catalog for a list of all awards offered at Moorpark College.


Take a Proficiency Award to work

Proficiency Awards are given to students who have satisfactorily completed a course or a sequence of courses designed to lead them to specific types of employment or to update skills.




Take a Certificate of Achievement to work

Certificates of Achievement require concentrated study in specific skill or knowledge areas. The requirements for certificates specify more units or courses and generally provide more depth than a Proficiency Award.



Take an Associate Degree to work

Most Associate degree majors at the college are applicable to the local job market. The college also offers a general degree called General Studies Pattern I. In addition to a major or area of emphasis, an Associate degree also requires courses referred to as general education. These are intended to provide a breadth and depth of experience provided by a major or area of emphasis.



Transfer to a four-year school

The College has a college preparation pathway through which you can earn an associate degree while completing coursework that applies toward a Bachelor's degree. There are two General Studies patterns (II & III) designed for transfer students that support your educational goals. In addition to completion of a GE pattern, you will need to choose and complete a major or area of emphasis from the catalog.

EDUCATIONAL PATHWAYS

Earn a Proficiency Award

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

1. **Select a Proficiency Award** from the College Catalog and complete all course requirements specified.
2. **Earn a cumulative grade point average of not less than 2.0** in all degree-applicable college and university coursework attempted.
3. **Apply for the award** in the Counseling Office.

Proficiency Awards Available:

- Accounting Procedures
- Accounting Principles
- Business Communication
- Management
- Marketing
- Sales
- Small Business
- Child Development Associate Teacher Permit
- CIS: Microcomputer Applications
- CNSE: Basic Network Specialist
- CNSE: Cisco System Network Associate
- CNSE: Windows Administration
- Drafting: AutoCAD



Earn a Certificate Of Achievement

Certificates of Achievement are granted in specific career and technical education areas.

1. **Select a Certificate of Achievement** from the College Catalog and complete all course requirements specified.
2. **Earn a cumulative grade point average of not less than 2.0** in all degree-applicable college and university coursework attempted.
3. **Complete at least 12 semester units** in residence at the college granting the certificate.
4. **Apply for the Certificate before the published deadline.**
The Certificate of Achievement is not automatically awarded when you complete the requirements. File an application for the Certificate of Achievement in the Counseling Center during the same semester in which you plan to finish the requirements.

Certificate of Achievements Available:

- Biotechnology
- BUS: Accounting Procedures
- BUS: Management
- BUS: Sales & Marketing
- Child Development
- Child Development Master Teacher Permit
- Child Development Site Supervisor
- Child Development Teacher Permit
- CIS: Information Systems
- CIS: Microcomputer System
- Computer Network Systems Engineering (CNSE)
- Computer Programming
- CSNE: Windows Engineering
- CSU-GE
- Drafting: Architectural
- Drafting: Civil Engineering
- Environmental Technology
- Exotic Animal Training & Management (EATM)
- Graphic Design
- IGETC
- Interior Design
- Multimedia (MM): Animation
- Multimedia: Broadcast
- Multimedia: Business
- Multimedia: Communications
- Multimedia: Design
- Multimedia: www Design
- Music: Choral Conducting
- Music: Instrumental Conducting
- Music: Vocal Performance
- Photography
- Photojournalism
- Technical Theatre
- Theatre Arts – Acting
- Theatre Arts – Directing



EDUCATIONAL PATHWAYS

Earn an Associate Degree

- 1. Fulfill the general education courses required** for the Associate degree option selected.
- 2. Choose from these options:**
 - *Specific Major (A.A. or A.S.)*
 - *General Studies (A.A.) Pattern I*
 - *General Studies (A.A.) Pattern II or III - designed for transfer*
- 3. Complete the College's graduation requirements** in competency, units, scholarship, and residency.
- 4. Apply for the degree before the published deadline.**



Earn a Bachelor's Degree

Moorpark College has an excellent transfer program to assist you in transferring to a four-year institution to earn your bachelor's degree. Our transfer curriculum is equivalent to the first two years of a four-year college curriculum.

1. Explore Major and Transfer Opportunities

- California State University (CSU) - 23 campuses
- University of California (UC) - 10 campuses
- Independent or Private College and University
- Out-of-State College and University

The Career Transfer Center, csumentor.edu, uctransfer.universityofcalifornia.edu, assist.org, and californiacolleges.edu are some of the resources available to begin your major and transfer exploration process.

2. Schedule an appointment with a counselor to:

- Determine requirements for admissions, major preparation, and general education
- Review General Studies (A.A.) Patterns II and III
- Develop an educational plan

3. Complete the transfer requirements for your selected institution.

4. Apply and transfer to the institution selected to continue your pursuit for a bachelor's degree.



DEGREES

Graduation Requirements

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

Associate in Arts Degree

Associate in Science Degree

Basic Requirements

1. **Competency:** Demonstrated competency in reading, written expression, and mathematics.

a. **Reading** – minimum competency in reading is satisfied by completion of the requirements for the associate degree.

b. **Written expression** – minimum competency in written expression is satisfied by **one** of following:

- Successful completion (A, B, C, or P) of a college English Composition course at the freshman composition level; or
- Successful completion (A, B, C, or P) of an equivalent English Composition course from a regionally accredited institution; or
- A score of 3 or higher on the Advanced Placement (AP) Language and Composition; or
- A score of 3 or higher on the Advanced Placement (AP) Literature and Composition; or
- A score of 5 or higher on the International Baccalaureate (IB) English HL exam; or
- A score of 50 or higher on the College Level Examination Program (C.L.E.P) exam.

c. **Mathematics** – minimum competency in mathematics is satisfied by one of the following:

- Successful completion (A, B, C, or P) of a college mathematics course in Intermediate Algebra; or
- Successful completion (A, B, C, or P) of a course offered by the college mathematics department with an Intermediate Algebra or higher prerequisite; or
- Successful completion (A, B, C, or P) of a course offered by a different department with an enforced prerequisite of Intermediate Algebra or higher; or
- A score of 3 or higher on the AP Calculus AB or Calculus BC exam; or
- A score of 3 or higher on the AP Statistics exam; or
- A score of 4 or higher on the IB Mathematics HL exam; or
- A score of 50 or higher on the CLEP College Mathematics or Precalculus exam; or

- Successful passing of the VCCCD math competency exam; or
- Successful completion (A, B, C, or P) of any course offered by the college's math department, or approved by the math department if offered by another department, which includes demonstrated ability in all of the following:
 - Simplify rational expressions and solve rational equations
 - Solve problems and applications involving systems of equations in three variables
 - Graph systems of inequalities in two variables
 - Simplify expressions involving positive, negative, and rational exponents
 - Perform mathematical operations on radical expressions and solve radical equations
 - Solve quadratic equations and their applications using multiple methods
 - Graph and evaluate elementary functions. Use definitions, domain and range, algebra and composition of functions on related applications.
 - Solve elementary exponential and logarithmic equations and related applications.

2. **Units:** Completion of at least 60 semester units of degree-applicable college coursework.

3. **Scholarship:** A cumulative grade point average of not less than 2.0 in all degree-applicable college and university coursework attempted and a grade of C or better or a "P" in each course required in the selected major or area of emphasis.

4. **General Education:** Completion of the general education requirements.

5. **Major or Area of Emphasis:** Completion of all courses (at least 18 semester units) required in a curriculum specified in the College Catalog with a grade of C or better or a "P" in each course.

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

If not in attendance at the time of qualifying for graduation, completion of 24 units in residence at the colleges of the Ventura County Community College District to include at least 12 semester units in residence at the college granting the degree, selected from courses required for graduation. If the student designates a specific major, then at least 6 of the 12 units must be selected from major courses.

The governing board may make exceptions to the residency requirements in any instance in which it is determined that an injustice or hardship would otherwise be placed upon an individual student.

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 individuals 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

To meet the objectives of general education

A. 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.

B. 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 should promote 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.

C. 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.

D. 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.

1. English Composition – Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.
2. 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.

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

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

Additionally, Division A – Natural Sciences is subdivided into (1) Biological Science and (2) Physical Science; Division B – Social and Behavioral Sciences into (1) American History/Institutions and (2) Other Social Science; and Division C – Humanities into (1) Fine or Performing Arts and (2) Other Humanities.

SPECIFIC MAJOR (A.A. OR A.S.) REQUIREMENTS:

1. Complete the college's general education requirements (areas A-F) listed below.
2. Complete a major (minimum of 18 units). Each course counted toward the major must be completed with a grade of C or better or a "P".
3. Complete 60 degree-applicable semester units.
4. Complete other graduation requirements in competency, scholarships, and residency.
5. Apply for the degree.

The specific Major option is designed to prepare students for the job market. These degrees provide concentrated study in specific skill areas to prepare students to gain employment in their chosen fields and to advance in their specialized careers.

General Education Requirements

Refer to this section of the catalog for a list of the approved courses.

- A. Natural Sciences** – a minimum of six (6) units
Biological Science, one (1) course
Physical Science, one (1) course
- B. Social and Behavioral Sciences** - a minimum of six (6) units
American History and Institutions, one (1) course
Social and Behavioral Sciences, one (1) other course
- C. Humanities** - a minimum of six (6) units
Fine or Performing Arts, one (1) course
Humanities, one (1) other course
- D. Language and Rationality** - a minimum of six (6) units
English Composition, one (1) course
Communication and Analytical Thinking, one (1) course
- E. Health/Physical Education** – a minimum of (3.5) units
Health Education (minimum of 2 units)
Physical Education (Kinesiology) activity or Dance activity course (minimum of 1.5 units)
- F. Ethnic/Women's Studies** - (3) units



Majors Available: Refer to individual instructional department for specific major course requirements

- Anthropology
- Archaeology
- Art
- Astrophysics
- Behavioral Science
- Biology
- Biotechnology
- Business
- Chemistry
- Child Development
- Communication Studies
- Communications
- Computer Information Systems
- Computer Network Sys. Engineering
- Computer Science
- Criminal Justice
- Dance
- Engineering
- Environmental Science
- Environmental Studies
- Exotic Animal Training & Management
- Geography
- Geology
- Graphic Design
- Human Performance
- Interior Design
- International & Intercultural Studies
- Journalism
- Mathematics
- Multimedia
- Music
- Nursing Science
- Philosophy
- Photography
- Photo-Journalism
- Physics
- Radio/TV
- Radiologic Technology
- Social Science
- Spanish
- Theatre: Acting
- Theatre Directing
- Theatre: Technical Theatre

GENERAL STUDIES (A.A.) PATTERN I

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

1. Complete the college's general education requirements to include Health Science/Education, Physical Education (Kinesiology) activity, and Ethnic/Women's Studies. Refer to the appropriate page of the catalog for the list of approved courses.
2. Choose an area of emphasis from one of three categories listed below.
 - Complete a minimum of 18 units in the chosen area with a grade of "C" or better (or a "P") in each of the courses selected.
 - Complete a minimum of 6 of the 18 units within a single discipline.
3. Complete a minimum of 60 degree-applicable units
4. Complete the college's other graduation requirements in competency, scholarship, and residency.
5. Apply for the degree.

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

AREAS OF EMPHASIS

Natural Sciences 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; **ANSC** M06, M07; **ANTH** M01, M01H, M01L; **AST** M01, M01L, M02; **BIOL** M01, M02A, M02B, M02C, M03, M05, M09, M10, M10L, M16, M17; **BOT** M01, M06, M06L; **CHEM** M01A, M01B, M07A, M07B, M11, M12, M12H, M13; **ENSC** M01, M01L, M02, M03; **GEOG** M01, M01L, M05; **GEOL** M02, M02L, M03, M05, M61; **MICR** M01, M03; **PHSC** M01, M01L; **PHSO** M01; **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 M04; **ANTH** M02, M03, M04, M06, M07, M08, M09, M11; **BUS** M04, M30, M42; **CHST** M01, M02, M03, M04, M08; **CD** M02; **COMM** M04, M12; **CJ** M01, M02; **ECON** M01, M02, M02H, M30; **FILM** M51; **FTVM** M01; **GEOG** M02, M03, M03H, M07, M10; **HIST** M01A, M01B, M02, M03A, M03B, M04, M06, M07A, M07B, M08, M09, M10, M12, M12H, M14, M15, M16, M20A, M20B, M25, M25H; **HUM** M19, M42; **JOUR** M01; **NTS** M07; **PHIL** M03; **POLS** M01, M02, M03, M03H, M04, M05, M07, M08; **PSY** M01, M01H, M03, M04, M05, M06, M07, M08, M09, M10, M11, M12, M13, M14, M16, M17, M18, M19, M20, M30, M40; **SOC** M01, M01H, M02, M04, M05, M06, M08, M09, M10, M12, M15, M16, M17, M60B, M95.

Arts and Humanities Emphasis

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

ARBC M01, M02; **ART** M10, M11, M12, M13, M14, M20, M30, M70, M77, M90; **BUS** M42; **CHIN** M01, M02; **COMM** M05, M26; **DANC** M01A, M03, M10A, M11A, M12A, M14A; **ENGL** M01B, M01BH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M40, M43, M44, M45, M46, M60A, M95; **FILM** M10, M15, M25, M26, M31, M32, M51; **FREN** M01, M02, M03, M41; **GERM** M01, M02, M03; **GR** M10, M11, M30; **HEB** M01, M02; **HIST** M01A, M01B, M20A, M20B; **HUM** M01, M02, M07, M10A, M10B, M12, M19, M42; **ITAL** M01, M02, M03; **JAPN** M01, M02, M03; **LAT** M01; **MUS** M01, M04, M04H, M08, M09A, M09B, M10, M12, M15, M21; **PHIL** M01, M01H, M02, M02H, M03, M04, M07, M08, M11, M12, M13, M14, M15, M16, M17, M95; **PHOT** M01A, M02; **SL** M01, M02; **SPAN** M01, M02, M03, M04, M12, M41; **THA** M01, M02A, M04.

Planning Your Education

GENERAL STUDIES (A.A.) 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 or IGETC is not appropriate or advisable.

1. Select and complete courses from the general education pattern of a transfer institution to include, at a minimum, the following Title 5 requirements:
 - Natural Sciences (3 units)
 - Social and Behavioral Sciences (3 units)
 - Arts and Humanities (3 units)
 - Language and Rationality
 - English Composition (3 units)
 - Communication and Analytical Thinking (3 units)

GENERAL STUDIES (A.A.) PATTERN III

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

1. Complete CSU GE-Breadth or IGETC

Note: Students who complete CSU GE-Breadth or IGETC may apply for GE certification and a Certificate of Achievement

2. Complete local graduation requirements to include:
 - Health and Physical Education (Kinesiology) activity
 - Ethnic/Women's Studies

3. Choose an area of emphasis from one of four categories listed below.
 - Complete a minimum of 18 units in the chosen area with a grade of C or better (or a "P") in each of the courses selected.
 - Complete a minimum of 6 of the 18 units within a single discipline.
 - Select courses that fulfill major preparation requirements as identified through ASSIST articulation for the chosen transfer institution.
4. Complete a minimum of 60 transferable units.
5. Complete the college's other graduation requirements in competency, scholarship, and residency
6. Apply for the degree.

NOTE: Transfer requirements vary depending on major and transfer institution selected. Consult a counselor and assist.org for detailed information regarding transfer requirements for intended major and transfer institution.

AREAS OF EMPHASIS

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

AREAS OF EMPHASIS (continued)

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

Arts and Humanities Emphasis

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.

ARBC M01, M02; **ART** M11, M12, M20, M23, M30, M32, M43; **CHIN** M01, M02; **DANC** M01A, M10A, M10B, M10C, M10D, M12A, M12B, M12C, M12D, M14A, M20A; **ENGL** M10A, M13A, M13B, M15A, M15B, M17; **FILM** M10, M25, M26, M51; **FREN** M01, M02, M03; **GERM** M01, M02, M03; **HEB** M01, M02; **ITAL** M01, M02, M03; **JAPN** M01, M02, M03; **LAT** M01; **MUS** M02A, M02AL, M02B, M02BL, M02C, M02CL, M02D, M02DL, M09A, M09B, M25A, M25B; **PHIL** M01, M01H, M02, M02H, M05, M07, M09, M13, M14; **PHOT** M01A, M01B, M03, M04; **SL** M01, M02; **SPAN** M01, M02, M03, M04, M41; **THA** M01, M02A, M02B, M02C, M20, M24A.

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.

- **BOLD** courses are highly recommended.

ART M10 or M11 or M12 or MUS M01 or M08 or THA M01
BIOL M01
CD M02 or PSY M04
COMM M01
EDU M02
ENGL M01A or M01AH
ENGL M01B or **M01BH** or M13A or M13B or M15A or M15B or M30 or M31
ENGL M01C or **M01CH** or PHIL M05 or M07
GEOG M02 or **M03** or **M03H**
HIST M07A
HIST M20A
MATH M10
PHSC M01 and M01L
POLS M03 or M03H

NOTE: Students choosing the Liberal Studies Emphasis should follow CSU-GE-Breadth pattern only, not IGETC, to satisfy the General Education requirements of this degree.

2010-2011 Moorpark College Associate Degree General Education Requirements

A. NATURAL SCIENCES - a minimum of six (6) units

- (1) One course in a Biological Science: **ANAT** M01; **ANSC** M06, M07; **ANTH** M01, M01H, M01L; **BIOL** M01, M02A, M02B, M02C, M03, M05, M09, M10, M10L, M16, M17; **BOT** M01, M06, M06L; **ENSC** M02; **MICR** M01, M03; **PHSO** M01; **PSY** M02, M02H; **ZOO** M01.
- (2) One course in a Physical Science: **AST** M01, M01L, M02; **CHEM** M01A, M01B, M07A, M07B, M11, M12, M12H, M13; **ENSC** M01, M01L, M03; **GEOG** M01, M01L, M05; **GEO** M02, M02L, M03, M05, M61; **PHSC** M01, M01L; **PHYS** M01, M01L, M10A, M10AL, M10B, M10BL, M20A, M20AL, M20B, M20BL, M20C+, M20CL+.

B. SOCIAL & BEHAVIORAL SCIENCES - a minimum of six (6) units

- (1) One course American History/Institutions: **CHST** M04; **HIST** M02, M03A, M03B, M04, M06, M07A, M07B; M12, M12H, M14, M25, M25H; **POLS** M01, M03, M03H, M05.
- (2) One course other Social & Behavioral Science: **ANSC** M04; **ANTH** M02, M03, M04, M06, M07, M08, M09, M11; **BUS** M04, M30, M42; **CD** M02; **CHST** M01, M02, M03; M04, M08; **COMM** M04, M12; **CJ** M01^, M02^; **ECON** M01, M02, M02H, M30; **FTVM** M01; **GEOG** M02, M03, M03H, M07, M10; **HIST** M01A, M01B, M02, M03A, M03B, M04, M06, M07A, M07B, M08, M09, M10, M12, M12H, M14, M15, M16, M20A, M20B, M25, M25H; **HUM** M19, M42; **JOUR** M01; **NTS** M07; **PHIL** M03; **POLS** M01, M02, M03, M03H, M04, M05, M07, M08; **PSY** M01, M01H, M03, M04, M05, M06, M07, M08, M09, M10, M11, M12, M13, M14, M16, M17, M18, M19, M20, M30, M40; **SOC** M01, M01H, M02, M04, M05, M06, M08, M09, M10, M12, M15, M16, M17, M60B, M95.

C. HUMANITIES - a minimum of six (6) units

- (1) One course in Fine/Performing Arts: **ART** M10, M11, M12, M13, M14, M20, M30, M70, M77, M90; **COMM** M05; **DANC** M01A, M03, M10A, M11A, M12A, M14A; **FILM** M10, M15, M25, M26, M31, M32, M51; **GR** M10, M11, M30; **HUM** M02, M07; **MUS** M01, M04, M04H, M08, M09A, M09B, M10, M12, M15, M21; **PHOT** M01A, M02; **THA** M01, M02A, M04.
- (2) One course in any other Humanities: **ARBC** M01, M02; **ART** M11, M12, M13; **BUS** M42; **CHIN** M01, M02; **COMM** M26; **DANC** M01A; **ENGL** M01B, M01BH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M40, M43, M44, M45, M46, M60A#, M95; **FILM** M15, M25, M26, M51; **FREN** M01, M02, M03, M41; **GERM** M01, M02, M03; **HEB** M01, M02; **HIST** M01A, M01B, M20A, M20B; **HUM** M01, M02, M07, M10A, M10B, M12, M19, M42; **ITAL** M01, M02, M03; **JAPN** M01, M02, M03; **LAT** M01; **PHIL** M01, M01H, M02, M02H, M03, M04, M07, M08, M11, M12, M13, M14, M15, M16, M95; **PHOT** M01A, M02; **SL** M01, M02; **SPAN** M01, M02, M03, M04, M12, M41; **THA** M01.

D. LANGUAGE & RATIONALITY - a minimum of six (6) units

- (1) One course in English Composition: **BUS** M28; **ENGL** M01A, M01AH; **HUM** M02; **JOUR** M02.
- (2) One course from Communication/Analytical Thinking: **COMM** M01, M02, M07, M25; **CS** M01, M10A, M10J; **ENGL** M01B, M01BH, M01C, M01CH; **HUM** M02; **JOUR** M02; **MATH** M03, M03B, M04B, M05, M06, M07, M10, M13, M14, M15, M15H, M16A, M16B, M21, M25A, M25AH, M25B, M25C+, M31+, M35+; **PHIL** M05, M07, M09.

E. HEALTH/PHYSICAL EDUCATION

- (1) One or more courses in Health Education (a min. of 2 units): **CD** M23; **HED** M01, M02, M03, M05, M07, or M10A-Z; **NTS** M01, M05, M07, M10D, M10M, M10R, M10S, M10T; **REC** M01.
- (2) Any **KIN** (formerly **PE**) activity course or **DANC** activity course #s M10A-M55 or **THA** M17 (a min. of 1.5 units).

F. ETHNIC/WOMEN'S STUDIES - A minimum of three (3) units

ANTH M02, M04, M06, M09; **CD** M05; **CHST** M01, M02, M03, M04, M08; **COMM** M12; **ENGL** M30@, M31@, M43; **FILM** M51; **FREN** M03; **GEOG** M02%; **GERM** M03; **HIST** M02, M03A, M03B, M04, M08, M09, M10, M12, M12H, M14, M15, M16; **HUM** M12, M19; **ITAL** M03; **JAPN** M03; **MUS** M04, M04H; **NTS** M07; **POLS** M07, M08; **PSY** M14; **SPAN** M12; **SOC** M02, M06, M08, M10.

NOTE: + *Effective beginning Spring 2007*

^ *Effective beginning Fall 2003*

@ *Effective beginning Fall 2009*

OTHER GRADUATION INFORMATION

Graduation Application Procedures

Students may apply for graduation by scheduling a counseling appointment to submit an application for graduation. Although a student may elect to be either a fall graduate, a spring graduate, or a summer graduate, depending upon the completion of all necessary graduation requirements, formal graduation ceremonies are conducted only at the conclusion of each academic year. The deadline dates for submission of graduation applications are available on the Moorpark College website.

Variance in Major Requirements

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

Catalog Rights/Continuous Enrollment

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

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

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

Students should be made aware that other governing agencies may impose more restrictive limitations concern the definitions of continuous enrollment or continuous attendance.

Academic Year

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

Guidelines for Additional Degrees

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

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

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

Double Counting

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

Other Programs

The Ventura County Community College District offers other programs of career and technical educational at Oxnard and Ventura Colleges which are open to all college district students.

OXNARD COLLEGE: Addictive Disorders Studies; Air Conditioning/Refrigeration; Automotive Body and Fender; Dental Assisting; Dental Hygiene; Fire Academy; Fire Technology; Culinary Arts and Restaurant Management; and Legal Assisting.

VENTURA COLLEGE: Agricultural Plant Science; Architecture; Commercial Art; Construction Technology; Emergency Medical Services-Paramedic Studies; Fashion Design and Merchandising; Landscape Management; Medical Assistant; Natural Resources; Supervision; Water Science; and, Welding Technology.

COLLEGE/UNIVERSITY PREPARATION PATHWAY

What is the College/University Preparation Pathway?

Many students attend Moorpark College to begin their pursuit of the college experience, often culminating in a bachelor's degree, master's degree, doctorate, or other professional degrees conferred by other institutions.

By following the college/university preparation pathway you can complete courses that are not only applicable toward an associate degree at Moorpark College but can also fulfill lower division requirements for a bachelor's degree at the CSU or UC as well as at independent or out-of-state colleges and universities.

Transferable Courses

Transferable courses are those courses at the college that will apply toward baccalaureate credit at the institution to which you plan to transfer. At a minimum, transferable courses provide elective credits toward admission requirements and graduation requirements.

Does This Course Transfer?

- Read the course description in this college catalog. Courses that state "Transfer credit: CSU" provide unit credit at all 23 campuses of the California State University system. Those that specify "Transfer credit: UC" also provide unit credit at all ten campuses of the University of California system. Some transfer courses may be noted as having credit limitations; these limitations can be checked in the College catalog, the Counseling Center, and/or www.assist.org. Often independent colleges and universities will award unit credit for courses designated as CSU or UC transferable.
- Review the CSU GE and IGETC patterns which follow. Courses on these lists have been approved by the CSU and UC to fulfill general education requirements in the designated categories.
- If a course is not on a GE list it does not mean it will not transfer. Many courses transfer to CSU or UC that are not approved for GE credit.
- Explore www.assist.org. This website provides the most accurate and current information about CSU and UC courses that fulfill pre-major or major preparation requirements.
- Courses that are transferable but do not fulfill GE or major preparation are considered, at a minimum, elective credit. They may satisfy other requirements, such as subject area coursework, for admissions or additional graduation requirements.

General Education Transfer Patterns

Moorpark College, the CSU, and the UC have established course patterns that community college students can use to complete lower division general education requirements for a bachelor's degree while attending the community college. The CSU GE and IGETC patterns are lists of approved courses designed for these purposes. In addition, some independent colleges and universities will accept IGETC and/or CSU GE as partially or completely fulfilling their own general education requirements.

Completion of either pattern will fulfill most of the general education requirement for the associate degree in General Studies, Pattern III. Please note that completion of the IGETC pattern is not preferred for all schools or majors within the CSU or UC system. Pattern II of the General Studies degree is intended for students whose major/college does not recommend completion of the CSU GE or IGETC. Most importantly, you should meet with a counselor or university representative to help you choose the appropriate pattern and coursework for your intended transfer institution.

Certification of General Education and Certificates of Achievement for CSU GE-Breadth or IGETC

After completing the IGETC or CSU GE pattern, you will need to see a counselor to request that your transfer pattern coursework be certified by the Registration & Records Office. Students eligible for certification can also apply for a Certificate of Achievement. General Education certification means that your transfer pattern coursework at the college is officially recognized by the transfer institution as fulfillment of their lower division general education requirements for the bachelor's degree.

If you do not have your college coursework certified, you can be held accountable for the selected transfer institution's general education requirements once you begin your study at that institution. Partial certification in individual areas is also possible.

COLLEGE/UNIVERSITY PREPARATION PATHWAY

Transfer of Credits

Moorpark College is accredited by the Western Association of Schools and Colleges and is generally accredited throughout the country by reciprocal agreements with state departments of public instruction and other accrediting agencies. Students should keep in mind that recognition by a regional accrediting agency only supports the standing of the college and does not assure acceptance of all transfer students from that college. Students transfer on the basis of their individual records and according to the specific requirements of the institution to which they transfer. The need for careful planning of courses and the maintenance of high scholastic standards becomes imperative for all students who intend to transfer to other colleges and universities. The information is also available on the Web at www.assist.org

Responsibility for Meeting Transfer Requirements

Academic counseling is available to students on an appointment basis. Counselors are a valuable resource in exploring options or defining the requirements in a particular field of study. They have the expertise to assist you with course selection, program planning, and questions concerning requirements for admission, majors, general education and transfer to a four-year college or university. However, it is each student's responsibility to satisfy requirements for admission, preparation in the major and general education. To ensure academic success, schedule an appointment with a counselor on a regular basis.

Amount of Transfer Credit Granted

While Moorpark College is accredited, there can be considerable variation in the total amount of credit granted by four-year colleges and universities for work done at this College. Further, there are some courses offered at Moorpark College that are not accepted for transfer credit at some four-year institutions. Students should become familiar with the maximum limits on transfer credit at the institution of their choice, as well as the transferability of individual courses they have chosen.

Quality of Work Required

In the evaluation of credits, colleges and universities often emphasize the quality of a student's work rather than the quantity. A few schools having limited and selective enrollment will consider for admission only those transfer students with relatively high scholastic rank. Further, a department within the college or university may have established specific academic guidelines for prerequisites and other coursework in a given major. Students who plan to transfer should become familiar with the scholastic requirements of the transfer institution, as well as the specific requirements within their major.

Preparation for Transfer

Most students attending Moorpark College can complete necessary transfer requirements for admission to four-year colleges or universities, including courses required in preparation for their selected major and general education requirements.

The College has written contracts with four-year colleges and universities regarding transfer requirements which specify lower division requirements

that may be completed at Moorpark College. Moorpark College courses have been carefully articulated as comparable to or acceptable in lieu of the required lower division major courses specified in the catalogs of the transfer institutions. These are known as "articulation agreements." Articulation agreements for the California public four-year institution is available on the ASSIST website (see ASSIST below). Some majors, notably those requiring mathematics and/or natural sciences, demand adequate high school preparation to enable a student to transfer in a timely fashion.

In addition to major requirements, Moorpark College students can satisfy general education or breadth requirements, as defined by the four-year college or university, in preparation for transfer. These requirements are listed in the Moorpark College Catalog for selected institutions. With careful planning, students who attend Moorpark College can satisfy all requirements for admission to baccalaureate degree-granting institutions.

Universities uniformly prioritize the importance of these several requirements. In order of importance, a student prepares for transfer by completing the following:

1. **ADMISSIONS** - Complete all three admissions requirements:
 - a. Units (minimum number of units that transfer to school of choice).
 - b. Scholarship (GPA in transfer courses).
 - c. Subject area (a-g requirements of both CSU and UC).
2. **MAJOR PREPARATION** - Complete the lower division courses required for the major selected. This is particularly important for high-unit majors with sequential courses based on prerequisites.
3. **GENERAL EDUCATION** - Complete general education/breadth requirements.
4. **SUPPLEMENTAL ADMISSIONS** - Consult your counselor concerning additional requirements that apply to selected universities and colleges and to selected majors. These requirements can affect your eligibility for admission.

ASSIST

Articulation System Stimulating Inter-institutional Student Transfer (ASSIST) is a computerized student-transfer information system that can be accessed over the Web. It displays reports of how course credits earned at one California public 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 therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at www.assist.org.

Transfer Admission Agreements

The Transfer Admission Agreement is a contract of understanding between a community college, a participating four-year university and the student guaranteeing that upon completion of the conditions of the agreement, the student will be admitted to the university for the agreed term of enrollment. Interested students should see a counselor to determine eligibility and begin the Transfer Admission Agreement process.

TRANSFER TO THE CSU **California State University**

The California State University's (CSU) 23 campuses offer more than 1,800 bachelor's and master's degree programs in 240 subject areas. 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 450,000 students are enrolled at the CSU each year with more than 66% of CSU Bachelor's degrees awarded to community college transfers. With proper program planning, students may complete lower division preparation at Moorpark College and transfer to the campus of their choice.

California State University System

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



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

CSU ADMISSION Requirements

Students are not assured of admission to the campus and/or major of first choice. Consult your counselor for further information. Completion of GE requirements is not required for admission to a CSU campus. A Moorpark College student who is planning to transfer to one of the campuses of the California State University can qualify for admission by meeting the following requirements:

1. UPPER DIVISION TRANSFERS: The majority of students transfer as upper division students. Upper division transfers may qualify for admission if they have completed 60 or more transferable semester units (70 units maximum) and have completed the appropriate college courses with a grade of C or better to satisfy subject area requirements. Applicants must have a 2.0 (2.4 for California nonresidents) overall grade point average in all transferable college units completed and be in good standing at the last college or university attended.

2. LOWER DIVISION TRANSFERS: Students who have completed 59 or fewer semester of transferable units by the time they enter a CSU, are considered a lower division applicant. The CSU, with few exceptions, will no longer accept lower division transfer students. For eligibility as lower division transfer student, visit www.csumentor.edu (search lower division transfers) for complete details.

3. SUBJECT AREA REQUIREMENTS: This admission requirement can be satisfied by completing 30 semester units of general education courses with a grade of C or better in each course, to include English Language Communication and Critical Thinking (all of Area A) and Mathematics/Quantitative Reasoning (Area B4).

Note: These admission requirements are subject to change. Students should consult with a counselor and visit appropriate websites (e.g., www.csumentor.edu, www.assist.org) to receive the most current transfer information.

General Education Requirements for Upper-Division Transfers

For most students who transfer to the CSU, completing general education classes should be a priority along with premajor coursework.

The CSU provides California Community College transfers with two system-wide options for fulfilling CSU lower division general education requirements. The two options are

1. **CSU General Education-Breadth (CSU GE).** Refer to the appropriate section of the catalog for the list of approved courses.
2. **The Intersegmental General Education Transfer Curriculum (IGETC).** Refer to the appropriate section of the catalog for the list of approved courses.

Most CSU campuses require students to complete a minimum of 30 transferable semester units of the CSU GE or the IGETC. Within either pattern, the highest priority classes are the three courses in the English Language Communication and Critical Thinking (area A) along with a general education course in mathematics (area B4). Completion of general education courses prior to transfer is usually the most efficient path. Upon completion of either the CSU GE-Breadth or IGETC at Moorpark College, you should obtain certification of your general education requirements before transferring to a CSU.



2010-2011 CSU General Education Breadth Courses

AREA A: ENGLISH LANGUAGE COMMUNICATION

and **CRITICAL THINKING** - a minimum of nine (9) semester units, with at least one course selected from each group (1, 2 and 3) and a grade of C or better in each course:

Group 1: Oral Communication - **COMM** M01, M02

Group 2: Written Communication - **ENGL** M01A, M01AH

Group 3: Critical Thinking - **COMM** M07, M25; **ENGL** M01B, M01BH, M01C, M01CH; **PHIL** M05, M07, M09

AREA B: SCIENTIFIC INQUIRY and QUANTITATIVE

REASONING - a minimum of nine (9) semester units, with at least one course selected from each group (1, 2, 3 and 4) to include one laboratory activity course (group 3) corresponding to selected lecture course:

Group 1: Physical Science

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

Group 2: Life Science

ANAT M01; **ANSC** M06, M07; **ANTH** M01, M01H; **BIOL** M01, M02A, M02B, M02C, M03, M05, M09, M10, M16, M17; **BOT** M01, M06; **ENSC** M02; **MICR** M01, M03; **PHSO** M01; **PSY** M02, M02H; **ZOO** M01

Group 3: Laboratory Activity (must correspond with lecture course)

ANAT M01(L); **ANTH** M01L; **AST** M01L; **BIOL** M01(L), M02A(L), M02B(L), M02C(L), M03(L), M05(L), M09(L), M10L; **BOT** M01(L), M06L; **CHEM** M01A(L), M01B(L), M07A(L), M07B(L), M11(L), M12(L), M12H(L), M13(L); **ENSC** M01L, M02(L); **GEOG** M01L; **GEOL** M02L; **MICR** M01(L), M03(L); **PHSC** M01L; **PHSO** M01(L); **PHYS** M01L, M10AL, M10BL, M20AL, M20BL, M20CL+; **ZOO** M01(L).

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

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

AREA C: ART and HUMANITIES - a minimum of nine (9) semester units, with at least one course selected from each group (1 and 2).

Group 1: Arts (Arts, Cinema, Dance, Music, Theater)

ART M10, M11, M12, M13, M14, M30, M70; **COMM** M05; **DANC** M01A, M03, M10A, M11A, M12A, M14A; **FILM** M10, M15, M25, M26, M31, M32, M51; **GR** M10#; **HUM** M02, M07; **MUS** M01, M04, M04H, M08, M09A, M09B, M10, M21; **PHOT** M01A, M02; **THA** M01, M02A, M04.

Group 2: Humanities (Literature, Philosophy, Languages other than English)

ARBC M01, M02; **CHIN** M01, M02; **COMM** M26; **ENGL** M01B, M01BH, M10A, M10B▲, M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M40, M44; **FILM** M15, M51; **FREN** M01, M02, M03, M41; **GERM** M01, M02, M03; **HEB** M01#, M02; **HIST** M01A, M01B, M20A, M20B; **HUM** M01%, M07▲, M10A, M10B; **ITAL** M01, M02, M03; **JAPN** M01, M02, M03; **LAT** M01; **PHIL** M01, M01H▲, M02, M02H▲, M03, M04, M08▲, M11, M12, M13, M14, M15, M16+, M95; **SL** M01, M02; **SPAN** M01, M02, M03, M04, M41▲

AREA D: SOCIAL SCIENCE - a minimum of nine (9) semester units, with courses in at least two (2) separate disciplines selected from at least two (2) groups:

D1: Anthropology and Archeology

ANTH M02, M03, M04, M06, M07, M08\$, M09, M11; **CHST** M02

D2: Economics

BUS M30; **ECON** M01, M02, M02H, M30

D3: Ethnic Studies

ANTH M04; **CHST** M01, M02, M03, M04, M08; **COMM** M12; **HIST** M02, M03A\$, M03B\$, M04, M06%, M14; **POLS** M07, M08; **PSY** M14; **SOC** M06

D4: Gender Studies

CHST M03; **HIST** M12, M12H\$, M14; **HUM** M19; **SOC** M10

D5: Geography

GEOG M02, M03, M03H, M07, M10

D 6: History

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

D7: Interdisciplinary Social or Behavioral Science

BUS M42; **CD** M02\$; **COMM** M04, M12; **FTVM** M01; **HUM** M42; **JOUR** M01; **PHIL** M03;

D8: Political Science, Government, and Legal Institutions

CHST M08; **CJ** M01 ▲, M02 ▲; **POLS** M01, M02, M03®, M03H®, M04, M05+, M07, M08.

D9: Psychology

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

D10: Sociology and Criminology

CHST M01; **PSY** M05, M09, M20; **SOC** M01, M01H, M02, M04, M05, M06, M08, M09, M10, M12, M15, M16, M17, M60B@, M95

NOTE:

- * fulfills US-1 (Historical development of American institutions and ideas) requirement
- ® fulfills US-2 (U.S. Constitutions and government) requirement
- + fulfills US-2 and US-3 (U.S. Constitutions and government and CA state and local government) requirements

AREA E: LIFELONG LEARNING and SELF-DEVELOPMENT - a minimum of three (3) semester units, with no more than one and one-half (1.5) units of physical education activity:

CD M02, M23@ ; **COUN** M02; **DANC** M16A+, M17; **HED** M01, M02, M03, M05, M07; M10A, M10C, M10D, M10F, M10H, M10J▲, M10K, M10M, M10N, M10P, M10Q; **KIN** M23, M24, M31-M35, M40-M44, M50-M52, M62, M71, M72, M87, M92, M100A, M101A, M102A, M103A, M105A, M105B, M107A, M108A, M108B, M130A, M131A, M133A, M133B, M134A, M136A, M137A; **LS** M09+; **NTS** M01, M05, M07, M10D, M10M; **PSY** M01, M03, M04, M05, M07, M08, M09, M11, M13, M17, M20, M30; **SOC** M04, M05, M08, M09.

NOTE: The courses described herein are subject to change. Students should consult a counselor and appropriate Web sites (e.g., www.assist.org) to receive the most current transfer information.

- ▲ Effective beginning Fall 2003
- \$ Effective beginning Spring 2006
- + Effective beginning Spring 2007
- # Effective beginning Fall 2007
- @ Effective beginning Fall 2008
- % Effective beginning Fall 2009

External Examinations Credit for CSU GE-Breadth Certification

As directed in Executive Order 1036, Section 1.2.4, the CSU faculty have determined the following passing scores, minimum units of credit earned, and certification area (for General Education Breadth and/or U.S. History, Constitution, and American Ideals) for the enclosed list of standardized external examinations.

NOTE that 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.

Advanced Placement (AP)					Advanced Placement (AP)						
AP EXAM	Passing Score	Min. Semester Credits Earned ¹	Semester Credits toward GE Breadth Certification	Amer. Institutions and/or GE Breadth Area ²	Removal Date for GE Breadth ³	AP EXAM	Passing Score	Min. Semester Credits Earned ¹	Semester Credits toward GE Breadth Certification	Amer. Institutions and/or GE Breadth Area 2	Removal Date for GE Breadth 3
Art History	3	6	3	C1 or C2		Spanish Language	3	6	3	C2	
Biology	3	6	4	B2+B3		Spanish Literature	3	6	3	C2	
Calculus AB ⁴	3	3	3	B4		Statistics	3	3	3	B4	
Calculus BC ⁴	3	6	3	B4		Studio Art	3	3	0	n/a	
Chemistry	3	6	4	B1 + B3		U.S. Government & Politics	3	3	0	D8 + US-2	
Chinese Language and Culture	3	6	3	C2		U.S. History	3	6	3 (C2 or D6)+US-1		
Comparative Govt & Politics	3	3	3	D8		World History	3	6	3	C2 or D6	
Computer Science A ⁴	3	3	0	n/a							
Computer Science AB ⁴	3	6	0	n/a							
English Language	3	6	3	A2							
English Literature	3	6	6	A2 + C2							
Environmental Science ⁵	3	4	4	B2 + B3	F'09						
Environmental Science ⁵	3	4	4	B1 + B3							
European History	3	6	3	C2 or D6							
French Language	3	6	3	C2							
French Literature	3	6	3	C2	F'09						
German Language	3	6	3	C2							
Human Geography	3	3	3	D5							
Italian Language and Culture	3	6	3	C2	F'10						
Japanese language and Culture	3	6	3	C2							
Latin Literature	3	6	3	C2	F'09						
Latin: Vergil	3	3	3	C2							
Macroeconomics	3	3	3	D2							
Microeconomics	3	3	3	D2							
Music Theory	3	6	3	C1	F'09						
Phycis B ⁶	3	6	4	B1 + B3							
Physics C (electricity/magnetism) ⁶	3	4	4	B1 + B3							
Phycis C (mechanics) ⁶	3	4	4	B1 + B3							
Psychology	3	3	3	D9							

- NOTES:
1. These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area.
 2. Areas of GE-Breadth (A1 through E) are defined In Executive Order 1033. Areas of American Institutions (US-1 through US-3) are set forth in Section IA and IB of EO 405 and at www.assist.org
 3. Students seeking certification in GE Breadth prior to transfer must have passed the test before this date.
 4. If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate,
 5. Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1 + B3 or B2 + B3 of GE Breadth. Fall of 2009 or later, those credits may only apply to B1 + B3.
 6. If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

International Baccalaureate (IB)

	Passing Score	Semester Credits Earned	Towards GE Breadth Certification	and/or GE Breadth Area	Removal Date for GE Breadth
IB EXAM					
Biology HL.....	5	6	3	B2	
Chemistry HL.....	5	6	3	B1	
Economics HL.....	5	6	3	D2	
Geography HL.....	5	6	3	D5	
History (any region) HL.....	5	6	3	C2 or D6	
Language A1 (any language) HL.....	4	6	3	C2	
Language A2 (any language) HL.....	4	6	3	C2	
Language B (any language) HL4.....	4	6	0	n/a	
Mathematics HL.....	4	6	3	B4	
Physics HL.....	5	6	3	B1	
Psychology HL.....	5	3	3	D9	
Theatre HL.....	4	6	3	C1	

College-Level Examination Program (CLEP)

	Passing Score	Min. Semester Credits Earned	Semester Credits toward GE Breadth Certification	Amer. Institutions and/or GE Breadth Area	Removal Date for GE Breadth
CLEP EXAM					
American Government.....	50	3	3	D8	
American Literature.....	50	3	3	C2	
Analyzing & Interpreting Literature.....	50	3	3	C2	
Biology.....	50	3	3	B2	
Calculus.....	50	3	3	B4	
Chemistry.....	50	3	3	B1	
College Algebra.....	50	3	3	B4	
College Algebra - Trigonometry.....	50	3	3	B4	
College Mathematics.....	50	0	0	n/a	
English Composition (no essay).....	50	0	0	n/a	
English Composition with essay.....	50	0	0	n/a	
English Literature.....	50	3	3	C2	
Financial Accounting.....	50	3	0	n/a	
French 4 Level I.....	50	6	0	n/a	
French 4 Level II.....	59	12	3	C2	
Freshman College Composition.....	50	0	0	n/a	
German 4 Level I.....	50	6	0	n/a	
German 4 Level II.....	60	12	3	C2	
History, United States I.....	50	3	3	D6 + US-1	
History, United States II.....	50	3	3	D6 + US-1	
Human Growth & Development.....	50	3	3	E	
Humanities.....	50	3	3	n/a	
Info Systems & Computer Appl.....	50	3	0	n/a	
Introduction to Educational Psychology.....	50	3	0	n/a	
Introduction to Business Law.....	50	3	0	n/a	
Introduction Psychology.....	50	3	3	D9	
Introduction Sociology.....	50	3	3	D0	
Natural Sciences.....	50	3	3	B1 or B2	
Pre-Calculus.....	50	3	3	B4	
Principles of Accounting.....	50	3	0	n/a	
Principles of Macroeconomics.....	50	3	3	D2	
Principles of Management.....	50	3	0	n/a	
Principles of Marketing.....	50	3	0	n/a	
Principles of Microeconomics.....	50	3	3	D2	
Social Sciences & History.....	50	0	0	n/a	
Spanish 4 Level I.....	50	6	0	n/a	
Spanish 4 Level II.....	63	12	3	C2	
Trigonometry.....	50	3	3	B4	
Western Civilization I.....	50	3	3	C2 or D6	
Western Civilization II.....	50	3	3	D6	





Additional CSU Information

Consideration of Summer coursework for Fall Admission

Some campuses restrict the use of summer coursework to satisfy some fall admission requirements. Campuses known for this are: CI, FUL, LB, MB, POM, SAC, SD, SE, SJ, SLO, SM, and SON.

Full Certification

Completion of all five sections of these requirements prior to transferring will permit Moorpark College to certify to each of the CSU campuses that you have fulfilled the basic 39-unit minimum lower division requirement in general education. Each of the campuses of CSU requires an additional nine units of upper division GE work in residence; some campuses may require more than the 48-unit minimum. Students should make an appointment in the Counseling Office prior to transfer to apply for CSU GE certification.

Subject Area 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.

Certified Courses

Moorpark College will certify courses completed at other regionally accredited institutions in satisfaction of GE requirements provided that such courses are baccalaureate level and would be certified by the institution offering them. Students who have completed courses at other colleges and universities should consult the Counseling Office regarding "pass along" certification.

Scholarship

Most campuses require a grade of C or better for most courses and an overall C average (2.0 GPA) for all courses used to satisfy GE requirements. Also, most campuses require letter grades for all GE courses and do not permit pass/no pass grades. Campuses known to impose limitations on courses graded as credit (pass/no pass) are: DH, FUL, SB, and SON.

Course Restrictions

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

U.S. History, Constitution and American Ideals Requirements

All campuses require students to complete college-level coursework in U.S. History, American Government and California Government, often in addition to GE requirements. Courses approved to satisfy this requirement are specified in appropriate areas. Most campuses permit double counting of courses taken to meet this requirement and GE-Breadth if the student is partially or fully certified.

Use of 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 "Pass" (P) for major courses. Most CSU campuses allow applicants who submit full or partial area certifications to double count courses for general education and major requirements.

Foreign Language and Second Semester English

Some campuses require foreign language and/or second semester of English Composition for graduation. In some cases, students certified in Areas A and C are exempt from these requirements. Also, some campuses require completion of these courses for certain majors. See the catalog of your campus choice for these requirements, especially if you are interested in these campuses: BAK, CI, DH, EB, LA, MB, SAC, SB, SE, SJ, and SM.

Multicultural/Ethnic Studies Requirement

CSU campuses require all candidates for the bachelor's degree to complete at least one course in multicultural/ethnic studies as a condition of graduation. Selected campuses will not permit this requirement to be met prior to transfer; for most of these campuses, the course must be upper division: CI, DH, FRE, LA, LB, MA, MB, SB, SD, SE, SJ, and SM.

Other Requirements

You are advised to consult your counselor and the catalog of the state university that you plan to attend for requirements unique to that school. Campuses that may impose additional graduation requirements are: BAK, CI, CHI, EB, FUL, HUM, LA, LB, MB, NOR, SAC, SJ, SLO, SM, SON, and STA.

Sequential Courses

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

Intersegmental General Education Transfer Curriculum (IGETC)

Students planning to transfer to either a CSU or UC campus may elect to use the Intersegmental General Education Transfer Curriculum (IGETC) in satisfaction of GE requirements. Consult a Moorpark College counselor for additional information or www.csumentor.edu or www.uctransfer.universityofcalifornia.edu.

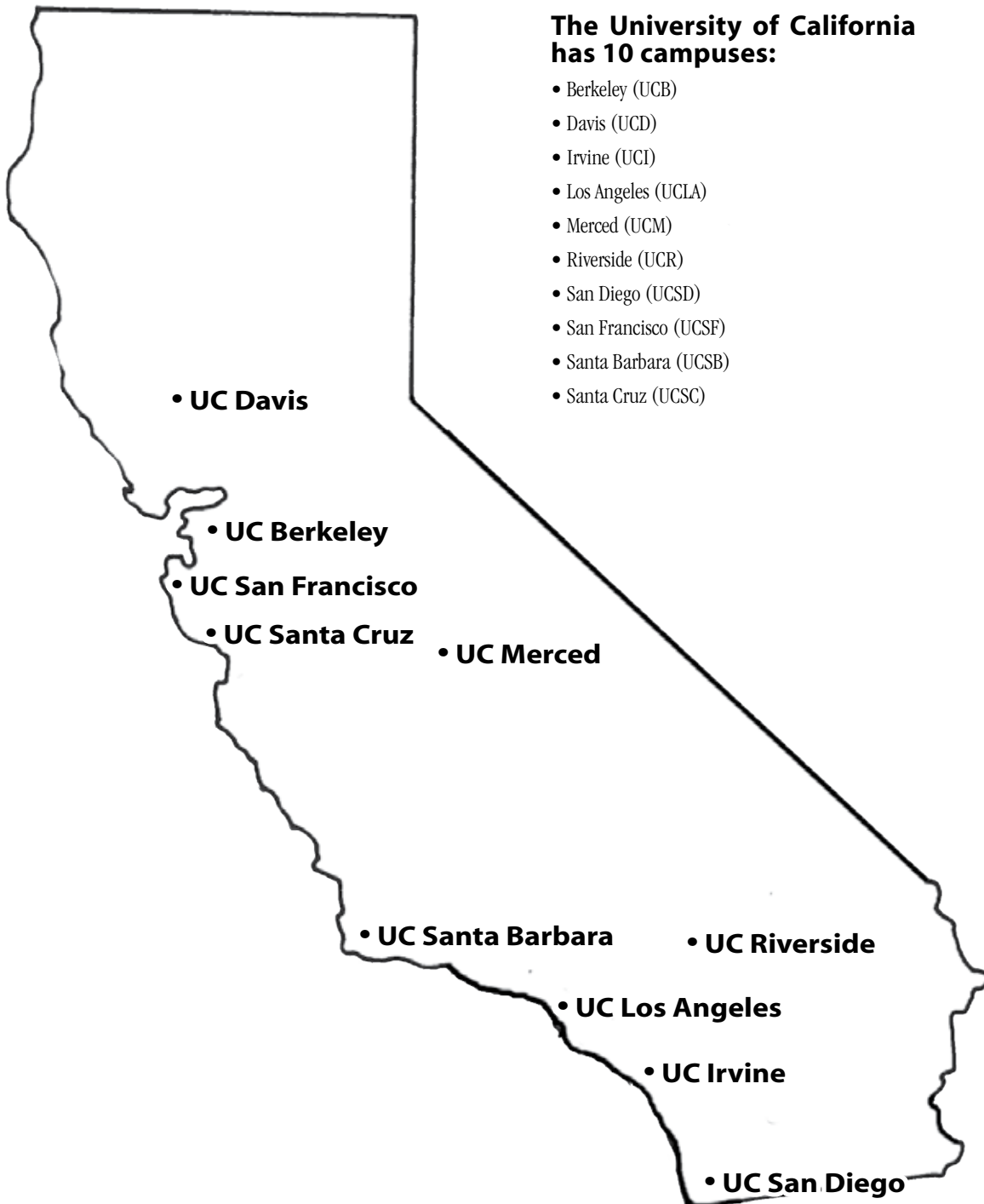
Transcripts

You must make a written request of the Registration & Records Office to forward your transcript. You must request transcripts of work completed at any other colleges (outside of this college district) to be sent to the transfer institution. Your Application for Certification is not a request for a transcript.

TRANSFER TO THE UC **University of California**

The University of California System

The campuses of the University of California (UC) provide exciting environments that foster world-class educational and research opportunities and generate a wide range of benefits and services that touch the lives of Californians throughout the state. The UC has established campuses throughout the state of California and enrolls more than 220,000 students. All campuses have uniform entrance requirements and certain other features in common. However, each campus is distinctive and not all majors are offered on all campuses. Students should study the list of undergraduate colleges, schools, and majors available on each campus to determine which campuses will best satisfy their educational needs. Students are encouraged to discuss with their counselors the particular advantages each campus has to offer.



UC ADMISSION Requirements

More and more students are discovering the transfer path to the UC. In 2004-2005, more than 13,000 students transferred from California community colleges to UC, and close to a third of all UC bachelor's degrees were awarded to students who started out at community colleges.

The University considers you a transfer applicant if you enrolled in a regular session at another college or university, except while in high school or summer session immediately following high school. (You can't disregard your college record and apply as a freshman.)

Junior-Level Transfer

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

1. Complete 60 semester units of transferable college credit with a GPA of at least 2.4. No more than 14 semester (21 quarter) units may be taken pass/no pass; and
2. Complete the following course pattern
 - Two UC transferable courses in English composition;
 - One UC transferable course in mathematical concepts and quantitative reasoning; and
 - Four UC transferable courses from at least two of the following subject areas:
 - Arts and humanities
 - Social and behavioral sciences
 - Physical and biological sciences

NOTE: Each course must be worth at least 3 semester (4 quarter) units and you must earn a grade of C or better in each course. For information about which Moorpark College courses are UC transferable and which are approved for UC Transfer Admissions Eligibility, visit [ASSIST](#).

- Meeting the minimum transfer admissions eligibility requirements does not guarantee that you will be admitted to the major and campus of your choice. In cases where there are more eligible applicants than transfer openings, applicants with the strongest academic preparation will be given priority.



Lower-Division Transfer

It is highly recommended that students transfer at the junior level. However, some UC campuses allow lower-division transfer for students who were eligible for admission as a freshman and have completed fewer than 60 transferable units at the community college. For information about lower-division transfer, contact the Admission Office at the campus you wish to attend or schedule a meeting with a Moorpark College counselor.

Major Preparation Requirements

Major preparation requirements specify the courses you must take during your first two years of college to prepare for advanced study in your major. They may be required as part of the major, they may be prerequisites for other courses that are required as part of the major or they may be required to gain admission to the major.

Transfer applicants are evaluated, in part, on the basis of their performance in major preparation coursework, so it is important that you investigate the requirements for your intended major as soon as possible. If your major requires mathematics and science, it is especially important that you complete those prerequisites before you transfer. Lack of preparatory coursework may affect your admission to your major, particularly if there are many applicants and a limited number of spaces.

You should begin coursework in your major as soon as you have selected one. If you are applying for fall admission, the campus may require you to complete certain major preparation requirements by the end of the preceding spring term. Visit <http://uctransfer.universityofcalifornia.edu/> for more details.

General Education Breadth Requirements

General education requirements are designed to give University undergraduates a broad background in all major academic disciplines-natural sciences, physical sciences, social sciences, humanities and fine arts. The general education requirement, sometimes called the breadth requirement, lists the specific courses you must take or number of credit hours you must earn in each discipline.

Students planning to transfer to one of the University of California (UC) have two options for completing their lower division general education requirements:

Option 1: The Intersegmental General Education Transfer Curriculum (IGETC) Pattern. Refer to this section of the catalog for a complete listing of approved courses.

Option 2: The campus-specific General Education breadth requirements. Lists of approved courses which may be used to satisfy breadth requirements are available at www.assist.org.

IGETC Intersegmental General Education Transfer Curriculum

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that community college transfer students can use to fulfill lower division general education/breadth requirements for either the California State University (CSU) or the University of California (UC) systems without the need, after transfer, to take additional lower division general education courses.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower division general education requirements of the CSU or UC prior to transfer. Some students may be better served by taking courses which fulfill the CSU General Education-Breadth requirements or those of the UC campus or college to which they plan to transfer. Students pursuing majors that require extensive lower division major preparation (“high-unit majors”) may not find the IGETC option to be advantageous. Students should also be aware that selected schools and colleges at all undergraduate campuses of UC have requirements which render the use of IGETC either inappropriate or not permitted (see IGETC Considerations below). The IGETC is most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus.

IGETC Considerations

Students with a substantial amount of coursework from institutions outside the United States should consult with a community college counselor to determine whether they should complete IGETC or the lower-division breadth/general education requirements at the campus they plan to attend.

In addition, some colleges or majors prefer that transfer students follow a more prescribed lower-division curriculum, as described here:

- **Berkeley:** IGETC is acceptable for all majors in the College of Letters and Science and the colleges of Engineering, Environmental Design and Chemistry have extensive, prescribed major prerequisites. In general, IGETC is not appropriate preparation for majors in these colleges. Although IGETC satisfies breadth requirements for most majors in the College of Natural Resources, specific lower-division major requirements must still be satisfied. For more information, check with the college or visit the ASSIST website for more information.
- **Davis:** IGETC works well for students planning for Bachelor of Arts majors with few units of lower-division preparation. Bachelor of Science degrees and high-unit majors often have many courses of lower-divisions preparation. In these cases, the UC Davis GE pattern is the best choice.
- **Irvine:** All schools accept IGETC. However, selection by the campus is based on demonstrated academic achievement and preparation for the intended major.
- **Los Angeles:** The Henry Samueli School of Engineering and Applied Science does not accept IGETC.
- **Merced:** The School of Engineering and the School of Natural Sciences do not recommend IGETC.
- **Riverside:** The Marlan and Rosemary Bourns College of Engineering (BCOE) accepts completion of IGETC as satisfying the majority of the college’s breadth requirement for transfer students. Some additional

breadth coursework may be required after enrollment at Bourns. For more information, see the Bourns College of Engineering Breadth Requirements. The College of Natural and Agricultural Sciences does not accept IGETC, although courses taken to satisfy IGETC may be applied toward the college’s breadth pattern. The College of Humanities, Arts, and Social Sciences accepts IGETC.

- **San Diego:** IGETC is accepted by John Muir, Earl Warren, Sixth and Thurgood Marshall Colleges only. Students completing IGETC are welcomed at Eleanor Roosevelt and Revelle Colleges; however, they must fulfill the specific general education requirements of those colleges. At UCSD, all majors are available to students in each college, so students who choose IGETC will not be restricted in their choice of major as a result.
- **Santa Barbara:** Students who transfer into the College of Letters and Science and the College of Creative Studies may use IGETC to substitute for general education requirements. Transfer students in the College of Engineering may also use IGETC to substitute for general education requirements. In addition to general education, all students in the College of Engineering are required to complete a depth requirement. Students who wish to satisfy the depth requirement prior to transfer must complete a yearlong sequence in the history of world civilization, history of Western civilization, history of the United States, history of Western philosophy or history of Western art. Students may want to choose courses for IGETC that will concurrently satisfy the depth requirement. Students may also complete the depth requirement with upper division coursework after transferring. Please note: Students planning to transfer into a major in engineering, computer science or the biological or physical sciences must be careful to complete lower division major prerequisites to ensure competitiveness and make normal, timely progress through the major.
- **Santa Cruz:** Transfer students intending to pursue any major in the physical and biological sciences or the Jack Baskin School of Engineering should not follow IGETC because it will not provide them with enough lower-division preparation for their majors.



2010-2011 Intersegmental General Education Transfer Curriculum (IGETC)

AREA 1 - ENGLISH COMMUNICATION

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

UC: 2 courses required, one each from Group A and B

Group A: English Composition, 1 course, 3 semester or 4 quarter units.

ENGL M01A•, M01AH•

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

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

Group C: Oral Communication (CSU requirement only), 1 course, 3 semester or 4 quarter units.

COMM M01, M02

AREA 2: MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING

1 course, 3 semester or 4 quarter units.

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

AREA 3: ARTS AND HUMANITIES

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

Arts: **ART** M10, M11, M12, M13, M14; **DANC** M01A, M03; **FILM** M10, M15, M25, M26, M31, M32, M51; **GR** M10#; **HUM** M02▲, M07*▲; **MUS** M01•, M04•, M04H•, M08, M09A, M09B; **PHOT** M02; **THA** M01, M04

Humanities: **COMM** M26; **ENGL** M01B*• or M01BH*•, M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M44; **FILM** M15, M51; **FREN** M02\$, M03; **GERM** M02\$, M03; **HEB** M02#; **HIST** M01A*, M01B*, M20A*, M20B*; **HUM** M01%, M07*▲, M10A, M10B, M17; **ITAL** M02\$; **JAPN** M02%, M03; **PHIL** M01•, M01H•, M02•, M02H•, M03, M04, M07, M08, M11, M12, M13, M14, M15#, M95; **SPAN** M02, M03•, M04•.

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

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

4A - Anthropology and Archaeology

ANTH M02, M03, M04, M06, M07, M08, M09, M11; **CHST** M02

4B - Economics

BUS M30+; **ECON** M01, M02, M02H, M30+

4C - Ethnic Studies

ANTH M04; **CHST** M01, M02, M03, M04, M08; **COMM** M12; **HIST** M03A\$, M03B\$, M04, M06%; **POLS** M07+, M08; **SOC** M06

4D - Gender Studies

HIST M12, M12H\$; **HUM** M19; **SOC** M10

4E - Geography

GEOG M02, M03, M03H, M07, M10

4F - History

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

4G - Interdisciplinary, Social & Behavioral Sciences

COMM M04; **ETVM** M01; **JOUR** M01, **PHIL** M03#

4H - Political Science, Government & Legal Institutions

CHST M08; **POLS** M01, M02, M03, M03H, M04, M05, M07+, M08

4I - Psychology

CD M02; **PSY** M01, M01H, M03%, M04, M05*, M06, M07, M08, M09*, M10, M11 ▲, M13, M14, M16 ▲, M19, M20*, M30+; **SOC** M04*, M05*, M09*, M15

4J - Sociology & Criminology

PSY M05*, M09*, M20; **SOC** M01, M01H, M02, M04*, M05*, M08, M09*, M10, M12, M15, M16@, M17@, M60B@, M95.

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES

At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by "L") corresponding to selected lecture. 7-9 semester units (9-12 quarter units). Courses must be a minimum of 4 semester units or 5 quarter units to fulfill the IGETC lab requirements.

Physical Sciences

AST M01, M01L, M02; **CHEM** M01A(L), M01B(L), M07A(L)•, M07B(L)•, M11(L), M12(L)•, M12H(L)•, M13(L)•; **ENSC** M01, M01L; **GEOG** M01, M01L, M05; **GEO** M02, M02L, M03, M05, M21, M61%; **PHSC** M01•, M01L; **PHYS** M01•, M01L, M10A•, M10AL, M10B•, M10BL, M20A•, M20AL, M20B•, M20BL, M20C•+, M20CL+

Biological Sciences

ANAT M01(L)•; **ANTH** M01, M01H, M01L; **BIOL** M01(L)•, M02A(L), M02B(L), M02C(L), M03(L), M05(L), M09%, M10, M10L, M16, M17; **BOT** M01 (L), M06, M06L; **ENSC** M02(L); **MICR** M01(L), M03%; **PHSO** M01(L)•; **PSY** M02, M02H; **ZOO** M01(L)

NOTE: (L) Designates courses with a laboratory.

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

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

ARBC M01; **CHIN** M01; **FREN** M01; **GERM** M01; **HEB** M01; **ITAL** M01; **JAPN** M01; **LAT** M01; **SL** M01; **SPAN** M01.

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (Not part of IGETC; may

be completed prior to transfer; 6 units, one course(s) from Group 1 and one course from Group 2. Courses used to meet this requirement may be used to satisfy requirements for IGETC)

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

POLS M03 or M03H fulfills US-2 (U.S. Constitution and government) requirement.

POLS M05 fulfills both US-2 (U.S. Constitution and government) and US-3 (CA state and local government) requirements.

GROUP 2: Any course in Group 2 meets US-1 (Historical development of American institutions and ideals)

CHST M04; **HIST** M03A\$, M03B\$, M04, M06, M07A, M07B, M12, M12H\$, M14, M25, M25H.

NOTE: ▲ Effective beginning Spring 2004.
\$ Effective beginning Spring 2006.
+ Effective beginning Spring 2007.
Effective beginning Fall 2007
@ Effective beginning Fall 2008
% Effective beginning Fall 2009

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

• Transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

External Examinations credit for IGETC Certification

Using Advanced Placement (AP) Credit for IGETC Certification

The following rules apply when applying Advanced Placement (AP) credit toward IGETC Certification:

1. There is no limit on the number of external exams that can be applied to IGETC
2. A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.
3. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English (LOTE).
4. 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.
5. There is no equivalent AP exam for Area 1B - Critical Thinking/Composition requirement.
6. 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 IGETC laboratory activity requirement.
7. AP exams in Biology, Chemistry or Physics B allow CCC campuses to apply 4 semester or 5 quarter units to IGETC certification. For Environmental Science, Physics C:Mechanics and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification; therefore, students who complete these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.

AP Examination	IGETC Area
Art History.....	3A or 3B*
Biology	5B with Lab
Calculus AB.....	2A
Calculus BC.....	2A
Chemistry.....	5A with lab
Chinese Language & Culture	3B and 6A
Macroeconomics.....	4B
Microeconomics.....	4B
English Language.....	1A
English Literature.....	1A or 3B*
Environmental Science	5A with lab
European History	3B or 4F*
French Language.....	3B and 6A
French Literature	3B and 6A
German Language.....	3B and 6A
Comparative Gov't & Politics	4H
U.S. Gov't & Politics.....	4H and US-2
Human Geography	4E
Italian Language & Culture.....	3B and 6A

Japanese Language & Culture.....	3B and 6A
Latin Literature.....	3B and 6A
Latin: Vergil.....	3B and 6A
Physics B	5A with lab
Physics C mechanics	5A with lab
Physics C electricity/ mechanics	5A with lab
Psychology	4I
Spanish Language.....	3B and 6A
Spanish Literature	3B and 6A
Statistics	2A
U.S. History*.....	(3B or 4F*) and US 1
World History*	3B or 4F*

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

International Baccalaureate (IB)

Using International Baccalaureate (IB) Credit for IGETC Certification

The following rules apply when applying International Baccalaureate (IB) credit toward IGETC Certification:

1. A score of 5, 6 or 7 on Higher Level exams is required to grant credit for IGETC certification.
2. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.
3. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

Actual IB transfer credit awarded for admission is determined by the CSU and UC. The UC Policy for IB credit can be found in the publication Quick Reference for Counselors.

International Baccalaureate (IB)..... IGETC AREA

Biology HL.....	5B (without lab)
Chemistry HL	5A (without lab)
Economics HL.....	4B
Geography HL	4E
History (any region) HL	3B or 4F*
Language A1 (any language, except English) HL.....	3B and 6A
Language A2 (any language, except English) HL.....	3B and 6A
Language A1 (any language) HL.....	3B
Language A2 (any language) HL.....	3B
Language B (any language) HL	6A
Mathematics HL.....	2A
Physics HL.....	5A (without lab)
Psychology HL.....	4I
Theatre HL	3A

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

Additional IGETC Information

Certification

All UC and CSU campuses will accept full certification (completion of requirements in every area) of the IGETC as meeting all of the lower division GE requirements for the baccalaureate degree. Moorpark College can also provide partial certification (maximum of two courses missing to be completed after transfer). Coursework completed at regionally accredited institutions may be included among the courses to certify under the following conditions: Courses taken at other California Community College (CCC) will be placed in the IGETC area identified by the offering college the term the course was taken. Courses taken at other colleges or universities (other than CCC) may be used on IGETC as long as the courses are determined to meet IGETC course standards. In addition, credit awarded for Advanced Placement exams can be used to meet IGETC requirements. Students should consult a counselor to determine the applicability of coursework and AP exam scores to IGETC subject area requirements.

Except for courses from other CCC's IGETC, coursework from other institutions generally will not be used to fulfill the critical thinking/English composition requirement (Area 1B). Also, foreign coursework cannot be part of a student's IGETC certification.

U.S. History, Constitution and American Ideals Requirements

Although not part of IGETC, Moorpark College may certify completion of the CSU graduation requirement in U.S. History, Constitution and American Ideals. Courses used to meet this requirement may also be used to satisfy other IGETC Subject area requirements. However, CSU campuses have the discretion

whether to allow courses used to satisfy the CSU U.S. History, Constitution and American Ideals (AI) graduation requirement to count in both IGETC and to meet the AI graduation requirement. In the absence of specific knowledge of a CSU campus policy for double-counting, MC will certify IGETC using the courses in Area 4 (4C/4D/4F/4H) and the CSU AI graduation requirement. Consult a counselor for further information about this requirement.

Scholarship

Courses used for IGETC certification must be completed with a minimum grade of C (C- is not acceptable). A "Pass" (P) is acceptable, providing it is equivalent to a grade of C or higher at the institution where the course was taken. It is important to note that no more than 14 semester (21 quarter) units may be taken Pass/No Pass for the UC system and some CSU campuses may also have limitations on the number of pass/no pass courses that may be used to meet degree requirements. Consult with a counselor.

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 "Pass" (P) for major courses. Also, UC will allow IGETC courses to count toward major requirements. CSU will allow double counting only if the student is fully or partially (by area) certified for GE-Breadth.

Course Restrictions

A single course may count only once; it cannot be used to fulfill GE requirements in two areas simultaneously.



TRANSFER TO PRIVATE and OUT-OF-STATE

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

UNIVERSITY OF SOUTHERN CALIFORNIA (USC)

General Transfer Information:

- Students still in high school: College courses taken before high school graduation can fulfill GE categories I, II, III and V, but not the writing requirement, the diversity requirement, or the foreign language requirement.
- USC students: Once you have enrolled at USC, you cannot take transfer courses to fulfill GE or the writing requirement. You may take transfer courses in the summer only to fulfill diversity or foreign language, obtain equivalence to a USC course, or earn elective units. File a pre-approval form.

CAVEAT- The courses and requirements listed are subject to change. For a complete list of the articulation agreement, see a counselor or log onto www.usc.edu/dept/arr/articulation regularly and throughout the school year to receive the most current transfer information

General Education:

Students may fulfill GE categories I, II, III, and V with transfer courses taken before starting USC. Categories IV and VI must be taken at USC. One course (or a combination of courses, if indicated by "with") from each list below satisfies that requirement.

Category I: Western Cultures and Traditions

ART M11, M12; **ENGL** M30, M31; **HIST** M01A, M01B; **HUM** M10A, M10B; **PHIL** M11, M13, M14; **THA** M04.

Category II: Global Cultures and Traditions

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

Category III: Scientific Inquiry (requires a lab)

AST M01 with M01L, M02 with M01L; **BIOL** M01, M02A; **BOT** M01; **CHEM** M01A; **GEOG** M01 with M01L; **GEOL** M02 with M02L; **PHSC** M01 with M01L; **PHYS** M01 with M01L, M10A with M10AL, M20A with M20AL; **ZOO** M01.

Category V: Arts & Letters

ART M10, M13, **ENGL** M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M33, M43, M44, M45, M46, M95; **FILM** M10, M25, M26, M31, M32; **MUS** M04, M04H, M08, M09A, M09B; **PHOT** M02; **THA** M01.

Lower Division Writing Requirements

Any of the courses below (or two courses, if indicated by "with") fulfills the lower division writing requirement if completed after graduating from high school and before starting at USC. These courses are also listed in Part II as equivalent to WRIT 130, which is the same as the WRIT 140 course offered at USC.

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

Diversity Requirement

All students who entered any college in Fall 1993 or later must meet USC's diversity requirement. Courses that fulfill this requirement if completed after graduating from high school are listed below:

ANTH M04, M06; **CHST** M01, M02, M03; **HIST** M02, M03B, M12, M12H, M14; **HUM** M19; **POLS** M07; **PSY** M14; **SOC** M01, M01H, M02, M06, M08, M10, M95.

Foreign Language Skill Level

Many majors require the equivalent of a third-semester of a foreign language (International Relations requires the equivalent of a fourth semester). Courses which fulfill the third-or-fourth-level requirement if completed after graduating from high school are listed below.

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

Fulfill fourth (and third) level requirement: **SPAN** M04

CALIFORNIA LUTHERAN UNIVERSITY

General Transfer Information:

Four Basic Requirements for Transfer Admission from a Community College

- 1) A 2.75 cumulative transferable GPA
- 2) A minimum of 28 transferable Units
- 3) Completion of Freshmen English Composition with a grade of "C" or better
- 4) Completion of a College Level Math, or at least completion of Intermediate Algebra with a passing grade
 - Pass/Fail courses may not be used to meet general education or major requirements.
 - A total of 124 units are required to graduate from Cal Lutheran; a minimum of 40 upper division units must be completed at Cal Lutheran.
 - Most majors require at least 32 units, with 20-24 at the upper division (junior/senior) level. Consult the Cal Lutheran catalog for specific departmental requirements.
 - A preliminary credit evaluation can be done on your behalf prior to applying to Cal Lutheran as a transfer student. Please call the Coordinator of Transfer Admission at 805-493-3135.
 - Courses which are technical, vocational, or "personal enrichment" in nature are not transferable. Any course that is considered below college level or "remedial" is also not transferable.
 - Courses that are transferable (listed in this catalog as CSU/UC transferable) but do not meet Cal Lutheran's general education or major requirements will be credited as elective courses. These will not be counted toward the total number of units needed for graduation.

General Education Requirements

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

Planning Your Education

General Education Courses

Area I. PROFICIENCIES

A. Written Communication

1. Freshman English. One course with a grade of C or better: **ENGL** M01A, M01AH or CLEP or IB HL score of 4 or higher or score of 4 or higher on AP exam.
2. Writing intensive course: one upper division.

B. Speaking Intensive

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

C. Foreign Language

1. Two sequential courses in the same foreign language or successful completion of a foreign language course at the second semester level or a score on CLU Foreign Language Placement Test at the third semester college level.

FREN M01, M02, M03; **GERM** M01, M02, M03; **HEB** M01, M02; **ITAL** M01, M02, M03; **JAPN** M01, M02, M03; **SL** M01, M02; **SPAN** M01, M02 (M02A & M02B), M03, M04.

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

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

** If both M05 & M07, max 4 units

Area II . PERSPECTIVES

A. Humanities

4. History - one course from: **HIST** M01A, M01B, M02, M03A, M03B, M04, M06, M07A, M07B, M08, M09, M10, M12, M12H, M14, M15, M16, M20A, M20B, M25, M25H, M60A, M60C, M60D, M60E, M60F, M60G, M60H, M60R, M60S, 60V.
5. Literature - one course from: **ENGL** M01B, M01BH, M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M43, M44, M45, M46, M60A.
6. Philosophy - one course from: **PHIL** M01, M01H, M02, M02H, M03, M04, M05, M07, M08, M09, M10, M13, M14, M17, M95.
7. Religion - one course: **PHIL** M11
1. This requirement is waived for students transferring with 58 or more semester units. However, all students will be required to complete one upper division Religion course at CLU.

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

ANTH M01 or M01H & M01L; **ANSC** M06, M07 & M07L; **AST** M01 & M01L, M02; **ANAT** M01; **BIOL** M01, M02A, M02B, M02C, M03, M05, M09, M10 & M10L, M14, M16, M17; **BOT** M01; **CHEM** M01A, M01B, M07A, M07B, M11, M12, M12H, M13; **ENSC** M01 & M01L, M02, M03; **GEOG** M05; **MICR** M01, M03; **PHSC** M01 & M01L; **PHSO** M01; **PHYS** M01 & M01L; M10A & M10AL, M10B & M10BL, M20A & M20AL, M20B & M20BL, M20C & M20CL; **ZOO** M01.

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

ANTH M02, M03, M07, M08; **CHST** M08; **CJ** M01, M02, M05; **ECON** M01, M02, M02H; **GEOG** M02; **POLS** M01, M02, M03, M03H, M04, M05, M07, M60C; **PSY** M01, M01H, M02, M02H, M03, M04, M05, M06, M07, M08, M09, M10, M11, M12, M13, M14, M16, M17, M18, M19, M20, M25,

M30, M40; **SOC** M01, M01H, M02, M03, M04, M05, M06, M08, M09, M10, M12, M15, M16, M17, M60B, M95.

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

One participation course from: **ART** M20, M23, M30 - M35, M43 - 50, M70 - M73, M77, M90 - M93, M98, M99; **MUS** M10, M12, M13ABCD, M14 - M21, M25ABCD, M30A-G, M32; **PHOT** M01, M01B, M03, M04, M08; **THA** M02A, M02B, M02C, M02D, M24A, M24B, M26.

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

ART M10 - M14; **DANC** M01, M03; **FILM** M25, M26, M31, M32, M51; **HUM** M02; **MUS** M01, M04, M04H, M08, M09AB; **PHOT** M02; **THA** M01, M04, M15AB, M16

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

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

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

Area III. CULTURES AND CIVILIZATIONS

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

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

NOTE: The information is based on 2009-2010 agreement.

UNIVERSITY OF LA VERNE

GENERAL TRANSFER INFORMATION:

Transfer students may enter the University of La Verne at the beginning of any term/semester. There is not a limit to the number of transfer units accepted by La Verne. However, students are required to complete a minimum of 32 semester units through La Verne as well as completing a minimum of 44 semester units at the upper division level. Students who have received credit through CLEP, ACT, PEP, DANTEs, USAFI, the military, correspondence, vocational, technical and extension courses must follow the transfer policy as stated in the La Verne catalog.

La Verne awards full transfer credit for courses completed as part of associate degrees earned at regionally accredited California colleges before matriculation at the University. Credit is awarded for all courses in the degree, although only appropriate courses in which a grade of C- or better was received can be applied toward general education or major requirements. Students who are fully certified for IGETC or CSU-GE from a regionally accredited California Community College will be credited with fulfilling all of La Verne's General Education Breadth requirements. Students who have completed at least 28 semester hours of transferable course work and have completed courses that partially fulfill selected UC, CSU, or IGETC general education options prior to admission to La Verne will be credited toward partial fulfillment of the like General Education Breadth requirement at La Verne. Some requirements in selected majors may also be satisfied through Moorpark College coursework. Please consult with a La Verne counselor for guidance on your major.

PRE-TRANSFER COUNSELING:

Students are encouraged to schedule an appointment with a La Verne counselor for a preliminary evaluation of their transcripts and pre-transfer counseling. La Verne representatives are available by appointment at the Career Transfer Center at Moorpark College. More information on transfer may also be found by consulting the La Verne catalog at www.laverne.edu.

General Education Track I Breadth Requirements 2010-2010

Prospective students are invited to utilize the following transfer plan to complete their general education Breadth requirements which will ultimately facilitate your transition to La Verne and your preferred major. Please use the Transfer Plan in consultation with a La Verne Advisor.

The following courses are approved for transfer towards fulfillment of La Verne's general education (GE) Breadth requirements: **Critical Skills** and **Area of Knowledge** areas

WRITTEN AND ORAL COMMUNICATION: Critical Skills

Students must complete one course from each sub-area below to meet the requirement

- A. **Writing A (CSWA)** select 1 course: **ENGL** M01A, M01AH
- B. **Writing B (CSWB)** select 1 course: **ENGL** M01B, M01BH, M01C, M01CH
- C. **Oral Communication (CSOC)** select 1 course: **COMM** M01, M04, M07
- D. **Quantitative Reasoning: (CSQR)** select 1 course: **MATH** M05, M07, M13, M14, M15, M15H, M16A, M16B, M25A, M25AH, M25B

SOCIAL AND BEHAVIORAL SCIENCES: Areas of Knowledge

Students must complete two courses from different sub-areas below to meet area requirement

- E. **Behavioral Science (ASBH)** select 1 course: **ANTH** M02, M04, M06; **PSY** M01, M01H, M07, M16, M19; **SOC** M01, M01H, M02, M08, M16
- F. **Political Science (ASPS)** select 1 course: **POLS** M01, M02, M03, M03H, M04
- G. **Economics (ASEC)** select 1 course: **BUS** M30; **ECON** M01, M02, M02H, M30
- H. **Interdisciplinary Social Science (ASIA)** select 1 course: **ANTH** M07, M08, **GEOG** M02, M03, M03H

HUMANITIES: Areas of Knowledge

Students must complete three (3) courses from different sub-areas below to meet area requirement

- I. **Literature (AHLT)** select 1 course: **ENGL** M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M43, M44, M45, M46, M60A.
- J. **Philosophy or Religion (AHPR)** select 1 course: **ANTH** M11, M60J; **ENGL** M29A, M29B; **PHIL** M01, M01H, M02, M02H, M03, M04, M08, M11, M12, M13, M14, M15
- K. **Foreign Language (AHFL)** select 1 course: **FREN** M02; **GERM** M02; **HEB** M02; **ITAL** M02; **JAPN** M02; **SPAN** M02 or M02A and M02B

- L. **Mass Media (AHMM)** select 1 course: **FTVM** M01; **JOUR** M01, M02
- M. **History (AHLT)** select 1 course: **HIST** M07A, M07B, M09, M20A, M20B, M25, M25H
- N. **History of Fine Arts (AHFA)** select 1 course: **ART** M10, M11, M12, M13, M14; **DANC** M01A, M03; **FILM** M10; **MUS** M04, M04H, M08, M09A, M09B; **PHOT** M02; **THA** M01, M04
- O. **Interdisciplinary Humanities (AHIA)** select 1 course: **COMM** M26; **ENGL** M05; **FTVM** M11; **HUM** M01, M02, M07, M10A, M10B

THE NATURAL WORLD: Areas of Knowledge

Students must complete one Life Science and one Physical Science course; at least one course must include a laboratory.

* Courses with lab.

- P. **Life Science (ANSL/ALAB)** select 1 course: **BIOL** *M01, *M02A; **BOT** *M01, M06, *M06L
- Q. **Physical Science (ANSP/ALAB)** select 1 course: **AST** M01, *M01L; **CHEM** *M01A, *M01B, *M11, *M12, *M12H; **GEOL** M02, *M02L; **PHSC** M01, *M01L; **PHYS** M01, *M01L, M10A, *M10AL, M10B, *M10BL, M20A, *M20AL

CREATIVE AND ARTISTIC EXPRESSION: Areas of Knowledge

Students must complete a minimum of 2 units from the sub-area below to meet area requirement

Experiential (ACAE) select 1 course: **ART** M20, M23, M30, M31, M32, M33, M34, M35, M40, M41, M42, M43, M44, M45, M46, M47, M48, M49, M50, M70, M71, M72, M73, M77, M78, M79; **COMM** M03A; **DANC** M12A, M14A, M14B, M14C, M14D, M20A, M20B, M20C, M51A, M51B, M51C, M51D; **ENGL** M10A, M10B; **FTVM** M11; **MUS** M01, M13A, M13B, M13C, M13D, M18, M21, M25A, M25B, M25C, M25D, M32; **PHOT** M01A, M01B, M03, M04; **RT** M09; **THA** M02A, M02B, M02C, M02D, M03, M09, M20, M21A, M21B, M23A, M23B, M24A, M24B, M25A, M25B.

FITNESS FOR LIFE: Areas of Knowledge

Students must complete one course or a course and activity component in the sub-area below to meet requirement

Lifelong Fitness (AFFL) select 1 course or a course and activity component:
PE M91 and (1) course from **PE** M01A-M22A/B

ADDITIONAL ULV TRANSFER GUIDELINES

Courses cannot be used to meet more than one GE - Breadth requirement. However students may take a maximum of one course in their major to fulfill a ULV GE - Breadth requirement. Transfer students will be required to complete the University Values (UV) and Interdisciplinary requirements once they matriculate to ULV. These requirements will introduce students to the values of the University as they are articulated in the Mission Statement. Please refer to the catalog at www.ulv.edu for specific UV and Interdisciplinary requirement guidelines.

CAVEAT- The courses and requirements listed are subject to change. Students should consult with a Counselor or ULV academic advisor regularly throughout the school year to receive the most current transfer information.

Visit the University of La Verne Website www.ulv.edu



Taking Classes

Choosing Classes

The basic requirements for achieving a Degree or Certificate in a specific discipline are noted in the following "List of Courses." Some disciplines provide a sample course sequence that suggests how to schedule the classes to make the most of a student's time on campus. For information about when each course is offered, consult the current semester's *Schedule of Classes*, available online at www.moorparkcollege.edu. The on-line schedule will have the most up-to-date and accurate course information. Occasionally there may be changes concerning course numbers, titles, units of credit, prerequisites, hours, or course descriptions made after publication of the Catalog. Efforts will be made through the *Schedules of Classes*, public media, and at the time of registration, to notify students of any changes other than as described in the Catalog.

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

Understanding the Course Descriptions

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

Transfer Details: Each course description explains the course's specific transfer status to the California State University (CSU) and/or the University of California (UC) systems. The course may be accepted for credit by the CSU system only, by both the CSU and UC systems, or by neither system. If no transfer status information follows a course description, that course is not acceptable for credit at any of the California public four-year institutions and is probably not accepted at private or out-of-state institutions either. For some courses, the UC system grants limited credit, and an explanation of that limitation is provided. If you have any questions, talk to a counselor or explore a range of online information available in the Career Transfer Center (805) 378-1536, located in Fountain Hall.

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



List of Courses

Accounting

See Courses in Business

Assistive Computer Technology

See Courses in Learning Skills

Anatomy

See Courses in Biological Sciences

Animal Science

Program Purpose: Students completing courses in Animal Science will examine basic principles of animal science. Students will examine animal health, nutrition, anatomy/physiology, behavior, diversity and conservation.

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

Dean

Kim Hoffmans, Phone (805) 378-1459

Full Time Faculty

Cynthia Stringfield, Gary Wilson, Brenda Woodhouse

Counselor

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 Animal Science who wish to qualify for an Associate in Arts Degree could explore Biology or Environmental Studies as a possible major. See General Education Degree Requirements and Transfer Information.

Animal Science Courses

ANSC M01 – 3 units

Introduction to Animal Science

Prerequisites: None

Class Hours: 3 lecture

Surveys the principles of animal science and the interrelationships of animals and humankind. Introduces basic principles of animal biology, including genetics, anatomy, reproduction, nutrition, animal health and disease, veterinary care, animal rights, and animal behavior. Examines the concepts of companion animals, domestic animals, non-domestic animals, and animal training. Explores employment and career opportunities in the animal industry. Applies to Associate Degree. Transfer credit: CSU; UC

ANSC M02 – 2 Units

Animal Health and Safety

Prerequisites: None

Class Hours: 2 lecture

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

ANSC M03 – 2 Units**Animal Nutrition**

Prerequisites: ANSC M02

Class Hours: 2 lecture

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

ANSC M04 – 3 Units**Animal Behavior**

Prerequisites: None

Class Hours: 3 lecture

Introduction to the study of animal behavior with an emphasis on learning theory, especially classical and operant conditioning. It is designed to provide the student with an understanding of how to apply the concepts of ethology and behavior modification to the maintenance and training of animals in captivity. (Same course as PSY M12). Applies to Associate Degree. Transfer credit: CSU

ANSC M04L – 0.5 Unit**Animal Behavior Lab**

Prerequisites: None

Corequisite: ANSC M04 or PSY M12

Class Hours: 1.5 lab

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

ANSC M05 – 2 Units**Zoo Horticulture**

Prerequisites: None

Corequisite: ANSC M05L

Class Hours: 2 lecture

Introduces the student to soils; plant growth; weed, insect, and disease control; irrigation and fertilization principles; identification and uses of plants; planting and care of lawns, ground covers, flowers, trees, and shrubs including proper placement, pruning and training. Stresses the relationship of plants and animals, including plant toxicity risks relating to a zoo facility. Applies to Associate Degree.

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

Prerequisites: Completion of or concurrent enrollment in ANSC M05

Class Hours: 3 lab

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

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

Prerequisites: None

Class Hours: 3 lecture

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

ANSC M07 – 3 Units**Animal Diversity**

Prerequisites: None

Corequisite: ANSC M07L

Class Hours: 3 lecture

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

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

Prerequisites: None

Corequisite: ANSC M07

Class Hours: 1.5 lab

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

ANSC M08 – 3 Units**Wildlife Conservation**

Prerequisites: None

Class Hours: 3 lecture

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

ANSC M10 – 1 Unit**Environmental Enrichment**

Prerequisites: None

Recommended Prep: ANSC M04L or PSY M12L

Class Hours: 1 lecture

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

**ANSC M10L – 0.5 Unit
Environmental Enrichment Lab**

Prerequisites: None
 Corequisite: ANSC M10
 Recommended Prep: None
 Class Hours: 1.5 lab

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

**ANSC M11 – 1 Unit
Avian and Reptile Care**

Prerequisites: None
 Class Hours: 1 lecture

The anatomy, physiology, husbandry and veterinary care of Avian and Reptilian species. (Formerly ANSC M60A) Applies to Associate Degree.

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

Prerequisites: None
 Class Hours: 2 lecture

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

Developed topics include:

**ANSC M60B – 1 Unit
Primate Behavior**

Prerequisites: None
 Class Hours: 1 lecture

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

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

Prerequisites: None
 Class Hours: 3 lab

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

Anthropology

Program Purpose: Students who complete a biological Anthropology course will examine and assess the place of humans in the natural world. Students who complete a cultural Anthropology course will be able to compare and critique their own cultural assumptions to those of people from other societies.

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

Dean

Kim Hoffmans, Phone (805) 378-1459

Full-time Faculty

John Baker, Andrew Kinkella, Rachel Messinger

Counselors

Anitra Evans, Michael Johnson, Ofelia Romero-Motlagh

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall (805) 378-1536. See General Education Degree Requirements and Transfer Information.

Degree in Anthropology

To earn an Associate in Arts Degree with a major in Anthropology, students complete 22 specified units, plus General Education Degree Requirements (minimum total = 60 units). These major requirements cover all four core fields of Anthropology as well as topical and area courses of the students' choice, preparing students for success at their transfer institution.

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

Required Courses	Units
ANTH M01L.....Physical Anthropology Lab.....	1.0
ANTH M02.....Cultural Anthropology.....	3.0
ANTH M03.....Archaeology.....	3.0
ANTH M08.....Culture and Communication.....	3.0
AND choose one of the following:	
ANTH M01.....Biological Anthropology.....	3.0
ANTHM01H.....Honors: Biological Anthropology.....	3.0
Units from List of ELECTIVE COURSES.....	9.0
TOTAL	22.0

Elective Courses: Choose 9 Units

ANTH M04.....Chicano Culture (co-listed as CHST M02)	3.0
ANTH M05.....Archaeological Field Methods.....	3.0
ANTH M06.....Introduction to Native American Studies.....	3.0
ANTH M07.....Peoples and Cultures of the World.....	3.0
ANTH M09.....Anthropology of Women.....	3.0
ANTH M10.....Archaeological Reconnaissance.....	3.0
ANTH M11.....The Anthropology of Magic, Witchcraft, and Religion	3.0
ANTH M12.....Archaeological Laboratory Procedures.....	3.0
ANTH M13.....The Chumash and Their Neighbors: Indians of California	3.0
ANTH M15.....Egyptology: Archaeology of the Land of the Pharaohs	3.0
ANTH M16.....Mysteries of the Ancient Maya.....	3.0
ANTH M22A/B.....Independent Studies in Anthropology*	0.5-3.0
ANTH M60R.....Anthropological Research Methods	3.0
ANTH M60S.....Introductory Archaeological Field Methods	3.0
ANTH M80.....Internship in Anthropology.....	1.0-4.0

*May be taken for a maximum of 3.0 units to fulfill the requirements of the A.A. Degree.

Degree in Archaeology

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

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

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

Required Courses	Units
ANTH M01L.....Physical Anthropology Lab.....	1.0
ANTH M02.....Cultural Anthropology.....	3.0
ANTH M03.....Archaeology.....	3.0
ANTH M05*.....Archaeological Field Methods.....	3.0
ANTH M10*.....Archaeological Reconnaissance.....	3.0
ANTH M12*.....Archaeological Laboratory Procedures.....	3.0
AND choose one of the following:	
ANTH M01.....Biological Anthropology.....	3.0
ANTH M01H.....Honors: Biological Anthropology.....	3.0
Units from List of RECOMMENDED COURSES.....	18.0
TOTAL	37.0

Recommended Courses: Choose 18 Units

ANTH M13.....The Chumash and Their Neighbors: Indians of California....	3.0
ANTH M60R**.....Anthropological Research Methods.....	3.0
ANTH M60S**.....Introductory Archaeological Field Methods Supervision....	3.0
BIOL M05.....Field Biology – Natural History of CA.....	3.0
GEOL M04.....Mineralogy.....	4.0
GEOL M21.....Geology of California.....	3.0
PHOT M01A.....Beginning Photography.....	3.0

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

**Can be repeated twice and count toward total

Anthropology Courses

**ANTH M01 – 3 Units
Biological Anthropology**

Prerequisites: None
Class Hours: 3 lecture

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. Students completing this course will understand how humans relate to other living organisms, and how the tools of science are used to reconstruct the past history of our species. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Students cannot complete both ANTH M01 and ANTH M01H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M01H – 3 Units
Honors: Biological Anthropology**

Prerequisites: None
Class Hours: 3 lecture

Introduces the scientific method as used in the study of humans as biological organisms. Focuses on human evolution and diversity, including genetics, evolution, primatology, paleoanthropology, human variation, and biocultural adaptation. Students completing this course will understand 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. Students cannot complete both ANTH M01 and ANTH M01H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M01L – 1 Unit
Biological Anthropology Lab**

Prerequisites: ANTH M01 or concurrent enrollment
Class Hours: 3 lab

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

**ANTH M02 – 3 Units
Cultural Anthropology**

Prerequisites: None
Class Hours: 3 lecture

Focuses on basic concepts and methods for analyzing cultural systems, illustrated with examples drawn largely from non-Western societies. Emphasis will be on the structure and evolution of human behavior in all major aspects of culture. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M03 – 3 Units
Archaeology**

Prerequisites: None
Class Hours: 3 lecture

Introduces the history, goals and methods of archaeology. Uses examples of archaeological finds from throughout the world to illustrate concepts and techniques common to the process of archaeology. Exposes students to archaeological survey, excavation, and analysis through hands-on, in-class activities that replicate real archaeological excavations. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M04 – 3 Units
Chicano Culture**

Prerequisites: None
Class Hours: 3 lecture

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

ANTH M05 – 3 Units
Archaeological Field Methods

Prerequisites: ANTH M03 or concurrent enrollment
 Class Hours: 1 lecture, 6 lab

Introduces practical hands-on archaeology by participating 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. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC (Maximum credit: one course).

ANTH M06 – 3 Units
Introduction to Native American Studies

Prerequisites: None
 Class Hours: 3 lecture

Surveys the origins, development, and attainments of Native Americans within North America, presented from an anthropological perspective. Assesses the contribution of archaeology to our understanding of concepts, including the peopling of the New World and the growth of complex societies such as those observed at Chaco Canyon, Mesa Verde, Cahokia, and other locations. Applies to Associate Degree. Transfer credit: CSU; UC

ANTH M07 – 3 Units
Peoples and Cultures of the World

Prerequisites: None
 Class Hours: 3 lecture

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

ANTH M08 – 3 Units
Culture and Communication

Prerequisites: None
 Class Hours: 3 lecture

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

ANTH M09 – 3 Units
Anthropology of Women

Prerequisites: None
 Class Hours: 3 lecture

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

ANTH M10 – 3 Units
Archaeological Reconnaissance

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 observations and recording techniques. May be taken for a total of four (4) times for credit. Requires field trips. Applies to Associate Degree. Transfer credit: CSU

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

Prerequisites: None
 Class Hours: 3 lecture

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

ANTH M12 – 3 Units
Archaeological Laboratory Procedures

Prerequisites: ANTH M03 or concurrent enrollment
 Class Hours: 1 lecture, 6 lab

Provides hands-on experience working with archaeological collections. Examines the processing, sorting, washing, stabilizing, analysis and final cataloging of an excavation collection. Includes an introduction to federal and state laws concerning archaeological excavation and the requirements for employment with local contract archaeology firms. May be taken for a total of four (4) times for credit. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit: one course)

ANTH M13 – 3 Units
The Chumash and Their Neighbors: Indians of California

Prerequisite: None
 Class Hours: 3 lecture

Introduces the aboriginal inhabitants of California. Examines the religion, diet, social structure, and everyday lives of the many different cultures that inhabited the area using both archaeological and anthropological evidence. Emphasizes local tribes such as the Chumash and considers the effects of European contact on modern California Indian tribes. (Formerly ANTH M60C and ANTH M60I). Applies to Associate Degree. Transfer credit: CSU; UC (under review)

ANTH M15 – 3 Units
Egyptology: Archaeology of the Land of the Pharaohs

Prerequisite: 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 – 3 Units **Mysteries of the Ancient Maya**

Prerequisite: None

Class Hours: 3 lecture

Explores the ancient Maya civilization of southern Mexico and Central America. Surveys Maya origins, agriculture, art, religion, hieroglyphic writing, material culture, and the history of archaeology in Mesoamerica. Highlights the ancient Maya collapse and investigates repercussions for future societies. (Formerly ANTH M60K) Applies to Associate Degree. Transfer credit: CSU; UC.

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

Prerequisites: A previous course in Anthropology

Class Hours: 0.5 to 3 as arranged

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

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

Prerequisites: To be determined

Class Hours: To be determined

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

Developed topics include:

ANTH M60R – 3 Units **Anthropological Research Methods**

Prerequisites: None

Class Hours: 1 lecture, 6 lab

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

ANTH M60S – 3 Units **Introductory Archaeological Field Methods Supervision**

Prerequisites: ANTH M03

Class Hours: 1 lecture, 6 lab

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

ANTH M80 – 1 to 4 Units **Internship in Anthropology**

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

Class Hours: 3 to 33 work experience hours as arranged.

Provides on-the-job experience for students who have completed courses in their major and are ready to apply course materials to the worksite. Faculty and supervisors (mentor teachers) will provide feedback and written evaluations. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work, and may enroll in up to 8 units a semester with a maximum of 16 total units of any type of work experience education (including Internships, WEXP M10 and WEXP M20). Students enrolling in up to 4 units must be concurrently enrolled in 7 units, including the internship units. Students are required to attend an internship orientation, develop three learning objectives, and complete an internship paper or project. To take this course, contact the Career Transfer Center at (805) 378-1536. May be taken a total of four (4) times for credit, or until the maximum number of work experience units (including internship M80, WEXP M10 and WEXP M20) is earned. Applies to Associate Degree. Transfer credit: CSU

ANTH M95 – 3 Units **Honors in Anthropology: Contemporary Problems in Anthropological Perspective**

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

Class Hours: 3 lecture

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

Arabic

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, examine and demonstrate cultural knowledge, and use technology to develop language and cultural competence.

Career Opportunities

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

Dean

Inajane Nicklas, Phone (805) 378-1443

ARBC M01 – 4 Units **Elementary Arabic I**

Prerequisites: None

Class Hours: 4 lecture

Introduces the cultures of the Arabic-speaking peoples and the fundamental structures of the Arabic language. Emphasizes speaking, understanding, reading, and writing skills. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

**ARBC M02 - 4 Units
Elementary Arabic II**

Prerequisite: ARBC M01 or two years of high school Arabic or equivalent
Class Hours: 4 lecture

Continues to study the fundamentals of the culture of the Arabic-speaking peoples and of the structures of the Arabic language. Reviews and expands upon grammatical structures and vocabulary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (under review)

Art

Program Purpose: Students who complete Art courses will create a form of communication and human expression through various media, multiple techniques and critical analysis with an understanding of Art History and Culture – stimulate conceptual thinking and application.

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

Dean

Julius Sokenu, Phone (805) 378-1448

Full-time Faculty

Christine Marx, Cynthia Minet, Gerardo Zucca

Counselors

Denice Avila, Michael Johnson

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. See General Education Degree Requirements and Transfer Information.

Degree in Art

To earn an Associate in Arts Degree with a major in Art, students complete 36 specified units, plus General Education Degree Requirements. This program provides students with a curriculum design that is preparatory for transfer to most universities and professional schools of art.

Required Courses.....	Units
ART M11History of Art: Prehistoric through Gothic.....	3.0
ART M12History of Art: Renaissance through Modern	3.0
ART M13History of Art: Modern through Contemporary	3.0
ART M20Two Dimensional Design	3.0
ART M23Three Dimensional Design	3.0
ART M30Drawing and Composition I.....	3.0
GR M10Introduction to Communication Design.....	3.0
Units from One of the RECOMMENDED OPTIONS.....	15.0
TOTAL	36.0

Recommended Options:

Choose either 2-D Studio Art Option or 3-D Studio Art Option:

2-D Studio Art Option (15 Units)

ART M32Beginning Life Drawing I	3.0
ART M43Beginning Painting I	3.0

Plus three of the following:

ART M31Drawing and Composition II.....	3.0
ART M33Beginning Life Drawing II.....	3.0
ART M40Beginning Illustration	3.0
ART M44Beginning Painting II.....	3.0
ART M77Beginning Sculpture I.....	3.0
ART M79Figure Sculpture	3.0
ART M90Beginning Printmaking I.....	3.0
ART M98/GR M73...Silk Screen Serigraphy I	3.0

OR

3-D Studio Art Option (15 Units)

ART M70Beginning Ceramics I	3.0
ART M77Beginning Sculpture I.....	3.0

Plus three of the following:

ART M71Beginning Ceramics II	3.0
ART M72Ceramic Design I.....	3.0
ART M73Ceramic Design II.....	3.0
ART M74Glaze Design I.....	3.0
ART M75Glaze Design II	3.0
ART M78Beginning Sculpture II.....	3.0
ART M79Figure Sculpture	3.0

Art Courses

ART M10 – 3 Units

Art Appreciation

Prerequisites: None
Class Hours: 3 lecture

Studies the major principles and techniques used to create visual art objects in diverse media. Assists students in developing informed perceptions and evaluations of works of art and understanding their historical and cultural contexts. (Formerly ART M02) Applies to Associate Degree. Transfer credit: CSU; UC

ART M11 – 3 Units

History of Art: Prehistoric through Gothic

Prerequisites: None
Class Hours: 3 lecture

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

ART M12 – 3 Units

History of Art: Renaissance through Modern

Prerequisites: None
Class Hours: 3 lecture

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

ART M13 – 3 Units **History of Art: Modern through Contemporary**

Prerequisites: None

Class Hours: 3 lecture

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

ART M14 – 3 Units **History of Art: Asian**

Prerequisites: None

Class Hours: 3 lecture

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

ART M20 – 3 Units **Two Dimensional Design**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

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

ART M22A/B – 1 to 3 Units **Independent Studies in Art**

Prerequisites: A previous course in Art

Class Hours: 1 to 3 as arranged

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

ART M23 – 3 Units **Three Dimensional Design**

Prerequisite: None

Recommended Prep: ART M20

Class Hours: 2 lecture, 3 lab

Introduces three-dimensional design through the study of form, structure and theory in the creation of three-dimensional projects using a variety of materials. (Formerly ART M04B; ART M21) Applies to Associate Degree. Transfer credit: CSU; UC

ART M30 – 3 Units **Drawing and Composition I**

Prerequisites: None

Recommended Prep: ART M20

Class Hours: 1 lecture, 6 lab

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

ART M31 – 3 Units **Drawing and Composition II**

Prerequisites: ART M30

Class Hours: 1 lecture, 6 lab

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

ART M32 – 3 Units **Beginning Life Drawing I**

Prerequisites: ART M30

Class Hours: 1 lecture, 6 lab

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

ART M33 – 3 Units **Beginning Life Drawing II**

Prerequisites: ART M32

Class Hours: 1 lecture, 6 lab

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

ART M34 – 3 Units **Advanced Life Drawing I**

Prerequisites: ART M33

Class Hours: 1 lecture, 6 lab

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

ART M35 – 3 Units **Advanced Life Drawing II**

Prerequisites: ART M34

Class Hours: 1 lecture, 6 lab

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

ART M40 – 3 Units **Beginning Illustration**

Prerequisites: ART M30 or concurrent enrollment

Class Hours: 2 lecture, 3 Lab

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

ART M41 – 3 Units Intermediate Illustration

Prerequisites: ART M40 or GR M40
Class Hours: 2 lecture, 3 Lab

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

ART M42 – 3 Units Advanced Illustration

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

Emphasizes development of individual style through advanced illustration techniques. Requires individual projects. (Same course as GR M42). Transfer credit: CSU

ART M43 – 3 Units Beginning Painting I

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

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

ART M44 – 3 Units Beginning Painting II

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

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

ART M45 – 3 Units Advanced Painting I

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

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

ART M46 – 3 Units Advanced Painting II

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

Allows more advanced work with painting concepts and techniques aimed at developing more extensive self-expression. (Formerly ART M16D) Applies to Associate Degree. Transfer credit: CSU; UC

ART M47 – 3 Units Landscape Painting I

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

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

ART M48 – 3 Units Landscape Painting II

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

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

ART M49 – 3 Units Water Color I

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

Introduces a thorough understanding of the watercolor media, building from simple exercises to more complex problems solved in personal and creative ways. (Formerly ART M18A) Applies to Associate Degree. Transfer credit: CSU; UC

ART M50 – 3 Units Water Color II

Prerequisites: ART M49
Class Hours: 1 lecture, 6 lab

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

ART M60A-Z – 1 to 3 Units Topics in Art

Prerequisites: To be determined
Class Hours: To be determined

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

Developed topics include:

ART M60A – 1 Unit Art Gallery Practices

Prerequisites: ART M20 or GR M32 or PHOT M01B
Class Hours: 1 lecture

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

ART M60C – 1 to 3 Units Printmaking Studio Practices

Prerequisites: ART M90

Class Hours: 3, 6 or 9 lab as arranged

Fully explores intaglio, relief, pantographs or experimental techniques under instructor's direct supervision. Meets individual student needs. Applies to Associate Degree. Transfer credit: CSU; UC

ART M60D – 1 to 3 Units Printmaking Studio Practices

Prerequisites: ART M91

Class Hours: 3, 6 or 9 lab as arranged

Fully explores intaglio, relief, pantographs or experimental techniques under instructor's direct supervision. Meets individual student needs. Applies to Associate Degree. Transfer credit: CSU; UC

ART M60E – 1 to 3 Units Printmaking Studio Practices

Prerequisites: ART M92

Class Hours: 3, 6 or 9 lab as arranged

Fully explores intaglio relief pantographs or experimental techniques under instructor's direct supervision. Meets individual student needs. Applies to Associate Degree. Transfer credit: CSU; UC

ART M70 – 3 Units Beginning Ceramics I

Prerequisites: None

Class Hours: 1 lecture, 6 lab

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

ART M71 – 3 Units Beginning Ceramics II

Prerequisites: ART M70

Class Hours: 1 lecture, 6 lab

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

ART M72 – 3 Units Ceramic Design I

Prerequisites: ART M20 and ART M71

Class Hours: 1 lecture, 6 lab

Explores clay bodies, glaze materials and calculations, and firing techniques through independent projects. Develops individual growth and creative expression. (Formerly ART M09A) Applies to Associate Degree. Transfer credit: CSU; UC

ART M73 – 3 Units Ceramic Design II

Prerequisites: ART M72

Class Hours: 1 lecture, 6 lab

Offers in-depth study of ceramics through independent projects designed to enhance artistic mastery. (Formerly ART M09B) Applies to Associate Degree. Transfer credit: CSU; UC

ART M74 – 3 Units Glaze Design I

Prerequisites: None

Recommended Prep: ART M70

Class Hours: 1 lecture, 6 lab

Introduces glaze formulations and ceramic technology, including clays, kilns, firing. Continues work in all forms of clay construction, technique and design. (Formerly ART M60F) Applies to Associate Degree. Transfer credit: CSU; UC

ART M75 – 3 Units Glaze Design II

Prerequisites: ART M74

Class Hours: 1 lecture, 6 lab

Further investigation into glaze formulations. Practices with formulating new glazes for firing at various temperatures. This course may be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit, one course)

ART M77 – 3 Units Beginning Sculpture I

Prerequisites: None

Class Hours: 1 lecture, 6 lab

Develops awareness for historical and contemporary concerns regarding three-dimensional design concepts. Encourages personal expression through materials such as paper, cardboard, plaster, wood, wire, and clay. (Formerly ART M19A) Applies to Associate Degree. Transfer credit: CSU; UC

ART M78 – 3 Units Beginning Sculpture II

Prerequisites: ART M77 or portfolio equivalent

Class Hours: 1 lecture, 6 lab

Expand technical and conceptual skills while developing self-expression and personal style in sculpture. Emphasis on discovering the medium that best relates to individual expression. May be taken a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

ART M79 – 3 Units Figure Sculpture

Prerequisites: None

Recommended Prep: ART M23 or ART M32 or ART M77

Class Hours: 1 lecture, 6 lab

The basic principles, materials and techniques of sculpting the human figure from live models. Emphasizes structure, proportion, balance, and self-expression in three-dimensional form. Develops awareness of historical and contemporary concerns in figure sculpture. Materials include clay, wire, and mixed media. Applies to Associate Degree. Transfer credit: CSU; UC

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

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

Class Hours: 3 to 33 work experience hours as arranged

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

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

Prerequisites: ART M20

Class Hours: 1 lecture, 6 lab

Introduces printmaking media, including intaglio (etching, engraving, etc.) but emphasizes relief, holograph and embossed print. (Formerly ART M15A) Applies to Associate Degree. Transfer credit: CSU; UC

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

Prerequisites: ART M90

Class Hours: 1 lecture, 6 lab

Fully explores intaglio techniques, including line etching, aquatint, sugar lift, and experimental techniques. May be taken a total of two (2) times for credit. (Formerly ART M15B) Applies to Associate Degree. Transfer credit: CSU; UC

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

Prerequisites: ART M91

Class Hours: 1 lecture, 6 lab

Expands work in intaglio and relief, emphasizing individual exploration of solutions and experimental techniques. (Formerly ART M15C) Applies to Associate Degree. Transfer credit: CSU; UC

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

Prerequisites: ART M92

Class Hours: 1 lecture, 6 lab

Offers advanced work in intaglio with greater exploration of experimental techniques. Applies to Associate Degree. (Formerly ART M15D) Transfer credit: CSU; UC

ART M96 – 3 Units**Airbrush Techniques I**

Prerequisites: ART M92

Class Hours: 2 lecture, 3 lab

Course covers learning airbrush painting techniques, the basics of airbrush illustration and photo retouching for advertising, commercial and industrial airbrush applications, and personal expression through airbrush and brush painting. (Same course as GR M50). Applies to Associate Degree. Transfer credit: CSU

ART M97 – 3 Units**Airbrush Techniques II**

Prerequisites: ART M96

Class Hours: 2 lecture, 3 lab

This advanced course introduces various color applications and techniques, such as transparent dyes, transparent and opaque designer color. Techniques and treatments are presented along with various “Tricks of the trade.” (Same course as GR M51) Applies to Associate Degree. Transfer credit: CSU

ART M98 – 3 Units**Silk Screen Serigraphy I**

Prerequisites: None

Recommended Prep: ART M20

Class Hours: 1 lecture, 6 lab

Introduces serigraphy printing and its artistic and commercial application. Includes preparation of various screen printing stencil methods, preparation and care of screens, and use of transparent and opaque inks. Provides group and individual critiques. (Same course as GR M73) (Formerly ART M14A) Applies to Associate Degree. Transfer credit: CSU; UC

ART M99 – 3 Units**Silk Screen Serigraphy II**

Prerequisites: ART M98 or GR M73

Class Hours: 1 lecture, 6 lab

Introduces advanced techniques for utilizing photo screen-printing singly or in combination with other stencil methods. Includes instruction and practice of the process camera and its application to serigraphy printing; basic line photography and contact printing; and single and multi-color printing and posterization techniques. Explores special printing on various surfaces. (Same course as GR M74) (Formerly ART M14B). May be taken a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit, one course)

Astronomy

Program Purpose: Students who complete Astronomy courses will be able to identify; compare and contrast physical properties of astronomical objects; visualize the general structure and scale of the universe and our place within it; locate, identify and contrast prominent astronomical objects in the night sky; identify and comprehend the purpose of elementary equations used in astronomy and describe the functions; and use of basic astronomical tools.

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

Dean

Lisa Miller, Phone (805) 378-1572

Full-time Faculty

Balazs Becht, Clint Harper, Ron Wallingford

Counselors

Edna Ingram, Danita Redd

Degree in Astrophysics

To earn an Associate in Science degree with an emphasis in Astrophysics, students complete 49 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Astrophysics offered by four-year institutions. Since the course work in astrophysics is sequential, students may spend less time earning an Associate and/or Bachelor's degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in astrophysics. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses	Units
AST M01*.....An Introduction to Astronomy.....	3.0
AST M01L.....An Introduction to Astronomy Laboratory.....	1.0
CHEM M01A.....General Chemistry I.....	6.0
CHEM M01B.....General Chemistry II.....	6.0
MATH M25B.....Calculus with Analytic Geometry II.....	5.0
MATH M25C.....Calculus with Analytic Geometry III.....	5.0
MATH M35.....Applied Differential Equations.....	3.0
PHYS M20A/M20AL..Mechanics of Solids and Fluids/Lab.....	5.0
PHYS M20B/M20B..Thermodynamics, Electricity & Magnetism/Lab.....	5.0
PHYS M20C/M20CL..Wave Motion, Optics and Modern Physics/Lab.....	5.0
AND choose one of the following:	
MATH M25A.....Calculus with Analytic Geometry I.....	5.0
MATH M25AH.....Honors: Calculus with Analytic Geometry I.....	5.0
Total.....	49.0

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

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. See General Education Degree Requirements and Transfer Information.

Astronomy Courses

AST M01 – 3 Units

An Introduction to Astronomy

Prerequisites: None

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

Class Hours: 3 lecture

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

AST M01L – 1 Unit

An Introduction to Astronomy Laboratory

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

Class Hours: 3 lab

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

AST M02 – 3 Units

Our Solar System: The Next Frontier

Prerequisites: None

Class Hours: 3 lecture

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

AST M22A/B – 0.5 to 3 Units

Independent Studies in Astronomy

Prerequisites: A previous course in Astronomy

Class Hours: 0.5 to 3 as arranged

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

AST M80 – 1 to 4 Units

Internship in Astronomy

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

Class Hours: 3 to 33 work experience hours as arranged

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

Astronomy Hotline

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

Behavioral Science

Dean

Lori Bennett, Phone (805) 378-1445

Full Time Faculty

Cynthia Barnett, Julie Campbell, Lynn Meschan, Linda McDill, Sally Ponce-O'Rourke, Elisa Setmire, Margaret Tennant, Dan Vieira.

Counselors

Anitra Evans, Michael Johnson, Pam Kennedy-Luna, Ofelia Romero-Motlagh

Degree Options in Behavioral Science

Associate in Arts Degree

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

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

Required Courses.....Units	
ANTH M02.....Cultural Anthropology.....	3.0
AND choose one of the following:	
PSY M01.....Introduction to Psychology.....	3.0
PSY M01H.....Honors: Introduction to Psychology.....	3.0
AND choose one of the following:	
SOC M01.....Introduction to Sociology.....	3.0
SOC M01H.....Honors: Introduction to Sociology.....	3.0
Units from RECOMMENDED GROUPS.....	9.0

Recommended Groups: Follow Restrictions

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

- Anthropology: Any ANTH course, except ANTH M01 or ANTH M01H, ANTH M22A/B, ANTH M60 series or ANTH M80.
- Psychology: Any PSY course, except PSY M22A/B, PSY M60 series or PSY M80.
- Sociology: Any SOC course, except SOC M22A/B, SOC M60 series or SOC M80.

AND

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

- Anthropology: Any ANTH course, except ANTH M01 or ANTH M01H, ANTH M01L, ANTH M22A/B, ANTH M60 series or ANTH M80.
- Psychology: Any PSY course, except PSY M22A/B, PSY M60 series or PSY M80.
- Sociology: Any SOC course, except SOC M22A/B, SOC M60 series or SOC M80.
- Chicano Studies: Select CHST M01, CHST M02 or CHST M04.
- History: Select HIST M02, HIST M03, HIST M04, HIST M06, HIST M08, HIST M12 or HIST M12H or HIST M14
- Humanities: Select HUM M18 or HUM M19.

Students planning to transfer need to consult with a counselor, prepare a Student Evaluation Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. See General Education Degree Requirements and Transfer Information.

Biological Sciences

Program Purpose: Students who complete Biological Science courses will examine and assess the place of various organisms in the natural world. They will understand how evolutionary principles provide a comprehensive model for understanding the origins of living organisms and the changes they undergo. They will be able to interpret statements about the relationships between living organisms, identify the evidence appropriate for discussing these statements, and determining the validity of these statements.

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

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

Dean

Kim Hoffmans, Phone (805) 378-1459

Full-time Faculty

Sandy Bryant, Katherine Courtney, Maureen Harrigan, Jazmir Hernandez, Jana Johnson, Subhash Karkare, Paul Kores, Norman Marten, Marie Panec, Mary Rees, Eric Shargo

Counselors

Chuck Brinkman, Candace Mead, Danita Redd

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Degree in Biology

Associate in Arts Degree

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

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

Required Courses.....Units	
BIOL M02A.....General Biology I.....	5.0
BIOL M02B.....General Biology II.....	5.0
CHEM M01A.....General Chemistry I.....	6.0
CHEM M01B.....General Chemistry II.....	6.0
MATH M16A.....Applied Calculus I.....	3.0
MATH M16B.....Applied Calculus II.....	3.0
PHYS M10A.....General Physics I.....	4.0
PHYS M10AL.....General Physics I Lab.....	1.0
PHYS M10B.....General Physics II.....	4.0
PHYS M10BL.....General Physics II Lab.....	1.0
TOTAL	38.0

See General Education Degree Requirements and Transfer Information.

Associate in Science Degree

To earn an Associate in Science Degree with a major in Biology, students complete 42 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Biology offered by four-year institutions. Since the course work in biology is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in biology. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses.....Units	
BIOL M02A.....General Biology I.....	5.0
BIOL M02B.....General Biology II.....	5.0

CHEM M01A.....General Chemistry I.....	6.0
CHEM M01B.....General Chemistry II.....	6.0
MATH M25B.....Calculus with Analytic Geometry II.....	5.0
AND	
PHYS M20A.....Mechanics of Solids and Fluids.....	4.0
PHYS M20AL.....Mechanics of Solids and Fluids Lab.....	1.0
AND	
PHYS M20B.....Thermodynamics, Electricity and Magnetism.....	4.0
CHEM M07B.....Organic Chemistry II.....	5.0
AND choose one of the following:	
MATH M25A.....Calculus with Analytic Geometry I.....	5.0
MATH M25AH.....Honors: Calculus with Analytic Geometry I.....	5.0
AND choose one of the following:	
PHYS M20BL.....Thermodynamics, Electricity and Magnetism Lab.....	1.0
CHEM M07A.....Organic Chemistry I.....	5.0
TOTAL	42.0

See General Education Degree Requirements and Transfer Information.

Anatomy Courses

ANAT M01 – 4 Units

Human Anatomy

Prerequisites: BIOL M01 or BIOL M02A with a letter grade of C or better

Class Hours: 2 lecture, 6 lab

Examines the anatomy of human organs and organ systems from a functional perspective that focuses on an understanding of the design of the human body. In laboratory, students learn to distinguish tissue types through histological specimens, and study the three-dimensional relationship of body structures through required non-human mammalian dissection. Demonstrations on human cadavers will afford students a working knowledge of the gross anatomy of the human body. Applies to Associate Degree. Transfer credit: CSU; UC

ANAT M22A/B – 0.5 to 3 Units

Independent Studies in Anatomy

Prerequisites: A previous course in Anatomy

Class Hours: 0.5 to 3 as arranged

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

Anatomy/Physiology Courses

ANPH M01 – 6 Units

Human Anatomy and Physiology

Prerequisites: BIOL M01 or BIOL M02A with a grade of C or better

Class Hours: 4 lecture, 6 lab

Introduces the structures and the relationships of human body parts and explores how the functioning of the parts is related to their structure. The combined study of anatomy and physiology integrates the study of structure with functioning of the system. The themes of hierarchal structural organization and maintenance of homeostasis form the framework for the study of the human system at both macroscopic and microscopic levels. Laboratory activities examine the structure/function relationship through the required dissection of a cat. A human cadaver is used to demonstrate the principles in the human body. Applies to Associate Degree. Transfer credit: CSU; UC

Biology Courses

BIOL M01 – 4 Units

Introduction to Biology

Prerequisites: None

Class Hours: 3 lecture, 3 lab

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

BIOL M02A – 5 Units

General Biology I

Prerequisites: MATH M03 or 2 years of high school algebra or equivalent and CHEM M12 or CHEM M12H or CHEM M11 or high school chemistry all with a grade of C or better

Class Hours: 4 lecture, 3 lab

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

BIOL M02B – 5 Units

General Biology II

Prerequisites: BIOL M02A

Class Hours: 4 lecture, 3 lab

Second semester of general biology for majors. Covers the diversity and functioning of living systems. Topics covered include origins of life, biological diversity, animal form and function, and ecology. Students completing this course will have an appreciation of the broad diversity of life forms on the planet, a basic understanding of physiological processes in animals, and an introduction to how organisms interact with their environment and each other in ecosystems. Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M02C – 5 Units

Genetics and Molecular Biology

Prerequisites: BIOL M02A and CHEM M07A

(CHEM M07A may be taken concurrently)

Class Hours: 4 lecture, 3 lab

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

BIOL M03 – 4 Units **Marine Life and Its Environment**

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Survey of marine life from microbiota through macroscopic algae and animals, including both invertebrate and vertebrate. Applies basic ecological principles to various marine ecosystems, both inshore and offshore, with an emphasis on the integration of biotic communities with the abiotic environment. Considers human impact on and uses of marine environments. Requires field trips to various marine venues. Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M05 – 4 Units **Field Biology – A Natural History of California**

Prerequisites: None

Class Hours: 3 lecture, 3 lab

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

BIOL M09 – 4 Units **Infectious Diseases: Transmission, Control, and Impact on Society**

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Introduces the student to the biology of infectious diseases. Explores the diversity of disease-causing microbes, and examines disease transmission, pathogenesis, and the ecological conditions necessary for infection. Investigates the host-parasite relationship and the role of the immune system in disease recovery. Reviews individual choices and behaviors that can deter transmission of disease-causing pathogens. (Same course as MICR M03) Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M10 – 3 Units **DNA Biology: Applications and Consequences of Genetic Engineering**

Prerequisites: None

Class Hours: 3 lecture

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

BIOL M10L – 1 Unit **DNA Biology Laboratory**

Prerequisites: None

Corequisite: BIOL M10

Class Hours: 3 lab

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

BIOL M11A – 4 Units **Introduction to Biotechnology and Molecular Biology I**

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Examines the role of molecular biology in the manufacturing of commercial pharmaceutical and agricultural products. Introduces students to basic biotechnology laboratory skills, including documentation, safety, and solution and buffer preparation. Develops student proficiency in aseptic technique, spectrophotometry, and electrophoresis. (Same course as BIOT M01A) Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M11B – 4 Units **Introduction to Biotechnology and Molecular Biology II**

Prerequisites: BIOL M11A or BIOT M01A

Class Hours: 2 lecture, 6 lab

Expands concepts and techniques introduced in BIOL M11A. Introduces modern molecular and biochemical techniques including nucleic acid isolation, recombinant DNA techniques, cell transformation, recombinant DNA analysis, nucleic acid hybridization, and DNA sequence analysis. Explores the production and purification of recombinant proteins using biochemical techniques such as immunochemistry and chromatography. Applies this knowledge in the manufacturing of commercial pharmaceutical or agricultural products. (Same course as BIOT M01B) Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M12A – 2 Units **Environmental Control and Process Support**

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Skills training in Industrial Biotechnology with emphasis on manufacturing of biopharmaceuticals. Presents an overview of the manufacturing process and introduces environmental control and process support with a focus on Good Laboratory Practices (GLP)/Good Manufacturing Practices (GMP), clean room procedure, monitoring techniques, and required documentation. (Same course as BIOT M02A) Applies to Associate Degree. Transfer credit: CSU

BIOL M12B – 2 Units **Manufacturing: Quality Control and Validation**

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Skills training in Industrial Biotechnology with emphasis on manufacturing of pharmaceuticals. Introduces validation and quality control. Reviews manufacturing process, including formulation, lyophilization, packaging and filling. Focuses on validation assays, systems evaluations, process testing and reporting. (Same course as BIOT M02B) Applies to Associate Degree. Transfer credit: CSU

BIOL M12C – 3 Units**Manufacturing: Cell Culture and Microbial Fermentation**

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 – 2 Units**Bioprocessing: Recovery and Purification**

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Skills training in Industrial Biotechnology with emphasis on manufacturing pharmaceuticals. Introduces bioprocessing, recovery, and purification techniques. Focuses on protein separation and purification, chromatography, large-scale recovery, and identity assays. Reviews skills necessary for a successful job search in the field of Biotechnology. (Same course as BIOT M02D) Applies to Associate Degree. Transfer credit: CSU

BIOL M12E – 2 Units**Business Practices and Governmental Regulation**

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Skills training in Industrial Biotechnology with emphasis on manufacturing pharmaceuticals. Examines manufacturing from the perspective of company operations, including general building design, logistics, and bioethics. Focuses on business practices and governmental regulations. (Same course as BIOT M02E) Applies to Associate Degree. Transfer credit: CSU

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

Prerequisites: None

Class Hours: 2 lecture, 3 lab

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

BIOL M16 – 3 Units**Human Biology**

Prerequisites: None

Class Hours: 3 lecture

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

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

Prerequisites: None

Class Hours: 3 lecture

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

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

Prerequisites: A previous course in Biology

Class Hours: 0.5 to 3 as arranged

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

BIOL M42 – 3 Units**Contemporary Issues in Cell Biology**

Prerequisite: None

Class Hours: 3 lecture

Examines contemporary issues in biology and biotechnology with an emphasis on cell biology. Introduces the fundamental characteristics of cells, including structures and functions, developmental biology, cellular reproduction, and differentiation as well as molecular biology, protein biochemistry, and genetic engineering. Focuses on regenerative medicine including basic concepts of stem cell biology and ethical concerns surrounding stem cell technology both from individual and social points of view. Presents legal and regulatory aspects of stem cell biology and an overview of the potential contributions of stem cells to society and medicine. Examines the impact on society of recent discoveries and advances in cell biology. (Same course as BIOT M42) Applies to Associate Degree. Transfer credit: CSU; UC (under review)

BIOL M50A – 0.5 Unit**Bridge to Biotechnology**

Prerequisites: None

Class Hours: 1.5 lab

Designed as a bridge for entry-level and high school students who are interested in the field of biotechnology. Includes practical, hands-on experience with current biotechnology laboratory techniques. (Same course as BIOT M50A) Applies to Associate Degree.

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

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

Class Hours: 3 to 33 work experience hours as arranged

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

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

Prerequisites: None

Class Hours: 3 lecture, 6 lab

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

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

Prerequisites: None

Class Hours: 3 lecture

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

BOT M06L – 1 Unit**Plants and Society Lab**

Prerequisites: None

Co-requisite: BOT M06

Class Hours: 3 lab

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

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

Prerequisites: A previous course in Botany

Class Hours: 0.5 to 3 as arranged

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

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

Prerequisites: BIOL M02A or (BIOL M01 and PHSO M01) and CHEM M01A or (CHEM M12 or CHEM M12H or CHEM M11) or high school chemistry or 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 content on human disease including characteristics of pathogens, immunology, and epidemiology. Practices laboratory exercises including aseptic technique, staining, the determination of bacterial growth conditions and requirements, and the identification of an unknown bacterium. Applies microbiology in clinical applications as well as the examination of the bacteriology of water, soil, and food. Applies to Associate Degree. Transfer credit: CSU; UC

MICR M03 – 4 Units**Infectious Diseases: Transmission, Control, and Impact on Society**

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Introduces the student to the biology of infectious diseases. Explores the diversity of disease-causing microbes, and examines disease transmission, pathogenesis, and the ecological conditions necessary for infection. Investigates the host-parasite relationship and the role of the immune system in disease recovery. Reviews individual choices and behaviors that can deter transmission of disease-causing pathogens. (Same course as BIOL M09) Applies to Associate Degree. Transfer credit: CSU; UC

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

Prerequisites: A previous course in Microbiology

Class Hours: 0.5 to 3 as arranged

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

Physiology Courses**PHSO M01 – 5 Units****Human Physiology**

Prerequisites: BIOL M01 or BIOL M02A and CHEM M01A or CHEM M12 or CHEM M12H or high school chemistry

Recommended Prep: BIOL M02A and ANAT M01

Class Hours: 4 lecture, 3 lab

A study of the functioning of human anatomical systems. Students will learn basic biochemical and biophysical principles inherent to the functioning of the various organ systems and integrate this knowledge into an understanding of the functioning of the organism as a whole. Laboratory computer simulations and experiments will demonstrate basic principles and introduce physiological techniques and instruments. Emphasis in both lecture and lab is on student understanding of systems integration and co-dependence. Applies to Associate Degree. Transfer credit: CSU; UC (PHSO M01 combined with ANPH M01: maximum credit, one course)

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

Prerequisites: A previous course in Physiology
Class Hours: 0.5 to 3 as arranged

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

Zoology Courses

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

Prerequisites: None
Class Hours: 3 lecture, 6 lab

Introduces the major phyla of animals. Examines the anatomy and physiology of the major phyla from an evolutionary perspective, relating structure, metabolism, genetics, reproduction, development, lifestyle, behavior, and habitat location to species success. Emphasizes the relationship between form and function at the level of cells, organ systems, organisms, and communities. In lab, students develop skill with the scientific method as they examine the anatomy and physiology of representative animals in each of the major animal groupings. Applies to Associate Degree. Transfer credit: CSU; UC

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

Prerequisites: A previous course in Zoology
Class Hours: 0.5 to 3 as arranged

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

Botany

See Courses in Biological Sciences

Biotechnology

Program Purpose: Students who complete a biotechnology course will be able to understand and explain the operations that take place in an industrial biotechnology setting, perform many of these operations, and assess and critique the extent to which they are meeting or exceeding the standards appropriate to these activities.

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

Dean

Kim Hoffmans, Phone (805) 378-1459

Full-time Faculty

Subhash Karkare

Counselors

Danita Redd

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

Associate in Science Degree

Required Courses.....	Units
*CHEM M01AGeneral Chemistry I	6.0
*CHEM M01BGeneral Chemistry II.....	6.0
BIOL M02A.....General Biology I.....	5.0
MICR M01General Microbiology	5.0
AND choose one of the following:	
BIOT M01A.....Introduction Biotechnology and Molecular Biology I.....	4.0
BIOL M11A.....Introduction Biotechnology and Molecular Biology I.....	4.0
AND choose one of the following:	
BIOT M01BIntroduction Biotechnology and Molecular Biology II	4.0
BIOL M11B.....Introduction Biotechnology and Molecular Biology II	4.0
AND choose one of the following:	
BIOT M02A.....Environmental Control and Process Support	2.0
BIOL M12A.....Environmental Control and Process Support	2.0
AND choose one of the following:	
BIOT M02BManufacturing: Quality Control and Validation.....	2.0
BIOL M12B.....Manufacturing: Quality Control and Validation.....	2.0
AND choose one of the following:	
BIOT M02C.....Manufacturing: Cell Culture and Microbial Fermentation..	3.0
BIOL M12C.....Manufacturing: Cell Culture and Microbial Fermentation...	3.0
AND choose one of the following:	
BIOT M02DBioprocessing: Recovery and Purification	2.0
BIOL M12DBioprocessing: Recovery and Purification.....	2.0
AND choose one of the following:	
BIOT M02E.....Business Practices and Governmental Regulation	2.0
BIOL M12E.....Business Practices and Governmental Regulation	2.0
AND choose one of the following:	
MATH M15Introductory Statistics.....	5.0
MATH M15H.....Honors: Introductory Statistics	5.0
AND choose one of the following:	
PHSO M01.....Human Physiology.....	5.0
BIOL M02B.....General Biology II.....	5.0
TOTAL	49.0* OR 51.0
*Students not planning for university transfer may substitute CHEM M12/M12H/M13 Introductory Chemistry I/II (10 units) for CHEM M01A/M01B (12 units).	

Biotechnology Certificate of Achievement

To earn a Certificate of Achievement in Biotechnology, students complete required courses for the Associate Degree program.

Required Courses.....	Units
*CHEM M01AGeneral Chemistry I	6.0
*CHEM M01BGeneral Chemistry II.....	6.0
BIOL M02A.....General Biology I.....	5.0
MICR M01General Microbiology	5.0
AND choose one of the following:	
BIOT M01A.....Introduction to Biotechnology and Molecular Biology I.....	4.0
BIOL M11A.....Introduction to Biotechnology and Molecular Biology I.....	4.0
AND choose one of the following:	
BIOT M01BIntroduction to Biotechnology and Molecular Biology II	4.0
BIOL M11B.....Introduction to Biotechnology and Molecular Biology II	4.0

AND choose one of the following:

- BIOT M02A.....Environmental Control and Process Support2.0
- BIOL M12A.....Environmental Control and Process Support2.0

AND choose one of the following:

- BIOT M02BManufacturing: Quality Control and Validation.....2.0
- BIOL M12B.....Manufacturing: Quality Control and Validation.....2.0

AND choose one of the following:

- BIOT M02C.....Manufacturing: Cell Culture and Microbial Fermentation...3.0
- BIOL M12C.....Manufacturing: Cell Culture and Microbial Fermentation...3.0

AND choose one of the following:

- BIOT M02DBioprocessing: Recovery and Purification.....2.0
- BIOL M12DBioprocessing: Recovery and Purification.....2.0

AND choose one of the following:

- BIOT M02E.....Business Practices and Governmental Regulation2.0
- BIOL M12E.....Business Practices and Governmental Regulation2.0

AND choose one of the following:

- MATH M15Introductory Statistics..... 5.0
- MATH M15H.....Honors: Introductory Statistics5.0

AND choose one of the following:

- PHSO M01Human Physiology 5.0
- BIOL M02B.....General Biology II.....5.0

TOTAL49.0* or 51.0

*Students not planning for university transfer may substitute CHEM M12/M12H/M13 Introductory Chemistry I/II (10 units) for CHEM M01A/M01B (12 units).

Manufacturing Operator Certificate of Achievement

Required Courses.....Units

- BIOL M02A.....General Biology I.....5.0

AND choose one of the following:

- BIOT M01A.....Introduction to Biotechnology and Molecular Biology I....4.0
- BIOL M11A.....Introduction to Biotechnology and Molecular Biology I....4.0

AND choose one of the following:

- BIOT M01BIntroduction to Biotechnology and Molecular Biology II ...4.0
- BIOL M11B.....Introduction to Biotechnology and Molecular Biology II ...4.0

AND choose one of the following:

- BIOT M02A.....Environmental Control and Process Support2.0
- BIOL M12A.....Environmental Control and Process Support2.0

AND choose one of the following:

- BIOT M02BManufacturing: Quality Control and Validation.....2.0
- BIOL M12B.....Manufacturing: Quality Control and Validation.....2.0

TOTAL17.0

Biotechnology Courses

BIOT M01A – 4 Units

Introduction to Biotechnology and Molecular Biology I

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Examines the role of molecular biology in the manufacturing of commercial pharmaceutical and agricultural products. Introduces students to basic biotechnology laboratory skills, including documentation, safety, and solution and buffer preparation. Develops student proficiency in aseptic technique, spectrophotometry, and electrophoresis. (Same course as BIOL M11A)

Applies to Associate Degree. Transfer credit: CSU; UC

BIOT M01B – 4 Units

Introduction to Biotechnology and Molecular Biology II

Prerequisites: BIOT M01A or BIOL M11A

Class Hours: 2 lecture, 6 lab

Expands concepts and techniques introduced in BIOT M01A. Introduces modern molecular and biochemical techniques including nucleic acid isolation, recombinant DNA techniques, cell transformation, recombinant DNA analysis, nucleic acid hybridization, and DNA sequence analysis. Explores the production and purification of recombinant proteins using biochemical techniques such as immunochemistry and chromatography. Applies this knowledge in the manufacturing of commercial pharmaceutical or agricultural products. (Same course as BIOL M11B) Applies to Associate Degree. Transfer credit: CSU; UC

BIOT M02A – 2 Units

Environmental Control and Process Support

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Skills training in Industrial Biotechnology with emphasis on manufacturing of biopharmaceuticals. Presents an overview of the manufacturing process and introduces environmental control and process support with a focus on Good Laboratory Practices (GLP)/Good Manufacturing Practices (GMP), clean room procedure, monitoring techniques, and required documentation. (Same course as BIOL M12A) Applies to Associate Degree. Transfer credit: CSU

BIOT M02B – 2 Units

Manufacturing: Quality Control and Validation

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Skills training in Industrial Biotechnology with emphasis on manufacturing of pharmaceuticals. Introduces validation and quality control. Reviews manufacturing process, including formulation, lyophilization, packaging and filling. Focuses on validation assays, systems evaluations, process testing and reporting. (Same course as BIOL M12B) Applies to Associate Degree. Transfer credit: CSU

BIOT M02C – 3 Units

Manufacturing: Cell Culture and Microbial Fermentation

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 – 2 Units

Bioprocessing: Recovery and Purification

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Skills training in Industrial Biotechnology with emphasis on manufacturing pharmaceuticals. Introduces bioprocessing, recovery, and purification techniques. Focuses on protein separation and purification, chromatography, large-scale recovery, and identity assays. Reviews skills necessary for a successful job search in the field of Biotechnology. (Same course as BIOL M12D) Applies to Associate Degree. Transfer credit: CSU

BIOT M02E – 2 Units
Business Practices and Governmental Regulation

Prerequisites: None
 Class Hours: 1 lecture, 3 lab

Skills training in Industrial Biotechnology with emphasis on manufacturing pharmaceuticals. Examines manufacturing from the perspective of company operations, including general building design, logistics, and bioethics. Focuses on business practices and governmental regulations. (Same course as BIOL M12E) Applies to Associate Degree. Transfer credit: CSU

BIOT M42 – 3 Units
Contemporary Issues in Cell Biology

Prerequisite: None
 Class Hours: 3 lecture

Examines contemporary issues in biology and biotechnology with an emphasis on cell biology. Introduces the fundamental characteristics of cells, including structures and functions, developmental biology, cellular reproduction, and differentiation as well as molecular biology, protein biochemistry, and genetic engineering. Focuses on regenerative medicine including basic concepts of stem cell biology and ethical concerns surrounding stem cell technology both from individual and social points of view. Presents legal and regulatory aspects of stem cell biology and an overview of the potential contributions of stem cells to society and medicine. Examines the impact on society of recent discoveries and advances in cell biology. (Same course as BIOL M42) Applies to Associate Degree. Transfer credit: CSU; UC (under review)

BIOT M50A – 0.5 Unit
Bridge to Biotechnology

Prerequisites: None
 Class Hours: 1.5 lab

Designed as a bridge for entry-level and high school students who are interested in the field of biotechnology. Includes practical, hands-on experience with current biotechnology laboratory techniques. (Same course as BIOL M50A) Applies to Associate Degree.

BIOT M80 – 1 to 4 Units
Internship in Biotechnology

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.
 Class Hours: 3 to 33 work experience hours as arranged

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

Broadcasting

See courses in Film Television Media

Business

Program Purpose: Students who complete Business courses will explain the role business plays in providing the goods, services, jobs and benefits that society requires, including the consideration of ethics, social responsibility, and diversity.

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

Dean

Lori Bennett, Phone (805) 378-1427

Full-time Faculty

Stephanie Branca, Janice Feingold, Navreet Sumal

Counselors

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

Degree & Certificate Options in Business Associate in Science Degree

Associate in Science Degree

To earn an Associate in Science Degree with a major in Business, students complete 28-32 specified units, plus General Education Degree Requirements (minimum total = 60 units).

Required Courses	Units
BUS M02AFinancial Accounting I.....	3.0
BUS M02BFinancial Accounting II.....	3.0
BUS M30Introduction to Business and Economics.....	3.0
BUS M31Introduction to Management.....	3.0
CIS M16.....Introduction to Information Systems.....	4.0
AND choose one of the following:	
BUS M33Business Law.....	3.0
BUS M34Legal Environment of Business.....	3.0
AND choose one of the following:	
BUS M39Business Communication.....	3.0
BUS M28Business English.....	3.0
Units from One of the OPTIONS below.....	6.0-10.0
TOTAL	28.0-32.0

OPTIONS: Choose one of the following options:

Management Option – Choose 6 Units from the following:

BUS M32Small Business Management.....	3.0
BUS M42Business and Society.....	3.0
BUS M51Human Resources Management.....	3.0
BUS M54Organizational Behavior.....	3.0

OR

Sales & Marketing Option – Choose 6 Units from the following:

BUS M35Sales Techniques.....	3.0
BUS M37Marketing.....	3.0
BUS M38Advertising.....	3.0

OR

Accounting Option – Complete ALL of the following:

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

Associate in Arts Degree

To earn an Associate in Arts Degree with a major in Business, students complete 25 specified units, plus General Education Degree Requirements (minimum total = 60 units).

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

Required Courses.....Units	
BUS M02A.....Financial Accounting I.....	3.0
BUS M02B.....Financial Accounting II.....	3.0
BUS M02C.....Managerial Accounting	3.0
BUS M39.....Business Communications	3.0
CIS M16.....Introduction to Information Systems	4.0
ECON M01.....Principles of Microeconomics	3.0
AND choose one of the following:	
BUS M30.....Introduction to Business and Economics.....	3.0
ECON M02.....Principles of Macroeconomics	3.0
ECON M02H.....Honors: Principles of Macroeconomics.....	3.0
AND choose one of the following:	
BUS M33.....Business Law.....	3.0
BUS M34.....Legal Environment of Business	3.0
TOTAL	25.0

BUSINESS - Certificate of Achievement

To earn a Certificate of Achievement in Business, students complete 24 specified units that provide an introduction to the primary disciplines within business as preparation for entering or advancing in the workforce, or for selecting a specific business discipline for more advanced study.

Required Courses.....Units	
BUS M04.....Personal Finance.....	3.0
BUS M30.....Introduction to Business and Economics.....	3.0
BUS M31.....Introduction to Management	3.0
BUS M35.....Sales Techniques	3.0
BUS M37.....Marketing.....	3.0
CIS M28.....Microsoft Office.....	3.0

AND choose one of the following:

BUS M01A.....Accounting Procedures I.....	3.0
BUS M02A.....Financial Accounting I	3.0

AND choose one of the following:

BUS M28.....Business English.....	3.0
BUS M39.....Business Communications	3.0

TOTAL 24.0

NOTE: Students are encouraged to participate in an internship and may elect to have up to 3 units of internship credit substitute for any one of the above courses.

ACCOUNTING PROCEDURES - Proficiency Award

To earn a Proficiency Award in Accounting Procedures, students complete 12 specified units that provide basic training in accounting for entry level employment.

Required Courses.....Units	
BUS M01A.....Accounting Procedures I.....	3.0
BUS M01B.....Accounting Procedures II.....	3.0
BUS M08.....Accounting with QuickBooks.....	3.0

CIS M24.....Microsoft Excel Part I.....	1.5
CIS M25.....Microsoft Excel Part II.....	1.5
TOTAL	12.0

NOTE: Add 10 specified units to this Accounting Procedures Proficiency Award and earn the Accounting Procedures Certificate of Achievement below.

ACCOUNTING PROCEDURES - Certificate of Achievement

To earn a Certificate of Achievement in Accounting Procedures, students complete 22 specified units that provide basic training in accounting and related disciplines for entry or promotion into higher-level accounting positions.

Required Courses.....Units	
BUS M01A.....Accounting Procedures I.....	3.0
BUS M01B.....Accounting Procedures II.....	3.0
BUS M08.....Accounting with QuickBooks.....	3.0
BUS M30.....Introduction to Business and Economics.....	3.0
CIS M14.....10-Key Mastery on the Computer	1.0
CIS M24.....Microsoft Excel Part 1	1.5
CIS M25.....Microsoft Excel Part II.....	1.5
AND choose one of the following:	
BUS M28.....Business English.....	3.0
BUS M39.....Business Communications	3.0
AND choose one of the following:	
BUS M20.....Business and Professional Speech	3.0
COMM M01.....Introduction to Speech	3.0
TOTAL	22.0

ACCOUNTING PRINCIPLES - Proficiency Award

To earn a Proficiency Award in Accounting Principles, students complete 12 or 13 specified units that provide basic training in accounting for entry-level positions in accounting, transfer to a baccalaureate program in accounting, or basic accounting knowledge needed for advancement into various management positions.

Required Courses.....Units	
BUS M02A.....Financial Accounting I.....	3.0
BUS M02B.....Financial Accounting II.....	3.0
BUS M02C.....Managerial Accounting.....	3.0
AND choose one of the following:	
BUS M08.....Accounting with QuickBooks.....	3.0
CIS M16.....Introduction to Information Systems	4.0
TOTAL	12.0 or 13.0

BUSINESS COMMUNICATION - Proficiency Award-

To earn a Proficiency Award in Business Communication, students complete 12 or 13 specified units that offer skills necessary for effective business communication.

Required Courses.....Units	
CIS M28.....Microsoft Office.....	3.0
AND choose one of the following:	
BUS M28.....Business English.....	3.0
BUS M39.....Business Communication.....	3.0
AND choose one of the following:	
BUS M20.....Business/Professional Speech.....	3.0
COMM M01.....Introduction to Speech	3.0
AND choose one of the following:	
ENGL M01A.....English Composition	4.0
ENGL M01AH.....Honors: English Composition	4.0
ENGL M02.....Introduction to College Writing.....	3.0
TOTAL	12.0 or 13.0

MANAGEMENT - Proficiency Award-

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

Required Courses.....Units

BUS M30	Introduction to Business and Economics.....	3.0
BUS M31	Introduction to Management	3.0
BUS M42	Business and Society.....	3.0

AND choose one of the following:

BUS M51	Human Resources Management	3.0
BUS M54	Organizational Behavior	3.0

TOTAL 12.0

NOTE: Add 15-16 specified units to this Management Proficiency Award and earn the Management Certificate of Achievement below.

MANAGEMENT - Certificate of Achievement

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

Required Courses.....Units

BUS M30	Introduction to Business and Economics.....	3.0
BUS M31	Introduction to Management	3.0
BUS M32	Small Business Management.....	3.0
BUS M42	Business and Society.....	3.0
BUS M51	Human Resources Management	3.0
BUS M54	Organizational Behavior	3.0

AND choose one of the following:

BUS M28	Business English.....	3.0
BUS M39	Business Communications	3.0

AND choose one of the following:

BUS M33	Business Law	3.0
BUS M34	Legal Environment of Business	3.0

AND choose one of the following:

CIS M16	Introduction to Information Systems	4.0
CIS M28.....	Microsoft Office.....	3.0

TOTAL 27.0 or 28.0**MARKETING - Proficiency Award**

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

Required Courses.....Units

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

AND choose one of the following:

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

TOTAL 12.0

NOTE: Add 15-16 specified units to this Marketing Proficiency Award and earn the Marketing/Sales Certificate of Achievement below.

SALES - Proficiency Award

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

Required Courses.....Units

BUS M30	Introduction to Business and Economics.....	3.0
BUS M35	Sales Techniques	3.0
BUS M37	Marketing.....	3.0
BUS M39	Business Communications	3.0

TOTAL 12.0

NOTE: Add 15-16 specified units to this Sales Proficiency Award and earn the Marketing/Sales Certificate of Achievement below.

MARKETING/SALES - Certificate of Achievement

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

Required Courses.....Units

BUS M30	Introduction to Business and Economics.....	3.0
BUS M31	Introduction to Management	3.0
BUS M35	Sales Techniques	3.0
BUS M37	Marketing.....	3.0
BUS M38	Advertising.....	3.0

AND choose one of the following:

BUS M33	Business Law	3.0
BUS M34	Legal Environment of Business	3.0

AND choose one of the following:

BUS M28	Business English.....	3.0
BUS M39	Business Communications	3.0

AND choose one of the following:

BUS M42	Business and Society.....	3.0
BUS M54	Organizational Behavior	3.0

AND choose one of the following:

CIS M16.....	Introduction to Information Systems	4.0
CIS M28.....	Microsoft Office.....	3.0

TOTAL 27.0 or 28.0**SMALL BUSINESS - Proficiency Award**

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

Required Courses.....Units

BUS M01A	Accounting Procedures I	3.0
BUS M30	Introduction to Business and Economics.....	3.0
BUS M32	Small Business Management.....	3.0
BUS M37	Marketing.....	3.0

TOTAL 12.0

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

Business Courses**BUS M01A – 3 Units****Accounting Procedures I**

Prerequisites: None

Recommended Prep: MATH M09 and BUS M28 or ENGL M02

Class Hours: 3 lecture

Covers the fundamentals of double-entry bookkeeping and the debit/credit method of recording transactions. Includes the full bookkeeping cycle from recording transactions to preparing financial statements. Emphasizes service enterprises operating as sole proprietorships. Applies to Associate Degree.

BUS M01B – 3 Units**Accounting Procedures II**

Prerequisites: BUS M01A

Class Hours: 3 lecture

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

BUS M02A – 3 Units Financial Accounting I

Prerequisites: None

Recommended Prep: BUS M01A and BUS M30/ECON M30, and MATH M09, and BUS M28 or ENGL M02

Class Hours: 3 lecture

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

BUS M02B – 3 Units Financial Accounting II

Prerequisites: BUS M02A

Class Hours: 3 lecture

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

BUS M02C – 3 Units Managerial Accounting

Prerequisites: BUS M02A and BUS M02B (NOTE: BUS M02B may be taken concurrently)

Class Hours: 3 lecture

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

BUS M04 – 3 Units Personal Finance

Prerequisites: None

Recommended Prep: BUS M28 or ENGL M02

Class Hours: 3 lecture

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

BUS M05 – 3 Units Fundamentals of Investing

Prerequisites: None

Recommended Prep: BUS M04

Class Hours: 3 lecture

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

BUS M07 – 3 Units Personal Income Tax Preparation

Prerequisites: None

Class Hours: 3 lecture

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

BUS M08 – 3 Units Accounting with QuickBooks

Prerequisites: BUS M01A or BUS M02A

Class Hours: 3 lecture

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

BUS M20 – 3 Units Business and Professional Speech

Prerequisites: None

Class Hours: 3 lecture

Focuses on effective speaking skills needed in leadership positions, including an awareness of presentation techniques, group dynamics, argumentation and persuasion strategies, organizational structure, and interpersonal situations in the business environment. Builds on individual needs and interests. (Same course as COMM M20, formerly COMM M56.) (Formerly BUS M56) Applies to Associate Degree. Transfer credit: CSU

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

Prerequisites: A previous course in Business

Class Hours: 1 to 3 as arranged

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

BUS M28 – 3 Units**Business English**

Prerequisites: None

Class Hours: 3 lecture

Develops fundamentals and mechanics of business English usage, reviewing grammar, sentence structure, punctuation, proofreading, and written expression. Provides background for writing business letters and reports.

Applies to Associate Degree. Transfer credit: CSU

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

Prerequisites: None

Recommended Prep: BUS M28 or ENGL M02

Class Hours: 3 lecture

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

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

Prerequisites: None

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

Class Hours: 3 lecture

Examines the fundamental concepts of management as applied to the performance of organizations, teams, and individuals. Addresses topics such as strategic planning, organizational design, the evolving role of management, leadership, and business ethics in the context of a changing and multi-cultural/international environment. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

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

Prerequisites: None

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

Class Hours: 3 lecture

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

BUS M33 – 3 Units**Business Law**

Prerequisites: None

Recommended Prep: BUS M28 or ENGL M02

Class Hours: 3 lecture

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

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

Prerequisites: None

Recommended Prep: BUS M28 or ENGL M02

Class Hours: 3 lecture

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

BUS M35 – 3 Units**Sales Techniques**

Prerequisites: None

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

Class Hours: 3 lecture

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

BUS M37 – 3 Units**Marketing**

Prerequisites: None

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

Class Hours: 3 lecture

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

BUS M38 – 3 Units**Advertising**

Prerequisites: None

Recommended Prep: BUS M30/ECON M30 and BUS M37 and BUS M28 or ENGL M02

Class Hours: 3 lecture

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

BUS M39 – 3 Units**Business Communications**

Prerequisites: None

Recommended Prep: BUS M28 or ENGL M01 or ENGL M02 and Word processing skill

Class Hours: 3 lecture

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

BUS M40 – 3 Units **International Business**

Prerequisites: None

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

Class Hours: 3 lecture

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

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

Prerequisites: None

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

Class Hours: 3 lecture

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

BUS M45 – 3 Units **Personal Insurance**

Prerequisites: None

Class Hours: 3 lecture

Introduces the basic concepts related to Property and Liability Insurance. Covers the fundamentals of insurance including types of insurers; the insurance industry and how it is regulated; insurance company operations such as marketing, underwriting and claims; insurance contracts; personal loss exposures; risk management; and insurance products. Applies to Associate Degree. Transfer credit: CSU

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

Prerequisites: None

Recommended Prep: BUS M30 and BUS M28 or ENGL M02

Class Hours: 3 lecture

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

BUS M54 – 3 Units **Organizational Behavior**

Prerequisites: None

Recommended Prep: BUS M30 and BUS M28 or ENGL M02

Class Hours: 3 lecture

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

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

Prerequisites: To be determined

Class Hours: To be determined

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

Transfer credit: determined by transfer institution.

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

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

Class Hours: 3 to 33 work experience hours as arranged

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

Career Development

See Courses in Counseling and Work Experience

Visit the Career Transfer Center in Fountain Hall

Chemistry

Program Purpose: Students participating in the General, Organic, and Biological Chemistry program will use the process of scientific inquiry to qualitatively and quantitatively solve chemistry problems by gathering evidential information, analyzing data, forming appropriate conclusions, and communicating these results through written and oral expressions.

The Chemistry Department offers the opportunity for students to excel by providing the latest information and technology in both the lecture and laboratory settings. A comprehensive set of undergraduate courses fulfill the general education and transfer requirements of students through onsite as well as hybrid (online/onsite) offerings. Students may obtain an AA or AS in chemistry; both major requirements optimize preparation for advanced degrees in chemistry at four-year institutions. A background in chemistry is essential for many high-paying, challenging careers. Opportunities await the chemist in such fields as medicine and pharmaceuticals, metals and polymers, petroleum, electrochemistry, nanotechnology, forensics, aerospace, paper, food technology, business, and education.

Dean

Lisa Miller, Phone (805) 378-1572

Full-time Faculty

Eugene Berg, Deanna Franke, Steve Joiner, Robert Keil, Omar Torres

Counselors

Candace Mead, Danita Redd

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Degree Options in Chemistry

Associate in Arts Degree

To earn an Associate Degree with a major in Chemistry, students complete 33 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper-division course work for advanced degrees in Chemistry offered by four-year institutions. Since the course work in chemistry is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in chemistry. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses	Units
CHEM M01A.....General Chemistry I.....	6.0
CHEM M01B.....General Chemistry II.....	6.0
CHEM M07A.....Organic Chemistry I.....	5.0
MATH M16A.....Applied Calculus I.....	3.0
MATH M16B.....Applied Calculus II.....	3.0
PHYS M10A.....General Physics I.....	4.0
PHYS M10AL.....General Physics I Lab.....	1.0
PHYS M10B.....General Physics II.....	4.0
PHYS M10BL.....General Physics II Lab.....	1.0
TOTAL	33.0

See General Education Degree Requirements and Transfer Information.

Associate in Science Degree

To earn an Associate in Science Degree with a major in Chemistry, students complete 42 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Chemistry offered by four-year institutions. Since the course work in chemistry is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in chemistry. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses	Units
CHEM M01A.....General Chemistry I.....	6.0
CHEM M01B.....General Chemistry II.....	6.0
CHEM M07A.....Organic Chemistry I.....	5.0
CHEM M07B.....Organic Chemistry II.....	5.0
MATH M25B.....Calculus with Analytic Geometry 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 Lab.....	1.0
AND choose one of the following:	
MATH M25A.....Calculus with Analytic Geometry I.....	5.0
MATH M25AH.....Honors: Calculus with Analytic Geometry I.....	5.0
TOTAL	42.0

See General Education Degree Requirements and Transfer Information.

Chemistry Courses

CHEM M01A – 6 Units

General Chemistry I

Prerequisites: CHEM M12 or CHEM 12H or equivalent college course AND MATH M03 or MATH M03B or MATH M04B or equivalent college course.

Class Hours: 5 lecture, 3 lab

Studies atomic theory and stoichiometry; nomenclature and chemical reactions; thermochemistry; quantum theory and the electronic structure of atoms; chemical bonding and molecular structure; physical behavior of gases; states of matter and phase equilibria; and solutions. Laboratory activities address spectroscopy; distillations; quantitative and qualitative analyses; titrations; thermochemistry; gravimetric and volumetric analyses; and colligative properties. Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M01B – 6 Units

General Chemistry II

Prerequisites: CHEM M01A or equivalent college course and MATH M05 or equivalent college course

Class Hours: 5 lecture, 3 lab

Study of chemical kinetics; phase equilibria; equilibria in gases and solutions; acids and bases; solubility and complex ions; thermodynamics; electrochemistry; qualitative and quantitative chemical analyses; and an overview of nuclear chemistry, coordination chemistry and ligand field theory, and organic chemistry. Laboratory activities address chemical kinetics; equilibria; thermodynamics; spontaneous oxidation-reduction reactions and electrolysis; selective precipitation; titrations; and exposure to ultraviolet, infrared, and nuclear magnetic resonance spectroscopy. Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M07A – 5 Units

Organic Chemistry I

Prerequisites: CHEM M01B or equivalent college course.

Class Hours: 3 lecture, 6 lab

Emphasizes molecular structure, chemical and physical properties, and the preparation and reactivities of organic molecules with an emphasis on reaction mechanisms, synthesis, structure determination, and applications. Laboratory experience involves using the appropriate methods, techniques, and instrumentation for the synthesis, purification and identification of organic compounds discussed in the lecture portion. (This is the first semester of a one-year course to fulfill the organic chemistry requirements of those majors requiring a full year of organic chemistry.) Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M07B – 5 Units

Organic Chemistry II

Prerequisites: CHEM M07A or equivalent college course

Class Hours: 3 lecture, 6 lab

Continues the study of the functional groups such as carboxylic acids and their derivatives; other carbonyl-containing compounds, amines, and aromatics. Emphasizes reaction mechanisms, synthesis, and structure determination using nuclear magnetic resonance and infrared spectroscopy. Also introduces aspects of biochemistry including the study of proteins, carbohydrates, and nucleic acids. Laboratory experience involves multi-step synthetic routes, chromatography, and applications of basic techniques. Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M11 – 5 Units **Foundations of General, Organic, and Biochemistry**

Prerequisites: MATH M01 or equivalent college course.

Class Hours: 4 lecture, 3 lab

General, organic, and biological chemistry with an emphasis placed on medical applications; designed for students who are allied health science majors.

General chemistry topics include the modern view of the atom, molecules, chemical compounds, reactions, and calculations. Organic and biochemistry topics include hydrocarbons, alcohols, aldehydes and ketones, amines, carboxylic acids and their derivatives, carbohydrates, lipids, proteins, nucleic acids, and metabolism. This course is not intended for students planning to take Chemistry M01A. Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M12 – 5 Units **Introductory Chemistry I**

Prerequisites: MATH M01 or equivalent college course.

Class Hours: 4 lecture, 3 lab

Introduces basic principles of inorganic chemistry with reference to measurement, chemical nature of matter and energy, atomic theory, elements and compounds, periodic table, bonding, molecular structure, nomenclature, chemical reactions, equations, and calculations. Course fulfills prerequisites for CHEM M01A and CHEM M13. Students cannot complete both CHEM M12 and CHEM M12H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (No credit if taken after CHEM M01A).

CHEM M12H – 5 Units **Honors: Introductory Chemistry I**

Prerequisites: MATH M01 or equivalent college course.

Class Hours: 4 lecture, 3 lab

Introduces basic principles of inorganic chemistry with reference to measurement, chemical nature of matter and energy, atomic theory, elements and compounds, periodic table, bonding, molecular structure, nomenclature, chemical reactions, equations, and calculations. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both CHEM M12 and CHEM M12H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (No credit if taken after CHEM M01A).

CHEM M13 – 5 Units **Introductory Chemistry II**

Prerequisites: CHEM M11 or CHEM M12 or CHEM M12H or equivalent college course.

Class Hours: 4 lecture, 3 lab

Introduces fundamental concepts of general chemistry including kinetics, equilibria, pH, thermodynamics, electrochemistry, and nuclear chemistry. Covers topics in organic and biochemistry including structure, nomenclature, and reactions of organic compounds and metabolism of carbohydrates, lipids, proteins, enzymes, and nucleic acids. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after CHEM M07A/CHEM M07B).

CHEM M22A/B – 0.5 to 3 Units **Independent Studies in Chemistry**

Prerequisites: A previous course in Chemistry

Class Hours: 1 to 3 as arranged

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

CHEM M80 – 1 to 4 Units **Internship in Chemistry**

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

Class Hours: 3 to 33 work experience hours as arranged

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

Child Development

Program Purpose: Students who complete Child Development courses will be able to apply concepts of child growth and development from conception through adolescence within the family and cultural context. Students who complete the Child Development program will develop both the knowledge of subject matter and professional skills that enable them to work in the Early Education and Family Development fields.

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

Dean

Julius Sokenu, Phone (805) 378-1448

Full-time Faculty

Kristi Almeida-Bowin, Cynthia Sheaks-McGowan

Counselors

Anitra Evans, Ofelia Romero-Motlagh

Child Development

The Child Development Program prepares students for an Associate in Science Degree with a major in Child Development, for transfer to a four year institution with a major in Child Development or Early Childhood Education, and for completion of certificates of achievement in Preschool, Infant/Toddler or School Age Teacher, Family Child Care Provider or Early Intervention Assistant. Students may also complete coursework leading to Child Development Permits granted by the California Commission on Teacher Credentialing. Through the study of Child Development, students develop both knowledge of subject matter and skills that are needed to pursue future academic and vocational goals.

Degree, Certificate of Achievement and Permit Options in Child Development

To earn an Associate in Science Degree with a major in Child Development, students complete 26 specified units, plus General Education Degree Requirements.

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

Required Courses	Units
CD M01 Introduction to Careers in ECE	1.0
CD M02* Human Development	3.0
CD M03 Child, Family & Community	3.0
CD M04 Observation and Assessment.....	2.0
CD M04L Observation and Assessment — Lab.....	1.0
CD M05* Equity Issues in ECE.....	3.0
CD M11 Programs: Early Childhood.....	3.0
CD M12 Student Teaching Practicum	2.5
CD M12L Student Teaching Practicum Lab	1.5
CD M14 Introduction to ECE Curriculum	3.0
CD M23* Health, Safety, and Nutrition for Children.....	3.0
TOTAL	26.0

*Also meets General Education requirements for Associates Degree (see your counselor)

See General Education Degree Requirements and Transfer Information. Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Certificates of Achievement:

Infant/Toddler (more than 18 units)

To earn an Infant/Toddler Certificate of Achievement, students complete 26 specified units that address working in settings with infants and toddlers and their parents.

Required Courses	Units
CD M01 Introduction to Careers in ECE	1.0
CD M02 Human Development	3.0
CD M03 Child, Family & Community	3.0
CD M04 Observation and Assessment	2.0
CD M04L Observation and Assessment Lab	1.0
CD M15 Infant Studies.....	3.0
CD M17 Practicum 4 —Infant/Toddler.....	3.0
CD M23 Health, Safety and Nutrition for Children	3.0
CD M60L Parent Conferencing.....	1.0
Plus Two of the Following 3-Unit Courses	6.0
CD M06 Reading and Writing in ECE	
CD M07 Music in ECE	
CD M08 Art in ECE	
CD M09 Science and Math in ECE	
CD M10 Language Arts in ECE	
TOTAL	26.0

Preschool (more than 18 units)

To earn a Preschool Certificate of Achievement, students complete 25.5 specified units that address working with young children in public and private early childhood settings.

Required Courses	Units
CD M01 Introduction to Careers in ECE	1.0
CD M02 Human Development	3.0
CD M03 Child, Family & Community	3.0
CD M04 Observation and Assessment.....	2.0
CD M04L Observation and Assessment Lab	1.0

CD M11 Programs in ECE.....	3.0
CD M12 Student Teaching Practicum	2.0
CD M12L Student Teaching Practicum Lab	1.5
CD M13 Practicum 3 — Preschool	3.0
Plus Two of the Following 3-Unit Courses	6.0
CD M06 Reading and Writing in ECE	
CD M07 Music in ECE	
CD M08 Art in ECE	
CD M09 Science and Math in ECE	
CD M10 Language Arts in ECE	
TOTAL	25.5

School Age Child Care (more than 18 units)

To earn a School Age Child Certificate of Achievement, students complete 25 specified units that address working in School Age Child Care settings such as Family Day Care, Recreation Programs, and Before- and After-School Programs. Qualified students may also progress to administrative positions as directors of School Age Programs.

Required Courses	Units
CD M01 Introduction to Careers in ECE	1.0
CD M02 Human Development	3.0
CD M03 Child, Family & Community	3.0
CD M04 Observation and Assessment.....	2.0
CD M04L Observation and Assessment Lab	1.0
CD M16 Behavior Management	3.0
CD M19 School Age Programs	3.0
CD M20 Practicum 5 — School Age	3.0
Plus Two of the Following 3-Unit Courses	6.0
CD M06 Reading and Writing in ECE	
CD M07 Music in ECE	
CD M08 Art in ECE	
CD M09 Science and Math in ECE	
CD M10 Language Arts in ECE	
TOTAL	25.0

Basic CORE courses required prior to entry level employment and in a preschool.

Child Development Associate Teacher Permit/Certificate (less than 18 units)

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

Required Courses	Units
CD M02 Human Development	3.0
CD M03 Child, Family and Community	3.0
CD M11 Programs in ECE.....	3.0
Plus One of the Following 3-Unit Courses	3.0
CD M06 Reading and Writing in ECE	
CD M07 Music in ECE	
CD M08 Art in ECE	
CD M09 Science and Math in ECE	
CD M10 Language Arts in ECE	
TOTAL	12.0

Also required before application for Child Development Associate Teacher Permit: Completion of 50 days of experience in an instructional capacity in a childcare and development program, working at least 3 hours per day within the last 2 years. (Experience may include paid and/or volunteer work.)

Child Development Courses

CD M01 – 1 Unit

Introduction to Careers in ECE

Prerequisites: None
Class Hours: 1 lecture

Focuses on the vast array of career options that are available to the Child Development major. Career information and educational requirements, educational services, the child development permit matrix and exploration of the early childhood career lattice will be reviewed. Applies to Associate Degree. Transfer credit: CSU

CD M02 – 3 Units

Human Development

Prerequisites: None
Class Hours: 3 lecture

Examines major developmental milestones for children, both typical and atypical, from conception through adolescence in the areas of physical, psychological, and cognitive, emphasizing interactions between maturational processes and environmental factors including language, culture, and diversity. The study of developmental theory and investigative research methodologies is reinforced by observing children, evaluating differences, and analyzing characteristics of development at various stages. Applies to Associate Degree. Transfer credit: CSU; UC

CD M03 – 3 Units

Child, Family & Community

Prerequisites: None
Class Hours: 3 lecture

Study of environmental influences on children and families. The core components will include socialization over the lifespan; status of children in society; diverse family structures; family interpersonal relationship; schools and other educational opportunities and mass media influences. Will also include influences of age, gender and ability, race, culture, ethnic and socio-economic factors; parenting styles and social challenges related to children and families. Students will explore the impact of violence and abuse on children and the family and public policy issues relating to children and families. (Formerly CD M40) Applies to Associate Degree. Transfer credit: CSU

CD M04 – 2 Units

Observation and Assessment

Prerequisites: None
Corequisite: CD M04L
Recommended Prep: CD M02
Class Hours: 2 lecture

Provides a framework to introduce assessment of children in early childhood settings through observation of children at play using understandings about children to inform teaching practice. Anecdotal records, rating systems, and multiple assessment strategies are explored. The course focuses on the appropriate use of assessment strategies to document growth, play, and learning to join with families in promoting children's success. Standards-based assessment is used to inform teaching practice and to ensure developmentally appropriate curriculum. Requires proof of a negative TB clearance. Applies to Associate Degree. Transfer credit: CSU

CD M04L – 1 Unit

Observation and Assessment Lab

Prerequisites: None
Corequisite: CD M04
Recommended Prep: CD M02
Class Hours: 3 lab

Analysis of child behavior in a designated child development center through direct observation or equivalent multimedia. Applies observation techniques presented in CD M04 to early childhood teaching practices. Requires use of specific observation tools to observe children's development and their interactions with adults, children, materials, and activities leading to completion of a variety of observation formats. Requires proof of a negative TB clearance. Applies to Associate Degree. Transfer credit: CSU

CD M05 – 3 Units

Equity Issues in ECE

Prerequisites: None
Class Hours: 3 lecture

Explore personal prejudices and biases through the examination of the principles of equity in the areas of family lifestyles, economics, gender, special needs and culture/ethnicity. Applies to Associate Degree. Transfer credit: CSU

CD M06 – 3 Units

Reading and Writing in ECE

Prerequisites: None
Recommended Prep: CD M02
Class Hours: 3 lecture

Transforms practice in classrooms to reflect the most current knowledge about how young children learn to read and write. Includes the developmental continuum and assessment of reading, writing, talking, playing and learning the code. Applies to Associate Degree. Transfer credit: CSU

CD M07 – 3 Units

Music in ECE

Prerequisites: None
Recommended Prep: CD M02
Class Hours: 3 lecture

Introduces creative movement, dance, rhythm, and song as essential components of the physical, social, emotional, creative and cognitive development of young children. Focuses on critical analysis of developmentally appropriate activities and appreciation of diversity. Encourages integration and application of music throughout the curriculum. Applies to Associate Degree. Transfer credit: CSU

CD M08 – 3 Units

Art in ECE

Prerequisites: None
Recommended Prep: CD M02
Class Hours: 3 lecture

Provides a study of the importance of art in the young child's educational experience and introduces developmentally appropriate art curriculum. It reviews art as an essential component of physical, social, emotional, creative and cognitive growth. Focuses on integration, presentation and evaluation of art activities, media and resources throughout the curriculum. Applies to Associate Degree. Transfer credit: CSU

CD M09 – 3 Units **Science and Math in ECE**

Prerequisites: None
Recommended Prep: CD M02
Class Hours: 3 lecture

Introduces theoretically sound and developmentally appropriate science and math curriculum. Emphasizes the facilitation of the inquiry approach to experiencing science and math as well as the development and evaluation of curricular materials. Applies to Associate Degree. Transfer credit: CSU

CD M10 – 3 Units **Language Arts in ECE**

Prerequisites: None
Recommended Prep: CD M02
Class Hours: 3 lecture

Introduces current research in children's literature and language arts and demonstrates theoretical classroom applications. Emphasizes evaluation of developmentally appropriate experiences and materials that support language as a tool allowing communication, creativity, and logical thinking. Applies to Associate Degree. Transfer credit: CSU

CD M11 – 3 Units **Programs: Early Childhood**

Prerequisites: None
Recommended Prep: CD M02
Class Hours: 3 lecture

Surveys early childhood service delivery models and programs with an emphasis on professional ethics, recommended practices, and policy. Reviews the historical and philosophical roots of early childhood programs. Examines developmentally appropriate learning environments, routines and strategies for constructive adult-child interactions. Develops teaching strategies based on a foundation of relationships and knowledge of child development that support physical, social, emotional, and cognitive development for all children. Applies to Associate Degree. Transfer credit: CSU

CD M12 – 2.5 Units **Student Teaching Practicum**

Prerequisites: CD M04 and CD M04L
Corequisites: CD M12L
Recommended Prep: CD M02, CD M11 and CD M14
Class Hours: 2.5 lecture

Examines in depth the procedures and practices for teaching young children in a range of settings. Provides opportunities to demonstrate early childhood teaching competencies, make connections between theory and practice, and develop professional behaviors. Students design and evaluate experiences that promote positive development and learning for all young children, and become informed advocates for high quality and appropriate educational practices and policies. Requires proof of a negative TB clearance. All CD courses must be completed with a minimum grade of C in order to meet the requirements for Child Development Permits issued by the California Commission on Teacher Credentialing. Applies to Associate Degree. Transfer credit: CSU

CD M12L – 1.5 Units **Student Teaching Practicum Lab**

Prerequisites: CD M04 and CD M04L
Corequisite: CD M12
Recommended Prep: CD M02, CD M11 and CD M14
Class Hours: 4.5 lab

Under supervision at a designated Child Development Center, students demonstrate early childhood teaching competencies, make connections between theory and practice, and develop professional behaviors. Requires hands-on application of procedures and practices presented in CD M12. Provides opportunity to implement and evaluate developmentally appropriate experiences that promote positive development and learning for young children. Requires proof of a negative TB clearance. All CD courses must be completed with a minimum grade of C in order to meet the requirements for Child Development Permits issued by the California Commission on Teacher Credentialing. Applies to Associate Degree. Transfer credit: CSU

CD M13 – 3 Units **Practicum 3 - Preschool**

Prerequisites: CD M02, CD M04, CD M04L, CD M12 and CD M12L all with a minimum grade of C
Class Hours: 2 lecture, 3 lab

Expands knowledge of procedures and practices for teaching and assessing young children through guided student teaching in a Title 22 or Title 5 licensed preschool. Requires 56 hours per semester of student teaching in a community program. Requires proof of negative TB clearance. Applies to Associate Degree. Transfer credit: CSU

CD M14 - 3 units **Introduction to Early Childhood Education Curriculum**

Prerequisite: None
Recommended Prep: CD M02
Class Hours: 3 lecture

Presents an overview of the principles of curriculum development for young children from birth through age six. Examines the teacher's role in supporting children's learning and development within a research-based, developmentally appropriate framework. Discusses the essential role of play in children's learning, differentiated instruction, and curriculum assessment strategies. Provides an overview of early childhood curriculum content areas including, but not limited to, language and literacy, social and emotional learning, sensory learning, social studies, art and creativity, math and science. Applies to Associate Degree. Transfer credit: CSU

CD M15 – 3 Units **Programs: Infant/Toddlers**

Prerequisites: None
Recommended Prep: CD M02
Class Hours: 3 lecture

Focuses on infant/toddler care based on developmental needs of the child. Emphasizes developmentally appropriate adult/child interactions, planning curriculum, environmental design and observation. Also addresses children with special needs and diverse cultural backgrounds. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

CD M16 – 3 Units **Behavior Management**

Prerequisites: None
Recommended Prep: CD M02
Class Hours: 3 lecture

Introduces characteristics of children with behavioral challenges and behavior management techniques. Difficult behaviors encountered by those working with children as well as techniques to cope and solve these behavior difficulties will be included. Applies to Associate Degree. Transfer credit: CSU

CD M17 – 3 Units **Practicum 4 Infant/Toddler**

Prerequisites: CD M02, CD M04, CD M04L and CD M15 all with a minimum grade of C
Recommended Prep: CD M23 with a minimum grade of C
Class Hours: 2 lecture, 3 Lab

Expands knowledge of procedures and practices for providing care and assessing infants and toddlers through guided student teaching in a Title 22 or Title 5 licensed childcare or family childcare center. Requires 56 hours per semester of student teaching in a community program. Requires proof of negative TB clearance. Applies to Associate Degree. Transfer credit: CSU

CD M19 – 3 Units **Programs: School Age**

Prerequisites: None
Recommended Prep: CD M01, CD M02
Class Hours: 3 lecture

Introduces students to the concept of school-age childcare through study of theories of child development, activities for grades K-6; behavior management techniques; and information on ensuring school-age program quality. Includes information pertaining to family and school coordination and community resources. Applies to Associate Degree. Transfer credit: CSU

CD M20 – 3 Units **Practicum 5 - School Age**

Prerequisites: CD M02, CD M04, CD M04L and CD M19 all with a minimum grade of C
Recommended Prep: CD M16 with a minimum grade of C
Class Hours: 2 lecture, 3 lab

Expands knowledge of procedures and practices for teaching and assessing young children through guided student teaching in a school age setting. Requires 56 hours of student teaching in a community program. Requires proof of negative TB clearance. Applies to Associate Degree. Transfer credit: CSU

CD M22A/B – 1 to 3 Units **Independent Studies in Child Development**

Prerequisites: A previous course in Child Development
Class Hours: 1 to 3 as arranged

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

CD M23 – 3 Units **Health, Safety and Nutrition for Children**

Prerequisites: None
Recommended Prep: CD M02
Class Hours: 3 lecture

Introduces the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety, and nutrition. Identifies key components that ensure physical health, mental health and safety for both children and staff along with the importance of collaboration with families and health professionals. Focuses on integrating the concepts into everyday planning and program development for all children. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

CD M24 – 3 Units **Administration in ECE 1**

Prerequisites: CD M02, CD M03, CD M11, and one of the following: CD M06, CD M07, CD M08, CD M09, or CD M10 all with a minimum grade of C
Class Hours: 3 lecture

Introduces principles and practices of administering a child development program, emphasizing administrative needs; personnel and staffing parameters; parent/teacher relations and education; licensing requirements; professional development; specific personnel management skills; and communication. Course required by the Child Development Permit - Site Supervisors (Title 5) and Program Director (Title 22). Applies to Associate Degree. Transfer credit: CSU

CD M25 – 3 Units **Administration in ECE 2**

Prerequisites: CD M02, CD M03, CD M11, and one of the following: CD M06, CD M07, CD M08, CD M09, or CD M10 all with a minimum grade of C
Class Hours: 3 lecture

Focuses on establishing and managing a small business, with emphasis on planning, financing, staffing, marketing, site selection, budgeting, legal concerns, and regulatory issues. Considers the rewards and perils of owning a business. The Child Development Permit of Title 5 ECE/CD programs requires this course for Site Supervisors (Option 1) and Program Directors. (Same course as BUS M32: Small Business Management.) Applies to Associate Degree. Transfer credit: CSU

CD M26 – 2 Units **Supervision and Mentoring**

Prerequisites: CD M02, CD M03, CD M11, and one of the following: CD M07, CD M08, CD M09, or CD M10 all with a minimum grade of C
Class Hours: 2 lecture

Includes methods and principles of supervising student teachers, assistant teachers, parents and volunteers. Emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. Course required by the Child Development Permit for Title 5 ECE/CD programs for Master Teachers, Site Supervisors and Program Directors. Applies to Associate Degree. Transfer credit: CSU

CD M27 – 2 Units**Parent Education**

Prerequisites: None

Recommended Prep: CD M02

Class Hours: 2 lecture

Offers students who wish to work with parents, as well as parents, skills and resources that promote more effective parent and child interactions. Includes study of children's developmental stages, guidance principles and techniques that promote healthy self-esteem, and application of developmental theories. Applies to Associate Degree. Transfer credit: CSU

CD M28 – 3 Units**Children with Special Needs**

Prerequisites: CD M02

Class Hours: 3 lecture

Study includes curriculum adaptations, inclusion, the referral process, community resources, family-service provider-teacher/caregiver collaboration, psychological implications of being a child with special needs and laws that pertain to working with this population. Applies to Associate Degree. Transfer credit: CSU

CD M33 – 3 Units**Programs: Special Needs**

Prerequisites: CD M02

Recommended Prep: CD M15

Class Hours: 3 lecture

Focus is on theories, research, and practical applications from early childhood education and special education. Topics covered will include curriculum modification strategies to facilitate the development of cognitive, motor, social, emotional, and language skills in children with special needs. Specific attention will be aimed at developing behavior management plans, collaborative teaching systems, and methods for working with paraprofessionals and families of children with special needs. Field trips may be required. Applies to Associate Degree. Transfer credit: CSU

CD M34 – 3 Units**Practicum 6: Special Education**

Prerequisites: CD M04/M04L, CD M12/M12L, CD M15, CD M28 and CD M33

Class Hours: 2 lecture/3 lab

Provides students experience working with infants and young children with special needs in a variety of early intervention and educational settings, including self-contained and fully-included child care programs and early childhood classes. It integrates learned theoretical models to real life situations and affords students opportunities for supervised practice in the Individual Family Service Plan and/or Individual Educational Plan process. Students will also assist in the planning and implementation of intervention strategies for infants and young children with special needs. Collaborative work includes working with early intervention and special education professionals. Particular emphasis is given to experiences that help increase student's observation reports, assessment, and intervention planning skills that are culturally sensitive towards unique needs of families with infants and young children with special needs. Field trips may be required. Applies to Associate Degree. Transfer credit: CSU

CD M35 – 1.5 Units**Programs: Family Child Care**

Prerequisites: None

Recommended Prep: CD M02

Class Hours: 1.5 lecture

Reviews history and philosophies of family childcare, introducing developmentally appropriate practices, provider's role, learning theories, assessment, environment and management, curriculum development and lesson plans. Applies to Associate Degree. Transfer credit: CSU

CD M37 – 1.5 Units**Administration: Family Child Care**

Prerequisites: None

Recommended Prep: CD M33

Class Hours: 1.5 lecture

Introduces principles and practices for administering a family childcare site, emphasizing administrative needs; staffing parameters; parent/provider relations and education; licensing requirements; professional development; and communication. Applies to Associate Degree. Transfer credit: CSU

CD M55 – 1.5 Units**Toddler-Parent Education**

Prerequisites: None

Class Hours: 1.5 lecture

Provides an environment to study and observe toddlers in a naturalistic setting. Focuses on adult-toddler relationships, developmental stages, brain development, socialization, parent concerns, and developmentally appropriate practices. Registration of children for this class is done through the Child Development Center. All children must meet California immunization guidelines. (Formerly CD M60A) Applies to Associate Degree. Transfer credit: CSU

CD M60A-Z – 0.5 to 3 Units**Topics in Child Development**

Prerequisites: To be determined

Class Hours: To be determined

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

Developed topics include:**CD M60K – 1 Unit****The Special Needs Child**

Prerequisites: None

Class Hours: 1 lecture

Provides opportunities for developing skills in identifying and working with children and families with special needs. Community resources and services will be presented. Students will have opportunity to gain information through guest speakers, observation and interaction with children and families. Requires proof of negative TB clearance as well as Fingerprint/FBI/Child Abuse Index. Applies to Associate Degree. Transfer credit: CSU

CD M60N – 1 Unit Parent Conferencing

Prerequisites: None
Class Hours: 1 lecture

An introduction to effective conferencing techniques between parents, teachers or caregivers. Includes the impact of significant adults in the lives of children and developing a positive working relationship. Applies to Associate Degree.
Transfer credit: CSU

CD M80 – 1 to 4 Units Internship in Child Development

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

Class Hours: 3 to 33 work experience hours as arranged

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

Chinese

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, examine and demonstrate cultural knowledge, and use technology to develop language and cultural competence.

Career Opportunities

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

Dean

Inajane Nicklas, Phone (805) 378-1443

CHIN M01 – 4 Units Elementary Chinese: Mandarin I

Prerequisites: None
Class Hours: 4 lecture

Introduces the cultures of the Chinese-speaking peoples and the fundamental structures of the Mandarin Chinese language. Emphasizes speaking, understanding, reading, and writing skills. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

CHIN M02 - 4 Units Elementary Mandarin Chinese II

Prerequisite: CHIN M01 or two years of high school Chinese or equivalent
Class Hours: 4 lecture

Studies further the fundamentals of the culture of the Chinese-speaking peoples and of the structures of the Mandarin Chinese language. Reviews and expands upon grammatical structures and vocabulary. Provider approved by the California board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (under review)

College Strategies

College Strategies courses provide students the information and skills needed to take responsibility for and control of their own academic success in any learning environment. These courses emphasize critical thinking and collaboration skills and are to improve learning skills, study tutoring and peer mentoring skills, or to develop leadership potential.

Dean

Inajane Nicklas, Phone (805) 378-1443

College Strategies Courses

COL M01 – 3 Units College Strategies

Prerequisites: None
Class Hours: 3 lecture

Develops each student's comprehensive learning profile, applying it to the construction and implementation of educational, career and life goals. Emphasizes independent critical thinking skills, appropriate use of available resources and effective strategies for academic success. Applies to Associate Degree. Transfer credit: CSU; UC

COL M02 – 1 Unit College Individual Tutoring

Prerequisites: None
Class Hours: 1 lecture

An introduction to the methods of individual tutoring with an emphasis on learning theories and tutoring methodology. Applies to Associate Degree.
Transfer credit: CSU

COL M02L – 0.5 to 1 Unit Individual Tutoring Program

Prerequisites: None
Recommended Prep: COL M02
Class Hours: 1.5 to 3 lab

A supervised training practicum for students currently or previously enrolled in tutor training courses. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

COL M03 – 1 Unit College Group Tutoring

Prerequisites: None
Recommended Prep: ENGL M01A OR ENGL M01AH
Class Hours: 1 lecture

An introduction to the theory and practice of group learning in a college tutorial setting. Applies to Associate Degree. Transfer credit: CSU

COL M03L – 0.5 to 1 Unit Group Tutoring Practicum

Prerequisites: None
Recommended Prep: COL M03
Class Hours: 1.5 to 3 lab

A supervised training practicum for students currently or previously enrolled in group tutor training courses. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

COL M04 – 1 Unit**College Leadership and Student Mentoring**

Prerequisites: None

Class Hours: 1 lecture

Introduces leadership and mentoring skills to college students. Discusses student development theory and its application to leadership and mentoring. Applies to Associate Degree. Transfer credit: CSU

COL M04L – 0.5 to 1.0 Unit**Leadership and Mentoring Practicum**

Prerequisites: None

Recommended Prep: COL M04

Class Hours: 1.5 to 3 lab

A supervised training practicum for students currently or previously enrolled in leadership and mentoring courses. Applies to Associate Degree. Transfer credit: CSU

COL M05 – 0.0 Unit**Supervised Tutoring Across the Curriculum**

Prerequisite: None

Class Hours: 2 lab

Individual and/or group tutoring designed to assist in reviewing course material and preparing for class assignments and tests. May be taken for a total of 4 times. Non-credit, non-degree applicable.

COL M06 – 0.5-1.5 Units**College Skills for Success**

Prerequisite: None

Class Hours: 1.5-4.5 lab

Supervised, individualized, self-paced course of text, video and computerized activities designed to develop and improve a student's reading, writing, math, and/or study skills for college success. Students can choose to focus on improving one or more of the following subjects: reading, writing, math, and/or study skills. May be taken for a total of 4 times for credit. Applies to Associate Degree.

Communications

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

Communications

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

Film Television Media (formerly Radio/Television)

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

Journalism

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

Course Listing

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Degree in Communications

To earn an Associate in Arts Degree with a major in Communications, students complete 39 specified units, plus General Education Degree Requirements. The interdisciplinary approach further enhances students' flexibility for transfer and professional development.

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

Required Courses	Units
COMM M01Introduction to Speech	3.0
GR M10Introduction to Communication Design	3.0
GR M20Macintosh and IBM Operating Systems	2.0
JOUR M01Media and Society.....	3.0
JOUR M02Reporting and Writing for the Media.....	3.0
PHOT M01A.....Beginning Photography.....	3.0
FTVM M20Introduction to Television Studio	3.0
FTVM M40Audio Production	3.0
AND choose one of the following:	
ENGL M01AEnglish Composition.....	4.0
ENGL M01AH.....Honors: English Composition	4.0
AND choose one of the following:	
BUS M37Marketing.....	3.0
BUS M38Advertising.....	3.0
AND choose one of the following:	
ENGL M05Introduction to Scriptwriting: Film/TV/Radio	3.0
FTVM M11Introduction to Scriptwriting: Film/TV/Radio	3.0
Plus Additional Courses from GR, JOUR, PHOT or RT	6.0
See separate course descriptions to make selections	
TOTAL	39.0

See General Education Degree Requirements and Transfer Information.

**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.

Dean

Patricia Ewins, Phone (805) 378-1408

Full-time Faculty

August Benassi III, Stephen Doyle, Jill McCall, Rolland Petrello, Neal Stewart

Counselors

Denice Avila, Michael Johnson

Communication Studies AA 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. 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.

Required Courses for Major	Units
COMM M02Advanced Public Speaking	3.0
COMM M04Interpersonal Communication	3.0
AND choose one of the following:	
COMM M05Oral Interpretation of Literature	3.0
COMM M16Readers' Theatre	3.0
AND choose one of the following:	
COMM M07Argumentation and Debate	3.0
COMM M25Introduction to Rhetorical Criticism	3.0
AND select six units from the following Elective Courses:	
Elective Courses for Major Units	
COMM M05Oral Interpretation of Literature	3.0
COMM M07Argumentation and Debate	3.0
COMM M10AForensics I.....	2.0
COMM M10BForensics II	2.0
COMM M10CForensics III	2.0
COMM M12Intercultural Communication	3.0
COMM M16Readers' Theatre	3.0
COMM M20Business and Professional Speech	3.0
COMM M25Introduction to Rhetorical Criticism	3.0
COMM M26Rhetoric of Popular Culture.....	3.0
Total Units	18.0

See General Education Degree Requirements and Transfer Information.

Communication Studies Courses

**COMM M01 – 3 Units
Introduction to Speech**

Prerequisites: None
Class Hours: 3 lecture

Prepares students to be effective oral communicators in a public speaking context through instruction in basic communication theory, appropriate delivery skills, common organizational patterns, and thorough research techniques. Offers practical training in feedback and listening skills. (Formerly SPCH M01) Applies to Associate Degree. Transfer credit: CSU; UC

**COMM M02 – 3 Units
Advanced Public Speaking**

Prerequisites: COMM M01
Class Hours: 3 lecture

Provides a further exploration into the principles of public speaking and the analysis of public discourse. Explores practical application of advanced principles of audience adaptation and ethics through the presentation of various types of persuasive speeches and situations. (Formerly SPCH M02) Applies to Associate Degree. Transfer credit: CSU; UC

**COMM M03A – 3 Units
Voice and Diction I**

Prerequisites: None
Class Hours: 2 lecture, 3 lab

Introduces the study of speech production to enhance vocal quality and improve diction. Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Same course as FTVM M53A; THA M03A) (Formerly COMM M03; SPCH M03) Applies to Associate Degree. Transfer credit: CSU

**COMM M03B - 3 Units
Voice and Diction II**

Prerequisite: COMM M03A or FTVM M53A or THA M03A
Class Hours: 2 lecture, 3 lab

Develops intermediate skills and furthers the study of speech production to enhance vocal quality and improve diction. Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Same course as FTVM M53B; THA M03B) Applies to Associate Degree. Transfer credit: CSU

**COMM M04 – 3 Units
Interpersonal Communication**

Prerequisites: None
Class Hours: 3 lecture

Provides an introduction to the dynamics of communication in one-to-one relationships, focusing on experience, behavior, and rules governing interpersonal contexts such as friendship, families, and employer-employee relations. Studies factors influencing communication are studied such as language, perception, non-verbal cues, listening, status and roles. Explores problems of communication and conflict resolution. Studies assertiveness and confidence in relating interpersonally through the communication process. (Formerly SPCH M04) Applies to Associate Degree. Transfer credit: CSU; UC

**COMM M05 – 3 Units
Oral Interpretation of Literature**

Prerequisites: None
Class Hours: 3 lecture

Studies the principles of interpretation of literature from each of the major genres (prose, poetry, drama) as well as the techniques of performance. Studies literary craft as well as evaluating, analyzing, and performing selections from each of the major genres of literature. (Formerly SPCH M05) Applies to Associate Degree. Transfer credit: CSU; UC

COMM M07 – 3 Units **Argumentation and Debate**

Prerequisites: None
Class Hours: 3 lecture

Introduces theory, methodology, and practice of critical listening, critical thinking and oral argument, including training in propositions, methods of analysis, stock issue policy analysis, evidence and proof, and cross-examination considerations. Examines types of debatable propositions, effective listening and note taking, research methodology, and delivery skills. Practices team and Lincoln/Douglas formats on class-selected topics and issues. (Formerly SPCH M07) Applies to Associate Degree. Transfer credit: CSU; UC

COMM M10A – 2 Units **Forensics I**

Prerequisites: None
Class Hours: 1 lecture, 3 lab

Provides training and supervised preparation for participating in collegiate competitive and non-competitive speech activities, such as debate, public speaking, and oral performance of literature. Requires participation in interscholastic competition either as competitor or critic. (Formerly SPCH M10A-D) Applies to Associate Degree. Transfer credit: CSU

COMM M10B – 2 Units **Forensics II**

Prerequisites: COMM M10A and Audition
Class Hours: 1 lecture, 3 lab

Provides intermediate training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking, and oral performance of literature. Requires participation in interscholastic competition. Field trips required. (Formerly SPCH M10A-D) Applies to Associate Degree. Transfer credit: CSU

COMM M10C – 2 Units **Forensics III**

Prerequisites: COMM M10B and Audition
Class Hours: 1 lecture, 3 lab

Provides advanced training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking, and oral performance of literature. Requires participation in interscholastic competition. Field trips required. (Formerly SPCH M10A-D) Applies to Associate Degree. Transfer credit: CSU

COMM M10D – 2 Units **Forensics IV**

Prerequisites: COMM M10C and Audition
Class Hours: 1 lecture, 3 lab

Provides advanced training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking, and oral performance of literature. Requires participation in interscholastic competition as competitors and as critics. Field trips required. (Formerly SPCH M10A-D) Applies to Associate Degree. Transfer credit: CSU

COMM M12 – 3 Units **Intercultural Communications**

Prerequisites: None
Class Hours: 3 lecture

Introduces intercultural communication principles and processes. Provides for the development of a more global communication perspective and greater appreciation of other cultures. Promotes increased awareness of and sensitivity to different cultural viewpoints influenced by variables including language, verbal/nonverbal communication, cultural values, perception, inferences, expectations and media impact. (Formerly SPCH M12) Applies to Associate Degree. Transfer credit: CSU; UC

COMM M16 – 3 Units **Readers' Theatre**

Prerequisites: None
Class Hours: 3 lecture

Uniquely blends speech and acting, studying the principles of interpretation of literature from all the major genres (prose, poetry, drama) as well as the techniques of group performance. In groups, students will create, stage, and perform a readers' theatre incorporating each of the major genres of literature. (Same course as THA M16) (Formerly SPCH M16) Applies to Associate Degree. Transfer credit: CSU; UC

COMM M20 – 3 Units **Business and Professional Speech**

Prerequisites: None
Class Hours: 3 lecture

Focuses on effective speaking skill needed in leadership positions, including an awareness of presentation techniques, group dynamics, argumentation and persuasion strategies, organizational structure, and interpersonal situations in the business environment. Builds on individual needs and interests. (Same course as BUS M20, formerly BUS M56) (Formerly SPCH M56; COMM M56) Applies to Associate Degree. Transfer credit: CSU

COMM M22A/B – 1 to 3 Units **Independent Studies in Speech**

Prerequisites: A previous course in speech
Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of speech through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of six (6) units. (Formerly SPCH M22A/B) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

COMM M25 – 3 Units **Introduction to Rhetorical Criticism**

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 – 3 Units
Rhetoric of Popular Culture**

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 – 1 to 4 Units
Internship in Speech**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) (Formerly SPCH M80) Applies to Associate Degree. Transfer credit: CSU

Computer Information Systems

Program Purpose: Students who complete this program will be able to effectively use the computer as a tool in their academic, personal and career paths.

This program provides basic computer skills for students with the goal of immediate employment in business or industry. Three tracks are provided: (1) Microcomputer Applications, with emphasis on business computer applications; (2) traditional Information Systems, with emphasis on the use of large-scale computers and (3) Microcomputer Systems, with emphasis on office computer systems.

Dean

Inajane Nicklas, Phone (805) 378-1443

Full-time Faculty

Mary Mills

Counselors

Edna Ingram, Michael Johnson, Corey Wendt

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

**Degree and Certificate Options in
Computer Information Systems**

Students will be able to use the computer as a tool in their academic, personal and career paths. They will be able to select and use the appropriate software and functions to organize, format and present information effectively and efficiently, and evaluate information and its sources according to relevancy, credibility, and appropriateness to their research assignment requirements.

**Associate in Science Degree or Certificate of
Achievement in Computer Information Systems**

To earn a Certificate of Achievement in Computer Information Systems or an Associate in Science Degree with a major in Computer Information Systems, students complete 30 specified units; those seeking the degree must also complete General Education Degree Requirements.

Required Courses.....	Units
BUS M02AFinancial Accounting I.....	3.0
BUS M30Introduction to Business and Economics.....	3.0
CIS M16.....Introduction to Information Systems	4.0
CIS M40.....Visual Basic I.....	4.0
CIS M41.....Visual Basic II.....	4.0
CIS M50.....Introduction to Local Area Network.....	3.0
CIS M53.....Systems Analysis	3.0

AND choose one of the following:

BUS M02BFinancial Accounting II.....	3.0
CIS M18.....Accounting with QuickBooks.....	3.0

AND choose one of the following:

CNSE M30.....MS Windows Administration	3.0
CNSE M31.....MS Windows Network Server	3.0

TOTAL 30.0

See General Education Degree Requirements and Transfer Information.

**Associate in Science Degree in Microcomputer
Systems or Microcomputer Systems Certificate of
Achievement (more than 18 units)**

To earn an Associate in Science Degree with a major in Microcomputer Systems or a Certificate of Achievement in Microcomputer Systems, students complete 31.5 specified units; those seeking the degree also complete General Education Degree Requirements.

Required Courses.....	Units
BUS M02AFinancial Accounting I.....	3.0
CIS M15.....Introduction to the Personal Computer.....	1.5
CIS M16.....Introduction to Information Systems	4.0
CIS M17.....Introduction to Windows.....	1.5
CIS M20.....Microsoft Word Part 1	1.5
CIS M21.....Microsoft Word Part 2	1.5
CIS M26A.....Microsoft Access I	1.5
CIS M26BMicrosoft Access II.....	1.5
CIS M27.....Microsoft PowerPoint	1.5
CIS M40.....Visual Basic I.....	4.0
CIS M41.....Visual Basic II.....	4.0
CIS M50.....Introduction to Local Area Networks	3.0

AND choose one of the following:

BUS M02BFinancial Accounting II.....	3.0
CIS M18.....Accounting with QuickBooks.....	3.0

TOTAL 31.5

See General Education Degree Requirements and Transfer Information.

**Microcomputer Applications Proficiency Award
(less than 18 units)**

To earn a Proficiency Award in Microcomputer Applications, students complete 13 specified units. This program provides instruction helpful to students seeking employment, as well as to those already employed but requiring upgrading of computer skills.

Required Courses	Units
BUS M39Business Communications	3.0
CIS M12.....Intermediate Computer Keyboarding	1.0
CIS M15.....Introduction to the Personal Computer.....	1.5
CIS M17.....Introduction to Windows.....	1.5
Units from List of RECOMMENDED COURSES	6.0
TOTAL	13.0

Recommended Courses: Choose 6 Units

CIS M20.....Microsoft Word Part 1	1.5
CIS M21.....Microsoft Word Part 2	1.5
CIS M24.....Microsoft Excel Part 1	1.5
CIS M25.....Microsoft Excel Part 2	1.5
CIS M26A.....Microsoft Access I	1.5
CIS M26B.....Microsoft Access II.....	1.5
CIS M27.....Microsoft PowerPoint.....	1.5
CIS M28.....Microsoft Office.....	3.0

Keyboarding Proficiency Award

Required Courses	Units
CIS M11.....Basic Computer Keyboarding	1.0
CIS M12.....Intermediate Computer Keyboarding	1.0
CIS M13.....Computer Keyboarding/Speed Bldg	1.0
TOTAL UNITS	3.0

Basic Office Skills I Proficiency Award

Required Courses	Units
CIS M12 Intermediate Computer Keyboarding	1.0
CIS M15.....Introduction to the Personal Computer.....	1.5
CIS M17.....Introduction to Windows.....	1.5
CIS M28.....Microsoft Office.....	3.0
TOTAL UNITS	7.0

Basic Office Skills II Proficiency Award

Required Courses	Units
CIS M17.....Introduction to Windows.....	1.5
CIS M20.....Microsoft Word I.....	1.5
CIS M24.....Microsoft Excel I.....	1.5
CIS M27.....Microsoft PowerPoint.....	1.5
TOTAL UNITS	6.0

Database Skills I Proficiency Award

Required Courses	Units
CIS M24.....Microsoft Excel I.....	1.5
CIS M24.....Microsoft Excel II.....	1.5
CIS M26A.....Microsoft Access I.....	1.5
CIS M26B.....Microsoft Access II.....	1.5
TOTAL UNITS	6.0

Basic Office Specialist I Proficiency Award

Required Courses	Units
CIS M13.....Computer Keyboarding/Speed Building	1.0
CIS M15.....Introduction to the Personal Computer.....	1.5
CIS M17.....Introduction to Windows.....	1.5
CIS M20.....Microsoft Word I.....	1.5
CIS M24.....Microsoft Excel I.....	1.5
CIS M26A.....Microsoft Access.....	1.5
CIS M27.....Microsoft PowerPoint.....	1.5
TOTAL UNITS	10.0

Basic Office Specialist II Proficiency Award

Required Courses	Units
CIS M14.....10-Key Mastery on the Computer	1.0
CIS M21.....Microsoft Word II.....	1.5
CIS M25.....Microsoft Excel II.....	1.5
CIS M26B.....Microsoft Access II.....	1.5
TOTAL UNITS	5.5

Computer Information Systems Courses

**CIS M10 – 0.5 Unit
Keyboarding Review**

Prerequisites: None
 Recommended Prep: A previous course in typing/keyboarding
 Class Hours: 1.5 lab

Reviews existing typing/keyboarding skills. Can receive credit in CIS M10 or CIS M11, not both. Applies to Associate Degree.

**CIS M11 – 1 Unit
Basic Computer Keyboarding**

Prerequisites: None
 Class Hours: 3 lab

Introduces basic keyboarding techniques, emphasizing speed and accuracy to 20 words per minute. Works in a custom-designed program using Microsoft Word. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

**CIS M12 – 1 Unit
Intermediate Computer Keyboarding**

Prerequisites: CIS M11 or ability to type 20 wpm
 Class Hours: 3 lab

Introduces students to figure and symbol skills and develops speed and accuracy through a custom-designed program in Microsoft Word. Applies to Associate Degree. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

**CIS M13 – 1 Unit
Computer Keyboarding / Speed Building**

Prerequisites: CIS M12 or the ability to type 35 wpm
 Class Hours: 3 lab

Emphasizes continued development of speed and accuracy through a programmed series of timings and drills customized to individual needs. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

**CIS M14 – 1 Unit
10-Key Mastery on the Computer**

Prerequisites: None
 Class Hours: 0.5 lecture, 1.5 lab

Builds mastery of the numeric keyboard and develops speed and accuracy for data entry as well as spreadsheet and database applications in a work environment. Applies to Associate Degree.

Computer Courses at Moorpark College

Computer Information Systems – CIS		Computer Science	Computer Network Systems Engineering
<p><i>Business Support Systems Career Opportunities</i></p> <p>Administrative Assistant, Executive Assistant, Office Coordinator, Administrative Support Staff, Administrative Secretary, Customer Service Rep., Data Entry Operator, Computer Operator, Computer Trainer, Receptionist, Word Processor, Personal Use, etc.</p>	<p><i>Information Systems Career Opportunities</i></p> <p>Systems Analyst, Network Administrator, Computer Consultant, Computer Network Technician, Customer Service Support Tech, Office Systems Manager, Data Processing Manager, etc.</p>	<p><i>CS Career Opportunities</i></p> <p>Computer Programmer, Software Engineer, System Designer, Operational Research Manager, Computer Lab Technician, Scientific Programmer</p>	<p><i>CNSE Career Opportunities</i></p> <p>Network Systems Administrator, Computer Network Administrator, Computer Hardware Consultant, Computer Software Consultant, Computer Technician, LAN Administrator, Mail Exchange Administrator, Network Cabling Installer, SQL Administrator, WAN Administrator, Web Administrator, Telecommunications Engineer, Systems Administrator</p>
<p>Keyboarding Classes</p> <ul style="list-style-type: none"> • CIS M10 Keyboarding Review • CIS M11 Basic Computer Keyboarding • CIS M12 Intermediate Computer Keyboarding • CIS M13 Computer Keyboarding/Speed Building • CIS M14 10-Key Master on the Computer <p>Introductory Classes</p> <ul style="list-style-type: none"> • CIS M15 Introduction to the Personal Computer • CIS M17 Introduction to Windows <p>Application Classes</p> <ul style="list-style-type: none"> • CIS M18 Accounting with Quick Books • CIS M20 Microsoft Word Part 1 • CIS M21 Microsoft Word Part 2 • CIS M24 Microsoft Excel Part 1 • CIS M25 Microsoft Excel Part 2 • CIS M26A Microsoft Access I • CIS M26B Microsoft Access II • CIS M27 Microsoft PowerPoint • CIS M28 Microsoft Office 	<p>Introductory Classes</p> <ul style="list-style-type: none"> • CIS M16 Introduction to Information Systems Programming Classes • CIS M40 Windows Programming: Visual BASIC I • CIS M41 Windows Programming: Visual BASIC II <p>Networking/Systems Analysis Classes</p> <ul style="list-style-type: none"> • CIS M50 Introduction to Local Area Networks (LAN) • CIS M51 Introduction to Novell Client/Server • CIS M52 Introduction to Windows NT Workstation/Server • CIS M53 Systems Analysis <p>Internet/Special Classes</p> <ul style="list-style-type: none"> • CIS M22A/B Independent Studies in Information Systems • CIS M30 Web Page Design I • CIS M31 Web Page Design II • CIS M60C Internet & World Wide Web I • CIS M60E Internet & World Wide Web II • CIS M60F Quicken • CIS M61 Computer Programming 	<p>Introductory Classes</p> <ul style="list-style-type: none"> • CS M01 Introduction to Computer Science • CS M02 Introduction to UNIX and C • CS M03 Introduction to Computer Hardware and Systems Software <p>Programming Classes</p> <ul style="list-style-type: none"> • CS M10A Introduction to Programming with C • CS M10B Object Oriented Programming Using C++ • CS M10C Windows Programming Using Visual C++ • CS M10J Introduction to Computer Programming Using Java • CS M10M Intermediate Java • CS M10S Java Servlets Programming • CS M20 Object-Oriented Data Structure & Algorithm Design • CS M30 Assembly Language • CS M40 Computer Organization • CS M50 Files and Databases • CS M60 Concepts of Programming Languages 	<p>Introductory Classes</p> <ul style="list-style-type: none"> • CNSE M05 Local and Wide Area Networks • CNSE M10 Introduction to Telecommunications <p>Networking Classes</p> <ul style="list-style-type: none"> • CNSE M11 Cisco Systems Computer Network 1 • CNSE M12 Network Wiring and Cabling • CNSE M13 Internetworking and TCP/IP • CNSE M14 Introduction to Mobile Data Wireless LAN Technologies • CNSE M15 to M17 Cisco Systems Computer Networking 2, 3, 4 • CNSE M30 MS Windows Administration • CNSE M31 MS Windows Server • CNSE M35 SQL Server Administration • CNSE M37 Administering MS Exchange • CNSE M38 MSExchange Server Design & Implementation • CNSE M39 Sequel Server & Implementation • CNSE M40 Microsoft Internet Server • CNSE M41 Upgrading to Windows 2000 • CNSE M42 Win. 2000 Active Directory Services • CNSE M43 Win. 2000 Network Infrastructure Administration • CNSE M44 Designing Win. 2000 Directory Services Infrastructure • CNSE M45 Designing Win. 2000 Network Infrastructure • CNSE M46 Designing Win. 2000 Network Security • CNSE M51 Advanced Router Configuration

CIS M15 – 1.5 Units**Introduction to the Personal Computer**

Prerequisites: None

Class Hours: 1 lecture, 1.5 lab

Provides the novice with an overview of computer terminology and concepts. Empowers the students to be self-sufficient computer users. Emphasizes the practical aspects of today's computing environment including the basics of installing software, expanding a computer system, defragmenting a disk, purchasing a computer, composing and sending email, and searching the Internet. Applies to Associate Degree. Transfer credit: CSU

CIS M16 – 4 Units**Introduction to Information Systems**

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Covers development and application of information processing systems with emphasis on the microcomputer. Includes an overview of applications of computer programs in solving business problems. Provides hands-on experience with the major microcomputer business applications: word-processing, spreadsheets, and computerized database management. Uses Microsoft Office Suite as the software package. Applies to Associate Degree. Transfer credit: CSU; UC (CIS M16 combined with CS M01 or CS M10A: maximum credit, 4 units)

CIS M17 – 1.5 Units**Introduction to Windows**

Prerequisites: None

Class Hours: 1 lecture, 1.5 lab

Introduces the Windows operating system, emphasizing running programs, entering/moving data, and performing DOS-related tasks. Includes program and file management using Explorer, Paint and WordPad. Applies to Associate Degree. Transfer credit: CSU

CIS M18 – 3 Units**Accounting with QuickBooks**

Prerequisites: BUS M01A or BUS M02A

Class Hours: 3 lecture

Introduces the use of QuickBooks in a computerized accounting system. Reinforces basic accounting concepts and procedures and their relationship to QuickBooks. Provides hands-on experience including setting up a new company. (Same course as BUS M08.) Applies to Associate Degree.

CIS M20 – 1.5 Units**Microsoft Word Part I**

Prerequisites: None

Class Hours: 1 lecture, 1.5 lab

Introduces Microsoft Word. Topics include creating and editing, fonts and symbols, formatting newspaper columns, spelling and grammar, headers and footers, page numbering, and searching on the Internet. Prepares student for the Microsoft Office User Specialist (MOUS) exam (Core Level). May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

CIS M21 – 1.5 Units**Microsoft Word Part II**

Prerequisites: CIS M20

Class Hours: 1 lecture, 1.5 lab

Introduces advanced topics in Microsoft Word, including borders and shading; merging documents; sorting text; table and indexes; macros; fill-in forms; and working with clip art. Prepares students for the Microsoft Office User Specialist (MOUS) exam (Expert Level). May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

CIS M22A/B – 1 to 3 Units**Independent Studies in Information Systems**

Prerequisites: A previous course in Computer Information Systems

Class Hours: 0.5 to 3 as arranged

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

CIS M24 – 1.5 Units**Microsoft Excel Part I**

Prerequisites: CIS M17

Class Hours: 1 lecture, 1.5 lab

Introduces basics of an electronic spreadsheet, working with Excel's desktop environment. Emphasizes how to enter data, select commands, move the cell cursor around the worksheet, get help, save a worksheet in a workbook file, and print a range of data. Prepares student for the Microsoft Office user Specialist (MOUS) exam (Core Level). May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

CIS M25 – 1.5 Units**Microsoft Excel Part II**

Prerequisites: CIS M24

Class Hours: 1 lecture, 1.5 lab

Develops advanced spreadsheet tools for managing data and making financial decisions. Emphasizes using macros, database functions, data tables, PivotTable reports, and report management. Prepares student for the advanced level of the Microsoft Office User Specialist (MOUS) exam. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

CIS M26A – 1.5 Units**Microsoft Access I**

Prerequisites: CIS M17

Class Hours: 1 lecture, 1.5 lab

Covers the basics of designing and building a database, using the latest version of Microsoft Access. Topics include: creating tables, forms, queries and reports; using built-in wizards; maintaining a relational database, table joins referential integrity; creating multiple tables, forms and reports; using basic controls; sharing data among other Microsoft applications such as Excel and Word. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

CIS M26B – 1.5 Unit**Microsoft Access II**

Prerequisites: CIS M26A

Class Hours: 1 lecture, 1.5 lab

Covers the advanced topics of Microsoft Access such as creating advanced queries; defining relationships between tables; using advance techniques and controls to create custom forms and custom reports. Topics also include: creating custom user interfaces using Switchboard manager and macros; writing and using SQL (Structured Query language); integrating Excel worksheet/text file data with Access and using data access pages to publish to Internet. Prepares student to pass the Microsoft Office User Specialist (MOUS) Expert-Level Examination in Access. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

CIS M27 – 1.5 Units**Microsoft PowerPoint**

Prerequisites: CIS M17

Class Hours: 1 lecture, 1.5 lab

Introduces presentation preparation, using animation, charts, clip art, pictures, shapes and sounds. May be taken for a total of three (3) times for credit. Applies to Associate Degree.

CIS M28 – 3 Units**Microsoft Office**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces Microsoft Windows, Word, Excel, and PowerPoint, emphasizing integration features and advanced Object Linking and Embedding (OLE) technology. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

CIS M30 – 1.5 Units**Web Page Design I**

Prerequisites: None

Recommended Prep: CIS M17

Class Hours: 1 lecture, 1.5 lab

Provides an understanding of the fundamentals of Hypertext Markup Language (HTML) to design web pages. Students will develop skills in designing, creating and editing personal and business websites. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

CIS M31 – 1.5 Units**Web Page Design II**

Prerequisites: CIS M30

Class Hours: 1 lecture, 1.5 lab

Introduces intermediate programming concepts of Hyper Text Markup Language (HTML), Extended Markup Language (XML), and Style Sheets (CSS) to create enhanced web pages. Topics include: interactive forms, animation, audio, and video; overview of the current scripting languages; design concepts related to modern web development. Students will create and host personal and business websites. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

CIS M35 – 1.5 Units**Internet Communications**

Prerequisite: None

Recommended Prep: CIS M17

Class Hours: 1 lecture, 1.5 lab

Explores the most current Internet technologies. Includes a survey of popular search engines, search tips and techniques for conducting research on the World Wide Web, e-mail, chat, and instant messaging. Uses Microsoft Outlook for scheduling via an electronic calendar, managing contacts, and organizing tasks. Surveys Web 2.0 technologies such as blogs and social networking tools. (Formerly CIS M60C). Does not apply to Associate Degree.

CIS M40 – 4 Units**Visual Basic I**

Prerequisites: None

Recommended Prep: CIS M16

Class Hours: 3 lecture, 3 lab

Introduces Windows programming environment using Visual Basic, including an overview of Windows and provides an introduction to object-oriented, event-driven programming. Includes forms, controls, event procedures, properties, methods, files and graphics, the user interface, managing projects, proper program design, and structure and flow control. Provides some basic understanding of, and experience in, the development and use of error handling and debugging procedures. Applies to Associate Degree. Transfer credit: CSU; UC

CIS M41 – 4 Units**Visual Basic II**

Prerequisites: CIS M40

Class Hours: 3 lecture, 3 lab

Builds on the understanding of syntax and procedures learned in the first course. Requires the development of more complex and advanced programs. Emphasizes more advanced aspects of Visual Basic programming such as accessing databases with Visual Basic, object linking and embedding (OLE), creating ActiveX applications, and creating custom Visual Basic user controls. Applies to Associate Degree. Transfer credit: CSU; UC

CIS M50 – 3 Units**Introduction to Local Area Networks (LAN)**

Prerequisites: None

Recommended Prep: CIS M16

Class Hours: 2.5 lecture, 1.5 lab

Introduces system requirements, terminology, technology, topologies and software used in Local Area Networks, including evaluation of applications and integration with Wide Area Networks. Emphasizes hardware components, protocols and applications that support users. Reviews the features, expandability and maintainability of a range of network operating systems. Applies to Associate Degree. Transfer credit: CSU

CIS M53 – 3 Units**Systems Analysis**

Prerequisites: None

Recommended Prep: CIS M16

Class Hours: 3 lecture

Introduces computer information systems and procedures and offers analysis of various existing business CIS principles and non-data and data systems concepts. Applies to Associate Degree. Transfer credit: CSU

CIS M60A-Z – 1 to 3 Units

Topics in Computers

Prerequisites: To be determined
 Class Hours: To be determined

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

Developed topics include:

**CIS M60E – 1 Unit
 Internet and WWW II**

Prerequisites: CIS M60C or equivalent knowledge of the Internet
 Class Hours: 0.5 lecture, 1.5 lab

Expands proficiency in dynamic areas related to the Internet and World Wide Web, including complex search and retrieval strategies, file compression and decompression, browser plug-ins, Internet Relay Chat and teleconferencing.
 Applies to Associate Degree. Transfer credit: CSU

**CIS M61 – 1 Unit
 Computer Programming Laboratory**

Prerequisites: None
 Corequisite: CIS M22A/B with subject that requires extensive lab work/
 computer usage
 Class Hours: 3 lab

Allows credit for lab experience when deemed appropriate by the instructor under an Independent Study contract. May be taken for a total of two (2) times for credit. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU

**CIS M80 – 1 to 4 Units
 Internship in Computer Information Systems**

Prerequisites: Completion of or concurrent enrollment in a course in the discipline.
 Class Hours: 3 to 33 work experience hours as arranged

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

**Computer Network
 Systems Engineering**

Program Purpose: Students who complete Computer Network Systems Engineering courses will gain a technical understanding of computer networks which will allow these students to work more knowledgeable with their own systems and those of the organizations they are associated with. Students who successfully complete this program will be able to understand and apply knowledge of computer networking systems to understand the technical details of how these systems work, analyze and understand systems, design and implement systems and troubleshoot and solve system problems.

The Computer Network Systems Engineering (CNSE) Program provides specific technologies necessary to function effectively as a multi-platform network systems administrator/analyst. It provides hands-on training on networking hardware and software. Successful program completion qualifies individuals for beginning positions in networking administration.

Moorpark College Network System Engineering program is a Cisco System Local Academy; a 3Com NetPrep Regional Training Center; and offers both Microsoft Engineering and Microsoft Administration certification courses.

IMPORTANT NOTE: Industry demands seem to change almost daily in this growing field. To keep pace with this growing educational need, Moorpark College continually updates, revises and develops its CNSE curriculum. To see the most accurate listing of the courses available, consult the current semester's Schedule of Classes or explore the options listed online (www.moorparkcollege.edu). The Division Office, (805) 378-1572, would also be able to provide updated information, or you can make an appointment with a counselor by calling (805) 378-1428.

Dean

Lisa Miller, Phone (805) 378-1572

Full-time Faculty

Martin Chetlen, Edmond Garcia, Vish Viswanath

Counselors

Edna Ingram

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805)378-1536.

**Degree and Certificate Options in Computer
 Network Systems Engineering**

To earn an Associate in Science Degree with a major in Computer Network Systems Engineering, students complete 38.5-43.5 specified units, plus General Education Degree Requirements. NOTE: Course and Program adjustments occur regularly, therefore, please consult the current schedule of classes for the most recent information on available classes.

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

Required Courses.....	Units
CNSE M01.....Introduction to Networking and Telecommunications	4.0
CNSE M05.....Fundamentals of Computer Networking	4.0
CNSE M12.....Telecommunication Cabling Installation	3.0
CNSE M13.....Internetworking and TCP/IP	4.0
CNSE M14.....Fundamentals of Wireless LAN	3.0
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 Systems Networking	1.0-4.0
AND choose one of the following:	
MATH M01	Elementary Algebra..... 5.0
MATH M01A AND MATH M01B (3 units each)	6.0
Units from List of RECOMMENDED COURSES	4.5 - 5.5
TOTAL	38.5-43.5

Recommended Courses:

CNSE M19.....Cisco System Computer Networking 3 and 4.....	4.0
CNSE M35.....SQL Server Administration.....	1.5
CNSE M37.....Exchange Server Implementation and Administration.....	1.5
CNSE M38.....Administering MS Exchange.....	1.5
CNSE M39.....SQL Server Implementation.....	1.5
CNSE M40.....Microsoft Internet Security and Acceleration Server.....	1.5
CNSE M42.....Windows Server Active Directory Services.....	3.0
CNSE M43A.....Windows 2000 Network Infrastructure Administration.....	3.0
CNSE M43B.....Planning and Maintaining a MS Windows Network Infrastructure.....	3.0
CNSE M44.....Designing a Windows Active Directory and Network Infrastructure.....	3.0
CNSE M46.....Designing Windows Network Security.....	3.0
CNSE M47.....MS Windows Network Management.....	3.0
CNSE M51.....Cisco Semester 5-Advanced Routing Configuration.....	4.0
CNSE M52.....Cisco Semester 6-Remote Access Network.....	4.0
CNSE M55.....Linux Networking and System Administration.....	2.0
CNSE M56.....Linux System Security Management.....	2.0
CNSE M57.....Network Programming with Perl.....	1.5
CNSE M86.....Cisco Secure PIX Firewalls.....	1.5
CNSE M87.....Cisco Secure Virtual Private Networks.....	1.5

See General Education Degree Requirements and Transfer Information.

Computer Network Systems Engineering Certificate of Achievement (more than 18 units)

To earn a Computer Network Systems Certificate of Achievement, students complete 30.5-33.5 specified units. Eight of these courses can be applied to the CNSE major for an associate degree.

Required Courses.....Units	
CIS M30.....Web Page Design I.....	1.5
CNSE M01.....Introduction to Networking and Telecommunications.....	4.0
CNSE M12.....Telecommunication Cabling Installation.....	3.0
CNSE M13.....Internetworking and TCP/IP.....	4.0
CNSE M14.....Fundamentals of Wireless LAN.....	3.0
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 M80.....Internship in CNSE.....	1.0-4.0
TOTAL.....	30.5-33.5

Basic Network Specialist Proficiency Award (less than 18 units)

To earn a Proficiency Award as a Basic Network Specialist, students complete 17 and under specified units.

Required Course.....Units	
CNSE M01.....Introduction to Networking and Telecommunications.....	4.0
CNSE M05.....Fundamentals of Computer Networking.....	4.0
CNSE M13.....Internetworking and TCP/IP.....	4.0
Units from List of RECOMMENDED COURSES.....	3.0-3.5
TOTAL.....	15.0-15.5

Recommended Courses:

CNSE M12.....Telecommunication Cabling Installation.....	3.0
CNSE M18.....Cisco System Computer Networking 1 and 2.....	4.0
CNSE M30.....MS Windows Administration.....	3.0

Cisco System Network Associate Proficiency Award (less than 18 units)

To earn a Proficiency Award as a Cisco System Network Associate, students complete 8 specified units.

Required Courses.....Units	
CNSE M18.....Cisco System Computer Networking 1 and 2.....	4.0
CNSE M19.....Cisco System Computer Networking 3 and 4.....	4.0
TOTAL.....	8.0

Windows Engineering Certificate of Achievement (MCSE) (more than 18 units)

To earn a Certificate of Achievement for Microsoft Engineering Local Area Network, students complete 21 specified units.

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.....	3.0
CNSE M43A.....Windows 2000 Network Infrastructure Administration.....	3.0
CNSE M43B.....Planning and Maintaining a MS Windows Network Infrastructure.....	3.0
CNSE M44.....Designing a Windows Active Directory and Network Infrastructure.....	3.0
CNSE M46.....Designing Windows Network Security.....	3.0
TOTAL.....	21.0

Windows Administration Proficiency Award (MCSA) (less than 18 units)

To earn a Proficiency Award for Microsoft Administration Local Area Network, students complete 12 specified units.

Required Courses.....Units	
CNSE M30.....MS Windows Administration.....	3.0
CNSE M31.....MS Windows Network Server.....	3.0
CNSE M43A.....Windows 2000 Network Infrastructure Administration.....	3.0
CNSE M43B.....Planning and Maintaining a MS Windows Network Infrastructure.....	3.0
CNSE M47.....MS Windows Network Management.....	3.0
TOTAL.....	15.0

Note: MCSA Certificate is pending state approval

Advanced Network Specialist Certificate of Achievement (more than 18 units)

To earn a Certificate of Achievement as an Advanced Network Specialist, students complete 32 specified units.

Required Courses.....Units	
CNSE M01.....Introduction to Networking and Telecommunications.....	4.0
CNSE M05.....Fundamentals of Computer Networking.....	4.0
CNSE M12.....Telecommunication Cabling Installation.....	3.0
CNSE M13.....Internetworking and TCP/IP.....	4.0
CNSE M14.....Fundamentals of Wireless LAN.....	3.0
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
TOTAL.....	32.0

Computer Network Systems Engineering Courses

CNSE M01 – 4 Units

Introduction to Networking and Telecommunications - Local and Wide Area Network

Prerequisites: None
Class Hours: 4 Lecture

Provides an overview of the Computer Networking and Telecommunications. Topics on computer networking include: network topologies, carrier signals, cable types, protocols, the Open Systems Interconnection (OSI) Layer, networking components, and Local Area Network (LAN) versus Wide Area Network (WAN) environments. Topics on telecommunications cover the telecommunications industries, local exchange functions, customer-premise equipment, and telephony services. (Formerly CNSE M10) Applies to Associate Degree. Transfer credit: CSU

CNSE M04A – 1.5 Units

Networking Aspects of Multiplayer Gaming

Prerequisites: None
Class Hours: 1 Lecture, 2 Lab

Introduces the networking elements of the Massively Multiplayer Games (MMGs). Included topics are network protocol stacks, gateway servers, game servers, Internetworking hardware, end-user operating system platforms, distributed computing architectures (client-server, peer-to peer, and grid), game database management, game security and integrity, and daemon controllers for non-player characters (NPCs). Prepares the students for vendor-based networking courses or game programming. (Formerly CNSE M04) Applies to Associate Degree.

CNSE M04B – 1.5 Units

Advanced Networking Aspects of Multiplayer Gaming

Prerequisites: CNSE M04A
Class Hours: 1 Lecture, 2 Lab

vFocuses on advanced topics related to Massively Multiplayer Games (MMGs). Topics include building gaming servers on various operating system platforms, building database driven network games, types and roles of network gaming hardware, and building an environment to support multiplayer gaming over a LAN network of the Internet. Prepares students for entry into vendor-based networking courses and introduces programming languages in game development. Applies to Associate Degree.

CNSE M05 – 4 Units

Fundamentals of Computer Networking

Prerequisites: None
Recommended Prep: Student should have knowledge and skills in accessing the internet and basic computer skills such as using word processor and email.
Class Hours: 4 lecture

In-depth introduction of current networking hardware and software along with the skills necessary to succeed in the dynamic field of networking. Includes networking fundamentals such as the networking standards and OSI (Open Systems Interconnection) model, transmission basics, network protocols, topologies and access methods, network operating systems, and troubleshooting and network security. Applies to Associate Degree. Transfer credit: CSU

CNSE M06 – 4 Units

Cisco Fundamentals of IT Essentials: PC Hardware and Software

Prerequisites: None
Class Hours: 3 lecture, 3 Lab

Provides an in-depth introduction of the computer hardware and operating systems. The functionality of hardware and software components, as well as suggested best practices in maintenance and safety issues are covered. Through hands on activities and labs, students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, an introduction to networking is included. Helps students prepare for Comp TIA's A+ certification and Cisco Certified Network Associate program. Applies to Associate Degree. Transfer credit: CSU

CNSE M12 – 3 Units

Telecommunication Cabling Installation

Prerequisites: CNSE M01 and CNSE M05
Recommended Prep: CNSE M18
Class Hours: 2 lecture, 3 Lab

Provides intensive training on telecommunication cabling installation. Topics covered include: cable termination, cable testing, cable troubleshooting, common safety practices, fire-stopping, grounding and bonding, plans and specification, pulling cable, standards, codes, and methodologies, splicing cable, structure premises cabling systems, retrofits and system upgrades, and transmission fundamentals. Prepares students for Building Industry Consulting Service International (BICSI) Installer Level 1 certification. Applies to Associate Degree. Transfer credit: CSU

CNSE M13 – 4 Units

Internetworking and TCP/IP

Prerequisites: None
Recommended Prep: CNSE M05 or CNSE M18
Class Hours: 4 lecture

This course offers two of the 8 networking fundamental courses in 3Com NetPrep program. It is an introduction to TCP/IP networking architectures and internetworking devices such as bridges, switches, and routers. Topics include the use of internetworking components as well as concepts in network management and component selection. Applies to Associate Degree. Transfer credit: CSU

CNSE M14 – 3 Units

Fundamentals of Wireless Local Area Networks

Prerequisites: CNSE M01 and CNSE M05
Recommended Prep: CNSE M18
Class Hours: 2.5 lecture, 1.5 lab

Provides the fundamentals of Wireless Local Area Networks (LANs). Focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs with an emphasis in the areas of Wireless LAN setup and troubleshooting, site surveys, resilient Wireless LANs (WLAN) design, installation and configuration, WLAN security, and vendor interoperability strategies. Applies to Associate Degree. Transfer credit: CSU

CNSE M18 – 4 Units**Cisco System Computer Networking 1 and 2**

Prerequisites: None

Recommended Prep: CNSE M05

Class Hours: 3 lecture, 3 lab

This course provides intermediate level instruction in computer basics, Local Area Networks, the 7-layer OSI (Open System Interconnection) model, signaling and structures cabling; and design and documentation. It will also cover WANs (Wide Area Networks), Router configuration, Cisco IOS (Inter-network Operating System) images, TCP/IP (Transmission Control Protocol/Internet Protocol), IP (Internet Protocol) addressing, and routing protocols. First semester course in a series to provide Cisco System Network Associate (CCNA) certificate training and covers the first half of CCNA preparation. (Formerly CNSE M11 and CNSE M15). Applies to Associate Degree. Transfer credit: CSU

CNSE M19 – 4 Units**Cisco System Computer Networking 3 and 4**

Prerequisites: CNSE M18 or CNSE M15

Class Hours: 3 lecture, 3 lab

This course provides intermediate level instruction in the OSI (Open System Interconnection) reference model and routing, LAN (local area network) switching, VLANs (virtual local area networks), Routing Protocols: IGRP (Interior Gateway Routing Protocol), access control lists (ACLs), and network management. It will also cover WANs (wide area networks), WANs design, point-to-point protocol (PPP), integrated services digital network (ISDN), frame relay, and network management. Second semester course in a series to provide Cisco System Network Associate (CCNA) certificate training and covers the second half of CCNA preparation. (Formerly CNSE M16 and CNSE M17). Applies to Associate Degree. Transfer credit: CSU

CNSE M30 – 3.0 Units**MS Windows XP Administration**

Prerequisites: None

Recommended Prep: CNSE M01 or CNSE M05

Class Hours: 2.5 lecture, 1.5 lab

Provides an in-depth, hands-on introduction to Microsoft Windows XP operating system administration. Covers creating and administering user and group accounts, network resources security, network printer server set-up and administration, resources and events auditing, and backup procedures. Prepares students for Microsoft exam. Applies to Associate Degree. Transfer credit: CSU

CNSE M31 – 3.0 Units**MS Windows Network Server**

Prerequisites: None

Recommended Prep: CNSE M05

Class Hours: 2.5 lecture, 1.5 lab

Provides an in-depth, hands-on introduction to the current Microsoft Windows Server technical support. Covers installation and configuration of Windows Server, security, high-availability, updates, Distributed File System, server backup and restore, monitoring, and troubleshooting. Applies to Associate Degree. Transfer credit: CSU

CNSE M35 – 1.5 units**SQL Server Administration**

Prerequisites: CNSE M31

Class Hours: 1 lecture, 1.5 lab

Provides an in-depth, hands-on introduction to administering Microsoft SQL (Structured Query Language) Server. Topics include SQL server installation; version upgrade, system configuration and architecture, data transfer, web publishing and full-text indexing; database backup and restoration; user logins; user account management; permissions and security planning; administrative tasks automation; SQL Server monitoring and maintenance; and replication planning, configuration and management. Prepares students for Microsoft MCSE certification. It also serves as one of the electives by Microsoft for CNSA or CNSE Certification. Applies to Associate Degree. Transfer credit: CSU

CNSE M37 – 3 Units**Exchange Server Implementation and Administration**

Prerequisites: CNSE M30

Class Hours: 2 lecture, 3 lab

Provides an in-depth, hands-on introduction to the implementation and administration of Microsoft's latest Exchange Server. Topics include: recipient objects creation and management; exchange server maintenance; deployment of Outlook; access on MAPI-based clients, and access from internet-based clients. Also covers public folder creation and management; server backup procedures, server performance monitor, and connected sites link monitors configuration supporting Exchange Server in a single site or multi-site enterprise environment; establishing messaging connectivity over the Internet; and supporting Web access to Exchange Server computers through Microsoft Outlook Web Access. Applies to Associate Degree. Transfer credit: CSU

CNSE M38 – 1.5 Units**Administering MS Exchange**

Prerequisites: CNSE M30

Class Hours: 1 lecture, 1.5 lab

The course provides a hands-on introduction to the concept and administration of Microsoft's latest Exchange Server. Topics cover recipient objects creation and management; Exchange server maintenance; public folder creation and management; Server backup procedures, server performance monitor and connected sites link monitors configuration. (This course may be taken for a total of two (2) times for credit.) Applies to Associate Degree. Transfer credit: CSU

CNSE M39 – 1.5 Units**SQL Server Implementation**

Prerequisites: CNSE M35

Class Hours: 1 lecture, 1.5 lab

Provides an in-depth, hands-on introduction to implementing the latest Microsoft SQL (Structured Query Language) Server. Topics include overview of Transact-SQL, creating databases, creating database objects, implementing data integrity, planning and summarizing data, implementing views, managing transactions and locks, working with distributed data, implementing stored procedures, and implementing triggers. Prepares students for Microsoft MCSE certification. It is one of the requirements for the MCDBA Microsoft certification. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

CNSE M40 – 1.5 Units**MS Internet Security and Acceleration Server**

Prerequisites: CNSE M31

Class Hours: 1 Lecture, 1.5 Lab

Provides the knowledge and skills to deploy and manage Microsoft Internet Security and Acceleration (ISA) Server 2000 in an enterprise environment. Topics include: application of ISA Server as a cache server and as an enterprise firewall; installation and configuration of ISA Server as a cache server and as a firewall; configuration of access policies to enable security-enhanced Internet access for client computers; configuration of ISA Server as a virtual private network (VPN); configuration of access to selected internal resources; ISA Server activities monitor by using alerts, logging, reporting, and real-time monitoring; and installation and configuration of ISA Server for an enterprise environment. Applies to Associate Degree. Transfer credit: CSU

CNSE M41 – 1.5 Units**Upgrading to NT Windows 2000**

Prerequisites: CNSE M31

Class Hours: 1 lecture, 1.5 lab

Provides an overview of the Microsoft Windows 2000 platform, including installing Windows 2000; configuring the DNS service; implementing active directory services; administering active directory services; managing desktop environments with group policy; managing software by using group policy; managing file resources; configuring remote access; supporting DHCP and WINS; managing disks; implementing disaster protection; and upgrading a network to Windows 2000. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

CNSE M42 – 3.0 Units**Windows Server Active Directory Services**

Prerequisites: CNSE M31

Class Hours: 3 lecture, 1 lab

Prepares students to plan and administer Active Directory infrastructure. Teaches students how to configure Domain Name System (DNS) to manage name resolution, schema, and replication and to use Active Directory to centrally manage users, groups, shared folders, and network resources. Demonstrates the administration of the user environment and software with group policy. Implements and troubleshoots security in a directory services infrastructure and monitors and optimizes Active Directory. One of the core required courses for the Windows Server Microsoft Certified IT Professional certification, and prepares students for Microsoft exam. Applies to Associate Degree. Transfer credit: CSU

CNSE M43A – 3 Units**MS Windows Server Network Infrastructure Administration**

Prerequisite: CNSE M31

Recommended Prep: CNSE M05

Class Hours: 2.5 lecture, 1.5 lab

Prepares students to install, manage, monitor, configure, and troubleshoot Domain Name System (DNS), dynamic Host Configuration Protocol (DHCP), Remote Access, network Protocols, Internet Protocol (IP) Routing, and Windows Internet Name Service (WINS) in a Windows server network infrastructure. Provides training required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services. This course is one of the four core required courses of Microsoft Certified Technology specialist (MCTS) and prepares students for Microsoft exam 70-642. (Formerly part of CNSE M43) Applies to Associate Degree. Transfer credit: CSU

CNSE M43B – 3 Units**Planning and Maintaining a MS Windows Network Infrastructure**

Prerequisite: CNSE M31

Recommended Prep: CNSE M43A

Class Hours: 2.5 lecture, 1.5 lab

Prepares students to plan, implement, and maintain a networking infrastructure. Also prepares students to plan Transmission Control Protocol/Internet Protocol (TCP/IP) network infrastructure, topology, and Internet connectivity; configure server roles and baseline security setting; plan name resolution, routing, and remote access strategies; maintain server availability with clusters and network load balancing; deploy Internet Protocol Security (IPSec), harder servers, and manager certificate; and design and administer a security infrastructure. Adopts the most current Windows server technology. Prepares students for Microsoft exam. (Formerly a portion of CNSE M43) Applies to Associate Degree. Transfer credit: CSU

CNSE M44 – 3 Units**Designing a Windows Active Directory and Network**

Prerequisites: CNSE M42

Class Hours: 2.5 lecture, 1.5 lab

Prepares students to analyze an organizations business and technical requirements and design a Windows directory services infrastructure. The four-stage Active Directory infrastructure design process, including creating a forest plan, a domain plan, an organizational unit (OU), and a site topology plan will be practiced and an Active Directory implementation plan will be created. Supports the Microsoft Windows Certified Systems Engineer (MCSE) program and prepares students for Microsoft exam. Applies to Associate Degree. Transfer credit: CSU

CNSE M46 – 3 Units**Designing Windows Network Security**

Prerequisites: CNSE M44

Class Hours: 2.5 lecture, 1.5 lab

Prepares students to analyze an organizations business and technical requirements and design security for a Windows network, and design security for all aspects of Windows 2000, from authentication strategies to Demilitarized Zones to protecting Internet-accessible resources. Supports the Microsoft Windows Certified Systems Engineer (MCSE) program and prepares students for Microsoft exam. Applies to Associate Degree. Transfer credit: CSU

CNSE M47 – 3 Units**MS Windows Network Management**

Prerequisites: CNSE M31

Class Hours: 2.5 lecture, 1.5 lab

Provides the knowledge required by System Administrators, Network Administrators, and IT professionals who implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. Also supports the Microsoft Windows Certified Systems Administrator (MCSA) program and prepares students for Microsoft exam. Applies to Associate Degree. Transfer credit: CSU

CNSE M49 – 1.5 Units**Microsoft SQL Server Client Application Architecture**

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 – 2 Units**Fundamentals of Voice Over IP**

Recommended Prep: Router configuration experience; CNSE M18 or equivalent.

Student should be familiar with: basic configuration experience with router command line syntax, how to configure features and configure interfaces, and creating and applying access-list statements.

Class Hours: 1 lecture, 3 lab

Provides the student with fundamental knowledge to configure, troubleshoot and implement Voice over IP using IP Telephony technologies. Prepares students for relevant certification exams. Applied to the Associate Degree. Transfer credit: CSU

CNSE M51 – 4 Units**Cisco Semester 5 Advance Routing Configuration**

Prerequisites: CNSE M17 or CCNA certification

Class Hours: 2 lecture, 6 lab

Provides the student with the knowledge to configure Cisco router for advanced network deployment. Prepares the student for the Cisco Routing 2.0 exam. The Routing 2.0 exam is one of four exams required to become a Cisco Certified Networking Professional (CCNP). Applies to Associate Degree. Transfer credit: CSU

CNSE M52 – 4 Units**Cisco Semester 6 - Remote Access Network**

Prerequisites: CNSE M17 or CCNA 2.0 certified

Class Hours: 2 lecture, 6 lab

Provides students with an overview of remote access technologies and their relationship to the Cisco IOS. Topics include WAN (wide area network), modems and asynchronous dialup connections, PPP (Point-to-Point Protocol), ISDN (Integrated Services Digital Network) and DDR (Dial-on-Demand Routing), dialer profiles, X.25, Frame Relay, shaping Frame Relay traffic, WAN Backup connections, and queuing and compression. The Remote Access 2.0 exam is one of four exams required to become a Cisco Certified Networking Professional (CCNP). Applies to Associate Degree. Transfer credit: CSU

CNSE M55 – 2 Units**Linux Networking and System Administration**

Prerequisites: None

Recommended Prep: User level experience with any computer system, including use of mouse, use of menus and use of an graphical user interface.

Class Hours: 1 lecture, 3 lab

Teaches the knowledge and skills needed to install, configure, operate, and manage the Linux operating system. It covers topics in (1) Linux system and network administration, (2) Linux network services, (3) Linux Internet services, (4) Linux system maintenance, and (5) security and problem solving. Prepare students for CompTia Linux+ certification examination. Applied to the Associate Degree. Transfer credit: CSU

CNSE M56 – 2 Units**Linux System Security Management**

Prerequisites: CNSE M55

Class Hours: 1 lecture, 3 lab

Teaches Linux system security management. Students learn how to analyze, protect, and monitor networks. It covers Linux security practices and tools, including Pluggable Authentication Modules (PAM), OPIE, syslog, sudo, xinetd, Secure Shell (SSH), Crack, tiger, Tripwire, The Cryptographic File System (TCFS), and ipchains. Applies to Associate Degree. Transfer credit: CSU

CNSE M57 – 1.5 Units**Network Programming with Perl**

Prerequisites: CNSE M10

Class Hours: 1 lecture, 1.5 lab

Topics covered include interprocess communications, sockets, and developing clients for such common Internet services as FTP (File Transfer Protocol), email, and Netnews. Other topics may be covered as well. The platform used may be either Windows or some form of Unix (such as Linux). Applies to Associate Degree. Transfer credit: CSU

CNSE M58 – 2 Units**Open Source Web Development – Linux, Apache, MySql and PHP**

Prerequisites: CNSE M55

Class Hours: 1 lecture, 3 lab

Provides an in-depth, hands-on, project approach to administering LAMP (Linux, Apache, MySQL, PHP) and providing email services. Topics include LAMP server installation, system configuration, web publishing, database backup and restoration; user account management, security planning; automation of administrative tasks through scripting languages including but not limited to PHP. Administration based labs are intermediate to advanced level of server monitoring, maintenance, configuration, and management. Applies to Associate Degree. Transfer credit: CSU

CNSE M59 – 2 Units**Windows Desktop Support**

Recommended Prep: CNSE M06 or equivalent AND CIS M20 or equivalent

Class Hours: 1 lecture, 3 lab

Provides in-depth training on help desk and field support services. Students will troubleshoot desktop systems running the latest Microsoft Windows desktop operating systems. Students learn to identify and troubleshoot user problems stemming from operating system installation problems, common application configuration issues through user errors. Use of best practices, customer service, help desk support, and safety will be conveyed through hands-on activities and labs. This course helps students prepare for the two Microsoft Certified Desktop Support Technician (MCDST) exams which will lead to the Microsoft MCDST certification. Applies to Associate Degree. Transfer credit: CSU

CNSE M60A-Z – 1 to 3 Units**Topics in Computers**

Prerequisites: To be determined

Class Hours: To be determined

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

Developed topics include:**CNSE M60A – 1.5 Units****Legal Aspects of Computer Forensics**

Prerequisites: None

Recommended Prep: CJ M02, CJ M05, CJ M11, CIS M15

Class Hours: 1.5 lecture

Provides an overview of the legal aspects of computer forensic investigations and the Criminal Justice System, as it applies to investigating computer crimes. Reviews types of computer crimes; analyzes evolving search and seizure requirements and exceptions with emphasis on constitutional law, criminal law and procedural law as it applies to investigating computer crime; discusses anticipating defenses to computer crime and how to effectively communicate findings in reports and in a courtroom. May be taken a total of 2 time(s) for credit. (Same course as CJ M60A) Applies to Associate Degree. Transfer credit: CSU

CNSE M79 – 2 Units**Fundamentals of Project Management**

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 – 1 to 4 Units**Internship in Computer Systems Networking**

Prerequisites: Completion or concurrent enrollment in a course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

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

CNSE M81 – 1.5 Units**Introduction to Cyberspace Law**

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 – 1.5 Units**Introduction to Network Security**

Prerequisites: CNSE M01 and CNSE M05

Class Hours: 1.5 lecture

Provides a comprehensive overview of network security. Covers general security concepts, communication security, infrastructure security, cryptography, and operational/organizational. Also prepares students for Computing Technology Industry Association (CompTIA) Security+ certification exam. Students will be prepared to pass a foundational security exam leading to a security certification. Applies to Associate Degree. Transfer credit: CSU

CNSE M83 – 1.5 Units**Introduction to Computer Forensics**

Prerequisites: CNSE M01 and CNSE M05

Class Hours: 1 lecture, 1.5 lab

Provides a comprehensive overview of computer forensics. Covers the basic processes of computer forensics, evidence collection and analysis. Demonstrates how to interpret clues inside mail messages and news postings on hard drives and other computer storage media. Applies to Associate Degree. Transfer credit: CSU

CNSE M85A – 3 Units**Securing Cisco IOS Networks**

Prerequisites: CNSE M18

Class Hours: 2 lecture, 3 lab

Focuses on the overall security processes based on a security policy with an emphasis on hands-on skills. Topics cover basic router and switch security, router Access Control Lists (ACLs) and Context-based Access Control (CBAC), router Authentication, Authorization, Accounting (AAA), router intrusion detection, monitoring, and management, and Virtual Private Network (VPN) implementation. Covers the first half of the Cisco Fundamentals of Network Security Curriculum. Prepares students for securing Cisco IOS Networks exam (SECUR 642-501). Applies to Associate Degree. Transfer credit: CSU

CNSE M85B – 3 Units**Cisco Fundamentals of PIX Firewalls**

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 – 1.5 Units**Cisco Secure PIX Firewalls**

Prerequisites: CNSE M15

Recommended Prep: CNSE M85

Class Hours: 1 lecture, 1.5 lab

Knowledge and skills needed to describe, configure, verify and manage the PIX (Private Internet Exchange) Firewall product family and the Cisco IOS (Internetwork Operating System) Firewall feature set. Prepares students for Cisco CCIP/Security certification exam. Applies to Associate Degree. Transfer credit: CSU

CNSE M87 – 1.5 Units

Cisco Secure Virtual Private Network (VPN)

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 – 1.5 Units

Cisco Secure Intrusion Detection System

Prerequisites: CNSE M18
 Class Hours: 1 lecture, 1.5 lab

Provides comprehensive knowledge to design, deploy, and manage the Cisco Secure Intrusion Detection System (CSIDS). Explains why network security is crucial in today's converged networking environment, how CSIDS improves the security on a network, and how to install and configure CSIDS. Also prepares students for Cisco CCIP/Security certification exam. Applies to Associate Degree. Transfer credit: CSU

Computer Science

Program Purpose: Students who complete Computer Science courses will be able to understand how to think about and work with computer programs, and computers, whether they write programs or use them. Students will also gain knowledge of what programs do and how they do them. Students who successfully complete this program will have "hands-on" experience writing programs in one or more computer languages, begin to understand how to approach problem solving, understand good programming techniques and use symbolic and abstract reasoning

Computer Science is concerned with the design, modeling, analysis, and applications of computer-related systems. The Computer Science program at Moorpark College prepares students for further study in Computer Science. It also provides vocational training necessary to understand, design, implement, and use the software and hardware of digital computers and digital systems. See course sequence information and chart on previous page.

Dean

Lisa Miller Phone (805) 378-1572

Full-time Faculty

Christine Aguilera, Martin Chetlen, Vish Viswanath

Counselors

Edna Ingram, Corey Wendt

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Degree and Certificate Options in Computer Science

Degree in Computer Science

To earn an Associate in Science Degree with a major in Computer Science, students complete 41-44 specified units, plus General Education Degree Requirements. This major has a dual purpose: to prepare students for upper-division course work in Computer Science and to provide technical training for a variety of careers in business, industry, and government.

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

Required Courses.....	Units
CS M10A.....Introduction to Computer Programming	
Using Structured C++	4.0
CS M10B.....Object-Oriented Programming Using C++	4.0
CS M20.....Object-Oriented Data Structure and Algorithm Design	4.0
CS M30.....Introduction to Computer Systems.....	4.0
CS M40.....Computer Organization.....	3.0
MATH M21.....Discrete Mathematics	3.0
MATH M25B.....Calculus with Analytic Geometry II.....	5.0
MATH M31.....Introduction to Linear Algebra.....	3.0
AND choose one of the following:	
MATH M25A.....Calculus with Analytic Geometry I.....	5.0
MATH M25AH.....Honors: Calculus with Analytic Geometry I	5.0
Units from List of RECOMMENDED COURSES	6.0-9.0
TOTAL	41.0-44.0

Recommended Courses: Choose 2 Courses

CS M10C.....Windows Programming Using Visual C++	4.0
CS M10J.....Introduction to Computer Programming	
Using Java.....	4.0
CS M10M.....Advanced Java Applications.....	3.0
CS M10S.....Java Server Programming	3.0
CS M50.....Files and Data Bases	3.0
CS M60.....Concepts of Programming Languages.....	4.0
MATH M25C.....Calculus with Analytic Geometry III	5.0
MATH M35.....Applied Differential Equations	3.0
PHIL M09.....Introduction to Symbolic Logic.....	3.0
See General Education Degree Requirements and Transfer Information.	

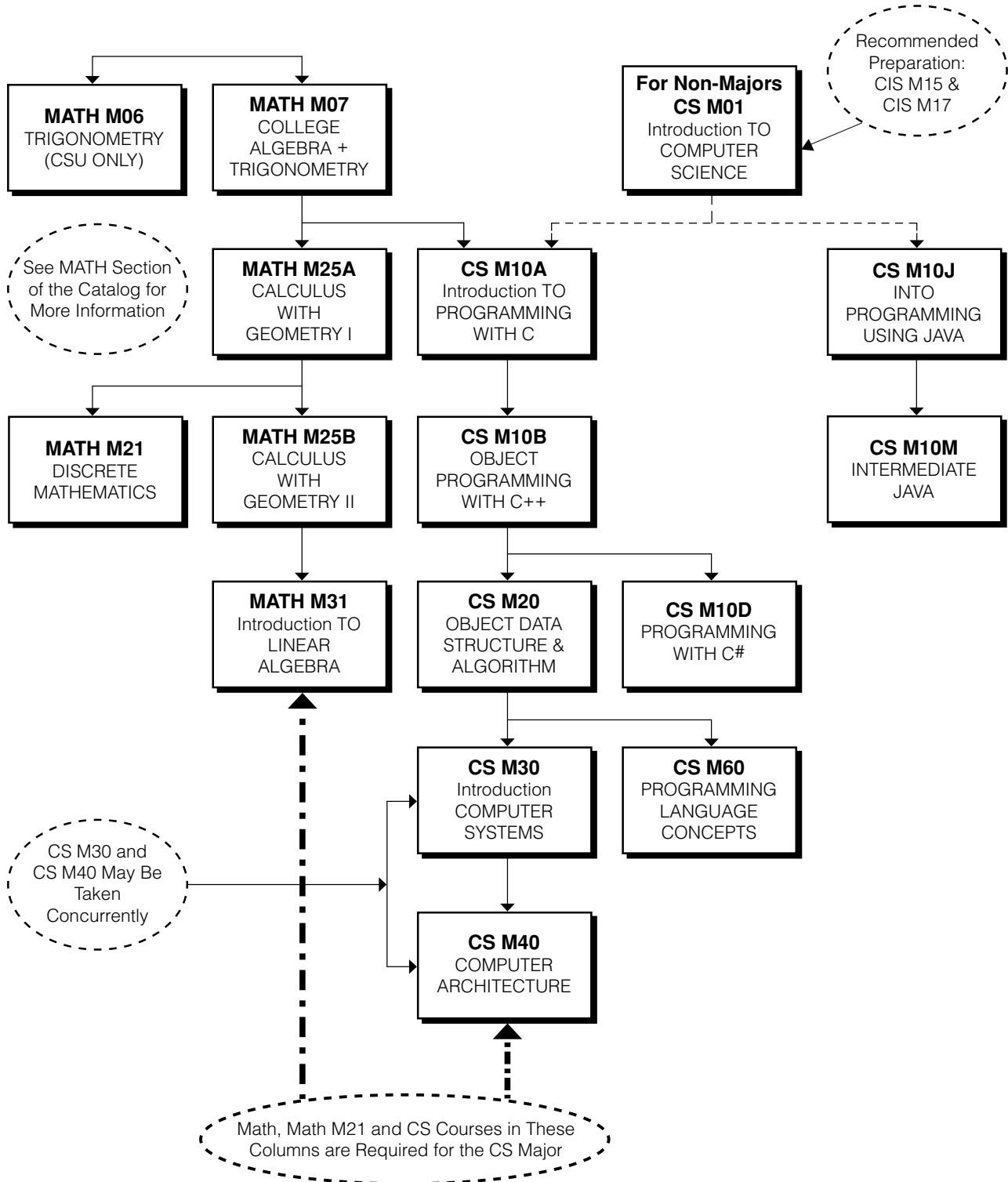
Computer Programming Certificate of Achievement (more than 18 units)

To earn a Computer Programming Certificate of Achievement, students complete 24 specified units designed for students who have already received an Associate Degree or above in other subject areas but plan to make a career change to computer software development.

Required Courses.....	Units
CS M01.....Introduction to Computer Science	4.0
CS M10A.....Introduction to Programming using Structured C++	4.0
CS M10B.....Object-Oriented Program Using C++	4.0
CS M10C.....Windows Programming Using Visual C++	4.0
CS M10J.....Introduction to Computer Programming	
Using Java.....	4.0
CS M20.....Object-Oriented Data Structures and Algorithm Design	4.0
TOTAL	24.0

Sequence of Computer Science Courses

Check with your transfer institution to determine which of these courses fulfill your general education and/or major requirements.



Computer Science Courses

CS M01 – 4 Units

Introduction to Computer Science

Prerequisites: None

Recommended Prep: CIS M17

Class Hours: 3 lecture, 3 lab

An introduction to Computer Science. Gives an overview of such areas as what are computers and basic concepts of how they work, how data is stored, concepts of computer programming, operating systems, and networks, as well as ethical and societal issues involving computers. Applies to Associate Degree. Transfer credit: CSU; UC (CS M01 combined with CIS M16 or CS M10A: maximum credit, 4 units)

CS M10A – 4 Units

Introduction to Computer Programming Using Structured C++

Prerequisites: MATH M06 or MATH M07

Recommended Prep: CS M01

Class Hours: 3 lecture, 3 lab

An introduction to computer programming languages. The basic components, syntax, and semantics of the C++ programming language are covered. Introduces basic programming concepts such as algorithms, data and control structures, documentation, structured programming, arrays, and pointers. Applies to Associate Degree. Transfer credit: CSU; UC (CS M10A combines with CIS M16 or CS M01: maximum credit, 4 units)

CS M10B – 4 Units

Object-Oriented Programming Using C++

Prerequisites: CS M10A

Class Hours: 3 lecture, 3 lab

Provides an in-depth understanding of the fundamentals of object-oriented programming methodology. Included are such concepts as encapsulation, classes, data and implementation hiding, message passing, inheritance, polymorphism, function overloading, operator overloading, parameterized functions, parameterized classes, virtual functions, exception handling, and an introduction to the Standard Template Library. Applies to Associate Degree. Transfer credit: CSU; UC

CS M10C – 4 Units

Windows Programming Using Visual C++

Prerequisites: CS M10B

Class Hours: 3 lecture, 3 lab

Introduces main components of Windows application programming including an Integrated Development Environment, messaging model, user interface, graphic device interface and memory management. Applies to Associate Degree. Transfer credit: CSU; UC

CS M10D – 4 Units

Programming with C#

Prerequisites: Expertise with the C++ and/or Java programming languages

Recommended Prep: CS M10A or CS M10J or equivalent

Class Hours: 3 lecture, 3 lab

This course provides in-depth introduction to the Microsoft C# programming language and .NET Framework. The basic syntax, semantics, and structure of the C# language are introduced, including control flow, basic data structures, algorithms, class declaration, class properties and methods, debugging, arrays, file input/output, and Introductory Windows forms programming. Applies to Associate Degree. Transfer credit: CSU; UC

CS M10J – 4 Units

Introduction to Computer Programming Using Java

Prerequisites: None

Recommended Prep: MATH M06 or MATH M07; and CS M01 or CS M10A or equivalent

Class Hours: 3 lecture, 3 lab

Introduces computer programming and object oriented design, basic components, syntax, and semantics of the Java programming language. Uses Java computer language to introduce basic programming concepts such as algorithms, data and control structures, as well as inheritance, interfaces, polymorphism, and graphical user interface (GUI). Applies to Associate Degree. Transfer credit: CSU; UC

CS M10M – 3 Units

Advanced Java Applications

Prerequisites: CS M10J or equivalent

Class Hours: 3 lecture

Examines the range of input/output classes and Java specific data structures such as vectors and hash tables. Explores Java thread issues including thread groups, thread states, thread synchronization, deadlock and monitors. Studies reusable code and Java Beans. Studies Java networking demonstrating the advantages of built-in class types and content handlers, and examines Remote Method Invocation (RMI) and serialization to bring out the advantages of using Java in a distributed environment. Introduces Java security and Java Database Connectivity (JDBC). Applies to Associate Degree. Transfer credit: CSU; UC

CS M10S – 3 Units

Java Server Programming

Prerequisites: CS M10J or equivalent

Class Hours: 3 lecture

Studies, in depth, the server side of programming which includes Servlets basics, Model View Controller (MVC) Architecture, Servlet lifecycle, sending HTML (Hypertext Markup Language) information, sending multimedia content, cookies, session tracking, security, database connectivity, applet-servlet communication, servlet collaboration, enterprise servlets and Java 2 Enterprise Edition (J2EE), Internationalization, Extensible Markup Language Compiler (XMLEC), and JavaServer Pages. Applies to Associate Degree. Transfer credit: CSU; UC

CS M20 – 4 Units

Object-Oriented Data Structure and Algorithm Design

Prerequisites: CS M10B

Class Hours: 3 lecture, 3 lab

Applies object-oriented programming methods to abstract data types such as stacks, queues, trees, and graphs. Introduces concepts of pointer variables, linked lists, list processing, recursion, simulation, algorithm analysis and verification as well as more advanced algorithm designs such as greedy algorithms and dynamic programming. Applies to Associate Degree. Transfer credit: CSU; UC

CS M22A/B – 0.5 to 3 Units

Independent Studies in Computer Science

Prerequisites: A previous course in Computer Science

Class Hours: 0.5 to 3 as arranged

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

CS M30 – 4 Units

Introduction to Computer Systems

Prerequisites: CS M10A or CS M10J

Class Hours: 3 lecture, 3 lab

An introduction to basic computer architecture, assembly language programming, system software, and computer applications. Covers number systems, data representation, overview of operating systems, and internal organization of computers such as gates, combinational circuits, flip-flops, and the design and analysis of sequential circuits. Applies to Associate Degree. Transfer credit: CSU; UC

CS M40 – 3 Units

Computer Organization

Prerequisites: CS M20 and CS M30

Class Hours: 3 lecture

An extension of basic addressing concepts to more advanced addressability such as base register and self-relative addressing. Comparative computer architectures focus on such organizations as multiple register processors and stack machines. Covers basics of virtual memory, input-output, introduction to the concept of microprogrammable systems, low level language translation process associated with assemblers, system functions such as relocatable loading and memory management, and application of data structure and hashing techniques to the above. Applies to Associate Degree. Transfer credit: CSU; UC

CS M50 – 3 Units

Files and Data Bases

Prerequisites: None

Recommended Prep: Knowledge of at least one high-level language and CS M30

Class Hours: 3 lecture

Introduces large file and data base management, including multifile databases, objectives of database organization, and data base structure. Reviews file structures: sequential, indexed sequential, indexed, direct, inverted, tree, and ring. Applies to Associate Degree. Transfer credit: CSU

CS M60 – 4 Units

Concepts of Programming Languages

Prerequisites: CS M20

Class Hours: 3 lecture, 3 lab

Introduces concepts of programming languages including history of language development, syntax and semantics concepts and descriptions, bindings, scopes, data types, expressions, control structures, subprograms, concurrency and exception handling. Different categories of programming languages are introduced and compared: imperative, object-oriented, functional, and logic. Students will use at least one language from each category. Applies to Associate Degree. Transfer credit: CSU; UC

CS M80 – 1 to 4 Units

Internship in Computer Science

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

Class Hours: 3 to 16.5 work experience hours

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

Counseling

Program Purpose: Students will:

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

Counseling Services provides counseling classes that emphasize career development and student success. Also consider courses under College Strategies.

Dean

Patricia Ewins, Phone (805) 378-1408

Full-time Faculty

Denice Avila, Chuck Brinkman, Anitra Evans, Judi Gould, Traci Franks, Mike Johnson, Edna Ingram, Pam Kennedy-Luna, Letrishia Mai, Candace Mead, Danita R. Redd, Ofelia Romero-Motlagh, Corey Wendt

Counseling Courses

COUN M01 – 1 Unit

Student Success

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 – 3 Units

Career Development

Prerequisites: None

Class Hours: 3 lecture

Introduces self-assessment tools to identify college majors and careers by clarifying interests, skills, values, and personality type. Reviews decision-making processes, labor market trends, career research, interviewing skills, resumé and cover letter writing, application completion, job search strategies, including the Internet. Completing COUN M02 is the same as completing COUN M02A and COUN M02B. Unit credit may be received for either COUN M02 or COUN M02A and COUN M02B. Applies to Associate Degree. Transfer credit: CSU

COUN M02A – 1.5 Units

Career Development-Choosing a Major and/or Career

Prerequisites: None

Class Hours: 1.5 lecture

Introduces self-assessment tools to identify college majors and careers by clarifying interests, skills, values, and personality type. Reviews decision-making process, labor market trends, career research, and use of the Internet in this process. Completing COUN M02 is the same as completing COUN M02A and COUN M02B. Unit credit may be received for either COUN M02 or COUN M02A and COUN M02B. Applies to Associate Degree. Transfer credit: CSU

COUN M02B – 1.5 Units **Career Development-Job Search Strategies**

Prerequisites: None

Class Hours: 1.5 lecture

Reviews the decision making process relative to career selection. Investigates labor market trends, career research, interviewing skills, resumé and cover letter writing, application completion, job search strategies, and use of the Internet in this process. Completing COUN M02 is the same as completing COUN M02A and COUN M02B. Unit credit may be received for either COUN M02 or COUN M02A and COUN M02B. Applies to Associate Degree. Transfer credit: CSU

COUN M03 – 0.5 Unit **Orientation to Moorpark College**

Prerequisites: None

Class Hours: 0.5 lecture

Introduces students to college services and requirements in order to help them define and achieve their educational goals. Under the guidance of a counselor, students will select those topics which best meet their personal educational needs. These can include but are not limited to: associate degree and transfer requirements, basics of time management, planning a career and major, financial aid and scholarship opportunities, using the college library, and other student services and workshops. Students will produce an Educational Plan at the conclusion of the course. Only offered pass/no-pass. Applies to Associate Degree.

COUN M04 – 1 Unit **Student Development in Higher Education**

Prerequisites: None

Recommended Prep: Completion of Math and English self-assessment and orientation.

Class Hours: 1 lecture

Introduces student development and the concept of lifelong learning. Reviews student services, programs, technological and internet resources. Explores models for student success, choosing a major/career and a college, and values clarification. Evaluates time management, study skills, learning styles. Emphasizes problem solving and decision making skills. Develop personalized student educational plan (SEP). Applies to Associate Degree. Transfer credit: CSU

COUN M60A-Z – 1 to 3 Units **Topics in Counseling**

Prerequisites: To be determined

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Only offered pass/no-pass. Transfer credit: determined by transfer institution.

Developed topics include:

COUN M60A – 1 Unit **Confident Test Taking**

Prerequisites: None

Class Hours: 1 lecture

Introduces problem-solving approaches and relaxation techniques to apply during test situations. Develops positive self-image while taking tests. Does not apply to the Associate Degree.

COUN M60B – 0.5 Unit **Tools for Transfer**

Prerequisites: None

Recommended Prep: Completion of 30 transferable units

Class Hours: 0.5 lecture

To facilitate a smooth transfer from Moorpark College to four year colleges and universities, provides information about timelines and application processes including essays for applications, applications for financial aid and scholarship applications, and resources in the Career Transfer Center, such as on-line articulation information. Only offered pass/no-pass. Applies to Associate Degree.

COUN M60C – 0.5 Unit **Self-Paced Career Assessment**

Prerequisites: None

Class Hours: 0.5 lecture

Introduces online and computer-based career self-assessment tools to identify and prioritize values, interests, skills, and personality attributes culminating in options in college majors and careers in an 8-hour, self-paced format. Includes intake and exit individual counseling/career consultations to strategize next steps congruent with individual goals and objectives. Applies to Associate Degree. Transfer credit: CSU.

COUN M60D – 0.5 Unit **Self-Paced Career Research**

Prerequisites: None

Recommended Prep: COUN M60C

Class Hours: 0.5 lecture

Presents online and computer-based career research tools designed to assist students in evaluating and prioritizing career options. Research on specific careers and their correlating majors will culminate in first and second choices. Includes intake and exit individual counseling/career consultations to strategize next steps congruent with individual goals and objectives. Process will be completed in an 8-hour, self-paced format. Applies to Associate Degree. Transfer credit: CSU

Criminal Justice

Program Purpose: Students who complete Criminal Justice courses will utilize the Community Policing philosophy of partnerships to interact with and influence the diverse community that the Criminal Justice system serves. Students completing the Criminal Justice program will acquire the practical knowledge and skills to successfully pass the Criminal Justice Law Enforcement vocational entrance exams and academy programs.

Public concern with rising crime rates and the increasing role of law enforcement in public service work has contributed to the growth of criminal justice agencies throughout the nation. There is a broad range of employment opportunities for men and women in all components of the Criminal Justice System. This Criminal Justice Program offers an education to students in the varied aspects of law enforcement, court procedures and corrections. A foundation of knowledge is provided for those interested in becoming competitive candidates for these rewarding and challenging positions.

Dean

Lori Bennett, Phone (805) 378-1445

Full-time Faculty

David Harrington, Leeann Mulville

Counselors

Michael Johnson, Pamela Kennedy-Luna

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805)378-1536.

Degree in Criminal Justice

To earn an Associate in Science Degree with a major in Criminal Justice, students complete 27 specified units, plus General Education Degree Requirements.

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

Required Courses	Units
CJ M01Introduction to Criminal Justice.....	3.0
CJ M02Concepts of Criminal Law	3.0
CJ M03Community Relations.....	3.0
CJ M04Legal Aspects of Evidence	3.0
CJ M05Principles and Procedures of the Justice System	3.0
CJ M06Criminal Justice Report Writing	3.0
CJ M41Introduction to Probation, Parole and Corrections.....	3.0
Two Courses from the following 3-Unit Courses.....	6.0
CJ M10Patrol Procedures.....	3.0
CJ M11Criminal Investigation.....	3.0
CJ M14Juvenile Procedure	3.0
CJ M18Narcotics Investigation.....	3.0
TOTAL minimum units required in major area.....	27.0

See General Education Degree Requirements and Transfer Information.

Certificate of Achievement in Criminal Justice - Option 1

(More than 18 units)

Required Courses	Units
CJ M01Introduction to Criminal Justice.....	3.0
CJ M02Concepts of Criminal Law	3.0
CJ M03Community Relations.....	3.0
CJ M04Legal Aspects of Evidence	3.0
CJ M05Principles and Procedures of the Justice System	3.0
CJ M06Criminal Justice Report Writing	3.0
CJ M41Introduction to Probation, Parole and Corrections.....	3.0
Two Courses from the following 3-Unit Courses.....	6.0
CJ M10Patrol Procedures.....	3.0
CJ M11Criminal Investigation.....	3.0
CJ M14Juvenile Procedures.....	3.0
CJ M18Narcotics Investigation.....	3.0
TOTAL	27.0

Criminal Justice Courses

CJ M01 – 3 Units

Introduction to Criminal Justice

Prerequisites: None
Class Hours: 3 lecture

Introduces the history and philosophy of criminal justice in America, reviewing system recapitulation; sub-system identification; role expectations and interrelationships; crime, punishment and rehabilitation theories; and ethics, education and training issues. Applies to Associate Degree. Transfer credit: CSU; UC

CJ M02 – 3 Units

Concepts of Criminal Law

Prerequisites: None
Recommended Prep: CJ M01 and ENGL M01A or ENGL M01AH
Class Hours: 3 lecture

Introduces the historical development and philosophy of law. Reviews constitutional provisions, definitions and classifications of crimes, and their application to the criminal justice system. Examines concepts of the law as a social force. Explores crimes against persons, property and the state as a social, religious and historical ideology. Employs legal research and review of case law methodology. Applies to Associate Degree. Transfer credit: CSU; UC

CJ M03 – 3 Units

Community Relations

Prerequisites: None
Recommended Prep: CJ M01
Class Hours: 3 lecture

Explores the interrelationship and role expectations among the various agencies and the public, emphasizing the professional image of the criminal justice system and the development of positive relationships between the system and the public. Requires exploration of criminal justice practitioners and their agencies. Community policing and its fundamentals will be emphasized. Applies to Associate Degree. Transfer credit: CSU; UC

CJ M04 – 3 Units

Legal Aspects of Evidence

Prerequisites: None
Recommended Prep: CJ M01 and CJ M02
Class Hours: 3 lecture

Introduces the origin, development, philosophy and constitutional basis of evidence, including constitutional and procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence and rules governing admissibility, and judicial decisions interpreting individual rights. Applies to Associate Degree. Transfer credit: CSU

CJ M05 – 3 Units

Principles and Procedures of the Justice System

Prerequisites: None
Recommended Prep: CJ M01 and CJ M02
Class Hours: 3 lecture

Introduces the role and responsibilities of each segment within the criminal justice system: law enforcement, judicial, and corrections. Reviews each subsystem’s procedures from initial entry to final disposition as well as the relationship each segment maintains with its system members. Applies to Associate Degree. Transfer credit: CSU

CJ M06 – 3 Units **Criminal Justice Report Writing**

Prerequisites: None
Recommended Prep: ENGL M02
Class Hours: 3 lecture

Emphasizes the practical aspects of gathering, organizing, and preparing written reports for criminal justice activities on local, state and federal levels. Introduces techniques of communicating facts, information, and ideas effectively in a simple, clear and logical manner for various types of criminal justice system reports, letters, memoranda, directives and administrative reports appropriate for court presentation. Applies to Associate Degree. Transfer credit: CSU

CJ M10 – 3 Units **Patrol Procedures**

Prerequisites: None
Recommended prep: CJ M01
Class Hours: 3 lecture

Introduces responsibilities, techniques, and methods of police patrol, including handling of complaints, mechanics of arrest, preliminary investigations, field note taking, and report writing. Applies to Associate Degree. Transfer credit: CSU

CJ M11 – 3 Units **Criminal Investigation**

Prerequisites: None
Recommended Prep: CJ M01 and CJ M02
Class Hours: 3 lecture

Introduces fundamentals of investigation including crime scene search and recording; collection and preservation of physical evidence; scientific aids and modus operandi; sources of information; interviews and interrogation; and follow-up and case preparation. Applies to Associate Degree. Transfer credit: CSU

CJ M14 – 3 Units **Juvenile Procedures**

Prerequisites: None
Recommended Prep: CJ M01
Class Hours: 3 lecture

Focuses upon the organization, functions, and jurisdiction of juvenile agencies, including the processing and detention of juveniles; juvenile case disposition; and juvenile statutes and court procedures. Applies to Associate Degree. Transfer credit: CSU; UC

CJ M17 – 3 Units **Anatomy of a Murder**

Prerequisites: None
Recommended Prep: CJ M01 or CJ M11
Class Hours: 3 lecture

Examines the historical and contemporary analysis of criminal homicide. Use of case studies to examine the nature and extent of murder, including serial murder and sex crime related murder. Includes victimology, suspect profiling and investigative techniques and procedures for the identification, collection, preservation and presentation of evidence from a homicide crime scene. Applies to Associate Degree. Transfer credit: CSU

CJ M18 – 3 Units **Narcotics Investigation**

Prerequisites: None
Recommended Prep: CJ M01 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 M22A/B – 1 to 3 Units **Independent Studies in Criminal Justice**

Prerequisites: A previous course in Criminal Justice
Class Hours: 1 to 3 as arranged

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

CJ M41 – 3 Units **Introduction to Probation, Parole and Corrections**

Prerequisites: None
Recommended Prep: CJ M01
Class Hours: 3 lecture

Introduces an overview of the historical aspects of punishment and the development of contemporary correctional philosophy in the United States. Focus will be on legal and practical aspects, practices, and procedures of probation, parole and the correctional institutions. Rehabilitation issues, legal issues, general laws, and operations of correctional institutions, and the relationship between corrections and other components of the criminal justice system will be examined. Applies to Associate Degree. Transfer credit: CSU

CJ M60A-Z – 1 to 3 Units **Topics in Criminal Justice**

Prerequisites: To be determined
Class Hours: To be determined

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

Developed topics include:

CJ M60A – 1.5 Units **Legal Aspects of Computer Forensics**

Prerequisites: None
Recommended Prep: CJ M02 and CJ M05 and CJ M11 and CIS M15
Class Hours: 1.5 lecture

Provides an overview of the legal aspects of computer forensic investigations and the criminal justice system, as it applies to investigating computer crimes. Reviews types of computer crimes; analyzes evolving search and seizure requirements and exceptions with emphasis on constitutional law, criminal law and procedural law as it applies to investigating computer crime; discusses anticipating defenses to computer crime and how to effectively communicate findings in reports and in a courtroom. May be taken a total of 2 time(s) for credit. (Same course as CNSE M60A) Applies to Associate Degree. Transfer credit: CSU

CJ M60B – 2 Units
Criminal Justice Employment Orientation

Recommended Preparation: CJ M01
 Class Hours: 1.5 lecture, 1.5 laboratory

Assists students in identifying areas of training and knowledge necessary to qualify for employment in the criminal justice field. Lab focuses on the skills necessary to pass the law enforcement entry level physical agility test. Applies to Associate Degree.

CJ M80 – 1 to 4 Units
Internship in Criminal Justice

Prerequisites: Completion or concurrent enrollment in a course in the discipline.
 Class Hours: 3 to 33 work experience hours as arranged

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

Dance

Program Purpose: Students who complete Dance courses will develop performing arts appreciation through exploration and analysis of dance practices in various cultural and historical contexts. Dance Activity students will condition the body, develop alignment and postural awareness, and make personal discoveries through expressive practices and performance.

People who study in the various specialties of dance (ballet, modern, jazz, tap and ballroom) may decide on a professional career on stage, television or films. A large number become teachers, either in public school (K-12, community college or university), private school (pre-school and K-12, colleges) as well as public or private centers or studios. The dance program is designed for both the student who wishes to major in dance and the student seeking to experience dance technique classes. The grace, carriage and confidence one gains in dance as well as the physical agility and flexibility are beneficial in all aspects of life. Dance activity classes fulfill the Physical Education requirement for graduation.

Dean

Patricia Ewins, Phone (805) 378-1408

Full-time Faculty

Beth Megill, Robert Salas

Counselors

Denice Avila

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Most universities require an audition for level placement in technique.

Degree in Dance

To earn an Associate in Arts Degree with a major in Dance, students complete 26.5-42.0 specified units, plus General Education Degree Requirements. This degree program provides training in four areas of technique: ballet, modern, jazz and tap. Integral parts of the curriculum are practical experience in concert performance and production work as well as a theoretical background in choreography and dance history and appreciation.

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

Required Courses	Units
DANC M01A.....Dance Appreciation	3.0
DANC M03.....Dance History.....	3.0
DANC M52.....Children’s Dance Theatre	3.0
AND choose one of the following:	
DANC M17.....Musical Dance Theater.....	3.0
DANC M51A.....Dance Performance.....	1.5
DANC M55.....Dance Rehearsal and Performance.....	5-2.0
Units from RECOMMENDED GROUPS	17.0-30.0
TOTAL	26.5-42.0

Recommended Groups: Complete ALL Units as Specified

GROUP A - Select 4.5-6.5 Units from the following:

DANC M10A.....Ballet I-Fundamentals.....	1.5
DANC M10B.....Ballet II-Beginning	1.5
DANC M10C.....Ballet III-Intermediate	1.5
DANC M10DBallet IV-Advanced.....	2.0
DANC M40.....Ballet Variations	2.0

GROUP B - Select 3-6.5 Units from the following:

DANC M11A.....Jazz I-Fundamentals	1.5
DANC M11B.....Jazz II-Beginning	1.5
DANC M11C.....Jazz III-Intermediate.....	1.5
DANC M11DJazz IV-Advanced.....	2.0
DANC M43.....Jazz Dance Roots	2.0

GROUP C - Select 5-7 Units from the following:

DANC M12A.....Modern Dance I-Fundamentals	1.5
DANC M12B.....Modern Dance II-Beginning	1.5
DANC M12C.....Modern Dance III-Intermediate.....	2.0
DANC M12DModern Dance IV-Advanced	2.0
DANC M14A-DChoreography, Modern Dance	2.0

GROUP D - Select 1.5-3 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 M13DTap IV-Advanced	2.0

GROUP E - Select 3-6 Units from the following:

DANC M20A-CFree Dance/Improvisation	1.5
DANC M30A/BBallroom Dance	1.5
DANC M31A/BWorld Dance	1.5
DANC M32.....Swing Dance.....	1.5
DANC M33.....Western Line Dance.....	1.5
DANC M60A-Z.....Topics in Dance (as offered)	1.0 to 3.0
DANC M80.....Internship in Dance.....	1.0 to 4.0

See General Education Degree Requirements and Transfer Information.

Dance Courses

DANC M01A – 3 Units
Dance Appreciation

Prerequisites: None
 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. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M03 – 3 Units**Dance History**

Prerequisites: None

Recommended Prep: DANC M01A

Class Hours: 3 lecture

Introduces and explores the art form of dance and the activity of dance in society and culture. Surveys the social and cultural dance: tribal, ethnic/world dance, folk-dance forms, the course explores in depth the Western Dance theatrical forms. Focuses on Western theatrical forms and the art of theatrical dance beginning with Renaissance Europe through the 21st century, covering but not limited to ballet, modern, jazz, tap and the contemporary dance scene which is international and eclectic. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M10A – 1.5 Units**Ballet I-Fundamentals**

Prerequisites: None

Class Hours: 1 lecture, 2 lab

Introduces basic ballet technique and terminology, general principles of alignment, centering and posture as related to ballet. Includes exercises at the barre to develop flexibility, strength, control, coordination and resilience and center practice of port de bras, simple adage and allegro movements. DANC M10A and/or DANC M10B and/or DANC M10C and/or DANC M10D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M10B – 1.5 Units**Ballet II-Beginning**

Prerequisites: DANC M10A

Class Hours: 1 lecture, 2 lab

Continues to introduces new movements and terminology that are part of the basic ballet technique, both at the barre and in center. Combines basic movements into adagio and allegro patterns. Emphasizes increasing fluency in technical skills. DANC M10A and/or DANC M10B and/or DANC M10C and/or DANC M10D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M10C – 1.5 Units**Ballet III-Intermediate**

Prerequisites: DANC M10B

Class Hours: 1 lecture, 2 lab

Continues to study intermediate ballet technique both at the barre and in center work, with emphasis upon the disciplines of ballet form and the physical abilities necessary to execute movements. Promotes the understanding and appreciation of ballet as a creative art form. DANC M10A and/or DANC M10B and/or DANC M10C and/or DANC M10D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M10D – 2 Units**Ballet IV-Advanced**

Prerequisites: DANC M10C

Class Hours: 1 lecture, 3 lab

Expands review of ballet, emphasizing analysis and application of kinesthetic principles to further develop skills, techniques, and physical capabilities. DANC M10A and/or DANC M10B and/or DANC M10C and/or DANC M10D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M11A – 1.5 Units**Jazz I-Fundamentals**

Prerequisites: None

Class Hours: 1 lecture, 2 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. DANC M11A and/or DANC M11B and/or DANC M11C and/or DANC M11D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M11B – 1.5 Units**Jazz II-Beginning**

Prerequisites: None

Recommended Prep: DANC M11A

Class Hours: 1 lecture, 2 lab

Further develops jazz dance technique at the beginning level. Continues to develop the student's alignment of the body, strength, flexibility, coordination in locomotor patterns and stylistic movement. DANC M11A and/or DANC M11B and/or DANC M11C and/or DANC M11D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M11C – 1.5 Units**Jazz III-Intermediate**

Prerequisites: DANC M11B or commensurate skills demonstration

Class Hours: 1 lecture, 2 lab

Further develops 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. DANC M11A and/or DANC M11B and/or DANC M11C and/or DANC M11D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M11D – 2 Units**Jazz IV-Advanced**

Prerequisites: DANC M11C or commensurate skills demonstration

Class Hours: 1 lecture, 3 lab

Further develops jazz dance technique at the advanced level with an emphasis on connectivity, fluency and mastery of the genre. Emphasizes performance style, form, technical ability and choreographic skills at the advance/pre-professional level. DANC M11A and/or DANC M11B and/or DANC M11C and/or DANC M11D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M12A – 1.5 Units**Modern Dance I-Fundamentals**

Prerequisites: None

Class Hours: 1 lecture, 2 lab

Covers the fundamentals of modern dance techniques based on the teaching of modern dance masters such as Graham, Humphrey, Limon and Laban. Develops fundamental modern technique, basic locomotor movements, movement dynamics and qualities, elements of modern dance history, evaluation and application of dance composition, and the understanding and appreciation of modern dance as an art form. DANC M12A and/or DANC M12B and/or DANC M12C and/or DANC M12D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M12B – 1.5 Units**Modern Dance II-Beginning**

Prerequisites: DANC M12A

Class Hours: 1 lecture, 2 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 techniques, simple improvisation and composition, the understanding of the principles of alignment and motion, and the experience of movement in more complex rhythmic forms. DANC M12A and/or DANC M12B and/or DANC M12C and/or DANC M12D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M12C – 2 Units**Modern Dance III-Intermediate**

Prerequisites: DANC M12B

Class Hours: 1 lecture, 3 lab

Continues the study of intermediate modern dance techniques with an emphasis on increasing flexibility, strength, and coordination. Examines how dance phrases/combinations will integrate elements of rhythm, design, dynamics and motivation. Develops an appreciation of modern dance as a creative art form. DANC M12A and/or DANC M12B and/or DANC M12C and/or DANC M12D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M12D – 2 Units**Modern Dance IV-Advanced**

Prerequisites: DANC M12C

Class Hours: 1 lecture, 3 lab

Continues the study of modern dance technique based on the techniques of Graham, Humphrey, Limon, and Laban as a foundation for advanced modern technique. Explores Release Technique and contemporary trends in somatic movement: technique, theories, kinesthetic conditioning, and compositional studies. Develops an understanding and appreciation of contemporary modern dance as a creative art form. DANC M12A and/or DANC M12B and/or DANC M12C and/or DANC M12D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M13A – 1.5 Units**Tap I-Fundamentals**

Prerequisites: None

Class Hours: 1 lecture, 2 lab

Introduces the fundamental elements of tap dance technique. Emphasizes components of rhythm, style and mechanics as well as a general introduction to tap dance as a genre within history. DANC M13A and/or DANC M13B and/or DANC M13C and/or DANC M13D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M13B – 1.5 Units**Tap II-Beginning**

Prerequisites: None

Recommended Prep: DANC M13A

Class Hours: 1 lecture, 2 lab

Further develops tap dancing techniques at the beginning level. Develops the motor skills and coordination of the dancers, expanding their tap dance vocabulary and fluency as performers. Integrates elements of style in performance and contextualizes the dance through historical awareness. DANC M13A and/or DANC M13B and/or DANC M13C and/or DANC M13D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M13C – 1.5 Units**Tap III-Intermediate**

Prerequisites: DANC M13B

Class Hours: 1 lecture, 2 lab

Assists students in refining their performance of essential tap techniques as learned in Tap Fundamentals (DANC M13A) and Beginning Tap (DANC M13B) through exercises focusing on rhythm, form, style, coordination and increasing speed. DANC M13A and/or DANC M13B and/or DANC M13C and/or DANC M13D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M13D – 2 Units**Tap IV-Advanced**

Prerequisites: DANC M13C or commensurate skills demonstration

Recommended Prep: DANC M11C and DANC M11D

Class Hours: 1 lecture, 3 lab

Further develops tap dance vocabulary and techniques at the advanced level. Presents challenging syncopated rhythms and challenging high level motor coordination. Integrates the performance of tap tricks including pick-ups, pull backs and wings, into complex rhythmic patterns. Emphasizes stylistic elements in various historical contexts. Furthers the development of the individual in choreographing for tap dance. DANC M13A and/or DANC M13B and/or DANC M13C and/or DANC M13D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M14A – 2 Units**Choreography, Modern Dance-Fundamentals**

Prerequisites: DANC M12B

Class Hours: 1 lecture, 3 lab

Introduces basic principles and practical applications of dance composition. Focuses on forms of expression; develops space, time and energy into dance; and integrates dance movement technique as a form of expression. Requires solo and small group choreography and improvisations. DANC M14A and/or DANC M14B and/or DANC M14C and/or DANC M14D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M14B – 2 Units **Choreography, Modern Dance-Beginning**

Prerequisites: Intermediate modern dance class

Class Hours: 1 lecture, 3 lab

Explores dance as a creative art form by integrating dance movement technique as a form of expression to communicate literal and nonliteral themes. Requires solo and small group choreography and improvisations. DANC M14A and/or DANC M14B and/or DANC M14C and/or DANC M14D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M14C – 2 Units **Choreography, Modern Dance-Intermediate**

Prerequisites: Intermediate modern dance class

Class Hours: 1 lecture, 3 lab

Expands dance as a creative art form, combining movement with the use of music and sound. Requires substantial solo work performed in a concert setting. DANC M14A and/or DANC M14B and/or DANC M14C and/or DANC M14D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M14D – 2 Units **Choreography, Modern Dance-Advanced**

Prerequisites: Advanced dance class or equivalent

Class Hours: 1 lecture, 3 lab

Expands dance as a creative art form, combining movement with the use of music and sound. Requires substantial solo work performed in a concert setting. DANC M14A and/or DANC M14B and/or DANC M14C and/or DANC M14D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M15 – 2 Units **Introduction to Choreography**

Recommended Prep: DANC M10C or DANC M11C or DANC M12C or DANC M55

Class Hours: 1 lecture, 3 lab

Introduces the theory and techniques of dance composition. Applies elements of choreography to dance improvisation, ballet, jazz, and modern dance. Focuses on designing movement through analytical problem solving in various choreographic situations. Emphasizes student application of choreographic concepts through the development of solo and group movement compositions. May be taken a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M16A – 1.5 Units **Hip Hop I - Fundamentals**

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 – 3 Units **Musical Dance Theatre**

Prerequisites: None

Recommended Prep: DANC M11A, DANC M11B

Class Hours: 9 lab

Introduces a compilation of dances choreographed for performance specific to the American musical in either a complete production of a single musical or as a revue of dance production numbers from two or more musicals. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M20A – 1.5 Units **Free Dance/Improvisation I**

Prerequisites: None

Recommended Prep: Concurrent enrollment in modern dance

Class Hours: 1 lecture, 2 lab

Encourages joy of movement, allowing unique and creative expressions in dance. DANC M20A and/or DANC M20B and/or DANC M20C (either individually or in combination) may be taken a maximum of four (4) times for credit. (Same course as THA M17.) Applies to Associate Degree. Transfer credit: CSU; UC

DANC M20B – 1.5 Units **Free Dance/Improvisation II**

Prerequisites: DANC M20A

Class Hours: 1 lecture, 2 lab

Provides creative, free environment and encourages expressive dance movements for enjoyment, communication and performance. DANC M20A and/or DANC M20B and/or DANC M20C (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M20C – 1.5 Units **Free Dance/Improvisation III**

Prerequisites: A beginning dance class

Class Hours: 1 lecture, 2 lab

Encourages creation of appropriate movement responses to express ideas and feelings. Provides various stimulus situations to develop organic, spontaneous dance responses. DANC M20A and/or DANC M20B and/or DANC M20C (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M22A/B – 1 to 3 Units **Independent Studies in Dance**

Prerequisites: A previous course in Dance

Class Hours: 0.5 to 3 as arranged

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

DANC M25 – 1.5 Units**Adaptive Dance**

Prerequisites: None

Class Hours: 1 lecture, 2 lab

Introduces the basics of a variety of dance forms such as ballet, modern, jazz, tap, ballroom, and world dance including folk, line and square dance to students who are facing physical and cognitive challenges. Encourages responses to music, rhythm, and dance as an opportunity for self-expression of unique abilities and for the development of interpersonal relationships. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M30A – 1.5 Units**Ballroom I**

Prerequisites: None

Class Hours: 1 lecture, 2 lab

Introduces history, music and fundamental practices of ballroom dancing. Includes basic steps, variations and styling techniques for the fox-trot, swing, waltz, cha-cha, tango, rumba, samba, mambo, polka and selected novelty dances. DANC M30A and/or DANC M30B (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M30B – 1.5 Units**Ballroom II**

Prerequisites: DANC M30A

Class Hours: 1 lecture, 2 lab

Expands expertise in ballroom dancing by reviewing basic steps and increasing styling techniques for the fox-trot, swing, waltz, cha-cha, tango, rumba, samba, mambo, polka and selected novelty dances. Requires attendance at out of class dance. DANC M30A and/or DANC M30B (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M31A – 1.5 Units**World Dance I**

Prerequisites: None

Class Hours: 1 lecture, 2 lab

Introduces students to a variety of world dance forms. Participation in movement forms from an array of cultures, and lectures on history, culture, and movement content. Facilitates a student's cultural awareness, personal expression in a new art form, and provides an arena for interactive learning. DANC M31A and/or DANC M31B (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M31B – 1.5 Units**World Dance, Ethnic Folk Forms II**

Prerequisites: DANC M31A

Class Hours: 1 lecture, 2 lab

Continues study of Folk, Square, and Ethnic dance skills. DANC M31A and/or DANC M31B (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M32 – 1.5 Units**Swing Dance**

Prerequisites: None

Class Hours: 1 lecture, 2 lab

Introduces American Swing Dance in the 20th century, exploring dance vocabulary, dance courtesies, fundamentals of music related to dance and dance history. Includes vintage dance forms as well as current trends. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M33 – 1.5 Units**Western Line Dance**

Prerequisites: None

Class Hours: 1 lecture, 2 lab

Introduces an overview of Western Line Dance from 1980 to the present, exploring movement theory, dance vocabulary, dance courtesies, fundamentals of music as they relate to dance, and history. Includes vintage dance forms as well as current trends. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M40 – 2 Units**Ballet Variations**

Prerequisites: DANC M10B

Class Hours: 1 lecture, 3 lab

Continues development of technical skills with emphasis on developing artistic expression through exposure to classical and contemporary variations. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M43 – 2 Units**Jazz Dance Roots**

Prerequisites: DANC M11C

Class Hours: 1 lecture, 3 lab

Explores the origins and influences of jazz and their effect on the styles and trends of the day. Reviews contributions from international dance companies and dance innovators, including Martha Graham, Jack Cole, Katherine Dunham, Bob Fosse, Agnes DeMille and Jerome Robbins. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M50 – 3 Units**Performing Arts Management**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the marketing, promotion and sales of theatrical, music, dance and all other performance events. Studies the theories and practices of selecting a subscription season, creating marketing materials, operating the box office and interfacing with the public in the "front of the house." The practical lab component requires participation in various management and services activities throughout a Performing Arts Center. (Same as MUS M50 and THA M50). Applies to Associate Degree. Transfer credit: CSU

DANC M51A – 1.5 Units**Dance Performance/Production I**

Prerequisites: Beginning dance class

Recommended Prep: Concurrent enrollment in dance class

Class Hours: 1 lecture, 2 lab

Introduces and then applies basic elements of production (staging, lighting, publicity, makeup, costumes, set design and construction) through participation in a staged event/dance. DANC M51A and/or DANC M51B and/or DANC M51C and/or DANC M51D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M51B – 1.5 Units**Dance Performance/Production II**

Prerequisites: DANC M51A

Recommended Prep: Concurrent enrollment in dance class

Class Hours: 1 lecture, 2 lab

Requires practical involvement in the elements of dance production behind the scenes as well as on stage. DANC M51A and/or DANC M51B and/or DANC M51C and/or DANC M51D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M51C – 1.5 Units**Dance Performance/Production III**

Prerequisites: Beginning dance class

Recommended Prep: Concurrent enrollment in another dance class

Class Hours: 1 lecture, 2 lab

Emphasizes practical experience of dance productions, concerts and demonstrations, emphasizing dance as a performing art. Reviews choreography, staging and the production elements of dance. DANC M51A and/or DANC M51B and/or DANC M51C and/or DANC M51D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M51D – 2 Units**Dance Performance/Production IV**

Prerequisites: Intermediate dance class

Recommended Prep: Concurrent enrollment in dance class

Class Hours: 1 lecture, 3 lab

Offers practical experience in the many phases of dance productions, concerts and demonstrations. Focuses on dance performance with some review of choreography and staging. DANC M51A and/or DANC M51B and/or DANC M51C and/or DANC M51D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M52 – 3 Units**Children's Theatre**

Prerequisites: None

Recommended Prep: DANC M20A or THA M17

Class Hours: 2 lecture, 4 lab

Offers practical experience in the rehearsal and performance of a children's theatre production. Includes both dramatic and movement-based components. (Same course as THA M52.) Applies to Associate Degree. Transfer credit: CSU

DANC M55 – 0.5-2.0 Units**Dance Rehearsal & Performance**

Prerequisites: None

Class Hours: 1.5-6 lab

Rehearsal and performance based course focusing on learning repertory choreographed by students, faculty and guest artists. Explores various styles and genres of artistic dance, including ballet, modern, tap, hip hop, jazz, and ethnic dance traditions. Course culminates in a performance of the works learned in a formal concert environment. Number of units acquired is based on hours of class attendance. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M60A-Z – 1 to 3 Units**Topics in Dance**

Prerequisites: To be determined

Class Hours: To be determined

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

Transfer credit: determined by transfer institution.

DANC M80 – 1 to 4 Units**Internship in Dance**

Prerequisites: Completion or concurrent enrollment in a course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

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

Design

See Courses in Art, Graphics, and Interior Design

Drafting

Program Purpose: Students who complete Drafting Technology courses will graphically represent an idea/plan that is compliant to appropriate design/construction code.

The Drafting Technology program prepares the student for careers related to mechanical drafting and design, engineering, structural and artistic architecture, and computer animation. Students will be trained in the use of computer aided design (using software such as AutoCAD, Revit, Inventor and solid works), as well as conventional drafting machines and instruments. Advanced students will have the opportunity to take 3D and animation courses using the world-renowned computer software 3-D Studio Max. They will then learn to prepare animated scenes for rendering using special effect lighting and surface materials.

Dean

Julius Sokenu, Phone (805) 378-1448

Counselor

Edna Ingram, Corey Wendt

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center in Fountain Hall (805) 378-1536. Transfer students interested in specializing in Drafting Technology/CAD who wish to qualify for an Associate Degree could explore Engineering as a possible major.

Certificate Options in Drafting Technology/CAD

**Drafting Technology/CAD Certificate of Achievement
(more than 18 units)**

To earn a Certificate of Achievement in Drafting Technology/CAD, students complete 27 specified units.

Required Courses	Units
DRFT M02A.....Computer Aided Drafting I.....	3.0
DRFT M02B.....Computer Aided Drafting II	3.0
DRFT M03A.....Architectural Drafting I.....	3.0
DRFT M03B.....Architectural Drafting II	3.0
DRFT M04.....Architectural CAD	3.0
DRFT M11.....Building Codes	3.0
Units from One of the RECOMMENDED OPTIONS.....	9.0
TOTAL	27.0

Recommended Options: Choose one of the following:

Architectural Option (complete all specified units)

DRFT M08.....Energy Conservation Code	3.0
DRFT M13.....Construction Materials.....	3.0
DRFT M20.....3D Modeling.....	3.0

OR

Civil Engineering Option (complete all specified units)

DRFT M06.....Building Site Drafting.....	3.0
DRFT M13.....Construction Materials.....	3.0
GIS M01.....Geographic Information Systems	3.0

Proficiency Award in CAD (less than 18 units)

To earn a Certificate in CAD, students complete 12 specified units.

Required Courses	Units
DRFT M01.....Introduction to Drafting.....	3.0
DRFT M02A.....Computer Aided Drafting I.....	3.0
DRFT M02B.....Computer Aided Drafting II	3.0
DRFT M20.....3D Modeling (Computer Animation)	3.0
TOTAL	12.0

NOTE: These courses must be taken in sequential order (one each semester) since after DRFT M01, each is the prerequisite for the next.

See General Education Degree Requirements and Transfer Information.

Drafting Courses

DRFT M01 – 3 Units

Introduction to Drafting

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces drafting and graphic practices to design and engineering students. Includes the use and care of drafting equipment and instruments, lettering, orthographic projection, sketches, working drawings, auxiliary views, sections and dimensioning. Applies to Associate Degree. Transfer credit: CSU; UC

DRFT M02A – 3 Units

Computer Aided Drafting I

Prerequisites: DRFT M01 or DRFT M03A or ID M11

Recommended Prep: CIS M17 or equivalent

Class Hours: 2 lecture, 3 lab

Introduces AutoCAD Computer-Aided Design (CAD) software. Explores CAD drawing and editing concepts, principles, and commands while preparing basic 2-dimensional technical drawings. Applies to Associate Degree. Transfer credit: CSU; UC (DRFT M02A, DRFT M02B, and ENGR M04 combined: maximum credit, one course)

DRFT M02B – 3 Units

Computer Aided Drafting II

Prerequisites: DRFT M02A

Class Hours: 2 lecture, 3 lab

Provides skill development in the use of 2D and 3D graphical techniques to produce solid design models and drawings. Includes hands-on computer modeling techniques and development of working and rendered presentation drawings. Requires basic knowledge of AutoCAD design software. Transfer credit: CSU; UC (DRFT M02A, DRFT M02B, and ENGR M04 combined: maximum credit, one course)

DRFT M03A – 3 Units

Architectural Drafting I

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces fundamentals of preparing architectural drawings, emphasizing use and care of drafting equipment and instruments, lettering, line work and dimensioning. Focuses on preparing various plan, elevation and sectional views as well as details, sketches, working drawings, orthographic and isometric drawings. Presents basic elements of building requirements and codes. Applies to Associate Degree. Transfer credit: CSU

DRFT M03B – 3 Units

Architectural Drafting II

Prerequisites: DRFT M03A

Class Hours: 2 lecture, 3 lab

Introduces preparation and interpretation of architectural drawings and specifications, emphasizing wood frame construction and application of local planning ordinances, uniform building codes and architectural graphic standards. Applies to Associate Degree. Transfer credit: CSU

DRFT M04 – 3 Units

Architectural CAD

Prerequisites: DRFT M02B and DRFT M03

Class Hours: 2 lecture, 3 lab

Introduces development of architectural drawings, using computer aided drafting and three-dimensions for a walk-through effect. Applies to Associate Degree. Transfer credit: CSU

DRFT M05A – 3 Units

Mechanical Solid Modeling I

Prerequisite: None

Recommended Prep: CIS M17 or equivalent

Class Hours: 2 lecture, 3 lab

Introduces the development of 3-dimensional engineering design models using parametric modeling programs such as SolidWorks or Inventor. Addresses the techniques of constructing, editing, and annotating featured-based parametric models. Transfer credit: CSU; UC (under review)

DRFT M06 – 3 Units

Building Site Drafting

Prerequisites: DRFT M03A

Class Hours: 2 lecture, 3 lab

Introduces civil engineering drafting, including survey notation, graphic translation of survey notes, grading, site planning and utilities. Applies to Associate Degree. Transfer credit: CSU

DRFT M08 – 3 Units **Energy Conservation Code**

Prerequisites: None
Class Hours: 3 lecture

Introduces requirements and necessary forms regarding Title 24 of the State Energy Code. Applies to Associate Degree.

DRFT M09 – 3 Units **Fundamentals of Structural Design**

Prerequisites: MATH M01 and DRFT M01
Class Hours: 3 lecture

Analyzes and designs complete structural calculations for a residential, commercial and industrial buildings. Applies to Associate Degree. Transfer credit: CSU

DRFT M10 – 3 Units **Construction Cost Estimating**

Prerequisites: MATH M01 and DRFT M01
Class Hours: 3 lecture

Introduces principles and practices for making quantity surveys and labor estimates on construction projects. Requires field trips. Applies to Associate Degree. Transfer credit: CSU

DRFT M11 – 3 Units **Building Codes**

Prerequisites: None
Class Hours: 3 lecture

Introduces building codes related to structural, plumbing, heating, air conditioning, and electrical components of buildings constructed in Southern California. Applies to Associate Degree.

DRFT M13 – 3 Units **Construction Materials**

Prerequisites: None
Class Hours: 3 lecture

Explores use and application of building materials to the structural composition of modern residential, commercial and industrial buildings. Applies to Associate Degree.

DRFT M14 – 3 Units **Construction Blueprint Reading**

Prerequisites: None
Class Hours: 3 lecture

Focuses on reading construction drawings for typical buildings, including wood frame, masonry, concrete and steel construction used in residential, commercial and industrial projects. Applies to Associate Degree. Transfer credit: CSU

DRFT M20 – 3 Units **3D Modeling (Computer Animation)**

Prerequisites: None
Class Hours: 2 lecture, 3 lab

Introduces 3D Studio Max Software, exploring 3D modeling and animation with spatial three-dimensional effects in a Windows NT networked environment. Explores creation, modeling, and modification of a fully mapped and rendered scene complete with lights, cameras, and backgrounds. Requires creation of a basic animation. Applies to Associate Degree. Transfer credit: CSU

DRFT M21 – 3 Units **Technical Animation (Computer Animation)**

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

Introduces advanced materials and environmental effects of advanced technical animations. Explores the use of motion controllers and track views for editing key frames, pivot points to link objects, Inverse Kinematics to create character animations, and special effects such as space warps, ripples, waves, wind and bombs. Requires creation of a fully mapped and rendered animation complete with lights, cameras, backgrounds, and special effects. Applies to Associate Degree. Transfer credit: CSU

DRFT M22A/B – 1 to 3 Units **Independent Studies in Drafting**

Prerequisites: A previous course in Drafting Technology
Class Hours: 1 to 3 as arranged

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

DRFT M60A-Z – 1 to 3 Units **Topics in Drafting**

Prerequisites: To be determined
Class Hours: To be determined

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

Developed topics include:

DRFT M60A- – 0.5 to 3 Units **Topics in Drafting Technology/CAD**

Prerequisites: To be determined
Class Hours: To be determined

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

DRFT M80 – 1 to 4 Units **Internship in Drafting Technology/CAD**

Prerequisites: Completion or concurrent enrollment in a course in the discipline.
Class Hours: 3 to 33 work experience hours as arranged

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

Economics

Program Purpose: Students who complete Economics courses will apply essential domestic and global economic principles by analyzing the individual economic behavior of consumers, producers, and at the highest level, individual industries. Students will analyze the major debates on taxes and government spending and recognize the implications of economic behavior in business cycles, explaining the interaction of money, banking and the Federal Reserve on the economy.

The major in economics leads to careers in business or government and offers valuable preparation for various professions including economics, finance, business, law and government. The study of Economics provides the opportunity to build a solid foundation for graduate study in many subjects. In this deep and broad discipline, our Moorpark College Economics faculty members focus on two essential objectives in teaching. First, to educate students in basic economic principles so that they can effectively understand public and private issues. Second, to offer fundamental training for those students who wish to use these essential logic and thinking skills of Economics as a tool to advance their careers.

Dean

Lori Bennett, Phone (805) 378-1445

Full-time Faculty

Rex Edwards, Ray Zhang

Counselors

Michael Johnson, Pam Kennedy-Luna, Candace Mead

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Economics who wish to qualify for an Associate in Arts Degree could explore Business as a possible major.

See General Education Degree Requirements and Transfer Information.

Economics Courses

ECON M01 – 3 Units

Principles of Microeconomics

Prerequisites: MATH M03

Class Hours: 3 lecture

Examines the function of the market mechanism and its strengths and weaknesses in allocating scarce resources in the economy. Develops a method of thinking by investigating and applying the principles of economic inquiry to the behavior of individual consumers, producers and industries. Discusses the structure of industries and the distribution of resources. Applies to Associate Degree. Transfer credit: CSU; UC

ECON M02 – 3 Units

Principles of Macroeconomics

Prerequisites: MATH M03

Class Hours: 3 lecture

Introduces macroeconomic issues such as unemployment, inflation, taxation, economic growth, trade balance, the Classical and Keynesian Models, government deficits, fiscal and monetary policy. Examines the role of government policy in relation to these issues. Reviews recent economic events such as recession, recovery and boom. Equips students to analyze and evaluate real-life macroeconomic phenomena through deduction of the logical consequences of well-defined assumptions. Students cannot complete both ECON M02 and ECON M02H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ECON M02H – 3 Units

Honors: Principles of Macroeconomics

Prerequisites: MATH M03

Class Hours: 3 lecture

Introduces macroeconomic issues such as unemployment, inflation, taxation, economic growth, trade balance, the Classical and Keynesian Models, government deficits, fiscal and monetary policy. Examines the role of government policy in relation to these issues. Reviews recent economic events such as recession, recovery and boom. Equips students to analyze and evaluate real-life macroeconomic phenomena through deduction of the logical consequences of well-defined assumptions. Honors work challenges students to be more analytical and innovative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both ECON M02 and ECON M02H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ECON M04 – 3 Units

Economic Development of the United States

Prerequisites: None

Class Hours: 3 lecture

Introduces the evolution of U. S. economic institutions as revealed by economic analyses and quantitative data as well as the application of economics to social change and economic problems. Applies to Associate Degree. Transfer credit: CSU; UC

ECON M22A/B – 1 to 3 Units

Independent Studies in Internship in Economics

Prerequisites: A previous course in Economics

Class Hours: 1 to 3 as arranged

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

ECON M30 – 3 Units**Introduction to Business and Economics**

Recommended Prep: BUS M28 or ENGL M02

Class Hours: 3 lecture

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

ECON M60A-Z – 1 to 3 Units**Topics in Economics**

Prerequisites: To be determined

Class Hours: To be determined

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

ECON M80 – 1 to 4 Units**Internship in Economics**

Prerequisites: Completion or concurrent enrollment in a course in the discipline.

Class Hours: 3 to 16.5 work experience hours

Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

Education

Program Purpose: Students who complete Education courses will explore the philosophical and practical implications in the profession of teaching.

Education courses provide an introduction to teaching as a career, exploring the philosophical as well as some of the practical implications of the profession. The courses build a strong foundation for future teachers.

Dean

Julius Sokenu, Phone (805) 378-1448

Counselor

Anitra Evans, Pam Kennedy-Luna, Ofelia Romero-Motlagh

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in education or teaching who wish to qualify for an Associate in Arts Degree could explore Liberal Studies as a possible major. See General Education Degree Requirements and Transfer Information.

Education Courses**EDU M01 – 3 Units****Introduction to Education**

Prerequisites: None

Corequisite: Internship

Class Hours: 3 lecture

Invites the student to explore teaching as a profession, exploring classroom management issues, learning styles, student diversity, peer tutoring, and educational philosophy. Field exploration will be a key component of the class. Applies to Associate Degree. Transfer credit: CSU

EDU M02 – 3 Units**Introduction to Teaching**

Prerequisites: None

Recommended Prep: ENGL M01A OR ENGL M01AH

Class Hours: 3 lecture

Provides students with fundamental understanding of the issues and problems related to teaching diverse learners in today's contemporary schools, preschool through grade 12. Topics include teaching as a profession and career; contemporary education Issues, California's content and performance standards and frameworks, and requirements for earning a teaching credential. Includes a minimum of 30 hours of fieldwork and observation in a K-12 multicultural school and community setting. Applies to Associate Degree. Transfer credit: CSU; UC

EDU M03 – 2 Units**Teaching Field Experience**

Prerequisites: None

Corequisite: Completion of or concurrent enrollment in EDU M02

Recommended Prep: ENGL M01A OR ENGL M01AH

Class Hours: 1 lecture, 3 Lab

Provides the pre-service teacher with an opportunity to apply classroom theory in a public school setting with an assigned Field Experience Supervisor/Mentor Teacher (public school teacher). Provides early, supervised field experience to pre-service teachers in order that they begin to develop fluency with the fundamental skills of literacy development, classroom management, and other routine teaching skills required in the public schools. Students must meet safety and health clearance standards for public school field experience placement. Students will complete at least 48 hours in the classroom. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

EDU M80 – 1 to 8 Units**Internship in Education**

Prerequisites: Completion or concurrent enrollment in a course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

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

Engineering

Program Purpose: Students who complete Engineering courses will understand the application of engineering principles to the design and manufacturing of products; apply physical laws and equations that relate to engineering to both qualitatively and quantitatively analyze specific problems, and critically evaluate and analyze observations and measurements through the use of accepted engineering methods and report the results in formal papers that conform to the style of modern engineering writing.

The field of engineering is a particularly broad one that offers several areas in which to specialize. The lower division course work described below provides basic preparation for any of these choices.

Dean

Lisa Miller, Phone (805) 378-1572

Counselors

Edna Ingram, Candace Mead, Corey Wendt

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Degree in Engineering

To earn an Associate in Science Degree with a major in Engineering, students complete 49-50 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Engineering offered by four-year institutions. Since the course work in engineering is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in engineering. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses	Units
CHEM M01A.....General Chemistry I.....	6.0
ENGR M04.....Engineering and Design/CAD.....	3.0
ENGR M12.....Engineering Materials.....	3.0
ENGR M20L.....Electrical Engineering Fundamentals/Lab.....	1.0
MATH M25B.....Calculus with Analytic Geometry II.....	5.0
MATH M25C.....Calculus with Analytic Geometry III.....	5.0
PHYS M20A.....Mechanics of Solids and Fluids.....	4.0
PHYS M20AL.....Mechanics of Solids and Fluids Lab.....	1.0
PHYS M20B.....Thermodynamics, Electricity and Magnetism.....	4.0
PHYS M20BL.....Thermodynamics, Electricity and Magnetism Lab.....	1.0
PHYS M20C.....Wave Motion, Optics and Modern Physics.....	4.0
PHYS M20CL.....Wave Motion, Optics and Modern Physics/Lab.....	5.0
AND choose one of the following:	
*ENGR M16.....Engineering Statics and Strength Materials.....	3.0
ENGR M20.....Electrical Engineering Fundamentals.....	3.0
AND choose one of the following:	
MATH M25A.....Calculus with Analytic Geometry I.....	5.0
MATH M25AH.....Honors: Calculus with Analytic Geometry I.....	5.0
TOTAL	49.0-50.0

See General Education Degree Requirements and Transfer Information.

* This degree requires either ENGR M16 or ENGR M20/M20L

Engineering Courses

ENGR M04 – 3 Units

Engineering and Design/CAD

Prerequisites: DRFT M01 or one year of high school drafting or equivalent
Class Hours: 2 lecture, 3 lab

Introduces engineering as a profession by exploring systematic design techniques, written communication, and makeup of the various engineering programs. Requires extensive use of computer-aided drafting software and completion of a design project. Applies to Associate Degree. Transfer credit: CSU; UC (DRFT M02A, DRFT M02B, and ENGR M04 combined: maximum credit, one course)

ENGR M12 – 3 Units

Engineering Materials

Prerequisites: CHEM M01A and PHYS M20A and PHYS M20AL
Class Hours: 3 lecture

Introduces engineering properties of materials, applying basic principles of the atomic and crystal structure of solids to the study of properties as well as to the selection and use of engineering materials. Applies to Associate Degree. Transfer credit: CSU; UC

ENGR M16 – 4 Units

Engineering Statics and Strength of Materials

Prerequisites: PHYS M20A and PHYS M20AL
Class Hours: 4 lecture

Covers vector algebra, equivalent force systems, free body diagrams and equilibrium, structural mechanics, behavior of deformable solids, stress and strain tension, compression, flexure, torsion, beams, columns, statically indeterminate problems, multiaxial stresses, and theories of strength. Applies to Associate Degree. Transfer credit: CSU; UC

ENGR M20 – 3 Units

Electrical Engineering Fundamentals

Prerequisites: PHYS M20B
Recommended Prep: MATH M35
Class Hours: 3 lecture

Introduces the theory and analysis of electrical circuits and circuit elements. Topics include DC circuits, AC circuits, circuit theorems, operational amplifiers, energy and power in electric circuits, impedance, phasors, frequency response, and computer aided circuit analysis. Applies to Associate Degree. Transfer credit: CSU; UC

ENGR M20L – 1 Unit

Electrical Engineering Fundamentals Laboratory

Prerequisites: PHYS M20BL
Corequisite: ENGR M20
Class Hours: 3 lab

Examines the operation of basic electrical and electronic circuits. The building and trouble shooting of the circuits is practiced. The principles of data taking, data reduction, synthesis, and analysis, as well as the writing of scientific reports are part of the course. Applies to Associate Degree. Transfer credit: CSU; UC

ENGR M22A/B – 0.5 to 3 Units Independent Studies in Engineering

Prerequisites: A previous course in Engineering
Class Hours: 0.5 to 3 as arranged

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

ENGR M80 – 1 to 4 Units Internship in Engineering

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 3 to 33 work experience hours as arranged

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

English

Program Purpose: Students who complete English courses will be able to communicate effectively using appropriate rhetorical strategies; utilize critical thinking skills through reading, writing and oral communication; access, evaluate, and incorporate information effectively to accomplish a specific purpose; and read literature to inform an understanding of humanity.

The study of English offers a basic understanding of reading and writing skills and an appreciation of literature. The more practical skills offered by the study of English -- effective reading, writing and thinking -- are applicable to all education careers and civic responsibilities. See the course sequence chart on the following page.

Dean

Inajane Nicklas, Phone (805) 378-1443

Full-time Faculty

Kathryn Adams, Jeffrey Baker, David Birchman, Wade Bradford, Gillian Dale, Sona Dombourian, Elizabeth Gillis-Smith, Anne Kairschner, Kara Lybarger-Monson, Jerry Mansfield, Judith Ramos, Hart Schulz, Diane Scrofano, Sydney Sims, Nils Slattum, Tracy Tennenhouse

Counselors

Anitra Evans, Denice Avila

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in English who wish to qualify for an Associate Degree could explore Liberal Studies as a possible major.

Deciding on your first Moorpark College English Course

The English Self-Placement Guide helps each student decide on the best entry-level English course to take, given individual needs and abilities. Effective placement saves students time and money as they progress through their academic careers. Students can complete the assessment process online at moorparkcollege.edu/assess or visit the counseling office for help making this important decision.

English Courses

ENGL M01A – 4 Units English Composition

Prerequisites: ENGL M02 or completion of the assessment process.
Class Hours: 4 lecture

Emphasizes expository writing that demonstrates the principles of thesis and support, logical organization and development, clear paragraph and sentence construction, control of diction, and command of the conventions of English usage. Includes research and documentation of sources. Develops analytical and interpretive reading skills. Students cannot complete both ENGL M01A and ENGL M01AH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M01AH – 4 Units Honors: English Composition

Prerequisites: ENGL M02 with a grade of B or better or completion of the assessment process.
Class Hours: 4 lecture

Emphasizes expository writing and research, demonstrating rhetorical organization, range of diction, clear sentence and paragraph construction, and command of the conventions of English usage. Develops analytical and interpretive reading skills. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities. Students cannot complete both ENGL M01A and ENGL M01AH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M01B – 3 Units Literature: Critical Thinking and Composition

Prerequisites: ENGL M01A OR ENGL M01AH
Class Hours: 3 lecture

Critical thinking and writing skills in close textual analysis of issues and themes in fiction, poetry, and drama as well as in non-fictional literature and literary criticism. Reviews deductive and inductive reasoning, recognition and avoidance of logical fallacies, and relationships between language and meaning. Emphasizes detailed critical analysis. Students cannot complete both ENGL M01B and ENGL M01BH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M01BH – 3 Units **Honors Literature: Critical Thinking and Composition**

Prerequisites: ENGL M01A OR ENGL M01AH with grade of B or better
Class Hours: 3 lecture

Honors work in critical thinking and writing skills in close textual analysis of issues and themes in fiction, poetry, and drama as well as in non-fictional literature and literary criticism. Reviews deductive and inductive reasoning, recognition and avoidance of logical fallacies, and relationships between language and meaning. Emphasizes detailed critical analysis. Students cannot complete both ENGL M01B and ENGL M01BH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M01C – 3 Units **Critical Thinking and Composition**

Prerequisites: ENGL M01A OR ENGL M01AH
Class Hours: 3 lecture

Develops work in advanced levels of critical thinking, reading, and writing. Focuses on the development of logical reasoning as well as analytical and argumentative writing skills. Students cannot complete both ENGL M01C and ENGL M01CH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M01CH – 3 Units **Honors: Critical Thinking and Composition**

Prerequisites: ENGL M01A OR ENGL M01AH with a grade of B or better
Class Hours: 3 lecture

Develops work in advanced levels of critical thinking, reading, and writing. Focuses on the development of logical reasoning as well as analytical and argumentative writing skills. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both ENGL M01C and ENGL M01CH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M02 – 3 Units **Introduction to College Writing**

Prerequisites: None
Class Hours: 3 lecture

Introduces college-level writing, focusing on composing clear, organized paragraphs and short essays. Stresses development and support of coherent central ideas with relevant reasoning and examples. Offers instruction in the writing process (preparation, organization, development, revision, editing) as well as grammar, punctuation and sentence structure. Includes college-level reading and real-world applications. Applies to Associate Degree.

ENGL M03 – 3 Units **Writing Skills**

Prerequisites: None
Class Hours: 3 lecture, 2 lab

Involves intensive practice in developing ideas, making clear statements and organizing information at the level of the paragraph. Emphasizes grammar, spelling, vocabulary building, sentence structure and composing strategies for short writings. Requires word processing in a computer lab. Does not apply to the Associate Degree.

ENGL M05 – 3 Units **Introduction to Scriptwriting: Film, TV & Radio**

Prerequisites: ENGL M01A or ENGL M01AH
Class Hours: 3 lecture

Develops skills for script analysis and construction for film, television, commercials and radio. Introduces structuring of the story, character development, exposition techniques, and writing in the correct format. (Same course as FTVM M11, formerly RT M05.) Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M10A – 3 Units **Creative Writing**

Prerequisites: ENGL M01A OR ENGL M01AH
Class Hours: 3 lecture

Introduces tactics for effective creative writing through writers' workshop. Student writers learn techniques in fiction and poetry writing, then have opportunity to practice, critique and revise their original work in a supportive setting. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M10B – 3 Units **Creative Writing**

Prerequisites: ENGL M10A
Class Hours: 3 lecture

Students will have the opportunity to practice, critique and revise their original work in poetry and fiction in a supportive setting. The course stresses writing techniques useful for finding a voice. In this advanced course, students will take a close, critical look at effective creative writing for the purpose of publication. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M11 – 3 Units **Report and Technical Writing**

Prerequisites: ENGL M01A OR ENGL M01AH
Class Hours: 3 lecture

Provides extensive practice writing proposals, memoranda, letters, technical reports, and technical manuals. Demands complete and accurate writing, demonstrating situational analysis, appropriate structuring, careful research and documentation, and incorporation of data and graphics. Applies to Associate Degree. Transfer credit: CSU

ENGL M13A – 3 Units **Major American Writers I**

Prerequisites: ENGL M01A OR ENGL M01AH
Class Hours: 3 lecture

Introduces American writing from the colonial era to the end of the Civil War, emphasizing works of major writers in their literary, historical and cultural contexts. Includes such authors as Bradstreet, Taylor, Franklin, Poe, Melville and Whitman. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M13B – 3 Units **Major American Writers II**

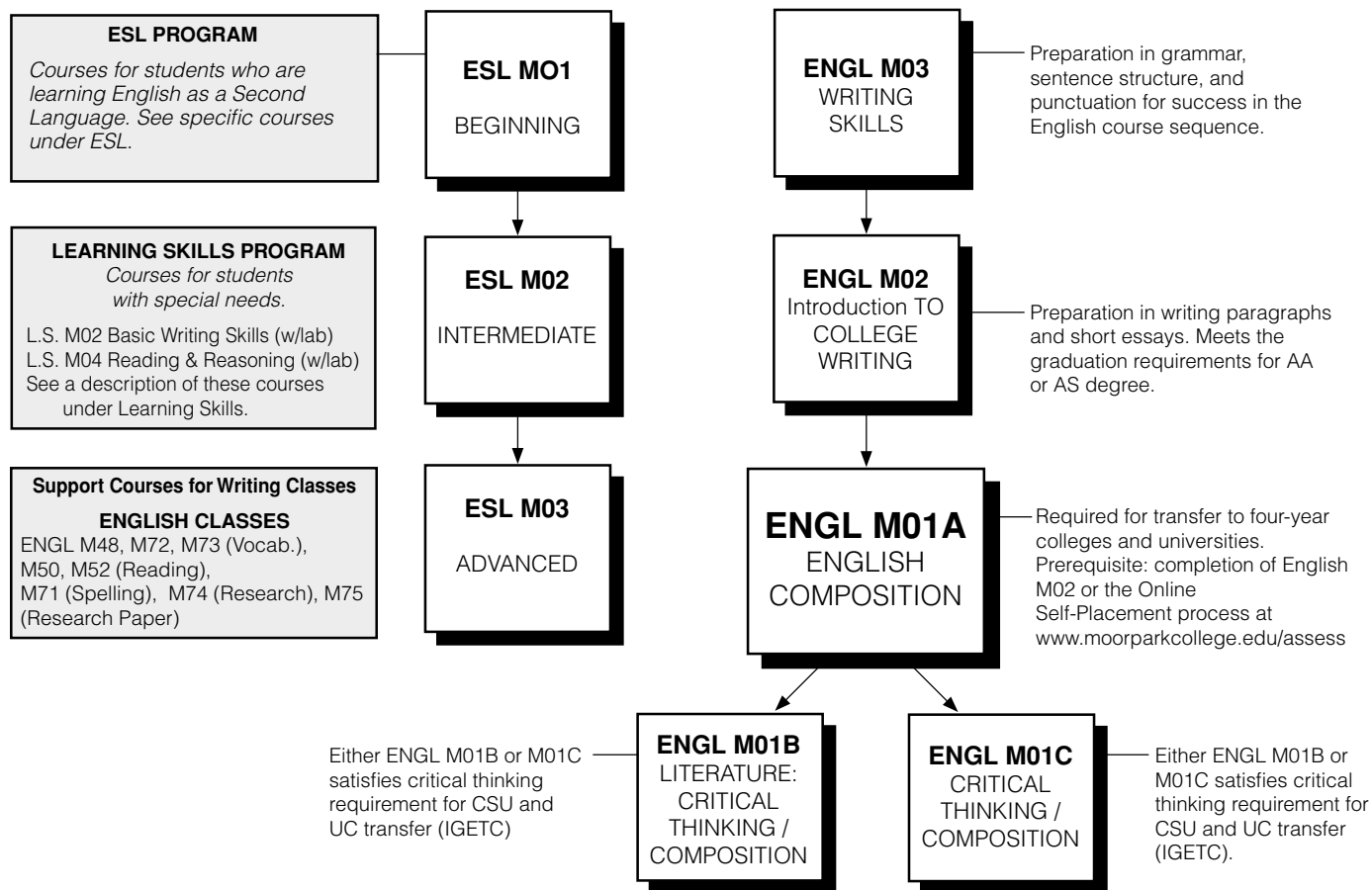
Prerequisites: ENGL M01A OR ENGL M01AH
Class Hours: 3 lecture

Introduces American writing from the post-Civil War period to the present, emphasizing works of major writers in their literary, historical and cultural contexts. Includes such authors as Twain, James, Hemingway, Faulkner and Wright. Applies to Associate Degree. Transfer credit: CSU; UC

Sequence of English and English as a Second Language Courses

To determine the best starting point in the English sequence, complete the English Self-Placement process, online at www.moorparkcollege.edu/assess.

To determine the best starting point in the ESL sequence, read the course descriptions and the frequently asked questions at www.moorparkcollege.edu/esl. Choose your class level and attend the first class meeting. ESL students will receive an orientation and individualized diagnosis at the first meeting of each level class. Changes of class level will be readily accommodated



ADVANCED ENGLISH COURSES

ENGL M05..... Radio/Television Script Writing	ENGL M30/31..... Masterpieces of World Literature I & II
ENGL M10A/B..... Creative Writing	ENGL M33..... Modern European Fiction
ENGL M13A/B..... Major American Writers I & II	ENGL M40..... Children's Literature
ENGL M14..... Study of Poetry	ENGL M43..... American-Jewish Literature
ENGL M15A/B..... Survey of English Literature I & II	ENGL M44..... Women in Literature
ENGL M17..... Shakespeare	ENGL M45..... Hispanic-American Literature
ENGL M18..... The Modern American Novel	ENGL M46..... African-American Literature
ENGL M19..... Introduction to the Short Story	ENGL M47..... Magazine Editing
ENGL M20..... Study of Drama	ENGL M60B..... Short Stories of Isaac Bashevis Singer
ENGL M21..... Contemporary Novels	ENGL M60C..... Short Stories of Bernard Malamud
ENGL M25..... Play Writing	ENGL M60D..... Short Stories of American Women Writers
ENGL M29A/B..... Bible as Literature, Old & New Testaments	

ENGL M14 – 3 Units**Study of Poetry**

Prerequisites: ENGL M01A OR ENGL M01AH

Class Hours: 3 lecture

Introduces the study of poetry, emphasizing imagery, figurative language, symbolism, rhythm and diction. Examples drawn from American and British poetry. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M15A – 3 Units**Survey of English Literature I**

Prerequisites: ENGL M01A OR ENGL M01AH

Class Hours: 3 lecture

Surveys major works of British literature from the Romantic period to the present in their literary, historical, and cultural contexts. Includes lectures, discussions, examinations, and critical papers. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M15B – 3 Units**Survey of English Literature II**

Prerequisites: ENGL M01A OR ENGL M01AH

Class Hours: 3 lecture

Surveys major works of British literature from the Romantic period to the present in their literary, historical, and cultural contexts. Includes lectures, discussions, examinations, and critical papers. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M17 – 3 Units**Shakespeare**

Prerequisites: ENGL M01A OR ENGL M01AH

Class Hours: 3 lecture

Surveys several plays, including romantic comedies, histories, tragedies, and problem plays. Discusses works of Shakespeare in their social context. Introduces the sonnets. Includes lectures, discussions, and critical papers. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M18 – 3 Units**The Modern American Novel**

Prerequisites: ENGL M01A OR ENGL M01AH

Class Hours: 3 lecture

Introduces representative novels by prominent American authors from the post-Civil War period to the present. Emphasizes the unique literary contributions of major modern American novelists such as Crane, Chopin, James, Hemingway, Steinbeck, and Ellison. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M19 – 3 Units**Introduction to Short Story**

Prerequisites: ENGL M01A OR ENGL M01AH

Class Hours: 3 lecture

Introduces form and content of short stories, emphasizing critical reading and analysis of selected American and European literary examples. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M20 – 3 Units**Study of Drama**

Prerequisites: ENGL M01A OR ENGL M01AH

Class Hours: 3 lecture

Introduces the study of drama in its historical, cultural, and biographical context. Plays studied will range from ancient Greek tragedy to the Theatre of the Absurd. Emphasis will be on analysis and developing sound critical judgment. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M21 – 3 Units**Contemporary Novels**

Prerequisites: ENGL M01A OR ENGL M01AH

Class Hours: 3 lecture

Reviews post-World War II novels, emphasizing their relevance, innovation, style, and literary value. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M22A/B – 1 to 3 Units**Independent Studies in English**

Prerequisites: A previous course in English

Class Hours: 1 to 3 as arranged

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

ENGL M29A – 3 Units**The Bible as Literature (Old Testament)**

Prerequisites: None

Class Hours: 3 lecture

Introduces the 39 books of the Old Testament and the Old Testament Apocrypha through lecture, reading, and discussion. Emphasizes literary qualities such as characters, recurrent themes, motifs, images and symbols, as well as major genres and representative forms of Biblical writings. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M29B – 3 Units**The Bible as Literature (New Testament)**

Prerequisites: None

Class Hours: 3 lecture

Introduces the New Testament through lecture, reading, and discussion. Emphasizes literary qualities such as characters, recurrent themes, motifs, images, and symbols, as well as major genres and representative forms of Biblical writings. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M30 – 3 Units**Masterpieces of World Literature I**

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Surveys important works of literature from the earliest records to about 1650 CE. Includes works from the Americas, Asia, Europe, and Africa. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M31 – 3 Units **Masterpieces of World Literature II**

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Surveys important works of literature from about 1650 CE to the present. Includes works from the Americas, Asia, Europe, and Africa. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M33 – 3 Units **Modern European Fiction**

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Introduces major modern European fiction, including such authors as Dostoyevsky, Tolstoy, Flaubert, Camus, Hesse, Gogol, Gide, Babel, and Mann. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M40 – 3 Units **Children's Literature**

Prerequisites: None

Recommended Prep: ENGL M01A OR ENGL M01AH

Class Hours: 3 lecture

Introduces children's literature, focusing on its literary aspects. Includes discussion and literary analysis of the specific features, historical development, basic genres and kinds (fairy tale, fantasy, picture book, adventure story, and contemporary realistic fiction) of children's literature. Covers classics from the golden age of children's literature (1846 to 1908), 20th-century picture books, poetry, and contemporary books for elementary and middle-grade readers. Applies to Associate Degree. Transfer credit: CSU

ENGL M44 – 3 Units **Women in Literature**

Prerequisites: ENGL M01A OR ENGL M01AH

Class Hours: 3 lecture

Explores images of women and perspectives on women's experience in works chosen from a variety of genres: song and poetry; diaries, letters and essays; short stories and novels; and drama and film. Includes male as well as female authors and works of different historical periods and countries. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M47 – 2 Units **Literary Magazine Publication**

Prerequisites: None

Corequisite: ENGL M47L

Recommended Prep: ENGL M01A OR ENGL M01AH

Class Hours: 2 lecture

Provides instruction in editing and publication of The Moorpark Review, a creative arts magazine, and other types of student writing projects. Includes reading, evaluating, editing and producing literary manuscripts for publication in a variety of formats. Applies to Associate Degree. Transfer credit: CSU

ENGL M47L – 1 Unit **Literary Magazine Publication Lab**

Prerequisites: Completion of or concurrent enrollment in ENGL M47

Recommended Prep: ENGL M01A OR ENGL M01AH

Class Hours: 3 lab

Provides practical experience in editing and producing literary manuscripts for publication in The Moorpark Review, a creative arts magazine, and in other types of student writing projects in a variety of formats. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

ENGL M48 – 3 Units **Word Power**

Prerequisites: None

Class Hours: 3 lecture

Develops listening, speaking, reading, and writing vocabularies by developing word analysis and vocabulary expansion skills. Includes study of Greek and Latin roots, prefixes, suffixes, synonyms, antonyms, diction, word origins, contextual clues, and college-level and professional vocabularies. Focuses on individual progress. Applies to Associate Degree.

ENGL M50 – 3 Units **Academic Reading and Study Skills**

Prerequisites: None

Class Hours: 3 lecture

Introduces academic reading skills, emphasizing comprehension, speed, study skills, vocabulary development, awareness of current events, goal setting, and time management. Applies to Associate Degree.

ENGL M70 – 1 Unit **Grammar/Punctuation Review**

Prerequisites: None

Class Hours: 1 lecture

Reviews the rules and conventions of standard English grammar and punctuation. Develops students' ability to write concise, clear, correct sentences and to join them into unified, coherent paragraphs. Does not apply to the Associate Degree.

ENGL M71 – 1 Unit **Spelling**

Prerequisites: None

Class Hours: 1 lecture

Introduces basic methods of correct spelling through visual and aural techniques, such as American English word and phonetic patterns, Greek and Latin roots and affixes, and the use of dictionaries and other materials. Does not apply to the Associate Degree.

ENGL M72 – 1 Unit **Vocabulary Level I**

Prerequisites: None

Class Hours: 1 lecture

Introduces principles and practices of vocabulary acquisition to improve reading, speaking, and writing in preparation for college-level courses. Does not apply to the Associate Degree.

**ENGL M73 – 1 Unit
Vocabulary Level II**

Prerequisites: None
Class Hours: 1 lecture

Extensive development of college-level vocabulary required for academic textbooks and writing projects. Applies to Associate Degree.

**ENGL M74 – 1 Unit
Research Skills for Papers, Reports and Essays**

Prerequisites: None
Class Hours: 1 lecture

Introduces basic library research skills for reports, essays and research papers including the use of library catalogs, print and electronic indexes and reference materials, and the Internet. Emphasis on critical evaluation of sources and compilation of a bibliography using the format relevant to student's field. (Same course as LIB M01.) Applies to Associate Degree. Transfer credit: CSU; UC (ENGL M74 or LIB M01 and ENGL M75 combined: maximum credit, one course)

**ENGL M75 – 1 Unit
The Research Paper**

Prerequisites: None
Class Hours: 1 lecture

The process of writing the research paper including basic research methods and resources, evaluation of sources, correct use of sources, avoidance of plagiarism, and documentation. Applies to Associate Degree. Transfer credit: CSU; UC (ENGL M74 or LIB M01 and ENGL M75 combined: maximum credit, one course)

**ENGL M80 – 1 to 4 Units
Internship in English**

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

Class Hours: 3 to 33 work experience hours as arranged

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

**ENGL M89AZ – 0.5 to 3 Units
Institutes in English**

Prerequisites: None
Class Hours: As arranged

Series of special lectures and discussions on selected topics of interest in English. Offered credit/no-credit only. Applies to Associate Degree.

English as a Second Language

The English as a Second Language program prepares students for transfer-level courses and improves language facility in social and job situations. Being multilingual is an asset in the local and global job market. To explore specific career options, check the software and online resources available in the Career Transfer Center, (805) 378-1536. See course sequence chart on previous page

Dean

Inajane Nicklas, Phone (805) 378-1443

Full –Time Faculty

Gillian Dale, Judith Ramos

Counselors

Chuck Brinkman, Michael Johnson

English as a Second Language Courses**ESL M01 – 4 Units
Beginning ESL**

Prerequisites: None
Class Hours: 4 lecture, 1 lab

Focus on listening, speaking, reading, and writing skills of beginning English language learners, using daily activities and topics of general interest. Activities include group and class discussions and oral presentations. Includes vocabulary acquisition; accurate pronunciation; and grammar review of parts of speech, parts of the sentence, sentence structure and patterns, and verb tenses; reading comprehension of brief paragraphs and essays; and writing paragraphs. Does not apply to the Associate Degree.

**ESL M02 – 4 Units
Intermediate ESL**

Recommended Prep: ESL M01
Class Hours: 4 lecture, 1 lab

Focus on listening, speaking, reading, and writing skills of intermediate English language learners using general interest and academic subjects. Activities include group and class discussions of text material, TV/video segments and lectures and oral presentations. Includes vocabulary acquisition, accurate pronunciation, and intonation; grammar study of sentence structure, compound and complex sentences, and reduction of grammar errors; reading comprehension and critical thinking; and writing multi-paragraph essays. Does not apply to the Associate Degree.

**ESL M03 – 4 Units
Advanced ESL**

Recommended Prep: ESL M02, or demonstrated ability for this level.
Class Hours: 4 lecture, 1 lab

Focus on listening, speaking, reading, and writing skills of advanced English language learners, using cross-curricular and current events subjects. Activities include discussions of text and selected materials, TV shows/videos, news programs, lectures, and one complete feature film and multiple 5-minute oral presentations. Includes emphasis on vocabulary acquisition, accurate pronunciation, and intonation in class discussions; grammar study of sentence correctness and style; reading interpretation, analysis, and application; and writing 5-paragraph essays developed by a combination of rhetorical modes. Does not apply to the Associate Degree.

Environmental Science

Program Purpose: Students participating in the Environmental Science program will examine the role and impacts of humans in the ecosystem.

Environmental Science is a multidisciplinary field covering the physical, biological, economical, and legal aspects of the environment.

Dean

Lisa Miller, Phone (805) 378-1572

Full-time Faculty

Lori Clark

Counselor

Michael Johnson, Danita Redd

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Degree Options in Environmental Studies

To earn an Associate in Arts Degree with a major in Environmental Studies, students complete 31 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper-division course work for advanced degrees in Environmental Studies offered by four-year institutions. Since the course work in environmental studies is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in environmental studies. Environmental Studies provides a broad base of natural science and social science course work. 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.

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
GEOG M01L.....Physical Geography Lab	1.0

AND choose one of the following:

CHEM M12.....Introductory Chemistry I.....	5.0
CHEM M12H..... Honors: Introductory Chemistry I	5.0

AND choose one of the following:

MATH M15.....Introductory Statistics.....	5.0
MATH M15H..... Honors: Introductory Statistics	5.0
Additional Units from LISTED OPTIONS.....	6.0

TOTAL 31.0

Listed Options: Choose two Social and Behavioral Sciences from the following:

ECON M01.....Principles of Microeconomics	3.0
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AND choose one of the following:

GEOG M03.....World Regional Geography.....	3.0
GEOG M03H.....Honors: World Regional Geography.....	3.0

AND choose one of the following:

POLS M03.....American Government and Politics.....	3.0
POLS M03H.....Honors: American Government and Politics	3.0

Recommended General Education Courses

It is recommended that all students complete as many transferable general education requirements as possible prior to graduation. Schedule an appointment with a counselor to discuss your general education and transfer course selections. The following courses meet the Moorpark College general education requirements for the Associate in Arts Degree with a major in Environmental Studies.

Required Courses.....	Units
Arts and Humanities (2 Courses of Choice)	6.0
English Composition (ENGL M01A or ENGL M01AH)	4.0
Health Education (HED M01).....	2.0
PE or Dance (Activity Course of Choice).....	1.5

Degree Option in Environmental Science

To earn an Associate in Science Degree with a major in Environmental Science, students complete 46-47 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. A major in Environmental Science emphasizes natural science course work. In addition, earning this degree provides students with a knowledge base that will prepare them for work in environmental research, conservation, or consulting.

Required Courses.....Units

BIOL M02A.....General Biology I.....	5.0
BIOL M02B.....General Biology II.....	5.0
CHEM M01A.....General Chemistry I.....	6.0
CHEM M01B.....General Chemistry II.....	6.0
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
PHYS M20A.....Mechanics of Solids and Fluids.....	4.0
PHYS M20AL.....Mechanics of Solids and Fluids Lab	1.0

AND choose one of the following:

MATH M25A.....Calculus with Analytic Geometry I.....	5.0
MATH M25AH..... Honors: Calculus with Analytic Geometry I	5.0
Additional Units from LISTED OPTIONS	3.0-4.0

TOTAL 46.0-47.0

Listed Options - Choose one of the following:

BIOL M05.....Field Biology - A Natural History of California	4.0
GEOG M01.....Physical Geography.....	3.0
GEOL M05.....The World Ocean.....	3.0
GIS M01.....Introduction to Mapping and GIS	3.0

Recommended General Education Courses

It is recommended that all students complete as many transferable general education requirements as possible prior to graduation. Schedule an appointment with a counselor to discuss your general education and transfer course selections. The following courses meet the Moorpark College general education requirements for the Associate in Science Degree with a major in Environmental Science.

Required Courses.....Units

Arts and Humanities (2 Courses of Choice)	6.0
English Composition (ENGL M01A or ENGL M01AH)	4.0
Health Education (HED M01).....	2.0
PE or Dance (Activity Course of Choice).....	1.5
Social and Behavioral Sciences (ECON M01, GEOG M03 or GEOG M03H, POLS M03 or POLS M03H).....	6.0

Environmental Technology Certificate of Achievement

The Certificate in Environmental Technology is designed for students who would like to develop the initial skills needed to work as an environmental technician. It is an excellent way to obtain certification for changing careers or to gain initial employment in the field. In addition, earning this certificate suggests an achievement of technical skills that may be helpful in seeking immediate employment in possible positions such as a field service technician, laboratory technician, remediation technician, or hazardous materials technician. The certificate program is designed so that students can also complete the Associate

in Arts Degree with a major in Environmental Studies or complete the Associate in Science Degree with a major in Environmental Science and transfer to a bachelor degree program in environmental science. It is highly recommended that students are comfortable using a computer and have basic word processing skills.

To earn a Certificate of Achievement in Environmental Technology, students complete specified units as noted below:

Required Courses	Units
ENSC M01.....Environmental Science	3.0
ENSC M01L.....Environmental Science Lab.....	1.0
ENSC M02.....Environment and Human Interactions	4.0
ENSC M03.....Energy Resources and Conservation	3.0
ENSC M04.....Environmental Regulations.....	1.5
ENSC M05.....Environmental Sampling and Instrumentations.....	1.5
GEOG M01.....Physical Geography.....	3.0
GIS M01.....Introduction to Mapping and GIS	3.0
AND choose one of the following:	
MATH M15.....Introductory Statistics.....	5.0
MATH M15H . . . Honors: Introductory Statistics.....	5.0
TOTAL	25.0

Also Recommended: Safety and Emergency Response or HAZWOPER 40 hour safety training.

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.

To earn a Proficiency Award in PV Technology, students complete specified units as noted below:

Required Courses	Units
ENSC M03.....Energy Resources and Conservation	3.0
ENSC M07.....Applied Solar Technology	5.0
ENSC M07L.....Applied Solar Technology	1.0
AND choose one of the following:	
ENSC M22A.....Independent Studies in Environmental	2.0
ENSC M80.....Internship in Environmental Science	2.0
TOTAL	11.0

Environmental Science Courses

ENSC M01 – 3 Units Environmental Science

Prerequisites: None
Class Hours: 3 lecture

Provides students with an understanding of the natural processes operating in the world with the fundamental laws of physics and chemistry controlling these processes. Emphasizes the interrelationships between humans and their environment and the impact of technology on the quality of the global environment. Surveys energy, air, water, and soil pollution and conservation. Presents sustainable development and practices. Applies to Associate Degree. Transfer credit: CSU; UC

ENSC M01L – 1 Unit Environmental Science Lab

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 – 4 Units Environment and Human Interactions

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. Topics include: population dynamics, major world biotic communities, the urban environment and environmental health, and basic toxicology. Includes field study of California’s major plant communities and study of the local environment. Applies to Associate Degree. Transfer credit: CSU; UC

ENSC M03 – 3 Units Energy Resources and Conservation

Prerequisites: None
Class Hours: 3 lecture

Offers a quantitative survey of current energy resources, alternate methods of energy generation and various energy conservation methods. Emphasizes practical application relevant to today’s economy and technology. Stresses physics of energy and environmental utilization relevant to energy use. Applies to Associate Degree. Transfer credit: CSU; UC

ENSC M04 – 1.5 Units Environmental Regulations

Prerequisites: None
Class Hours: 1.5 lecture

Introduces current laws and regulations governing air and water pollution, solid waste, hazardous materials, and pesticides. Reviews federal, state, and local regulation as well as the roles of appropriate regulatory agencies. Applies to Associate Degree. Transfer credit: CSU

ENSC M05 – 1.5 Units Environmental Sampling and Instrumentation

Prerequisites: None
Recommended Prep: CHEM M12 or CHEM M12H and ENSC M01
Class Hours: 4.5 lab

Introduces sampling protocols/techniques for environmental site characterization and field instrumentation to collect and monitor environmental field data. Includes hands-on operations of various instruments/field equipment utilized for soil matrix, water, and air monitoring/sampling. Provides an overview of field sampling plan preparation, health and safety procedures, 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 – 5 units
Applied Solar Technology**

Prerequisites: None
Class Hours: 5 lecture

Surveys the fundamentals of solar technology and photovoltaic systems with a focus on design, installation, and maintenance. Emphasizes mechanical and electrical integration, system sizing, array layout, mounting, related electric codes, workplace safety standards, and troubleshooting. Designed to prepare students for the North American Board of Certified Energy Practitioners (NABCEP) industry-based exam. Applies to Associate Degree. Transfer credit: CSU

**ENSC M07L – 1 unit
Applied Solar Technology Lab**

Prerequisites: ENSC M07 or concurrent enrollment.
Class Hours: 3 lab

Provides hands-on learning of solar technology and photovoltaic systems with an emphasis on design, installation, and maintenance of residential and commercial projects. Field work prepares students for the North American Board of Certified Energy Practitioners (NABCEP) industry-based exam.

Requires field trips. Applies to Associate Degree. Transfer credit: CSU

**ENSC M22A/B – 0.5 to 3 Units
Independent Studies in Environmental Science**

Prerequisites: A previous course in Environmental Science
Class Hours: 0.5 to 3 as arranged

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

**ENSC M80 – 1 to 4 Units
Internship in Environmental Science**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 3 to 33 work experience hours as arranged

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

Exotic Animal Training and Management

Program Purpose: Students who complete the EATM program will acquire the practical knowledge and skills to successfully perform scientific observations, provide appropriate animal husbandry, and apply animal behavior modification to a wide variety of domestic and non-domestic animals to further animal welfare and wildlife conservation. In addition, students will develop skills in critical thinking, communicating effectively, and working as a dynamic team member.

This program offers preparation for students interested in entering the expanding animal care industry. The increasing importance of zoos and wildlife education to the efforts of conservation as well as the use of animals in

various entertainment fields present many career options to graduates of this curriculum. Entry-level positions exist in zoos, oceanariums, animal parks, government facilities, and the entertainment field.

Dean

Kim Hoffmans, Phone (805) 378-1459

Full-time Faculty

Cynthia Stringfield, Gary Wilson, Brenda Woodhouse

Counselor

Chuck Brinkman

Application Procedures

Applicants will be selected in the Spring semester for admission into the Fall classes subject to available openings. The requirements, procedures, application dates and program offerings are subject to change. Consult the EATM faculty or counselor for current information. Phone: (805) 378-1416 or www.moorparkcollege.edu/zoo.

Qualifying Requirements

1. *Prerequisite college-level courses for application to the EATM Program are:

Required Courses.....Units

Language/Rationality

ENGL M01AEnglish Composition4.0

OR

ENGL M01AH.....Honors: English Composition4.0

Math Competency

MATH M03 or higher** Intermediate Algebra5.0

Biological Science

ZOO M01.....General Zoology5.0

OR

BIOL M01.....Introduction to Biology.....4.0

Communication

COMM M01Introduction to Speech3.0

Health Education

HED M05.....First Aid, CPR and AED3.0

*Prerequisite courses must be completed with a grade of C or better.

**Please note, College Algebra or a higher course (Moorpark College MATH M05) is required for transfer for a Bachelor's Degree.

Courses equivalent to the prerequisites above, taken at accredited Colleges and Universities, will apply. Contact the EATM Counselor for equivalency determination.

2. The following documents must be presented or sent to the EATM Program Office in one envelope by January 31:

- a. An official, sealed college transcripts documenting successful completion of the prerequisite coursework with a C or better;
- b. Completed EATM program application form.

3. Upon completion of #1 and #2, all applicants who are residents of the United States, Canada and Mexico are required to attend one of the several Applicant Information Meetings (AIM) scheduled during the Spring Semester. Applicants from other countries are encouraged to attend, but attendance is not mandatory. The applicant is encouraged to invite anyone they choose to also attend this meeting.

Recommended General Education Courses

Due to the time requirements of the program and because many of the occupational opportunities in the animal field require a Bachelor's degree, it is strongly recommended that all applicants complete as many transferable general education requirements as possible prior to entering the program. The following courses meet the remaining Moorpark College general education requirements for the EATM Associate in Science degree.

Recommended Courses	Units
Physical Science (Introduction to Chemistry course or General Chemistry) ...	5.0
American History/Institution - U.S. History or US Government	3.0
Fine/Performing Arts (Beginning Acting or Photography).....	3.0
Physical Education (Course of Choice)	1.5

To take maximum advantage of the unique opportunity with exotic animals that EATM offers, the applicant is encouraged to obtain a broad base of experience in caring for both domestic and exotic animals in a variety of job/volunteer situations prior to applying.

Program Requirements and Ethical Expectations

The EATM program prepares the student for employment in the animal industry, which often involves working with dangerous animals. During this course of study, the student will work with dangerous animals at the college's teaching zoo, as well as other animal facilities. Therefore, students enrolled in the EATM program are expected to strictly adhere to the rules and regulations of the program in order to ensure the safety of the students, animals, staff, and public. Furthermore, all students are expected to maintain the highest personal and ethical standards of conduct consistent with professional standards as perceived by the program faculty and professional personnel at the facilities where students perform internships. Any information indicating that such standards are not maintained is subject to review by members of the faculty, which may recommend student dismissal to the college administration.

For successful completion of the EATM program, a minimum grade of C is necessary in all courses required for the major. Because much of the EATM program is sequential in nature, a minimum grade of C in each required course must be obtained before continuing to the next semester.

Performance Standards

In compliance with the 1990 American with Disabilities Act, the EATM Program does not discriminate against qualified applicants with disabilities. These performance standards, reflected in specific EATM course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The EATM Faculty in conjunction with the Moorpark College Health Services and community animal facilities will determine, on an individual basis, whether the necessary accommodations or modifications can reasonably be made.

Critical Thinking - ability sufficient for safe judgment: calculating, reasoning, analyzing, prioritizing, and synthesizing data. Examples: identify cause/effect relationships in animal behavior and safety decisions.

Interpersonal - the ability sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds; function effectively under stress. Examples: Establish rapport with the public, effectively interacting and working as a member of a team.

Communication - abilities sufficient for effective verbal and written interactions. Examples: Explain animal behavior, teaching wildlife conservation, and document and interpret animal actions and animal responses.

Mobility - sufficient to rapidly walk the entire length of America's Teaching Zoo without interruption, run distances of 50 yards, maneuver in small confined spaces while reaching overhead objects. Examples: running to capture an escaped animal, shifting animal cages in overhead storage areas.

Motor Skills - gross and fine motor abilities sufficient to provide safe and effective animal care. Examples: dexterity ranges from restraining a small bird or lizard to being able to stack bales of hay, lift 50lbs.

Hearing - ability sufficient to monitor and assess animal behavior and health needs and to heed emergency signals. Example: animal behavioral changes are frequently accompanied by vocalization, must be able to recognize these changes, hear cries for help.

Visual - ability sufficient for observation and visual assessment in well-lit and dimly-lit areas. Examples: observe animal responses and changes in condition, do a positive cage count of animals in varying conditions.

Tactile - ability sufficient for safe and humane handling of various-size animals. Examples: appreciation for the strength necessary for controlling a camel versus that for handling a rat, able to palpate the pulse rate of an animal.

Travel Expectations

Each EATM student is responsible for his or her own transportation and travel expenses. A portion of the curriculum involves travel by students to the Zoos in Santa Barbara and Los Angeles, California an approximate radius of 45 miles from Moorpark. Students participate in field trips extending from one to several days in southern California and for one week in northern California. Additionally, students participate in several week-long internships located primarily in the United States, but there are opportunities abroad.

Program Costs

Costs incurred by EATM students include, but are not limited to: Personal health examination, immunizations, uniforms, equipment, materials fees, internship travel, field trips, tuition, books and living expenses.

Degree and Certificate Options in Exotic Animal Training and Management

Associate of Science Degree in EATM

Certificate of Achievement in EATM (more than 18 units)

EATM classes are only open to students enrolled in the EATM program by the Application and Enrollment Procedure discussed above. Students completing the program prerequisites, the general education requirements, and the required courses receive an Associate in Science Degree in Exotic Animal Training and Management. Specialized elective options are also available. A Certificate of Achievement is awarded for the successful completion of the program prerequisites and the required core courses. To earn a Certificate of Achievement or an Associate in Science Degree with a major in EATM, students complete 64 specified units; those seeking the Associate degree must also complete Moorpark College General Education Degree Requirements.

Required Courses	Units
ANSC M02.....Animal Health and Safety*	2.0
ANSC M03.....Animal Nutrition*	2.0
ANSC M04.....Animal Behavior*	3.0
ANSC M04L.....Animal Behavior Lab*	0.5
ANSC M06.....Animal Anatomy/Physiology*	3.0
ANSC M07.....Animal Diversity*	3.0
ANSC M07L.....Animal Diversity Lab*	0.5
ANSC M08.....Wildlife Conservation*	3.0
EATM M01A.....Animal Care and Handling I.....	1.0
EATM M01AL.....Animal Care/Handling I Lab.....	4.0
EATM M01B.....Animal Care and Handling II.....	1.0
EATM M01BL.....Animal Care and Handling II Lab.....	4.0
EATM M02A.....Zoo Work Skills - First Yr. #1.....	1.0
EATM M02B.....Zoo Work Skills – First Year WI.....	0.5
EATM M02C.....Zoo Work Skills – First Year #2.....	1.5
EATM M02D.....Zoo Work Skills – Second Year SS.....	3.0
EATM M02E.....Zoo Work Skills – Second Year #1.....	3.0
EATM M02F.....Zoo Work Skills – Second Year #2.....	1.5

EATM M15A.....Wildlife Education	1.0
EATM M15AL.....Wildlife Education I Lab.....	1.0
EATM M15B.....Wildlife Education II.....	1.0
EATM M15BL.....Wildlife Education II Lab	1.0
EATM M15C.....Production and Performance (2x)	2.0/2.0
EATM M21A.....Animal Training I.....	1.0
EATM M21AL.....Training I Lab	2.0
EATM M21B.....Animal Training II.....	1.0
EATM M21BL.....Animal Training II Lab	2.0
EATM M23A.....Elementary Veterinary Procedures I.....	4.0
EATM M23AL.....Elementary Veterinary Procedures Lab	1.0
EATM M23B.....Elementary Veterinary Procedures II	3.0
EATM M23BL.....Elementary Veterinary Procedures Lab	1.0
EATM M30A.....Zoo Days I.....	0.5
EATM M30B.....Zoo Days II.....	0.5
EATM M30C.....Zoo Days III.....	0.5
EATM M30D.....Projects.....	2.0
TOTAL	64.0

See General Education Degree Requirements and Transfer Information.
 *EATM program admission is not a prerequisite for the Animal Science courses. These Animal Science courses are required for successful completion of the EATM program and may be completed either during or prior to the program. Refer to ANSC Course Descriptions in this List of Courses.

Specialized Elective Options

The following 2 options provide additional preparation in a specialized area of the animal industry. These options are elective and are not required for the degree or certificate.

Animal Behavior Management Option

This option provides additional study in animal health, training and behavioral management of animals in captivity including zoo animals as well as animals used for entertainment or other animal training situations. Students are required to complete the core curriculum plus the following course:
 EATM M21P.....Animal Training Practicum.....1.0

Wildlife Education Option

This option provides additional preparation in animal health, wildlife or conservation education for employment in private education firms, zoos, theme parks, and wildlife rehabilitation centers. Students are required to complete the core curriculum plus the following course:
 EATM M15D (1 Unit) and M15DL (2 Units) – WILDLIFE EDUCATION IV

Total units required for either the Elective Animal Behavior Management Option or the Elective Wildlife Education Option is 64 – 66 units.

Exotic Animal Training and Management Courses

**EATM M01A – 1 Unit
 Animal Care and Handling I**

Prerequisites: Admission to EATM Program
 Corequisite: EATM M01AL
 Class Hours: 1 lecture

This course instructs students in basic zoo-keeping practices used in the husbandry of domestic and non-domestic animals. Topics include safety, emergency, sanitation, and handling procedures as well as environmental enrichment, teamwork concepts, food handling and record keeping. Applies to Associate Degree.

**EATM M01AL – 4 Units
 Animal Care and Handling I Lab**

Prerequisites: Admission to EATM Program
 Corequisite: EATM M01A
 Class Hours: 12 lab

Provides application of the theory and principles from EATM M01A to the care and handling of the America’s Teaching Zoo animal collection. Develops essential zoo-keeping skills through this hands-on approach. May be taken a total of two (2) times for credit. Applies to Associate Degree.

**EATM M01B – 1 Unit
 Animal Care and Handling II**

Prerequisites: EATM M01A
 Corequisite: EATM M01BL
 Class Hours: 1 lecture

Introduces basic zoo-keeping practices used in the husbandry of domestic and non-domestic animals. Includes restraint, handling, enrichment, and identification methods. Discusses enclosure design, construction, maintenance, and problem-solving techniques as well as specialized care practices of select animal groups. Applies to Associate Degree.

**EATM M01BL – 4 Units
 Animal Care and Handling II Lab**

Prerequisites: EATM M01AL
 Corequisite: EATM M01B
 Class Hours: 12 lab

Provides application of the theory and principles from EATM M01B to the care and handling of the America’s Teaching Zoo animal collection. Develops essential zoo-keeping skills through this hands-on approach. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

**EATM M02A – 1 Unit
 Zoo Work Skills - First Year #1**

Prerequisites: None
 Corequisite: EATM M01A
 Class Hours: 4 lab

Provides the first year/first semester student an on-campus zoo laboratory for supervised on-the-job zoo-keeping work experience and additional skill practice in animal care and handling. Work assignments include participating as a zoo operations team member, holiday zoo-keeping, weekend area, assisting with daily zoo operations, zoo maintenance and improvement projects, day watch with safety rounds, leading tours, and assisting with educational presentations. Applies to Associate Degree.

**EATM M02B – 0.5 Unit
 First Year WI: Zoo Work Skills**

Prerequisites: EATM M02A
 Class Hours: 2 lab

During the winter intersession, provides the first year student an on-campus zoo laboratory for supervised on-the-job zoo-keeping work experience and additional skill practice in animal care and handling. Work assignments include participating as a zoo operations team member, holiday/winter intersession zoo-keeping, weekend area, assisting with daily zoo operations, zoo maintenance and improvement projects, day watch with safety rounds, leading tours with holiday theme, and assisting with holiday educational presentations. Applies to Associate Degree.

EATM M02C – 1.5 Units
First Year #2 Zoo Work Skills

Prerequisites: EATM M02B
 Corequisite: EATM M01B
 Class Hours: 5.5 lab

Provides the first year spring semester student an on-campus zoo laboratory for supervised on-the-job zoo-keeping work experience and additional skill practice in animal care and handling. Work assignments include participating as a zoo operations team member and team leader, holiday/spring break zoo-keeping, weekend area, zoo daily operations, maintenance and improvement projects, day watch with safety rounds, leading tours, and participating in educational presentations. Applies to Associate Degree.

EATM M02D – 3 Units
Second Year SS: Zoo Work Skills

Prerequisites: EATM M02C
 Class Hours: 9 lab

Provides the second year summer session student an on-campus zoo laboratory for supervised on-the-job intermediate zoo-keeping work experience and skill practice in animal care, handling and training. Work assignments include conducting training sessions with assigned animals, participating as a zoo operations team member and leader, holiday/weekend zoo-keeping, intermediate zoo daily operations, maintenance and improvement projects, day watch with safety rounds and conducting tours. Applies to Associate Degree.

EATM M02E – 3 Units
Second Year SS: Zoo Work Skills

Prerequisites: EATM M02D
 Class Hours: 9 lab

Provides the second year fall semester student an on-campus zoo laboratory for supervised on-the-job intermediate to advanced zoo-keeping work experience and skill practice in animal care, handling and training. Work assignments include weekday and weekend area, serving as a mentor to first year students conducting training sessions with assigned animals, exhibiting assigned animals at weekend shows, participating as a zoo operations team member and leader, intermediate-advanced zoo daily operations, maintenance and improvement projects, day watch with safety rounds and conducting tours. Applies to Associate Degree.

EATM M02F – 1.5 Units
Second Year #2: Zoo Work Skills

Prerequisites: EATM M02E
 Class Hours: 5 lab

Provides the second year spring semester student an on-campus zoo laboratory for supervised on-the-job advanced zoo-keeping work experience and skill practice in animal care, handling and training. Work assignments include mentor to first year students, weekday/weekend zoo operations team leader, training sessions with assigned animals, exhibiting assigned animals in weekend shows, participating as a zoo operations team member and leader, intermediate-advanced zoo daily operations, maintenance and improvement projects, day watch with safety rounds and conducting tours. Applies to Associate Degree.

EATM M15A – 1 Unit
Wildlife Education I

Prerequisites: Admission to EATM Program
 Corequisite: EATM M15AL
 Class Hours: 1 lecture

Instructs the student in the use of live animals for educational presentations in zoos and other situations. Includes public speaking, environmental education, interpretation techniques, and the handling of animals for presentations. Applies to Associate Degree.

EATM M15AL – 1 Unit
Wildlife Education I Lab

Prerequisites: Admission to EATM Program
 Corequisite: EATM M15A
 Class Hours: 3 lab

Provides the student with the opportunity to develop public speaking skills, interpretation techniques, and animal handling skills appropriate for educational presentations in zoos and other situations. Requires making presentations to both large and small audiences and conducting tours of the teaching zoo. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

EATM M15B – 1 Unit
Wildlife Education II

Prerequisites: EATM M15A
 Corequisite: EATM M15BL
 Class Hours: 1 lecture

Instructs the student in the use of live animals for educational presentations in zoos and other situations. Some of the topics covered include adapting presentations to different audiences, production techniques, public relations issues, and the use of trained animals for presentations. Working in small groups to successfully serve a yearly community event will also be included. Applies to Associate Degree.

EATM M15BL – 1 Unit
Wildlife Education II Lab

Prerequisites: EATM M15AL
 Corequisite: EATM M15B
 Class Hours: 3 lab

Provides the student with the opportunity to develop wildlife education skills, including interpretation and animal handling techniques. Students perform presentations to a variety of audiences and conduct tours of the teaching zoo. Students will also participate in small group work related to an annual zoo wide event. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

EATM M15CL – 2 Units
Wildlife Education III Lab

Prerequisites: EATM M15B and EATM M15BL
 Class Hours: 6 lab

Provides a range of supervised wildlife education production and performance activities involving presentations with live animals. Performance rehearsing and animal handling in preparation for a public performance is stressed. Students will have opportunities to conduct presentations to a variety of audiences in a variety of settings. Applies the basic elements of production (staging, publicity, script development, set design and construction) and performance (safety considerations, animal handling, and voice techniques). May be taken for a total of four (4) times for credit. (Formerly EATM M16). Applies to Associate Degree.

EATM M15D – 1 Unit Wildlife Education IV

Prerequisites: EATM M15B

Corequisite: EATM M15DL

Class Hours: 1 lecture

Requires design, development and implementation of wildlife education outreach programs for audiences of various ages, cultural orientations, and developmental levels. The student will gather information on environmental and conservation issues and incorporate this material into educational presentations. (Formerly EATM M46) Applies to Associate Degree.

EATM M15DL – 2 Units Wildlife Education IV Lab

Prerequisites: EATM M15CL

Corequisites: Completion of or concurrent enrollment in EATM M15D

Class Hours: 6 lab

Provides the second year EATM student with the opportunity to develop and implement wildlife education programs in the community to audiences of various ages, cultural orientations and developmental levels. Applies to Associate Degree.

EATM M21A – 1 Unit Animal Training I

Prerequisites: EATM M01B, ANSC M04 or PSY M12

Corequisite: EATM M21AL

Class Hours: 1 lecture

Introduces the student to basic techniques of animal training, including applying operant conditioning theory, record keeping, and controlling behavior. Topics include the history of animal training, reasons for training animals, factors affecting training success, and shaping of new behaviors. Applies to Associate Degree.

EATM M21AL – 2 Units Animal Training I Lab

Prerequisites: EATM M01BL, ANSC M04L or PSY M12L

Corequisite: Completion of or concurrent enrollment in EATM M21A

Class Hours: 6 lab

Provides the student with the opportunity to develop basic animal training techniques through hands-on work with animals at the teaching zoo. The student will perform behavioral observations, develop training plans, maintain training records, and shape the behavior of one or more animals. Applies to Associate Degree.

EATM M21B – 1 Unit Animal Training II

Prerequisites: EATM M21A

Corequisite: EATM M21BL

Class Hours: 1 lecture

Presents techniques of animal training, including husbandry training, training groups of animals, and dealing with aggression. Includes developing training plans, protected contact training and problem-solving. Applies to Associate Degree.

EATM M21BL – 2 Units Animal Training II Lab

Prerequisites: EATM M21AL

Corequisite: Completion of or concurrent enrollment in EATM M21B

Class Hours: 6 lab

Provides the student with the opportunity to develop the skills needed to train husbandry behaviors through hands-on work with animals at the teaching zoo. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

EATM M21C – 1 Unit Animal Training III

Prerequisites: EATM M21B

Class Hours: 1 lecture

Presents advanced techniques of animal training and studio animal training. Topics include problem solving, career issues, complex training, and animal behavior management. Applies to Associate Degree.

EATM M21P – 1 Unit Animal Training Practicum

Prerequisites: EATM M01B and ANSC M04 or PSY M12

Class Hours: 3 lab

Offers hands-on experience training of animals. Requires team work as part of training one or more animals at Americas Teaching Zoo. Requires developing training plans, working cooperatively with co-trainers, addressing training problems as necessary. May be taken for a total of (four) 4 times for credit. Applies to Associate Degree.

EATM M22A/B – 1 to 3 Units Independent Studies in Exotic Animal Training and Management

Prerequisites: A previous EATM course

Class Hours: 1 to 3 as arranged

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

EATM M23A – 4 Units Elementary Veterinary Procedures I

Prerequisites: EATM M01B, ANSC M03, ANSC M06

Corequisite: EATM M23AL

Class Hours: 4 lecture

An introduction to the science of veterinary medicine as it applies to domestic and non-domestic animals. The student will learn a practical organ system-by-organ system approach to the recognition, diagnosis, treatment and nursing care as related to the various disease processes involved with these systems. Applies to Associate Degree. Transfer credit: CSU

EATM M23AL – 1 Unit Elementary Veterinary Procedures I Laboratory

Prerequisites: None

Corequisite: EATM M23A

Class Hours: 3 lab

An introduction to the science of veterinary medicine as it applies to domestic and non-domestic animals. Veterinary procedures are practiced that are relative to a practical organ system by organ system approach to the diagnosis, treatment and nursing care as related to the various disease processes. Applies to Associate Degree. Transfer credit: CSU

EATM M23B – 3 Units Elementary Veterinary Procedures II

Prerequisites: EATM M23A and EATM 23AL

Class Hours: 3 lecture

Introduces laboratory diagnostic aids, nursing care for domestic and non-domestic animals, disease processes and mechanisms, reproduction and newborn care, and the process of death. Emphasizes practical approaches to the application of the material. Applies to Associate Degree. Transfer credit: CSU

EATM M23BL – 1 Unit Elementary Veterinary Procedures II Laboratory

Prerequisites: EATM M23A, EATM M23AL

Corequisite: EATM M23B

Class Hours: 3 Lab

Introduces the science of veterinary medicine as it applies to domestic and non-domestic animals with focus on exotic species: avian, reptile and other common species kept in captivity. Veterinary procedures are practices that are appropriate to a practical organ system approach to the diagnosis, treatment and nursing care as related to the various disease processes. Continuation of EATM M23L and also contains veterinary procedures that are needed for the collection of animals at America's Teaching Zoo. Applies to Associate Degree. Transfer credit: CSU

EATM M30A – 0.5 Unit Zoo Days I

Prerequisites: Successful completion of a previous EATM course

Class Hours: 1.5 lab

An independent project in zoo-keeping with two days at the Los Angeles Zoo and one day at the Santa Barbara Zoo. Applies to Associate Degree.

EATM M30B – 0.5 Unit Zoo Days II

Prerequisites: Successful completion of a previous EATM course

Class Hours: 1.5 lab

An independent project in zoo-keeping with two days at the Los Angeles Zoo and one day at the Santa Barbara Zoo. Applies to Associate Degree.

EATM M30C – 0.5 Unit Zoo Days III

Prerequisites: Successful completion of a previous EATM course

Class Hours: 1.5 lab

An independent project in zoo-keeping with two days at the Los Angeles Zoo and one day at the Santa Barbara Zoo. Applies to Associate Degree.

EATM M30D – 2 Units Projects

Prerequisites: Successful completion of a previous EATM course

Class Hours: 6.5 lab

An independent three-week work experience project in an animal industry site: a zoo, animal training/entertainment and wildlife education. Applies to Associate Degree.

EATM M60A-Z – 1 to 3 Units Topics in Exotic Animal Training and Management

Prerequisites: To be determined

Class Hours: To be determined

Each course allows in-depth exploration of topics in this field. When offered, each course is announced in the semester's Schedule of Classes. Applies to Associate Degree. Transfer credit: CSU

Developed topics include:

EATM M60Z – 1.5 Units Animal Training for Zoo Professionals

Prerequisites: None

Class Hours: 1 lecture, 1.5 lab

Designed for zoo keepers and other zoo personnel. Provides instruction and hands-on experience in the basics of training zoo animals and techniques for utilizing trained behavior for educational purposes. May be taken a maximum of two (2) times for credit. Applies to Associate Degree.

EATM M80 – 1 to 4 Units Internship in Exotic Animal Training and Management

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

Class Hours: 3 to 33 work experience hours as arranged

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

Film Studies

Program Purpose: Students who complete Film Studies courses will apply theoretical frameworks to critically analyze cinematic arts in cultural context.

The Film Studies Program offers students a broad introduction into the history, theory, and criticism of this popular and collaborative art form. Since film reflects and shapes our culture, the emphasis is on the students' gaining the tools to analyze film in particular as well as media generally.

Dean

Julius Sokenu, Phone (805) 378-1448

Full Time Faculty

Riley Dwyer

Counselors

Denice Avila, Michael Johnson

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536

Film Studies Courses**FILM M10 – 3 Units****Introduction to Cinema**

Prerequisites: None

Class Hours: 3 lecture

Introduces the art form of cinema. Topics include modes of production, form, style, genre, aesthetics, critical analysis, and social implications. Develops an appreciation for the art form and prepares students for more advanced film studies courses. Lectures accompanied by screenings of appropriate films. (Formerly HUM M08) Applies to Associate Degree. Transfer credit: CSU; UC

FILM M15 – 3 Units**Introduction to the Documentary Film**

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Introduces documentary films through an international, historical, social and political perspective. Focus is on analysis of various types of documentary films with a wide range of subject matter. (Formerly HUM M17) Applies to Associate Degree. Transfer credit: CSU; UC

FILM M25 – 3 Units**History of International Cinema I: Emergence to WWII**

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Surveys international film from its emergence in the 1890s through WWII. Examines narrative, documentary and experimental film, the medium's technical, aesthetic, and theoretical developments with a focus on historical, cultural and economic influences that contributed to the international art form. (Formerly HUM M03) Applies to Associate Degree. Transfer credit: CSU; UC

FILM M26 – 3 Units**History of International Cinema II: WWII to the Present**

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

A survey of international cinema from World War II to the present. Examines narrative, documentary and experimental film, the medium's technical, aesthetic, and theoretical development with a focus on the historical, cultural and economic influences that contributed to the international art form. (Formerly HUM M04) Applies to Associate Degree. Transfer credit: CSU; UC

FILM M31 – 3 Units**Contemporary American Film**

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Analyzes works of contemporary American filmmakers, examining theme and focus, filming techniques, narrative presentations, and selected genres. (Formerly HUM M06) Applies to Associate Degree. Transfer credit: CSU; UC

FILM M32 – 3 Units**Contemporary World Film**

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Introduces contemporary foreign cinema, to include the examination of genres, themes and styles. Emphasis on cultural, economic, and political influences as artistically determining factors. Introduces film and cultural theories such as national cinemas, colonialism, and orientalism. (Formerly HUM M05) Applies to Associate Degree. Transfer credit: CSU; UC

FILM M41 – 3 Units**Film Directors**

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Provides a focused study on the career of a selected film author (director) and examines his or her body of work in artistic, social, historical, and industrial terms. Includes recurring themes, motifs, techniques, and aesthetic choices that define a director's particular visual style. Applies to Associate Degree. Transfer credit: CSU; UC

FILM M51 – 3 Units**Images of Women in Film**

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Examines gender-based representations in film using critical and historical perspectives. Surveys the economic, historical, and social influences upon these representations from early cinema to the present from national to international films. Examines the images of women in film, the work and achievements of women in the industry, and introduces film theories and analytical perspectives. (Formerly HUM M18) Applies to Associate Degree. Transfer credit: CSU; UC

Film Television Media

Program Purpose: Students who complete Film/TV/Media courses will be able to transform language and concepts into fictional and non-fictional visualizations, and will be able to promote the critical analysis of mass communications through historical, cultural and business perspectives.

This major is designed for students who plan professional or academic careers in educational or commercial radio or television. The major provides training that leads to positions in management or creative capacities or in related scholarly areas. Study is directed toward developing competence in specific areas of the mass media professions and providing a general knowledge of mass communication theory.

Dean

Julius Sokenu, Phone (805) 378-1448

Full Time Faculty

Candice Larson

Counselors

Denice Avila, Michael Johnson

Required Courses for Both the AA and Certificate (CORE).....Units

FTVM M20.....Introduction to Television Studio	3.0
FTVM M30A.....Digital Camera Production/Editing I	1.5
FTVM M30B.....Digital Camera Production/Editing II.....	1.5

AND choose one of the following:

FTVM M01.....Media and Society.....	3.0
JOUR M01.....Media and Society.....	3.0

AND choose one of the following:

FTVM M11.....Introduction to Scriptwriting: Film, TV & Radio	3.0
ENGL M05.....Introduction to Scriptwriting: Film, TV & Radio	3.0

TOTAL UNIT OF CORE..... 12.0

AA Degree

An Associate in Arts Degree (AA) will better prepare students to be successful in their chosen field. In addition an AA degree in television will also help a student to transfer and develop skills that are needed to succeed at the local universities. Transfer curriculum will differ depending on selected transfer institutions. Schedule an appointment with a counselor.

AA Degree: Area of Emphasis-Television

To earn an Associate in Arts Degree with an area of emphasis in Television, students must complete the 12 CORE courses, the 19 units from the below listed courses, plus General Education Degree Requirements. This program's varied curriculum provides introductory knowledge of broadcasting. Emphasis is possible through introductory specialization in such fields as broadcast journalism and television production techniques.

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

FTVM M21.....Intermediate Television Studio	3.0
FTVM M34.....Producing and Directing for Film and TV	3.0
FTVM M40.....Audio Production	3.0
FTVM M70.....Digital Editing.....	1.0
FTVM M90.....Film/Television Portfolio.....	2.0

AND choose one of the following:

FILM M25.....History of International Cinema I.....	3.0
FILM M26.....History of International Cinema II	3.0

AND choose one of the following:

FTVM M23.....Broadcast Journalism	2.0
JOUR M12.....Broadcast Journalism	2.0

AND choose one of the following:

FTVM M26.....Broadcast News Production.....	2.0
JOUR M13.....Broadcast News Production.....	2.0

UNITS TOTAL FROM CORE..... 12.0

TOTAL..... 31.0

See General Education Degree Requirements and Transfer Information.

AA Degree: Area of Emphasis-Film

To earn an Associate in Arts Degree with an emphasis in Film students complete the 12 CORE courses, the 18 units from the below listed courses, plus General Education Degree Requirements. This program's varied curriculum provides introductory knowledge of filmmaking. Emphasis is possible through introductory specialization in such fields as scriptwriting and film production techniques.

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

Required Courses.....Units

FTVM M40.....Audio Production	3.0
FTVM M34.....Producing and Directing for Film and TV	3.0
FTVM M37.....Digital Filmmaking/Preproduction	3.0
FTVM M38.....Digital Filmmaking/Production and Post	3.0
FTVM M70.....Digital Editing.....	1.0
FTVM M90.....Film/Television Portfolio.....	2.0

AND choose one of the following:

FILM M25.....History of International Cinema I.....	3.0
FILM M26.....History of International Cinema II	3.0

UNITS TOTAL FROM CORE..... 12.0

TOTAL..... 30.0

See General Education Degree Requirements and Transfer Information.

Certificates of Achievement

A certificate will better prepare a student to secure a job in the film or television industry. After successfully completing a certificate a student could be hired as a: production assistant; camera assistant; post production assistant, film or series coordinator, casting assistant, small market news team; or grip.

Television Production Certificate

To earn a Certificate of Achievement in Television Production students must complete 12 CORE specified units plus the 9 units from the below listed courses. This program provides instruction helpful to students seeking a career in television production.

FTVM M21.....Intermediate Television Production	3.0
FTVM M70.....Digital Editing.....	1.0
FTVM M70LA.....Digital Editing-Avid	1.0
FTVM M90.....Film/Television Portfolio.....	2.0

AND choose one of the following:

FTVM M26.....Broadcast News Production.....	2.0
JOUR M13.....Broadcast News Production.....	2.0

UNITS TOTAL FROM CORE..... 12.0

TOTAL..... 21.0

Film Production Certificate

To earn a Certificate of Achievement in Film Production students must complete 12 CORE specified units plus the 10 units from the below listed courses. This program provides instruction helpful to students seeking a career in film production.

Required Courses.....Units

FTVM M37.....Digital Filmmaking/Preproduction	3.0
FTVM M38.....Digital Filmmaking/Production and Post	3.0
FTVM M70.....Digital Editing.....	1.0
FTVM M70LA.....Digital Editing-Avid	1.0
FTVM M90.....Film/Television Portfolio.....	2.0

UNITS TOTAL FROM CORE..... 12.0

TOTAL..... 22.0

Editing Certificate

To earn a Certificate of Achievement in Editing students must complete 12 CORE specified units plus the 8 units from the below listed courses. This program provides instruction helpful to students seeking a career in film, television or media editing.

Required Courses	Units
FTVM M37.....Digital Filmmaking/Preproduction	3.0
FTVM M70.....Digital Editing.....	1.0
FTVM M70LA.....Digital Editing-Avid.....	1.0
FTVM M70LB.....Digital Editing-Final Cut.....	1.0
FTVM M90.....Film/Television Portfolio.....	2.0
UNITS TOTAL FROM CORE	12.0
TOTAL	20.0

On-Air Performance Certificate

To earn a Certificate of Achievement in On-Air Performance students must complete 12 CORE specified units plus the 11 units from the below listed courses. This program provides instruction helpful to students seeking a career in film, television or media acting or voice over work.

Choose one of the following:

Required Courses	Units
FTVM M52A.....Acting for Film and Television I	3.0
OR	
THA M09A.....Acting for Film and Television I	3.0
AND choose one of the following:	
FTVM M53A.....Voice and Diction I.....	3.0
COMM M03A.....Voice and Diction I.....	3.0
THA M03A.....Voice and Diction I.....	3.0
AND choose one of the following:	
FTVM M55.....Auditioning Techniques	3.0
THA M18.....Auditioning Techniques	3.0
AND choose one of the following:	
FTVM M23.....Broadcast Journalism	2.0
JOUR M12.....Broadcast Journalism	2.0
UNITS TOTAL FROM CORE	12.0
TOTAL	23.0

Film, Television, Media Courses

FTVM M01 – 3 Units

Media and Society
Prerequisite: None
Class Hours: 3 lecture

Explores the history, laws, methods and media of mass communications and their impacts on American consumers and society. Examines the ethics and effects of today’s mass media. (Formerly RT M01) Applies to Associate Degree. Transfer credit: CSU; UC

FTVM M11 – 3 Units

Introduction to Scriptwriting: Film, TV & Radio

Prerequisite: ENGL M01A or ENGL M01AH
Class Hours: 3 lecture

Develops skills for script analysis and construction for film, television, commercials and radio. Introduces structuring of the story, character development, exposition techniques, and writing in the correct format. (Same course as ENGL M05) (Formerly RT M05) Applies to Associate Degree. Transfer credit: CSU; UC

FTVM M20 – 3 Units

Introduction to Television Studio

Prerequisite: None
Class Hours: 3 lecture

Introduces multiple camera production for television and multimedia applications. Provides hands-on practical experiences with basic operational skills and techniques in: directing, switching, scripting, lighting, sound and camera composition and operation. (Formerly RT M02A) Applies to Associate Degree. Transfer credit: CSU

FTVM M21 – 3 Units

Intermediate Television Studio

Prerequisite: FTVM M20
Recommended Prep: FTVM M11 & FTVM M30B
Class Hours: 2 lecture, 3 lab

Provides student with intermediate level instruction and work experience in studio productions. Offers hands-on experience with camera operation, technical directing, lighting design, set design and multi-camera directing. Emphasizes creation of new program formats. (Formerly RT M03A) Applies to Associate Degree. Transfer credit: CSU

FTVM M23 – 2 Units

Broadcast Journalism

Prerequisites: JOUR M02
Class Hours: 1 lecture, 3 lab

Provides practice and application in developing and preparing content for radio, television and online media. Develops interviewing and other newsgathering skills, as well as content synthesis with concern for accuracy, balance, fairness and journalistic ethics. Includes writing and editing original copy as well as practice rewriting wire service copy for on-air and online use. (Same course as JOUR M12) (Formerly RT M12) May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

FTVM M26 – 2 Units

Broadcast News Production

Prerequisites: None
Recommended Prep: FTVM M20 or FTVM M30B
Class Hours: 1 lecture, 3 lab

Provides specialized training in producing news for television and multimedia applications. Emphasizes the use of digital newsgathering equipment, producing newscasts and on-air presentation of completed stories. Provides operational skills and techniques through practical hands-on experiences in: studio directing, location shooting, and editing. Students will crew and create news productions that will air on the Moorpark College website. (Same course as JOUR M13) (Formerly RT M13) Applies to Associate Degree. Transfer credit: CSU

FTVM M30A – 1.5 Units

Digital Camera Production/Editing I

Prerequisite: None
Recommended Prep: FTVM M20
Class Hours: 1 lecture, 1.5 lab

Introduces knowledge and skills for single camera production as well as aesthetics and technical techniques in video editing. Emphasizes shooting single camera, audio, lighting, and editing. Beginning field production, pre- and post-production activities will be required of students. (Same course as JOUR M30) (Formerly RT M02B) Applies to Associate Degree. Transfer credit: CSU

FTVM M30B – 1.5 Units

Digital Camera Production/Editing II

Prerequisite: FTVM M30A or JOUR M30

Class Hours: 1 lecture, 1.5 lab

Continues to build student's knowledge and skills for single camera production and further develops the ongoing work with aesthetics and technical techniques in video editing. Extends and broadens student's skills in shooting to storyboards, lighting a scene, and enriching the audio in post-production. Requires student to perform extensive field production, pre- and post-production activities. (Formerly RT M02B) Applies to Associate Degree. Transfer credit: CSU

FTVM M34 – 3 Units

Producing and Directing for Film and TV

Prerequisite: FTVM M30B

Class Hours: 2 lecture, 3 lab

Introduces producing and directing for the film and TV camera, including conceptualization of visuals, storyboarding, shot breakdowns, auditioning the actor, staging the actor, staging the camera, art direction, lighting and sound strategies, editing, and on-set procedures and protocols. (Formerly RT M03B) Applies to Associate Degree. Transfer credit: CSU

FTVM M37 – 3 Units

Digital Filmmaking/Preproduction

Prerequisite: FTVM M30B

Recommended Prep: FTVM M11 & FTVM M70

Class Hours: 2 lecture, 3 lab

Develops advanced skills in producing and writing in the development of narrative story-telling. Includes the application of the principles and techniques of storyboarding, location scouting, budgeting and casting. Requires students to produce and write a short narrative digital film. (Formerly RT M10A) Applies to Associate Degree. Transfer credit: CSU

FTVM M38 – 3 Units

Digital Filmmaking/Preproduction and Post

Prerequisite: FTVM M30B

Recommended Prep: FTVM M70

Class Hours: 2 lecture, 3 lab

Promotes advanced skills in directing and shooting in the development of narrative storytelling. Includes the application of the principles and techniques of digital cameras, non-linear editing and aesthetic evaluations. Requires students to shoot and edit a short narrative digital film. (Formerly RT M10B) Applies to Associate Degree. Transfer credit: CSU

FTVM M40 – 3 Units

Audio Production

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Provides a basic knowledge of audio equipment used in typical radio, television, multi-media and dramatic productions, including: audio consoles, various digital audio recording equipment and digital audio workstations. Develops skills in announcing, basic writing, disc jockeying, program production and direction, commercial production, interviewing techniques, station operations and live and recorded audio production for news media and theater. (Formerly RT M07A) Applies to Associate Degree. Transfer credit: CSU

FTVM M52A – 3 Units

Acting for Film and Television I

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertains to film and television and as varies from work on the stage. Emphasizes elementary techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as THA M09A) (Formerly RT M09) Applies to Associate Degree. Transfer credit: CSU

FTVM M52B – 3 Units

Acting for Film and Television II

Prerequisite: FTVM M52A or THA M09A

Class Hours: 2 lecture, 3 lab

Introduces intermediate level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertain to film and television versus work on the stage. Emphasizes secondary techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as THA M09B) Applies to Associate Degree. Transfer credit: CSU

FTVM M52C – 3 Units

Acting for Film and Television III

Prerequisite: FTVM M52B or THA M09B

Class Hours: 2 lecture, 3 lab

Develops intermediate level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertain to film and television versus work on the stage. Emphasizes secondary techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as THA M09C) Applies to Associate Degree. Transfer credit: CSU

FTVM M52D - 3 Units

Acting for Film and Television IV

Prerequisite: FTVM M52C or THA M09C

Class Hours: 2 lecture, 3 lab

Introduces advanced level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertain to film and television versus work on the stage. Emphasizes advanced techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as THA M09D) Applies to Associate Degree. Transfer credit: CSU

FTVM M53A - 3 Units

Voice and Diction I

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces the study of speech production to enhance vocal quality and improve diction. Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Same course as COMM M03A; THA M03A) (Formerly RT M08) Applies to Associate Degree. Transfer credit: CSU

FTVM M53B - 3 Units**Voice and Diction II**

Prerequisite: COMM M03A or FTVM M53A or THA M03A

Class Hours: 2 lecture, 3 lab

Develops intermediate skills and furthers the study of speech production to enhance vocal quality and improve diction. Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Same course as COMM M03B; THA M03B) Applies to Associate Degree. Transfer credit: CSU

FTVM M55 – 3 Units**Auditioning Techniques**

Prerequisite: None

Recommended Prep: THA M02A or THA M09/RT M09

Class Hours: 2 lecture, 3 lab

Provides training in various forms of audition for theatre, film, television and television commercials. Emphasizes exercises in cold reading and exercises that feature the improvised dramatization of interview situations. Includes instruction in the business aspects of being a working actor: preparing a resume, creating self promotional materials, seeking an agent, interviewing with industry professionals and interacting with other actors in audition situations. (Formerly RT M18) (Same course as THA M18) Applies to Associate Degree. Transfer credit: CSU

FTVM M70 – 1 Unit**Digital Editing**

Prerequisite: None

Recommended Prep: FTVM M30B

Class Hours: 1 lecture

Introduces theory and application of film and video editing techniques using digital non-linear editing systems. Includes critical analysis of the editing process, editing complex scenes and creating visual effects. (Formerly RT M04) Applies to Associate Degree. Transfer credit: CSU

FTVM M70LA - 1 Unit**Digital Editing-Avid**

Prerequisite: FTVM M70 or concurrent enrollment

Recommended Prep: FTVM M30B

Class Hours: 3 lab

Introduces the application of digital non-linear editing systems using Avid software. Includes capturing, audio mixing and visual effects. May be taken for a total of four (4) times for credit. (Formerly RT M04) (FTVM M70LA and FTVM M70LB are not sequential.) Applies to Associate Degree. Transfer credit: CSU

FTVM M70LB - 1 Unit**Digital Editing-Final Cut**

Prerequisite: FTVM M70 or concurrent enrollment

Recommended Prep: FTVM M30B

Class Hours: 3 lab

Introduces the application of digital non-linear editing systems using Final Cut software. Includes capturing, audio mixing and visual effects. May be taken for a total of four (4) times for credit. (FTVM M70LA and FTVM M70LB are not sequential.) Applies to Associate Degree. Transfer credit: CSU

FTVM M90 – 2 Units**Film/Television Portfolio**

Prerequisites: FTVM M20 or FTVM M30B or FTVM M52A or THA M09A

Recommended Prep: FTVM M21 or FTVM M34 or FTVM M70

Class Hours: 1 Lecture, 3 Lab

Provides students the opportunity to design and create video projects for entry-level positions and for transfer institutions. Includes script development, budgeting, scheduling and production. Requires students to undertake practical assignments. May be taken for a total of four (4) times for credit. (Formerly RT M17) Applies to Associate Degree. Transfer credit: CSU

Radio/TV Courses**RT M07B – 3 Units****Advanced Media Audio Production**

Prerequisites: RT M07A

Class Hours: 2 lecture, 3 lab

Provides an understanding of advanced audio equipment with focus upon digital audio workstations. Develops skills in the operation of digital audio equipment typically used in radio and television stations, multimedia, and theater applications. Prepares advanced students for entry-level positions in radio, television, multimedia and theater audio production. Applies to Associate Degree. Transfer credit: CSU

RT M22A/B – 1 to 3 Units**Independent Studies in Radio/Television**

Prerequisites: A previous course in Radio/Television

Class Hours: 1 to 3 as arranged

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

RT M60A-Z – 1 to 3 Units**Topics in Radio/Television**

Prerequisites: To be determined

Class Hours: To be determined

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

RT M80 – 1 to 4 Units**Internship in Radio/Television**

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

Class Hours: 3 to 33 work experience hours as arranged

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

French

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, assess and demonstrate cultural knowledge and use technology to develop language and cultural competence.

Career Opportunities

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

Dean

Inajane Nicklas, Phone (805) 378-1443

Full-time Faculty

Perry Bennett

Counselors

Anitra Evans, Ofelia Romero-Motlagh

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in French who wish to qualify for an Associate in Arts Degree could explore International Studies or Liberal Studies as a possible major.

French Courses

FREN M01 – 4 Units

Elementary French I

Prerequisites: None

Class Hours: 4 lecture

Introduces the cultures of the French-speaking peoples and the fundamental structures of the French language. Emphasizes speaking, understanding, reading, and writing skills. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

FREN M02 – 4 Units

Elementary French II

Prerequisites: FREN M01 or two years of high school French or equivalent

Class Hours: 4 lecture

Continues to study the fundamentals of the culture of the French-speaking peoples and of the structures of the French language. Reviews and expands upon grammatical structures and vocabulary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

FREN M03 – 4 Units

Intermediate French I

Prerequisites: FREN M02 or three years of high school French or equivalent

Class Hours: 4 lecture

Emphasizes practical competence and communicative skills through the study of French culture and selected readings. Reviews and expands upon basic grammatical structures and vocabulary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

Course Listing

FREN M22A/B – 1 to 3 Units

Independent Studies in French

Prerequisites: A previous course in French

Class Hours: 1 to 3 as arranged

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

FREN M31A – 3 Units

Beginning Practical French I

Prerequisites: None

Class Hours: 3 lecture

Reviews and expands elaborate grammatical structures and vocabulary. Emphasizes practical competence and communicative skills through the study of French culture and selected literary works - short essays, articles and poetry. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree.

FREN M41 – 3 Units

Intermediate Conversational French

Prerequisites: FREN M02 or three years of high school French.

Class Hours: 3 lecture

Develop conversational skills and fluency while reviewing grammar and building vocabulary for intermediate non-native speakers. Emphasizes the use of idioms and fundamental structures while further developing students' awareness of the Francophone culture. (May be taken concurrently with FREN M03 or FREN M04). Applies to Associate Degree. Transfer credit: CSU; UC

FREN M80 – 1 to 4 Units

Internship in French

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

Class Hours: 3 to 33 work experience hours as arranged

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

Geographic Information Systems

Program Purpose: Students who complete Geographic Information Systems courses will be able to utilize GIS mapping and data management software to store, retrieve, manipulate, analyze and display spatial data.

Geographic Information Systems (GIS) is a new technology of computer mapping that records, stores, analyzes and displays information about the features that make up the earth's surface. This technology has application in many career fields including geological surveying, travel, and law enforcement. To explore specific career options, check the software and online resources available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Dean

Lisa Miller, Phone (805) 378-1572

Full-time Faculty

Andrea Ehr Gott, Michael Walegur

Counselor

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 – 3 Units

Introduction to Mapping and GIS

Prerequisites: None
Class Hours: 3 lecture

Introduces basic cartographic principles including map types, scales, projections, coordinate systems, as well as an introduction to Geographic Information Systems (GIS) technology and software. Provides hands-on experience through the application of GIS technology to solve spatial problems and display geographic data. Applies to Associate Degree. Transfer credit: CSU; UC

Geography

Program Purpose: Students who complete Geography courses will examine the spatial organization of physical features and human activities at a variety of spatial scales from local to global. Students will be able to locate features on the surface of the Earth, explain why they are located where they are, and describe how places are similar and/or different. Students will also examine human interactions with the environment and describe how physical and cultural landscapes change through time. Students completing physical geography courses will be able to describe the processes that drive Earth's climate, create landforms, and govern the distribution of plants and animals. Students completing human geography will analyze and describe cultural phenomenon such as population, development, agriculture, language and religion.

Geography is a dynamic discipline that is concerned with where things are located on the surface of the Earth, why they are located where they are, and how places are similar and/or different. Geographers further examine our interactions with the environment and how physical and cultural landscapes change through time. There are two main branches of geography: physical geography, which focuses on the processes that drive Earth's climate, create landforms, and govern the distribution of plants and animals; and human geography, which focuses on cultural phenomenon such as population, development, agriculture, language and religion. Geography students are trained to examine the spatial organization of physical features and human activities at a variety of spatial scales from local to global. A background in geography is a necessity for careers involving business, economics, planning, education, history, international relations, cartography, conservation, GIS, demography, transportation, tourism and others.

Dean

Lisa Miller, Phone (805) 378-1572

Full-time Faculty

Andrea Ehr Gott, Michael Walegur

Counselors

Chuck Brinkman

Degree in Geography

To earn an Associate in Science Degree with a major in Geography, students complete 24 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Geography offered by four-year institutions. Since the course work in geography is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in geography. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses	Units
GEOG M01.....Physical Geography.....	3.0
GEOG M01L.....Physical Geography Lab.....	1.0
GEOG M02.....Cultural Geography.....	3.0
GEOG M05.....Introduction to Meteorology.....	3.0
GEOG M10.....Geography of California.....	3.0
GIS M01.....Introduction to Mapping and GIS.....	3.0
AND choose one of the following:	
GEOG M03.....World Regional Geography.....	3.0
GEOG M03H.....Honors: World Regional Geography.....	3.0
AND choose one of the following:	
MATH M15.....Introductory Statistics.....	5.0
MATH M15H.....Honors: Introductory Statistics.....	5.0
TOTAL	24.0

See General Education Degree Requirements and Transfer Information. Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Geography Courses

GEOG M01 – 3 Units

Physical Geography

Prerequisites: None
Class Hours: 3 lecture

Surveys several branches of the natural sciences to provide students with an understanding of the processes responsible for the physical patterns of climate, water, soils, vegetation, and landforms found over the Earth. Emphasizes understanding of human-induced agents of change within the physical world and human/environmental relationships. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M01L – 1 Unit **Physical Geography Lab**

Prerequisites: GEOG M01 or concurrent enrollment
Class Hours: 3 lab

Introduces students to the physical processes that shape the Earth's surface and the tools used to study these processes. Provides hands-on practice in landscape description, measurement and analysis. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M02 – 3 Units **Cultural Geography**

Prerequisites: None
Class Hours: 3 lecture

Introduces the significance and distribution of various cultural elements and the impact of human activities on the natural environment. Takes an issue-based or topical approach to understanding and explaining spatial patterns of the key components of culture such as population, migration, settlement, development, ethnicity, gender, agriculture, geopolitics, land-use, globalization, language and religion. Emphasizes the analysis of current world events. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M03 – 3 Units **World Regional Geography**

Prerequisites: None
Class Hours: 3 lecture

Introduces the world's major regions. Emphasizes physical and cultural characteristics that distinguish the major areas of the world including population, resources, language 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. GEOG M03 and GEOG M03H combined: maximum credit, one course. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M03H – 3 Units **Honors: World Regional Geography**

Prerequisites: None
Class Hours: 3 lecture

Introduces the world's major regions. Emphasizes physical and cultural characteristics that distinguish the major areas of the world including population, resources, language 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. GEOG M03 and GEOG M03H combined: maximum credit, one course. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M05 – 3 Units **Introduction to Meteorology**

Prerequisites: None
Class Hours: 3 lecture

Introduces meteorological phenomena, including atmospheric circulation and behavior, clouds, precipitation, wind systems, storms, and air pollution. Focuses on interrelationships between land, ocean, and atmosphere as well as weather instruments and their roles in reporting general and aviation weather conditions. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M07 – 3 Units **The Human Impact**

Prerequisites: None
Class Hours: 3 lecture

Introduces the geographical interrelationship between people and nature and the impact of human activity on biodiversity, the Earth's natural landscape and the atmosphere. By focusing on human alteration of Earth environments over time, students will investigate environmental problems and solutions at the local, regional and global levels. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M10 – 3 Units **Geography of California**

Prerequisites: None
Class Hours: 3 lecture

Study of California's diverse bio-physical and human geography. Topics examined include the Golden State's climate, landforms, natural vegetation, and mineral and water resources. The influence the environment has on human geography is also examined with respect to ethnic diversity, the Native American past, settlement (urban and rural), population growth, agricultural regions, and the geo-economic challenges of the future. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M22A/B – 0.5 to 3 Units **Independent Studies in Geography**

Prerequisites: A previous course in geography
Class Hours: 0.5 to 3 as arranged

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

GEOG M80 – 1 to 4 Units **Internship in Geography**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 3 to 33 work experience hours as arranged

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

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.

Dean

Lisa Miller, Phone (805) 378-1572

Full-time Faculty

Roberta Harma

Counselor

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.

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.

Degree in Geology

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

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

Required Courses	Units
CHEM M01A.....General Chemistry I.....	6.0
CHEM M01B.....General Chemistry II.....	6.0
GEOL M02.....Physical Geology.....	3.0
GEOL M02L.....Physical Geology Lab.....	1.0
GEOL M03.....Earth History.....	3.0
GEOL M04.....Mineralogy.....	4.0
MATH M25B.....Calculus with Analytic Geometry II.....	5.0
AND choose one of the following:	
MATH M25A.....Calculus with Analytic Geometry I.....	5.0
MATH M25AH.....Honors: Calculus with Analytic Geometry I.....	5.0
AND choose one of the following:	
MATH M15.....Introductory Statistics.....	5.0
MATH M15H.....Honors: Introductory Statistics.....	5.0
MATH M25C.....Calculus with Analytic Geometry III.....	5.0
AND choose one of the following:	
PHYS M10A/M10AL..General Physics I Lab.....	4.0/1.0
PHYS M20A/M20AL..Mechanics of Solids and Fluids Lab.....	4.0/1.0
AND choose one of the following:	
PHYS M10B/M10BL..General Physics II Lab.....	4.0/1.0
PHYS M20B/M20BL..Thermodynamics, Electricity and Magnetism Lab.....	4.0/1.0
TOTAL	48.0

See General Education Degree Requirements and Transfer Information.

Geology Courses

GEOL M02 – 3 Units

Physical Geology

Prerequisites: None
Class Hours: 3 lecture

Introduces geologic materials and processes that shape Earth and its environments. Examines global plate tectonic processes and their relationship to earthquakes, volcanoes, mountain building, formation of rocks, minerals and natural resources, and rock structures (folds and faults). Includes a study of mass movements and glacial, river, and coastal processes that form Earth's landscapes. Emphasizes relationships between humans and geologic processes. Applies to Associate Degree. Transfer credit: CSU; UC

GEOL M02L – 1 Unit

Physical Geology Lab

Prerequisites: GEOL M02 or concurrent enrollment.
Class Hours: 3 lab

Provides hands-on experience in identifying minerals, fossils, as well as igneous, sedimentary, and metamorphic rocks. Introduces topographic and geologic map interpretation and 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. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

GEOL M03 – 3 Units

Earth History

Prerequisites: None
Class Hours: 3 lecture

Introduces geologic history of the Earth and evolution of life revealed by fossil records. Reviews elementary problems in paleontology, stratigraphy, and structure and geologic mapping. Applies to Associate Degree. Transfer credit: CSU; UC

GEOL M04 – 4 Units

Mineralogy

Prerequisites: GEOL M02, GEOL M02L and CHEM M12 or CHEM M12H
Class Hours: 2 lecture, 6 lab

Introduces principles of rock forming mineralogy, emphasizing crystallography, mineral chemistry, physical properties, occurrence, origin, and associations of common minerals. May require field trips. Applies to Associate Degree. Transfer credit: CSU; UC

GEOL M05 – 3 Units

The World Ocean

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 M22A/B – 0.5 to 3 Units Independent Studies in Geology

Prerequisites: A previous course in geology
Class Hours: 0.5 to 3 as arranged

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

GEOL M61 – 3 Units Natural Disasters

Prerequisites: None
Class Hours: 3 lecture

Surveys natural phenomena that have extreme environmental effects on the Earth: earthquakes and volcanoes, 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 – 1 to 4 Units Internship in Geology

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 3 to 33 work experience hours as arranged

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

German

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, assess and demonstrate cultural knowledge and use technology to develop language and cultural competence.

Career Opportunities

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

Dean

Inajane Nicklas, Phone (805) 378-1443

Full-time Faculty

Perry Bennett

Counselors

Anitra Evans, Ofelia Romero-Motlagh

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the

Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in German who wish to qualify for an Associate in Arts Degree could explore International Studies or Liberal Studies as a possible major.

German Courses

GERM M01 – 4 Units Elementary German I

Prerequisites: None
Class Hours: 4 lecture

Introduces the cultures of the German-speaking peoples and the fundamental structures of the German language. Emphasizes speaking, understanding, reading and writing skills. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

GERM M02 – 4 Units Elementary German II

Prerequisites: GERM M01 or equivalent
Class Hours: 4 lecture

Continues to study the fundamentals of the culture of the German-speaking peoples and of the structures of the German language. Introduces adjective endings, the simple past tense and the conditional mood. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

GERM M03 – 4 Units Intermediate German I

Prerequisites: GERM M02 or 3 years of high school German
Class Hours: 4 lecture, 1 lab as arranged

Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

GERM M22A/B – 1 to 3 Units Independent Studies in German

Prerequisites: A previous course in German
Class Hours: 1 to 3 as arranged

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

GERM M31A – 3 Units Beginning Practical German 1

Class Hours: 3 lecture

Provides basic understanding and use of German practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree.

GERM M80 – 1 to 4 Units

Internship in German

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

Class Hours: 3 to 33 work experience hours as arranged

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

Graphics

Program Purpose: Students who complete Graphics courses will apply design principles, concepts and craft to create innovative messaging and visual solutions, as well as explore the history, criticism and business of communication design.

The Graphics program is designed to prepare students for free-lance careers and/or entry-level employment in advertising agencies; printing and publishing firms; television and motion picture studios; advertising departments of large companies; commercial art studios; and desktop publishing, production art, graphics photography, electronic pre-press or offset printing and bindery operations. Students learn to draw, paint, plan, design; to think two and three-dimensionally; and to satisfy art directors and clients.

Dean

Julius Sokenu, Phone (805) 378-1448

Full-time Faculty

John Grzywacz-Gray, Svetlana Kasalovic

Counselors

Denice Avila

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Degree and Certificate of Achievement Options in Graphics

Associate Degree in Graphics

To earn an Associate in Science Degree with a major in Graphics, students complete 33-41 specified units, plus General Education Degree Requirements. This program prepares students for careers in the creative and print technology aspects of Graphics.

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

Required Courses	Units
GR M10.....Introduction to Communication Design.....	3.0
GR M20.....Macintosh and IBM Operating Systems for Graphic Design.....	2.0
GR M30.....Production Art Techniques.....	3.0
Units from One of the RECOMMENDED OPTIONS 28.0-32.0	
TOTAL	36.0-40.0

Recommended Options: Choose one of the following:

Graphic Design Option (complete all 32 specified units)	
ART M20.....Two Dimension Design	3.0
ART M30.....Drawing and Composition I.....	3.0
GR M24A.....Desktop Publishing I.....	3.0
GR M26.....Computer Assisted Illustration (Mac).....	3.0
GR M27.....Electronic and Digital Photography.....	3.0
GR M31.....Graphic Design I.....	2.0
GR M32.....Graphic Design II.....	3.0
GR M33.....Advertising Design.....	2.0
GR M34.....Lettering and Typography.....	2.0
GR M90.....Portfolio.....	2.0
PHOT M01A.....Beginning Photography.....	3.0
AND choose one of the following:	
GR M40.....Beginning Illustration.....	3.0
ART M40.....Beginning Illustration.....	3.0

Certificate of Achievement in Graphic Design (more than 18 units)

To earn a Certificate of Achievement in Graphic Design, students complete the 33 specified units.

Required Courses	Units
ART M13.....History of Art: Modern through Contemporary	3.0
ART M20.....Two Dimension Design	3.0
ART M30.....Drawing and Composition I.....	3.0
GR M10.....Introduction to Communication Design.....	3.0
GR M20.....Macintosh and IBM Operating Systems for Graphic Design	2.0
GR M23.....Introduction to Computer Graphics (Mac).....	3.0
GR M25.....Computer Publications Design (Mac).....	3.0
GR M26.....Computer Assisted Illustration (Mac).....	3.0
GR M27.....Electronic and Digital Photography	3.0
GR M31.....Graphic Design I.....	2.0
GR M70.....Reproduction Process	2.0
PHOT M01A.....Beginning Photography.....	3.0
TOTAL	33.0

Graphics Courses

GR M10 – 3 Units

Introduction to Communication Design

Prerequisites: None
Class Hours: 3 lecture

Fundamentals of communication design including design theory, the language and history of design, and contemporary design practices. Emphasis on basic principles and the human experience in design, including graphic design and advertising, industrial design, environmental design and electronic arts. Applies to Associate Degree. Transfer credit: CSU; UC

GR M11 – 3 Units

Design History

Prerequisite: None
Class Hours: 3 lecture

Examines the major issues in twentieth century design and identifies possible future trends. Focuses on the period beginning with the Arts and Crafts Movement of the late nineteenth century and continuing through the modern and “post-modern” design movements of the twentieth and twenty-first centuries. Applies to Associate Degree. Transfer credit: CSU; UC (under review)

GR M20 – 2 Units **Macintosh and IBM Operating Systems or Graphic Design**

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Introduces basic theory and entry-level skills on multiple computer publishing platforms. Emphasizes operating systems, typography, True Type/Postscript Levels, and printing to Postscript. Provides practical applications in creating text and bitmapped graphics using applets of each operating system. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

GR M22A/B – 1 to 3 Units **Independent Studies in Graphics**

Prerequisites: A previous course in Graphics

Class Hours: 1 to 3 as arranged

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

GR M23 – 3 Units **Introduction to Computer Graphics (Macintosh)**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Surveys computer graphics applications on the Macintosh Computer and introduces basic web design issues. Provides hands-on experience with Adobe Photoshop, Adobe Illustrator and QuarkXpress. Applies to Associate Degree. Transfer credit: CSU

GR M24A – 3 Units **Desktop Publishing I**

Prerequisites: GR M20

Class Hours: 2 lecture, 3 lab

Introduces fundamentals and basic operating procedures of Adobe InDesign page layout and graphic software. Emphasizes practical application of InDesign on the PC platform including layout, typography and publication design. Requires creation of digital files for film output and camera-ready artwork for the reproduction process. Includes scanning graphic images for the printing process and PowerPoint presentations. Applies to Associate Degree. Transfer credit: CSU

GR M24B – 3 Units **Desktop Publishing II**

Prerequisites: GR M24A

Class Hours: 2 lecture, 3 lab

Introduces advanced techniques in the production of commercial publications such as business packages, business forms, newsletters and product sheets. Emphasizes production variations and professional problem-solving skills. Includes basics of scanning, imaging to film, digital and off-press color, proofing techniques and special requirements for the printing processes. Applies to Associate Degree. Transfer credit: CSU

GR M25 – 3 Units **Computer Publications Design (Macintosh): Quark Xpress**

Prerequisites: GR M23

Class Hours: 2 lecture, 3 lab

Introduces principles of publication design using **QuarkXpress**. Explores informational graphics and design alternatives, emphasizing effective and efficient communication of information. Covers software, type, graphic elements, screens, photographs, illustrations, templates, style sheets, spot color and process color separations. Requires production of newsletter and other publications. Applies to Associate Degree.

GR M26 – 3 Units **Computer Assisted Illustration (Macintosh): Illustrator**

Prerequisites: GR M23

Class Hours: 2 lecture, 3 lab

Introduces principles of design and computer illustration using Macintosh Computer and appropriate software. Emphasizes organization of visual material, including design concepts, typography, space, shape, line, and texture. Stresses creativity. Applies to Associate Degree.

GR M27 – 3 Units **Electronic and Digital Photography**

Prerequisites: A course in the discipline

Class Hours: 2 lecture, 3 lab

Focuses on Adobe Photoshop for photography, computer graphics, illustration and graphic design. Includes appropriate techniques for scanning negatives, transparencies, reflective materials, type effects, color correction, selection techniques, special effects, channel calculations, adjustment layers, output devices and clipping paths/groups. Clarifies relationship between traditional film-based photography and digital techniques. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

GR M30 – 3 Units **Design Fundamentals**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Provides a solid foundation 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 – 2 Units **Graphic Design I**

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Introduces conceptual, production, and visual design methods, emphasizing commercial art. Provides hands-on production experience. Applies to Associate Degree. Transfer credit: CSU

GR M32 – 3 Units**Graphic Design II**

Prerequisites: completion of or concurrent enrollment in GR M31

Class Hours: 2 lecture, 3 lab

Introduces basics of advertising and graphic design, reviewing trademark, ad, package, cover and poster design. Requires production projects. Applies to Associate Degree. Transfer credit: CSU

GR M33 – 2 Units**Advertising Design**

Prerequisites: GR M32

Class Hours: 1 lecture, 3 lab

Introduces advertising layouts and their translation into camera-ready artwork, including rendering, type specifications and figure indication. Includes developing and executing comprehensive presentations, flat ads, packaging, posters and point of sale displays. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

GR M34 – 2 Units**Lettering and Typography**

Prerequisites: completion of or concurrent enrollment in GR M31

Class Hours: 1 lecture, 3 lab

Introduces basic lettering with pen and brush. Includes construction of letters in Gothic, Roman, Italic, Script, Text and Modern type, emphasizing character form and distribution essential for page layouts. Applies to Associate Degree. Transfer credit: CSU

GR M40 – 3 Units**Beginning Illustration**

Prerequisites: Completion of or concurrent enrollment in ART M30

Class Hours: 2 lecture, 3 lab

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

GR M41 – 3 Units**Intermediate Illustration**

Prerequisites: GR M40 or ART M40

Class Hours: 2 lecture, 3 lab

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

GR M42 – 3 Units**Advanced Illustration**

Prerequisites: GR M41 or ART M41

Class Hours: 2 lecture, 3 lab

Emphasizes development of individual style through advanced illustration techniques. Requires individual projects. (Same course as ART M42) Applies to Associate Degree. Transfer credit: CSU

GR M50 – 3 Units**Airbrush Techniques I**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Course covers learning airbrush painting techniques, the basics of airbrush illustration and photo retouching for advertising, commercial and industrial airbrush applications, and personal expression through airbrush and brush painting. (Same course as ART M96) Applies to Associate Degree. Transfer credit: CSU

GR M51 – 3 Units**Airbrush Techniques II**

Prerequisites: GR M50

Class Hours: 2 lecture, 3 lab

Advanced course introduces various color applications and techniques, such as transparent dyes, transparent and opaque designer color. Techniques and treatments are presented along with various "tricks of the trade." (Same course as ART M97) Applies to Associate Degree. Transfer credit: CSU

GR M52 – 3 Units**Airbrush Painting**

Prerequisites: GR M50

Class Hours: 2 lecture, 3 lab

Provides specialized training in a variety of common airbrush techniques in both black and white and color. Emphasizes commercial, industrial and high tech applications and presentations. Applies to Associate Degree. Transfer credit: CSU

GR M60A-Z – 1 to 3 Units**Topics in Graphics**

Prerequisites: To be determined

Class Hours: To be determined

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

Developed topics include:**GR M60A – 1 Unit****Airbrush Practice Lab**

Prerequisites: Previous airbrush class

Class Hours: 3 lab

Refine skills with airbrush and cover topics which are not covered in detail in other airbrush courses. May be taken for a total of four (4) times for credit.

GR M60B – 1 to 3 Units**Computer Graphics Practice**

Prerequisites: GR M30 and GR M31 or GR M32

Class Hours: 3-9 lab

Designed for the student who needs to refine skills in a variety of software packages. Students will work on the Macintosh computer and have access to the Macintosh lab by appointment. May be taken for a total of four (4) times for credit.

GR M60G – 3 Units **Creating Background Illustration Scenes for Animation**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces special techniques and use of color to produce final background scenes, using various subjects, effects, and media. Emphasizes special effects for television, movies and commercials.

GR M70 – 2 Units **Reproduction Process**

Prerequisites: GR M30 and GR M32

Class Hours: 1 lecture, 3 lab

Introduces advanced techniques in the operation of single and 2-color lithographic printing presses, emphasizing multi-color stripping, plate making and press operation. Uses PMS Color guides and color measurements with the densitometer. Includes pre-press color proofing techniques. Applies to Associate Degree. Transfer credit: CSU

GR M71 – 3 Units **Offset Printing I**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Provides theory and practice in small lithographic press operation and stripping/platemaking procedures. Emphasizes operational functions of the printing units, inking units, dampening and delivery units as well as support preparation for stripping; impositioning and assembly; and selection, care and making of presensitive lithographic plates. Applies to Associate Degree. Transfer credit: CSU

GR M73 – 3 Units **Silk Screen Serigraphy I**

Prerequisites: None

Recommended Prep: ART M20

Class Hours: 1 lecture, 6 lab

Introduces serigraphy printing and its artistic and commercial application. Includes preparation of various screen printing stencil methods, preparation and care of screens, and use of transparent and opaque inks. Provides group and individual critiques.. (Same course as ART M98) (Formerly ART M14A) Applies to Associate Degree. Transfer credit: CSU; UC

GR M74 – 3 Units **Silk Screen Serigraphy II**

Prerequisites: GR M73 or ART M98

Class Hours: 1 lecture, 6 lab

Introduces advanced techniques for utilizing photo screen printing singly or in combination with other stencil methods. Includes instruction and practice of the process camera and its application to serigraphy printing; basic line photography and contact printing; and single and multi-color printing and posterization techniques. Explores special printing on various surfaces. May be taken for a total of two (2) times for credit. (Formerly ART M14A) (Same course as ART M99). Applies to Associate Degree. Transfer credit: CSU; UC

GR M80 – 1 to 4 Units **Internship in Graphics**

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

Class Hours: 3 to 33 work experience hours as arranged

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

GR M85 – 3 Units **Estimating and Scheduling**

Prerequisites: GR M71

Class Hours: 3 lecture

Introduces establishing estimates and printing costs through price catalogs and budgeted hourly rates. Uses traditional and computer estimating software. Applies to Associate Degree. Transfer credit: CSU

GR M90 – 2 Units **Portfolio**

Prerequisites: 6 units in Graphics program

Class Hours: 1 lecture, 3 lab

Develops professional presentation of artwork that demonstrates graphic design potential as well as variety of experience. Includes self-promotional concept, resume, and cover letter needed to secure employment. Applies to Associate Degree. Transfer credit: CSU

Health Education

Program Purpose: Students who complete Health Education courses will understand their own health and strive to be proactive in shaping their own healthy future.

The objective of the Health Education major is the development and education of students in preparation for professional careers in a variety of health fields. The curricula, based upon a foundation in the liberal arts and the natural and behavioral sciences, are directed to special preparation for the various activities in the specific health fields.

Dean

Lori Bennett, Phone (805) 378-1427

Full-time Faculty

James Bittner, Stephen Burkhart, Traycie Kephart, Jeff Kreil, Remy McCarthy, Del Parker

Counselors

Michael Johnson, Traci Franks

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Health Education who wish to qualify for an Associate in Science Degree could explore Health Information Technology or Nursing Science as a possible major.

Health Education Courses

HED M01 – 2 Units Health and Society

Prerequisites: None
Class Hours: 2 lecture

Focuses on the nature and function of health in our society and emphasizes major health concepts designed to contribute to the students' understanding of healthy living. Includes: personal fitness, nutrition, mental health, personal relationships, harmful substances, environmental health, communicable diseases, chronic and degenerative diseases, reproduction and contraception, and consumer health. Applies to Associate Degree. Transfer credit: CSU; UC (HED M01, M02, and M07 combined: maximum credit, one course)

HED M02 – 2 Units Women's Health

Prerequisites: None
Class Hours: 2 lecture

Focuses on nature and function of women's health in our society. Introduces major female health problems, emphasizing both the individual's and the community's role in understanding medical advances and implementing their effects. Applies to Associate Degree. Transfer credit: CSU; UC (HED M01, M02, and M07 combined: maximum credit, one course)

HED M03 – 3 Units Nutrition, Fitness and Stress Management

Prerequisites: None
Class Hours: 3 lecture

Offers an integrated approach to good health and physical fitness through the study of basic principles of exercise, nutrition and human behavior. Applies specific topics of current concern such as maintaining healthy weight, prevention of heart disease and stress management. Stresses incorporating healthful habits and techniques into ones' daily life. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

HED M05 – 3 Units First Aid, CPR and AED

Prerequisites: None
Class Hours: 3 lecture

Introduces the background knowledge and practical skills necessary for rendering assistance in emergency and sudden illness First Aid situations. Successful course completion qualifies students for American Red Cross Standard First Aid, Adult CPR and AED, and Child and Infant CPR Certifications. Applies to Associate Degree. Transfer credit: CSU; UC

HED M07 – 3 Units Personal Health

Prerequisites: None
Class Hours: 3 lecture

Introduces components and skills of health and wellness, reviewing positive behavioral changes and their effect on life. Emphasizes self-responsibility based on self-analysis and assessment. Applies to Associate Degree. Transfer credit: CSU; UC (HED M01, M02, and M07 combined: maximum credit, one course)

HED M10A – 0.5 Unit Alcohol Awareness

Prerequisites: None
Class Hours: 0.5 lecture

Examines the physical, psychological and social effects of alcohol use and abuse including history, case studies, and treatment modes. Emphasizes local information and resources. Applies to Associate Degree. Transfer credit: CSU

HED M10B – 0.5 Unit AIDS Seminar

Prerequisites: None
Class Hours: 0.5 lecture

Introduces full range of information on AIDS, including prevention, testing, counseling, support groups, and medical care. Uses speakers and film to enhance discussion. Reviews local services. Applies to Associate Degree. Transfer credit: CSU

HED M10C – 0.5 Unit Women's Health Issues

Prerequisites: None
Class Hours: 0.5 lecture

Emphasizes importance of women's participation in own health care, since present decisions affect future health and wellness. Reviews specific health issues for discussion and application. Applies to Associate Degree. Transfer credit: CSU

HED M10D – 0.5 Unit Weight Management

Prerequisites: None
Class Hours: 0.5 lecture

Examines the fat cell and the functions of fat in the body. Reviews the effects of weight, including physiological, social, and cultural causes. Emphasizes nutrition, exercise, and lifestyle changes as means to weight management. Evaluates fad diets in order to formulate safe, realistic meal planning. Applies to Associate Degree. Transfer credit: CSU

HED M10E – 0.5 Unit Athletic Injuries Seminar

Prerequisites: None
Class Hours: 0.5 lecture

Examines medical aspects of athletic injury management, including prevention, first-aid, treatment, evaluation and reconditioning. Applies to Associate Degree. Transfer credit: CSU

HED M10F – 0.5 Unit Stress Management

Prerequisites: None
Class Hours: 0.5 lecture

Examines physical, emotional, cognitive, and behavioral aspects of stress, including sources, symptoms, physiology of the stress response, burnout, and effective coping strategies such as induction of the relaxation response. Applies to Associate Degree. Transfer credit: CSU

HED M10G – 0.5 Unit Cardiopulmonary Resuscitation

Prerequisites: None
Class Hours: 0.5 lecture

Teaches proficiency in blocked airway management and basic cardiopulmonary resuscitation techniques in adult, child and infant situations. Procedures applicable to individuals with cardiovascular disease but also to those suffering from sudden death due to drowning, electrocution, sensitivity reaction, asphyxia, drug overdose, heart attack and anesthesia idiosyncrasy. Reviews early warning signs, risk factors and prevention of heart disease. Applies to Associate Degree. Transfer credit: CSU

HED M10H – 0.5 Unit Domestic Violence/Issues and Information

Prerequisites: None
Class Hours: 0.5 lecture

Introduces definition of domestic violence and abuse, including review of behavioral characteristics of domestic violence, interplay of power and control in a relationship, cycle of violence, and social and legal resources available. Applies to Associate Degree. Transfer credit: CSU

HED M10J – 0.5 Unit Date Rape/Self Defense

Prerequisites: None
Class Hours: 0.5 lecture

The focus of this course is on recognizing the sexual, physical, and psychological abuse that may occur in dating relationships. Topics to be included are elements of a healthy relationship, appropriate communication strategies, risks and vulnerabilities in dating relationships, and self-defense tactics. Applies to Associate Degree. Transfer credit: CSU

HED M10K – 0.5 Unit Smoking and Your Health

Prerequisites: None
Class Hours: 0.5 lecture

Examines the primary and secondary effects of tobacco use (smoking and chewing) and reviews ways to stop its use. Applies to Associate Degree. Transfer credit: CSU

HED M10M – 0.5 Unit Healthful Eating

Prerequisites: None
Class Hours: 0.5 lecture

Examines the foundation of nutrition science; nutrients, their individual requirements, nutrition guidelines, diets and fad diets, and nutritional standards. Discusses consumer issues, personal food choices, and the role of diet in the prevention of disease. (Same course as NTS M10M). Applies to Associate Degree. Transfer credit: CSU

HED M10N – 0.5 Unit Men's Health

Prerequisites: None
Class Hours: 0.5 lecture

Explores connections between the way men live their lives (exercise, nutrition, stress) and the quality of their health. Emphasizes need for men to participate in own health care, since present decisions affect future health and wellness. Applies to Associate Degree. Transfer credit: CSU

HED M10P – 0.5 Unit Fitness for Life

Prerequisites: None
Class Hours: 0.5 lecture

Introduces key concepts in physical fitness, developing practical tools to assess personal levels of fitness and to create successful exercise programs in injury-free environments. Reviews consumer tips for health and fitness industry. Applies to Associate Degree. Transfer credit: CSU

HED M10Q – 0.5 Unit Health and Sexuality

Prerequisites: None
Class Hours: 0.5 lecture

Introduces health and human sexuality, including review of basic sexual anatomy, physiology of sexual response, sexually transmitted diseases, common impediments to healthy sexual functioning, sexual enhancement, and communication skills for achieving greater intimacy. Applies to Associate Degree. Transfer credit: CSU

HED M10R – 0.5 Unit Nutrition and Diabetes Management

Prerequisites: None
Class Hours: 0.5 lecture

Provides an overview of diabetes, with an emphasis on diabetes nutrition and the psychological and social impact on the individual. Includes step-by-step survival skills for dealing with the daily routine of diabetes care. Demonstrates the process of carbohydrate counting and exercise as the cornerstone of diabetes management. Provides strategies for preventing diabetes complications. (Same course as NTS M10R) Applies to Associate Degree. Transfer credit: CSU

HED M10S – 0.5 Unit Sports and Exercise Nutrition

Prerequisites: None
Class Hours: 0.5 lecture

Examines sports nutrition and exercise for athletes and non-athletes. Introduces social and behavioral aspects by examining the components of fitness, body composition and the diet for optimal performance. Evaluates the dangers of "making weight," the use of supplements, and fad diets. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 7.5 contact hours. (Same course as NTS M10S). Applies to Associate Degree. Transfer credit: CSU

HED M10T – 0.5 Unit Nutrition and Cancer Prevention

Prerequisites: None
Class Hours: 0.5 lecture

Assesses the relationship of nutrition, exercise, and lifestyle choices in reducing the risks of cancer and examines the American Cancer Society's prevention guidelines. Includes psychological, social, physiological, medical, and nutritional aspects. (Same course as NTS M10T). Applies to Associate Degree. Transfer credit: CSU

**HED M22A/B – 1 to 3 Units
Independent Studies in Health Education**

Prerequisites: A previous course in Health Education
Class Hours: 1 to 3 as arranged

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

**HED M60A-Z – 0.5 to 3 Units
Topics in Health Education**

Prerequisites: To be determined
Class Hours: To be determined

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

**HED M80 – 1 to 4 Units
Internship in Health Education**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 3 to 33 work experience hours as arranged

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

**Health Information
Management**

Program Purpose: Students who complete Health Information Management courses will acquire the practical knowledge and skills to successfully utilize electronic record-keeping 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 segments of the health industry. The U.S. Department of Labor, Bureau of Labor Statistics projected a faster than average growth in the number of Health Information Management workers.

Health Information Management education provides distinct entry and exit points at each academic level, marking clear steps for career progression. The levels are: certificate, associate, baccalaureate, and master's degree. The HIM certificate completer is a Medical Coder; the HIM associate degree graduate is a Health Information Technician.

Dean

Kim Hoffmans, Phone (805) 378-1459

Health Sciences Coordinator

Carol Higashida

Full-time Faculty

MaeRetha Franklin

Counselors

Edna Igram

To earn a Certificate in Medical Coding, students complete 34 specified units. Medical coders ensure that valid codes are applied to medical diagnoses and procedures to facilitate reimbursement, analysis of patient outcomes and research.

To earn an Associate in Science Degree in Health Information Management, students complete 48 specified units and the General Education Degree Requirements.

The HIM associate degree graduate is prepared as a technical expert on health data collection, analysis, monitoring, maintenance, retrieval and reporting in accordance with quality principles, legal and regulatory standards and professional practice guidelines.

Moorpark College's Health Information Management program applied for Candidacy for Accreditation by the Commission on Accreditation Informatics and Health Information Management (CAIHM) Education, Spring 2008.

**Associate Degree in Health Information
Management**

Required Courses.....	Units
ANPH M01.....Introduction to Human Anatomy and Physiology	6.0
OR	
ANAT M01.....Human Anatomy	4.0
AND	
PHSO M01.....Human Physiology	5.0
BUS M31.....Introduction to Management	3.0
CIS M28.....Microsoft Office.....	3.0
HIM M01.....Introduction to Health Information Management.....	3.0
HIM M02.....Clinical Classification System ICD-9-CM Coding	3.0
HIM M03.....Clinical Classification System CPT Procedural Coding	3.0
HIM M04.....Medical Insurance and Reimbursement	4.0
HIM M07.....Alternative Health Care Delivery.....	2.0
HIM M08.....Health Information Computer Applications.....	2.0
HIM M09.....Clinical Quality Assessment and Improvement	3.0
HIM M10.....Applied Health Care Statistics	2.0
HIM M11.....Health Information Technology Practicum.....	3.0
HS M19.....Medical Terminology.....	3.0
HS M23.....Pharmacology for Allied Health Professional	2.0
HS M25.....Introduction to Pathophysiology.....	4.0
HS M26.....Legal Aspects of Health Care.....	2.0
TOTAL	48.0-51.0

Certificate in Medical Coding

Required Courses.....	Units
ANPH M01.....Introduction to Human Anatomy and Physiology	6.0
OR	
ANAT M01.....Human Anatomy.....	4.0
AND	
PHSO M01.....Human Physiology.....	5.0
CIS M28.....Microsoft Office.....	3.0
HIM M01.....Introduction to Health Information Management.....	3.0
HIM M02.....Clinical Classification Systems ICD-9-CM Coding.....	3.0
HIM M03.....Clinical Classification Systems CPT Procedural Coding.....	3.0

HIM M04.....Medical Insurance and Reimbursement	4.0
HIM M05.....Advanced Coding Applications	4.0
HIM M06.....Medical Coding Practicum.....	1.0
HS M19.....Medical Terminology.....	3.0
HS M25.....Introduction to Pathophysiology.....	4.0
TOTAL	34.0-37.0

Health Information Management Courses

HIM M01 – 3 Units

Introduction to Health Information Management

Prerequisites: None
Class Hours: 3 lecture

Fundamental theories and practices of health information management, including health care systems, content and analysis of clinical records, application of data collection standards and regulations for accreditation, certification and licensure, forms design, integration of uniform data sets, use of manual and computerized indices and registries, and medical office procedures. Applies to Associate Degree. Transfer credit: CSU

HIM M02 – 3 Units

Clinical Classification Systems ICD-9-CM Coding

Prerequisites: None
Recommended Prep: ANPH M01 or both ANAT M01 and PHSO M01; HIM M01; HS M19 and HS M25

Overview of nomenclature and classification systems, focusing on coding in-patient clinical information from medical records; the International Classification of Diseases-9-CM coding; clinical modification, with instruction in coding diagnoses and procedures, sequencing and coding conventions; review of complications and co-morbidities; and coding software applications. Applies to Associate Degree. Transfer credit: CSU

HIM M03 – 3 Units

Clinical Classification Systems CPT Procedural Coding

Prerequisites: None
Recommended Prep: HIM M02
Class Hours: 3 lecture

Beginning coding for alternative classification systems, focusing on HCPCS/CPT ambulatory core coding, ambulatory patient classifications, and resource-based relative value scales. Applies to Associate Degree. Transfer credit: CSU

HIM M04 – 4 Units

Medical Insurance and Reimbursement

Prerequisites: None
Recommended Prep: HIM M02 and HIM M03
Class Hours: 4 lecture

Medical insurance billing and current payment methodologies in in-patient and physician office settings, focusing on regulatory compliance and billing practices. Applies to Associate Degree. Transfer credit: CSU

HIM M05 – 4 Units

Advanced Coding Applications

Prerequisites: None
Recommended Prep: HIM M02 and HIM M03
Class Hours: 4 lecture

Advanced coding nomenclature and classification systems, focusing on in-patient and out-patient clinical information, application of coding conventions and coding software at higher skill levels. Applies to Associate Degree. Transfer credit: CSU

HIM M06 – 1 Unit

Medical Coding Practicum

Prerequisites: None
Recommended Prep: HIM M05
Class Hours: 3 lab

Supervised practicum focusing on coding patient care records through the direct application of clinical classification systems, case mix analysis and use of coded and abstracted data. Applies to Associate Degree. Transfer credit: CSU

HIM M07 – 2 Units

Alternative Health Care Delivery

Prerequisites: None
Recommended Prep: HIM M01
Class Hours: 2 lecture

Alternative health care delivery systems and practice in health information management. Organization and function of various health care facilities, such as ambulatory, long-term, home health, hospice, correctional health care and mental health; focusing on differences in the health information records. Evaluation of current issues facing alternative care facilities, such as funding, computerization, managed care, legislation, and regulations affecting information management. Applies to Associate Degree. Transfer credit: CSU

HIM M08 – 2 Units

Health Information Computer Applications

Prerequisites: None
Recommended Prep: CIS M28 and HIM M01
Class Hours: 2 lecture

Intermediate-level computer applications in health care and health information management. Includes application of basic computer and communication concepts and technologies; system development and analysis, work flow mapping, queries and reports for information retrieved, and the electronic health record. Applies to Associate Degree. Transfer credit: CSU

HIM M09 – 3 Units

Clinical Quality Assessment and Improvement

Prerequisites: None
Class Hours: 3 lecture

Clinical quality improvement in health care, focusing on historical, theoretical and practical applications; methodologies of data collection, analysis and problem-solving; credentialing, utilization and risk management. Applies to Associate Degree. Transfer credit: CSU

HIM M10 – 2 Units

Applied Health Care Statistics

Prerequisites: None
Class Hours: 2 lecture

Biostatistics terms and the computation of basic data elements used in health information management; use of statistics in medical research; long-range health care planning and development; application of automated systems; integration of reports and registration of vital statistics. Applies to Associate Degree. Transfer credit: CSU

HIM M11 – 3 Units

Health Information Technology Practicum

Prerequisites: None
Recommended Prep: HIM M02, HIM M04 and HIM M09
Class Hours: 9 lab

Supervised practicum in the application of clinical classification systems, performing medical record tasks emphasizing the financial implications of coding, case mix analysis and use of coded and abstracted data; focusing on data access, release of information, analysis, information retention and retrieval, medical transcription, personnel administration, health care statistics and quality assessment and improvement. Applies to Associate Degree. Transfer credit: CSU

Health Sciences

Program Purpose: Students who complete Health Science courses will acquire basic skills necessary to succeed in medical programs, such as Nursing, Emergency Medical Technician, Radiologic Technology, and Health Information Management. Students completing the Emergency Medical Technician program will acquire the practical knowledge and skills to successfully pass the national rescuer EMT basic exam.

A Health Science career represents excellent employment opportunities in the ever expanding fields of health services and research.

Dean

Kim Hoffmans, Phone (805) 378-1459

Health Sciences Coordinator

Carol Higashida

Full-time Faculty

Guadalupe Aldana, Linda Loiselle, Carol Velas

Counselors

Lydia Basmajian

Emergency Medical Technician Basic

The Emergency Medical Technician Basic (EMT-B) functions as an entry-level emergency health care team member and provider of emergency care. Upon completion of this one semester certification program, the student is eligible for the national rescuer EMT basic exam, if all other state and age requirements (18 years) are met at the time of exam. Must have CPR for Health Care Providers completed prior to enrolling in course.

Course.....	Units
HS M24.....Emergency Medical Technician I Basic.....	4.0
HS M24L.....Emergency Medical Technician I Basic Lab	1.0

Emergency Medical Technician Program Requirements

Enrollment is dependent on clearance of: Health Appraisal and Background Check

- A Physical Exam documented on the Moorpark College Health Appraisal form, which considers the student free from communicable diseases and ability to function in a hospital setting.
- Proof of Immunity to Rubeola, Mumps, Rubella, Hepatitis B, Varicella
- Current Cardiopulmonary Resuscitation C certification, renewable every one or two years. CPR BLSC Health Care Provider or CPR for Professional Rescuer.
- Criminal background check; fee paid by student and through an agency approved by the Health Sciences Department before placement into a clinical site. The Health Sciences Department may be unable to place students in clinical settings if they have a positive criminal background check. Therefore, the student will not be able to complete the required program of courses.

Pre-professional Programs

- Dental, Medical, Physical Therapy, Veterinary.
- Moorpark College offers courses which generally meet the basic education requirements for professional schools. These schools generally require a Bachelor's Degree for admission. Students are advised to determine and satisfy specific requirements for the professional school to which they expect to apply by consulting a counselor and the school catalog.
- The general lower-division course requirements for these schools commonly include: BIOL M02A, M02B; CHEM M01A, M01B, plus one year of organic chemistry; MATH M07, (MATH M25A (H)/B recommended); PHYS M10A/M10AL, M10B/M10BL. For veterinary school the requirements are: BIOL M02A; CHEM M01A, M01B; ENGL M01A, M01AH, M01B, M01BH; MATH M15, MATH M15H; PHYS M10A/M10AL; ZOO M01; (Additional lower-division Chemistry after transfer), 8 units of Humanities/Social Sciences.
- The California dental schools are Loma Linda University; University of California: Los Angeles, San Francisco; University of Pacific; University of Southern California.
- The California medical schools are Loma Linda University; Stanford University; University of California: Davis, Irvine, Los Angeles, San Diego, San Francisco; University of Southern California.
- The California programs in Physical Therapy are California State University at Long Beach, Northridge and Sacramento; and California State University Fresno. UCSF jointly with San Francisco State, Loma Linda, Mount St. Mary's, Samuel Merrit, University of the Pacific, USC, Western University.
- The California veterinary school is University of California, Davis.

Health Sciences Courses

HS M15 – 3 Units

Pharmacology

Prerequisites: None
Class Hours: 3 lecture

Introduces mechanisms and uses of currently available drugs, establishing foundation for understanding future developments in drug therapy and for administering drugs more efficiently and safely. Applies drug information and mathematical calculations in clinical setting. May be repeated to monitor constantly changing pharmaceutical approaches and resultant practical implications. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

HS M16N – 0.5 Unit**Basic Skills for the Nurse**

Prerequisites: None

Class Hours: 1.5 lab

Provides basic client care skills to those preparing for a career in the nursing profession. The focus is on the essential principles and practices of safe, effective care in the multifaceted multicultural nursing field. Caring, safety, and basic documentation associated with providing client care are integrated throughout the course. It is recommended that this course be taken the semester before acceptance into the nursing program. Applies to Associate Degree.

HS M16R – 0.5 Unit**Basic Skills for the Radiologic Technologist**

Prerequisites: None

Class Hours: 1.5 lab

Provides basic knowledge of client care skills to those preparing for a career as a Radiographer. The focus is on the essential principles and practices of safe effective care in this constantly changing medical field. Safety, communications, documentation and cultural diversity are integrated throughout the course. It is recommended that this course be taken the semester before acceptance into the radiologic technology program. Applies to Associate Degree.

HS M17 – 3 Units**Health Care Ethics**

Prerequisites: None

Class Hours: 3 lecture

Introduces theoretical and applied ethics relating to problems in medicine, health care and the human life sciences. Includes examination of foundational moral principles and the main moral theories. Provides an introduction to ethics in general, a foundation for understanding legal implications in health care, and a framework for analyzing and resolving ethical problems through the application of ethical principles and critical thinking. (Same course as PHIL M17.) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. This is a required course for Radiologic Technology students. Applies to Associate Degree. Transfer credit: CSU

HS M19 – 3 Units**Medical Terminology**

Prerequisites: None

Class Hours: 3 lecture

Prepares participants for a career in the health care industry to understand and communicate medical information. Teaches the language of medicine, focusing on the building of medical terminology through the use of work components. Participants will acquire basic words, prefixes, and suffixes upon which medical words are built. The course will assist the student in learning medical terms related to anatomy, physiology, diseases, diagnoses, pharmacology, therapeutics and common abbreviations will be covered. Applies to Associate Degree. Transfer credit: CSU

HS M23 – 2 Units**Pharmacology for Allied Health Professional**

Prerequisites: None

Recommended Prep: HS M19

Class Hours: 2 lecture

Introduces pharmacology, providing the knowledge of basic pharmacological terminology and concepts, administration, and common generic and trade name medications. Applies to Associate Degree. Transfer credit: CSU

HS M24 – 4 Units**Emergency Medical Technician I (Basic)**

Prerequisites: HS M18

Corequisite: HS M24L

Recommended Prep: HS M19

Class Hours: 4 lecture

Prepares the student to render pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured or during inter-facility transfer. Selected topics in anatomy, physiology, patient assessment, and emergency will be presented. Successful completion of this course and HS M24L will allow the student to take the state and national certificate examinations for EMT-1 (Basic). Applies to Associate Degree.

HS M24L – 1 Unit**Emergency Medical Technician I Basic Laboratory**

Prerequisites: American Heart Association Basic Life Support (BLS) CPR or American Red Cross CPR for the Professional Rescuer or American Safety and Health Institute CPR for the Professional Rescuer with current card.

Corequisite: HS M24

Class Hours: 3 lab

Prepares the student to render pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured or during inter-facility transfer. Applies the theory of patient assessment and emergency care presented in HS M24. Provides skills training and clinical experience in an emergency room and on an emergency vehicle. Successful completion of this course and HS M24 will allow taking the state certification for EMT-1 Basic (providing all other state requirements are met and the student is at least 18 years of age at the time of examination). Applies to Associate Degree.

HS M24P – 4 Units**Paramedic Preparation/Review**

Prerequisites: None

Class Hours: 4 lecture

Prepares students for entry into Paramedic Training. An intensive course covering a variety of subjects, including anatomy, physiology, patient assessment, EKG, IV therapy, and pharmacology. This course has been approved for 68 hours of Instructor-based Continuing Education by provider #56-0017. Applies to Associate Degree. Transfer credit: CSU

HS M24R – 2 Units**EMT-1 (Basic) Recertification**

Prerequisites: None

Class Hours: 2 lecture

Designed to update the emergency medical technician and meet state requirements for recertification. Reviews life support assessment, emergency interventions, and the use of emergency equipment and supplies. May be taken for a total of 4 times for credit. Applies to Associate Degree.

HS M25 – 4 Units**Introduction to Pathophysiology**

Prerequisites: None

Recommended Prep: ANAT M01 and PHSO M01

Class Hours: 4 lecture

Introduces fundamentals of pathophysiology, focusing on physiologic changes and altered functions resulting from disease processes. Reviews principles from anatomy, physiology, and chemistry as foundation for study of basic disease process concepts, body systems, etiology, and pathogenesis of various disorders. Explores diagnostic procedures, preventative measures, and current therapeutic regimens. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU

HS M26 – 2 Units**Legal Aspects of Health Care**

Prerequisites: None

Class Hours: 2 lecture

Legal issues pertaining to health care, health information, and the health record as a legal document. Includes patient privacy and confidentiality, patient rights, release of information, informed consents, advance directives, compliance, fraud and abuse, HIPPA and E-Health. Applies to Associate Degree. Transfer credit: CSU

HS M30 – 1.5 Units**Basic Cardiac Dysrhythmia Interpretation**

Prerequisites: None

Class House: 1.5 Lecture

Introduces the skills necessary to interpret basic cardiac dysrhythmias and to intervene in their treatment. The focus is on a systematic approach for the identification and classification of dysrhythmias according to site of origin and prognosis. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 22.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

HS M35 – 1.5 Units**Holistic Health Care Practices**

Prerequisites: None

Class Hours: 1.5 lecture

Explores health care practices which compliment the Western/allopathic mode of health care. Content includes relaxation therapy, meditation, guided imagery, therapeutic touch and other energy healing modalities, nutrition, and use of herbs for treatment of most common ailments. Designed for the layperson, the lay caregiver and all health care professionals. Provider approved by the California Board of Registered Nursing. Provider Number CEP 2811 for 24 contact hours. (Same course as NS M35) (Formerly HS M60A) Applies to Associate Degree. Transfer credit: CSU

HS M60A-Z – 1.5 Units**Topics in Health Science**

Prerequisites: To be determined

Class Hours: To be determined

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

Developed topics include:**HS M80 – 1 to 4 Units****Internship in Health Sciences**

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

Class Hours: 3 to 33 work experience hours as arranged

Extends classroom activities to a supervised, on the job learning experience directly connected to educational and/or occupational goals. Provides direct supervision of a health science faculty supervisor as well as a health care industry supervisor. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. Health Science Internships are available in the following health care settings: acute care, community health and ambulatory care. To take this course, contact the Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20) Applies to Associate Degree. Transfer credit: CSU

Hebrew

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, examine and demonstrate cultural knowledge, and use technology to develop language and cultural competence.

Career Opportunities

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

Dean

Inajane Nicklas, Phone (805) 378-1443

Counselors

Anitra Evans, Ofelia Romero-Motlagh

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Hebrew who wish to qualify for an Associate in Arts Degree could explore International Studies, Jewish Studies or Liberal Studies as a possible major.

Hebrew Courses**HEB M01 – 4 Units****Elementary Hebrew I**

Prerequisites: None

Class Hours: 4 lecture

Introduces the culture of the Hebrew-speaking world and the fundamental structures of the Hebrew language. Emphasizes speaking, understanding, reading and writing skills. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

HEB M02 – 4 Units Elementary Hebrew II

Prerequisites: HEB M01 or two years of high school Hebrew or equivalent
Class Hours: 4 lecture

Continues to study the culture of the Hebrew-speaking world and the fundamental structures of the Hebrew language. Emphasizes speaking, understanding, reading and writing skills. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

HEB M80 – 1 to 4 Units Internship in Hebrew

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 3 to 33 work experience hours as arranged

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

History

Program Purpose: Students who complete History courses will use critical thinking skills in understanding and analyzing the past and how historical events, issues and human activity over time has changed our world today. Understanding the past will allow students to positively engage and contribute to society as informed citizens.

History is an evolving record of human emotion, human aspiration, human frustration, and human success. Historians deal with the goals, fears, interests, opinions, and prejudices of people in the past. What made people the way they were? What is the impact of their thought and action on people today and what is their impact on people tomorrow? As a study of people, history offers both a necessary understanding of one's place in the human experience, and the conceptual framework for a lifelong avocation.

Dean

Lori Bennett, Phone (805) 378-1445

Full-time Faculty

Nenagh Brown, Patricia Colman, Cecile Copsey, Hugo Hernandez, Ranford Hopkins, Susan Kinkella

Counselors

Anitra Evans, Michael Johnson, Pam Kennedy-Luna

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the 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 Social Science, International Studies or Liberal Studies as a possible major.

History Courses

HIST M01A – 3 Units Western Civilization I

Prerequisites: None
Class Hours: 3 lecture

Analyzes important events and developments in western civilization from prehistory through the sixteenth century. Evaluates ideas, institutions, and contributions to include political, social and economic achievements within the Western world. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M01B – 3 Units Western Civilization II

Prerequisites: None
Class Hours: 3 lecture

Analyzes important events and developments in western civilization from the seventeenth century to modern times. Evaluates ideas and institutions as well as political, economic and social structures. (HIST M01A not a prerequisite). Applies to Associate Degree. Transfer credit: CSU; UC

HIST M02 – 3 Units From Freedom to Civil Rights

Prerequisites: None
Class Hours: 3 lecture

Surveys the efforts of African Americans in the 20th century to gain equal political, social, and economic opportunity. Emphasizes the movement for civil rights, including its radicalization in the late 1960s. Includes evolution of the African American community, the beginnings of Black cultural nationalism and the contributions of African Americans to the development of the United States. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M03A – 3 Units African American History to 1877

Prerequisites: None
Class Hours: 3 lecture

A survey of United State history with an emphasis on the African American experience from 15th century Africa to the era of Reconstruction. Focuses on the political, social, economic, cultural and intellectual trials of African Americans and their contributions to the growth of the United States. Partially satisfies the Title V United States History, Constitution, and American Ideals requirement. (Formerly a portion of HIST M03) Applies to Associate Degree. Transfer credit: CSU; UC

HIST M03B – 3 Units African American History Since 1877

Prerequisites: None
Class Hours: 3 lecture

A survey of United State history with an emphasis on the African American experience from the era of Reconstruction to the present. Focuses on the political, social, economic, cultural and intellectual trials of African Americans and their contributions to the growth of the United States. Partially satisfies the Title V United States History, Constitution, and American Ideals requirement. (Formerly a portion of HIST M03) Applies to Associate Degree. Transfer credit: CSU; UC

HIST M04 – 3 Units **History of Mexican Americans in the United States**

Prerequisites: None
Class Hours: 3 lecture

A survey of the American experience from colonial beginnings to the present. Emphasizing the history of Mexican Americans. Examines the changing roles and contributions of Mexican Americans in the context of the social, political, and economic history of the United States. (Same course as CHST M04.) Applies to Associate Degree. Transfer credit: CSU; UC

HIST M06 – 3 Units **History of the American Indian**

Prerequisites: None
Class Hours: 3 lecture

Introduces the history of the indigenous people of North America from the pre-Colonial era to the present. Emphasizes American Indian and Euro-American interaction, U.S. policy development and the roles played by American Indians to ensure their survival and cultural integrity into the 21st century. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M07A – 3 Units **Social and Political History of the United States I**

Prerequisites: None
Class Hours: 3 lecture

Introduces creation and development of American Society to 1865, analyzing impact of individuals and groups. Explores colonial foundation of American cultural heritage; growth of U.S. political party system; women and social reform; the institution of and movement to abolish slavery; and the Civil War, including its causes and repercussions. Partially satisfies the CSU Title 5 U.S. History, Constitution and American Ideals requirements. Applies to Associate Degree. Transfer credit: CSU; UC (HIST M07A and HIST M07B and HIST M25 or HIST M25H combined: maximum credit, two courses)

HIST M07B – 3 Units **Social and Political History of the United States II**

Prerequisites: None
Class Hours: 3 lecture

Evaluates social and political adjustments from 1865 to the present, emphasizing the effects on contemporary Americans. Reviews individual and group contributions surrounding such issues as westward expansion, industrial development, immigration and the development of modern American society. Students will understand major social and political reform movements since 1865 as well as the United States' role as a major world power in international affairs. Partially satisfies the CSU Title 5 U.S. History, Constitution and American Ideals requirements. Applies to Associate Degree. Transfer credit: CSU; UC (HIST M07A and HIST M07B and HIST M25 or HIST M25H combined: maximum credit, two courses)

HIST M08 – 3 Units **History of California**

Prerequisites: None
Class Hours: 3 lecture

Introduces the political and social development of California from early Native California cultures to the present. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M09 – 3 Units **Latin American History**

Prerequisites: None
Class Hours: 3 lecture

Introduces development of cultural, economic, and political factors in the various Latin American nations, emphasizing relationships with contemporary United States. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M10 – 3 Units **African History**

Prerequisites: None
Class Hours: 3 lecture

Introduces development of social, economic and political aspects of indigenous cultures and the colonial experience. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M12 – 3 Units **History of American Women**

Prerequisites: None
Class Hours: 3 lecture

The history of the United States from the 17th century to the present, tracing the changing roles of women. Evaluates the contributions made by famous and "average" women and the boundaries they faced. Contrasts myth and reality for Euro-American and ethnic minority women. Students cannot complete both HIST M12 and HIST M12H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M12H – 3 Units **Honors: History of American Women**

Prerequisites: None
Class Hours: 3 lecture

Provides honors work in the history of the United States from the 17th century to the present, tracing the changing roles of women. Evaluates the contributions made by famous and "average" women and the boundaries and changes they faced. Contrasts myth and reality for Euro-American and ethnic minority women. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both HIST M12 and HIST M12H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M14 – 3 Units **Race and Gender in American History**

Prerequisites: None
Class Hours: 3 lecture

Surveys the experience of Native Americans, Latinos, Asian Americans, African-Americans, and women throughout American history, assessing their accomplishments, the persistence of stereotypes, and the continuity and change in the position of these different groups. Analyzes historical documents, films, and literature. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M15 – 3 Units Asian Civilization I

Prerequisites: None
Class Hours: 3 lecture

Provides overview of civilizations and individuals that provided key contributions to the history of Asia. Covers the earliest written records to 1600, including selected topics from the ancient, classical, medieval and early modern periods. Emphasizes India and China but references all areas of monsoon Asia, including Japan, Korea, South East Asia and the Central steppes. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M16 – 3 Units Asian Civilization II

Prerequisites: None
Class Hours: 3 lecture

Provides overview of individual s and nations that provided key contributions to the history of Asia. Covers the arrival of the West to the present (1600 to 2000), including selected topics from the late traditional period, the era of imperialism and the modern world. Emphasizes China, India and Japan but references all areas of monsoon Asia, including Korea, Indochina and other South East Asian countries. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M20A – 3 Units World History I

Prerequisites: None
Class Hours: 3 lecture

Introduces major civilizations of Asia, Europe, Africa and the Americas from pre-history through 1500, covering each civilization's religions and cultural achievements, as well as its political, economic and social structures. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M20B – 3 Units World History II

Prerequisites: None
Class Hours: 3 lecture

Introduces the world's major civilizations of Asia, Europe, Africa and the Americas from 1500 to the present day. Surveys historical themes that are found in the world's political, economic, social, religious and cultural structures from the Early Modern Period, the Era of Western Imperialism and the Modern Era. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M22A/B – 0.5 to 3 Units Independent Studies in History

Prerequisites: A previous course in History
Class Hours: 1 to 3 as arranged

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

HIST M25 – 3 Units History of the United States

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. Partially satisfies the Title V United States History, constitution, and American Ideals requirement. Students cannot complete both HIST M25 and HIST M25H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (HIST M07A and HIST M07B and HIST M25 or HIST M25H combined: maximum credit, two courses)

HIST M25H – 3 Units Honors: History of the United States

Prerequisites: None
Recommended Prep: ENGL M01A OR ENGL M01AH
Class Hours: 3 lecture

Provides honors work in a survey of the political, economic, and social development of the United States. Traces the constant and changing values that shaped American intuitions. Analyzes the diversity of the American people – the heroes Americans have treasured and the significant choices Americans have made. Partially satisfies the Title V United States History, constitution, and American Ideals requirement. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both HIST M25 and HIST M25H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (HIST M07A and HIST M07B and HIST M25 or HIST M25H combined: maximum credit, two courses)

HIST M60A-Z – 1 to 3 Units Topics in History

Prerequisites: To be determined
Class Hours: To be determined

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

Developed topics include:

HIST M60A – 3 Units The Holocaust in Historical Perspective

Prerequisites: None
Class Hours: 3 lecture

Chronicles the attempt to annihilate various so-called undesirable groups by Adolf Hitler and his National Socialist cohorts during World War II. Examines rise of Hitler and Nazism; the resultant attempt to eradicate Jews, Roma, Jehovah Witnesses, Socialists, et al.; and implications for today. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60C – 3 Units **World War II The World at War**

Prerequisites: A previous course in History
Class Hours: 3 lecture

Analyzes World War II as the most cataclysmic and important event in our time, noting its continuing effect on contemporary society. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60D – 3 Units **World War I The Great War**

Prerequisites: A previous course in History
Class Hours: 3 lecture

Analyzes World War I, still regarded as The Great War by Europeans, noting its significance as the catalyst for the rest of the 20th century. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60E – 3 Units **Modern England**

Prerequisites: A previous course in History
Class Hours: 3 lecture

Examines England from its age of greatness to its more recent times of decline. Emphasizes Victorian England, industrial revolution, World Wars, welfare state, and Anglo-American partnership. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60F – 3 Units **The World Since 1945**

Prerequisites: A previous course in History
Class Hours: 3 lecture

Expands review of Western civilization beyond World War II, emphasizing individuals, events, contributions and relationships. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60G – 3 Units **Modern Germany**

Prerequisites: A previous course in History
Class Hours: 3 lecture

Introduces political and cultural history of Germany during the last 100 years, emphasizing creation and structure of the German Empire, World War I, the Weimar Republic, Hitler and National Socialism, World War II, and the division of Germany since 1945. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60H – 3 Units **History of the Jewish People**

Prerequisites: None
Class Hours: 3 lecture

Traces great ages and ideas of the Jewish people, emphasizing the character and nature of contemporary Jewish experience. Reviews time, depth and geographical span of Jewish history and the significance of moving through many cultures and lands. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60R – 3 Units **Modern Russia**

Prerequisites: None
Class Hours: 3 lecture

Introduces political and cultural history of Russia in the 20th century. Reviews World War I, Lenin and the Communist Revolution of 1917, Stalin's domestic and foreign policies, World War II, the Cold War, and present East-West relations. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60S – 3 Units **Modern Jewish History**

Prerequisites: None
Class Hours: 3 lecture

Reviews the Jewish people in modern Western civilization, including experiences and treatment within various countries, movements within and between countries, rise of anti-Semitism in Russia, impact of two World Wars, the Holocaust, and assimilation and survival of contemporary Jewry. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60T – 3 Units **Historic Site Evaluation**

Prerequisites: A previous or concurrent course in History
Class Hours: 3 lecture

Introduces methodology of historic site evaluation and interpretation, including onsite evaluation of federal, state, and local historic sites, buildings, museums and parks. Applies to Associate Degree. Transfer credit: CSU

HIST M60V – 3 Units **The Vietnam War**

Prerequisites: None
Class Hours: 3 lecture

Examines circumstances leading to the American involvement in Vietnam, the war itself, and the resulting consequences. Uses literature and film to explore historic, psychological and pop-cultural perspectives. (Same course as HUM M60V and PSY M60V.) Applies to Associate Degree. Transfer credit: CSU; UC

HIST M80 – 1 to 4 Units **Internship in History**

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

Class Hours: 3 to 33 work experience hours as arranged

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

Humanities

Program Purpose: Students who complete Humanities courses will demonstrate an awareness of the ways people throughout time and across cultures have developed cultural, moral/ethical, and artistic creations in response to their world; critically analyze cultural and artistic productions in their original context; and respond to these cultural creations with informed appreciation.

Humanities, broadly defined, is the study of the cultural activities and artistic expressions of human beings. Humanities courses may introduce students to art, literature, architecture, music, dance, philosophy, morality, religion, the sciences, gender and ethnicity, pop culture, and related fields. To explore specific career options, check the software and online resources available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Dean

Inajane Nicklas (805) 378-1443

Full-time Faculty

Jerrold Caplan, Anne Kairschner, Nils Slattum, Tracy Tennenhouse

Counselors

Anitra Evans, Michael Johnson

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the 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.

For courses in FILM, see FILM STUDIES

Humanities Courses

HUM M01 – 6 Units The Individual and Society

Prerequisites: None
Class Hours: 6 lecture

Analyzes history, philosophy, and social issues through accomplishments of people who have shaped civilization and its institutions. Explores individual and collective responsibility to preserve and improve society. Places special emphasis on developing writing skills. This is an interdisciplinary course that is team-taught by instructors from different disciplines. Applies to Associate Degree. Transfer credit: CSU; UC

HUM M02 – 6 Units The Individual and the Arts

Prerequisites: None
Class Hours: 6 lecture

Team-taught interdisciplinary course. Designed to increase students' knowledge and understanding of the world in which they live through an examination of the nature of creativity and an analysis of major art forms. By studying significant achievements and influential ideas in art, music, film, and literature, students will learn about the ways in which society shapes and has been shaped by art and artists. In the process students will develop an awareness and appreciation for diversity among people and the arts. Will place special emphasis on improving writing skills. Applies to Associate Degree. Transfer credit: CSU; UC

HUM M07 – 3 Units Humanities through the Arts

Prerequisites: None
Class Hours: 3 lecture

Examines various art forms: music, literature, painting, sculpture, photography, architecture, and film, from the perspective of the humanities. Emphasizes the history, techniques, meaning, and evaluation of individual works of art. Applies to Associate Degree. Transfer credit: CSU; UC

HUM M10A – 3 Units Ethics, Culture and the Arts: The Roots of the Humanities

Prerequisites: None
Class Hours: 3 lecture

Introduces human cultural heritage from earliest times to approximately 1000 CE, emphasizing major ideas of several periods of Western civilization. Examines literature, philosophy, music, painting, and sculpture of each era. Highlights ethical choices and aesthetic responses possible within each period. Applies to Associate Degree. Transfer credit: CSU; UC

HUM M10B – 3 Units Ethics, Culture and the Arts: Humanities and the Modern World

Prerequisites: None
Class Hours: 3 lecture

Introduces human cultural heritage from 1000 CE to the present, emphasizing major ideas of several periods of Western civilization from the Renaissance to the modern world. Examines literature, philosophy, music, painting, architecture, and sculpture of each era. Highlights ethical choices and aesthetic responses possible within each period. Applies to Associate Degree. Transfer credit: CSU; UC

HUM M12 – 3 Units Spanish Civilization

Prerequisites: None
Class Hours: 3 lecture

Introduces history, culture, and civilization of Spain through a review of major events and landmarks. Emphasizes 20th-century Spanish politics, culture, and society, focusing on contemporary developments reflected in literature, art, film, and music. (Same course as SPAN M12.) Applies to Associate Degree. Transfer credit: CSU; UC

HUM M19 – 3 Units Women in Contemporary Society

Prerequisites: None
Class Hours: 3 lecture

Examines concerns, conflicts and rewards of women as their roles and opportunities change within society. Uses lecture, discussions, films and reading to explore fulfillment of individual potential. Applies to Associate Degree. Transfer credit: CSU; UC

**HUM M22A/B – 1 to 3 Units
Independent Studies in Humanities**

Prerequisites: A previous course in Humanities
Class Hours: 1 to 3 as arranged

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

**HUM M42 – 3 Units
Business and Society**

Prerequisites: None
Recommended Prep: BUS M30 or ECON M30 and BUS 28 or ENGL M02
Class Hours: 3 lecture

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

**HUM M60A-Z – 1 to 6 Units
Topics in the Humanities**

Prerequisites: To be determined
Class Hours: To be determined

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

Developed topics include:

**HUM M60V – 3 Units
The Vietnam War**

Prerequisites: None
Class Hours: 3 lecture

Examines circumstances leading to the American involvement in Vietnam, the war itself, and the resulting consequences. Uses literature and film to explore historic, psychological and pop-cultural perspectives. (Same course as HIST M60V and PSY M60V) Applies to Associate Degree. Transfer credit: CSU; UC

**HUM M80 – 1 to 4 Units
Internship in Humanities**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 3 to 33 work experience hours as arranged

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

Interior Design

Program Purpose: Students who complete Interior Design courses will be able to apply design principles in order to evaluate a space for its intended use, determining the effectiveness of its design. Interior Design majors will also be able to analyze special needs for the safety and welfare of inhabitants.

The Interior Design Program has been developed to prepare students for numerous careers in Interior Design and related areas including Residential and Commercial design. Training equips students with the tools necessary for various aspects of the Design field.

Dean

Julius Sokenu, Phone (805) 378- 1448

Full-time Faculty

Timothy Stewart

Counselors

Denice Avila

Degree and Certificate Options in Interior Design

Certificate in Interior Design (more than 18 units)

The Interior Design program has been developed to prepare students for numerous careers in Residential and Commercial Interior Design. Students will receive training necessary to prepare for the work force. To earn an Interior Design Certificate of Achievement or an Associate in Science Degree with a major in Interior Design, students complete 27 specified units; those seeking the degree must also complete General Education Degree Requirements.

Required Courses.....	Units
ART M30Drawing and Composition I.....	3.0
DRFT M02AComputer Aided Drafting.....	3.0
ID M11Beginning Interior Design.....	3.0
ID M12Materials and Installations.....	3.0
ID M13Textiles.....	3.0
ID M14Intermediate Interior Design.....	3.0
ID M15Space Planning.....	3.0
ID M16History of Furniture.....	3.0
ID M17Advanced Interior Design.....	3.0
TOTAL	27.0

See General Education Degree Requirements and Transfer Information. Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Interior Design Courses

**ID M11 – 3 Units
Beginning Interior Design**

Prerequisites: None
Class Hours: 3 lecture

Introduces students to an extensive range of products and services available through the field of Interior Design. Applies design theories including the principles and elements of design, light and color. Students begin to develop skills in effective space planning, business organization, and meeting the challenges of individual requirements through the design process. (Formerly ID M05) Applies to Associate Degree. Transfer credit: CSU

ID M12 – 3 Units**Materials and Installations**

Prerequisites: None

Recommended Prep: COMM M01 and ID M11

Class Hours: 3 lecture

Explores various products and materials common to the field of Interior Design and methods of installation. Students employ skills in coordinating a presentation in public speaking related to a specific product and/or material. Emphasis placed on developing a trade resource file and utilizing it in the procurement, specification, and pricing for a design project. (Formerly ID M06) Applies to Associate Degree. Transfer credit: CSU

ID M13 – 3 Units**Textiles**

Prerequisites: None

Class Hours: 3 lecture

Introductory analysis of the various stages of textile manufacturing and production. Students identify textiles according to fiber content, construction, coloration and finishing processes, and end uses. It is designed to employ techniques that will aide in the selection and care of textiles. (Formerly ID M31) Applies to Associate Degree. Transfer credit: CSU; UC

ID M14 – 3 Units**Intermediate Interior Design**

Prerequisites: None

Recommended Prep: ID M11, ID M12, ART M20, SPCH M01

Class Hours: 3 lecture

Intermediate course refines students' skills in applying the principles and elements of Interior Design. Students explore diverse interior environments and develop design solutions that meet function, aesthetics, psychological, and emotional requirements of the inhabitants. (Formerly ID M08) Applies to Associate Degree. Transfer credit: CSU

ID M15 – 3 Units**Space Planning**

Prerequisites: None

Recommended Prep: ID M11, DRFT M03A

Class Hours: 3 lecture

Application and analysis of design concepts in space planning. Explores techniques enabling students to creatively resolve challenges relative to function and quality of human environments. Integrates limitations set by barrier-free design. Topics of discussion also include task management as well as technical considerations such as lighting and code requirements. (Formerly ID M07) Applies to Associate Degree. Transfer credit: CSU

ID M16 – 3 Units**History of Furniture**

Prerequisites: None

Recommended Prep: ID M15, Internet Computer Skills

Class Hours: 3 lecture

Explores the dominant characteristics of historical styles for home furnishings, decorative arts, and architecture from antiquity to the present. Emphasis is placed on style development as it relates to social, economic, and political influences. (Formerly ID M10) Applies to Associate Degree. Transfer credit: CSU

ID M17 – 3 Units**Advanced Interior Design**

Prerequisites: None

Recommended Prep: ID M11, ID M12, ID M14, SPCH M01, MATH M09

Class Hours: 3 lecture

Examines the administration of an Interior Design business through the development of a portfolio, instruction in verbal and visual presentation, and exercise proficiency in the application of Interior Design business practices. Students also refine skills in using the design process to solve problems. (Formerly ID M09) Applies to Associate Degree. Transfer credit: CSU

ID M22A/B – 1 to 3 Units**Independent Studies in Interior Design**

Prerequisites: A previous course in Interior Design

Class Hours: 1 to 3 as arranged

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

ID M60A-Z – 0.5 to 3 Units**Topics in Interior Design**

Prerequisites: To be determined

Class Hours: To be determined

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

Developed topics include:**ID M60B – 1.5 Units****Faux Finishes**

Prerequisites: None

Class Hours: 1.5 lecture

Provides hands-on learning using Faux Finishing techniques, including how to simulate wood, marble, stone, brick and fabric. Requires creation of sample boards for all techniques. Applies to Associate Degree. Transfer credit: CSU

ID M60C – 1.5 Units**Lighting for Interior Spaces**

Prerequisites: None

Class Hours: 1.5 lecture

Includes lighting basics, illumination requirements, sources of light, symbol requirements for floor plans and lighting as a source of art. Focuses on lighting design specifications. Applies to Associate Degree. Transfer credit: CSU

ID M60D – 0.5 Unit**Feng Shui**

Prerequisites: None

Class Hours: 0.5 lecture

Introduces Feng Shui, traditional Chinese technique that ensures harmony between design and surroundings. Applies to both residential and commercial settings. Requires practical application of Feng Shui guidelines in class projects. Applies to Associate Degree. Transfer credit: CSU

Interior Design

ID M60E – 1.5 Units

Window Treatment Design

Prerequisites: None

Class Hours: 1.5 lecture

Introduces window treatment design, including fabric requirements, window function, hardware requirements, window measuring, and proper window treatment specification. Emphasizes proper workroom procedure and professional expectations. Applies to Associate Degree. Transfer credit: CSU

ID M60J – 1.5 Units

Kitchen and Bath Design

Prerequisites: None

Recommended Prep: ID M05

Class Hours: 1 lecture, 1.5 lab

Introduces kitchen and bath design, including space requirements, the work triangle, and cabinet and hardware construction and specification. Reviews surface material selection and function, floor plans and project documentation. Applies to Associate Degree. Transfer credit: CSU

ID M80 – 1 to 4 Units

Internship in Interior Design

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

Class Hours: 3 to 33 work experience hours as arranged

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

International and Intercultural Studies

The major in International Studies is based upon the idea that the past 20 years have seen a series of significant changes in some of the fundamental ways in which nations have traditionally dealt with one another. There has been a shift away from the older politics of conflict and competition toward the recognition that economic and developmental strategies require international planning and management. Nations are beginning to realize that their destinies are mingled in a way, and to a degree, that is unprecedented. The major is designed to permit students to function in this new environment with an understanding and perspective that would be beneficial in the global job market. To explore specific career options, check the software and online resources available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Dean

Lori Bennett, Phone (805) 378-1445

Counselor

Chuck Brinkman, Anitra Evans

Degree Option in International Studies

To earn an Associate in Arts Degree with a major in International Studies, students complete 30-32 specified units, plus complete the Moorpark College General Education Degree Requirements. The program allows students to select an area of specialization as noted below.

International and Intercultural Studies

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

Required Courses.....	Units
ANTH M02.....Cultural Anthropology.....	3.0
ECON M01.....Principles of Microeconomics.....	3.0
ENGL M31.....Masterpieces of World Literature II.....	3.0
POLS M02.....Comparative Politics.....	3.0
POLS M04.....International Relations.....	3.0
AND choose one of the following:	
GEOG M03.....World Regional Geography.....	3.0
GEOG M03H.....Honors: World Regional Geography.....	3.0
AND choose one of the following:	
HIST M01B.....Western Civilization II.....	3.0
HIST M60F.....The World Since 1945.....	3.0
AND choose one of the following:	
POLS M03.....American Government and Politics.....	3.0
POLS M03H.....Honors: American Government and Politics.....	3.0
Units from RECOMMENDED GROUPS.....	6.0-8.0
TOTAL.....	30.0-32.0

Recommended Groups: Choose Group A, B, C or D:

Group A: Select Two of the Following 3-Unit Courses

Business Economics

BUS M30/ECON M30..Introduction to Business and Economics.....3.0

BUS M31.....Introduction to Management.....3.0

BUS M37.....Marketing.....3.0

AND choose one of the following:

ECON M02.....Principles of Macroeconomics.....3.0

ECON M02H.....Honors: Principles of Macroeconomics.....3.0

Group B: Select Two of the Following 3-Unit Courses

Culture and Politics

HIST M07B.....Social and Political History of the United States.....3.0

HIST M09.....Latin American History.....3.0

HIST M10.....African History.....3.0

HIST M16.....Asian Civilization I.....3.0

HIST M60E.....Modern England.....3.0

HIST M60F.....The World Since 1945.....3.0

HIST M60G.....Modern Germany.....3.0

HIST M60R.....Modern Russia.....3.0

PHIL M11.....World Religions: West.....3.0

PHIL M12.....World Religions: East.....3.0

AND choose one of the following:

SOC M01.....Introduction to Sociology.....3.0

SOC M01H.....Honors: Introduction to Sociology.....3.0

Group C: Complete Two Courses of the Same Language from the Foreign Languages Offered

Group D: Select Two of the Following Courses

Environmental Studies

ENSC M02.....Environment and Human Interactions.....4.0

ENSC M03.....Energy Resources and Conservation.....3.0

GEOG M01.....Our Physical Environment.....3.0

GEOG M07.....The Human Impact.....3.0

See General Education Degree Requirements and Transfer Information.

NOTE: Moorpark College Study Abroad program may be substituted for 3 units in any of the above areas.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Internships

See Courses in Work Experience. Visit the Career Transfer Center located in Fountain Hall, (805) 378-1536

Italian

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, assess and demonstrate cultural knowledge and use technology to develop language and cultural competence.

Career Opportunities

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

Dean

Inajane Nicklas, Phone (805) 378-1443

Counselors

Anitra Evans, Ofelia Romero-Motlagh

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Italian who wish to qualify for an Associate Degree could explore International Studies or Liberal Studies as a possible major.

Italian Courses

ITAL M01 – 4 Units

Elementary Italian I

Prerequisites: None

Class Hours: 4 lecture

Introduces the culture of the Italian-speaking world and the fundamental structures of the Italian language. Emphasizes speaking, understanding, reading and writing skills. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

ITAL M02 – 4 Units

Elementary Italian II

Prerequisites: ITAL M01 or two years of high school Italian or equivalent

Class Hours: 4 lecture

Continues to study the culture of the Italian-speaking world and the fundamental structures of the Italian language. Reviews and expands upon grammatical structures and vocabulary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

ITAL M03 – 4 Units

Intermediate Italian I

Prerequisites: ITAL M02

Class Hours: 4 lecture, 1 lab as arranged

Reviews grammar basics and expands vocabulary and writing proficiency. Explores culture and civilization through literature. Requires individualized work in lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

ITAL M22A/B – 1 to 3 Units

Independent Studies in Italian

Prerequisites: A previous course in Italian.

Class Hours: 1 to 3 as arranged

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

ITAL M31A – 3 Units

Beginning Practical Italian I

Prerequisites: None

Class Hours: 3 lecture

Provides basic understanding and use of Italian in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. Provider approved by the California Board of Registered Nursing. Provider number CEP2881 for 45 contact hours. Applies to Associate Degree.

ITAL M80 – 1 to 4 Units

Internship in Italian

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

Class Hours: 3 to 33 work experience hours as arranged

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

Japanese

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, assess and demonstrate cultural knowledge and use technology to develop language and cultural competence.

Career Opportunities

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

Dean

Inajane Nicklas, Phone (805) 378-1443

Counselors

Anitra Evans, Ofelia Romero-Motlagh

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Japanese who wish to qualify for an Associate Degree could explore International Studies or Liberal Studies as a possible major.

Japanese Courses

**JAPN M01 – 4 Units
Elementary Japanese I**

Prerequisites: None
Class Hours: 4 lecture

Introduces the culture of Japan and the fundamental structures of the Japanese language. Emphasizes speaking, understanding, reading and writing skills. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

**JAPN M02 – 4 Units
Elementary Japanese II**

Prerequisites: JAPN M01 or two years of high school Japanese or equivalent
Class Hours: 4 lecture

Explores further the culture of Japan and more complex structures of the Japanese language. Emphasizes speaking, understanding, reading and writing skills. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

**JAPN M03 – 4 Units
Intermediate Japanese I**

Prerequisites: JAPN M02
Class Hours: 4 lecture, 1 lab as arranged

Continues study of grammar, oral and written composition, customs and culture. Includes reading of intermediate-level texts. Requires individualized work in lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

**JAPN M22A/B – 1 to 3 Units
Independent Studies in Japanese**

Prerequisites: A previous course in Japanese
Class Hours: 1 to 3 as arranged

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

**JAPN M31A – 3 Units
Beginning Practical Japanese I**

Prerequisites: None
Class Hours: 3 Lecture

Provides basic understanding and use of Japanese in practical situations, emphasizing grammar and principles of usage for non-native speakers. Provider approved by the California Board Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree.

**JAPN M80 – 1 to 4 Units
Internship in Japanese**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 3 to 33 work experience hours as arranged

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

Journalism

Program Purpose: Students who complete Journalism courses will be able to critically analyze mass media in the context of culture and ethics. Journalism majors will also be able to report and factually represent events and trends in society through publication in multiple platforms using skills necessary in today's media companies.

The Journalism major program has a twofold purpose: to provide preparation for careers in newspaper and magazine editorial work, television and radio news, public relations and to provide a study of the media of mass communications.

Dean

Julius Sokenu, Phone (805) 378-1448

Full-time Faculty

John Grzywacz-Gray, Joanna Miller

Counselors

Denice Avila

Degree Options in Journalism

To earn an Associate in Science Degree with a major in Journalism, students complete 27-30 specified units, plus General Education Degree Requirements. This program provides preparation for entry-level positions in two major areas: Print Journalism and Broadcast Journalism.

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

Required Courses	Units
JOUR M01Media and Society.....	3.0
JOUR M02Reporting and Writing for the Media.....	3.0
JOUR M03Advanced Media Reporting, Writing and Presentation.....	3.0
Units from One of the Recommended Options.....	18.0-21.0
Total	27.0-30.0

Recommended Options: Choose one of the following:

Print Journalism Option (complete all 18 specified units)

JOUR M08Basic Photo-Journalism	3.0
JOUR M10AStudent News Media Staff.....	3.0
JOUR M10CNewspaper Production	3.0
JOUR M14Introduction to Public Relations.....	3.0
GR M25.....Computer Publications Design (Mac).....	3.0
BUS M38Advertising.....	3.0

OR

Broadcast Journalism Option (complete all 21 specified units)

FTVM M20.....Introduction to Television Studio	3.0
FTVM M30B.....Digital Camera Production/Editing II.....	1.5
FTVM M11Introduction to Scriptwriting: Film/TV/Radio.....	3.0
FTVM M40.....Audio Production	3.0
RT M07BAdvanced Media Audio Production.....	3.0
RT M08Voice and Diction	3.0
RT M12Broadcast Journalism	3.0

See General Education Degree Requirements and Transfer Information.

Journalism Courses

JOUR M01 – 3 Units Media and Society

Prerequisites: None
Class Hours: 3 lecture

Explores the history, laws, methods and media of mass communications and their impacts on American consumers and society. Examines the ethics and effects of today's mass media. (Same course as FTVM M01, formerly RT M01). Applies to Associate Degree. Transfer credit: CSU; UC

JOUR M02 – 3 Units Reporting and Writing for the Media

Prerequisites: None
Class Hours: 3 lecture

Introduces reporting and writing for media, including print, online and broadcast. Focuses on fundamentals of reporting, writing and critical thinking skills, with emphasis on accuracy, balance, ethics and awareness of media law. Teaches skills needed to conceive, plan, report and write news and feature stories for print, online and broadcast, and coordinate stories with photographs or other multimedia illustrations. Applies to Associate Degree. Transfer credit: CSU; UC

JOUR M03 – 3 Units Advanced Media Reporting and Writing

Prerequisites: JOUR M02
Class Hours: 3 lecture

Emphasizes essential reporting, writing and critical thinking skills at an advanced level. Covers information and teaches skills needed to conceive, plan, report, write, shoot and present in-depth news and feature stories for print, online and broadcast, coordinate stories with photographs or other multimedia illustrations. Strong focus on accuracy, balance and ethics. Examines media law. Applies to Associate Degree. Transfer credit: CSU; UC

JOUR M04 – 3 Units Magazine Article Writing

Prerequisites: None
Class Hours: 3 lecture

Introduces writing feature articles, reviews, and editorials suitable for magazine publication. Includes editing practice and use of illustrative materials. Applies to Associate Degree. Transfer credit: CSU

JOUR M08 – 3 Units Basic Photo Journalism

Prerequisites: PHOT M01A or suitable portfolio
Class Hours: 2 lecture, 3 lab

Introduces aspects of photography applicable to mass communication, broadcast and print journalism. Concentrates on translating ideas to images for reproduction in magazines and newspapers and as book illustrations. Includes special effects, use of camera and light as creative tools, and basic motion picture techniques. (Same course as PHOT M08). Applies to Associate Degree. Transfer credit: CSU

JOUR M09 – 3 Units Copy Editing and Makeup

Prerequisites: None
Class Hours: 2 lecture, 3 lab

Analyzes structure and effectiveness of written materials. Reviews rewriting, error correction, proofreading, headline writing, news and picture evaluation, and page design. Provides opportunity to work on campus newspaper. Applies to Associate Degree. Transfer credit: CSU

JOUR M10A – 3 Units Student News Media Staff

Prerequisites: None
Recommended Prep: Completion of or concurrent enrollment in JOUR M02
Class Hours: 2 lecture, 3 lab

Use knowledge of journalistic fundamentals and ethics in writing, photography, videography and multimedia to create, write and produce stories and images for print, web and broadcast for publication in the student news media. Applies to Associate Degree. Transfer credit: CSU

JOUR M10B – 3 Units Student News Media Staff Editing

Prerequisites: None
Recommended Preparation: Completion of or concurrent enrollment in JOUR M02 or completion of JOUR M10A
Class Hours: 1 lecture, 6 lab

Plan, design and produce student news media, online, in print and broadcast. As staff editors, students plan sections, pages and news packages; assign and coordinate stories, photos, video and other graphic elements; and work directly with student writers and adviser. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

JOUR M10C – 3 Units Newspaper Production

Prerequisites: None
Recommended Prep: GR 20 and GR 23
Class Hours: 1 lecture, 6 lab

Provides hands-on experience in the pagination and production of the college newspaper. Provides hands-on learning through electronic assembly of the newspaper using computers, scanners and other related equipment. Includes techniques in electronic assembly for both print and web production. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

JOUR M11 – 3 Units Magazine Editing

Prerequisites: None
Class Hours: 2 lecture, 3 lab

Introduces analysis, development, composition and layout of magazines or similar publications, emphasizing the coordination of feature stories and related articles with attractive pictorial displays. Also reviews graphic arts as related to magazine production. Applies to Associate Degree. Transfer credit: CSU

JOUR M12 – 2 Units **Broadcast Journalism**

Prerequisites: JOUR M02

Class Hours: 1 lecture, 3 lab

Provides practice and application in developing and preparing content for radio, television and online media. Develops interviewing and other newsgathering skills, as well as content synthesis with concern for accuracy, balance, fairness and journalistic ethics. Includes writing and editing original copy as well as practice rewriting wire service copy for on-air and online use. (Same course as FTVM M23 formerly RT M12). May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

JOUR M13 – 2 Units **Broadcast News Production**

Prerequisites: None

Recommended Prep: FTVM M20 or FTVM M30B

Class Hours: 1 lecture, 3 lab

Provides specialized training in producing news for television and multimedia applications. Emphasizes the use of digital newsgathering equipment, producing newscasts and on-air presentation of completed stories. Provides operational skills and techniques through practical hands-on experiences in: studio directing, location shooting, and editing. Students will crew and create news productions that will air on the Moorpark College website. (Same course as FTVM M26 formerly RT M13). May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

JOUR M14 – 3 Units **Introduction to Public Relations**

Prerequisites: None

Class Hours: 3 lecture

Introduces origins of public relations, including key definitions, processes, and audiences. Reviews public relations in businesses, associations, volunteer agencies and educational institutions. Includes how to write, prepare and submit release to video/audio and print media. Applies to Associate Degree. Transfer credit: CSU

JOUR M15 – 1.5 Units **Digital Storytelling**

Prerequisites: FTVM M30A or JOUR M30

Class Hours: 1 lecture, 2 lab

Emphasizes skills in writing, reporting, and producing story packages for the online media. Teaches skills in interviewing, sourcing and information gathering using photographic, audio and video recording equipment. Teaches storyboarding to refine project; scriptwriting and story assembling using digital editing software for video and audio. Includes focus on accuracy, balance and ethics. Field reporting: students are required to report, interview and research in the field. Students who are unable to negotiate some assignments should contact instructor for personalized arrangements for interviews on campus or near student's residence. Applies to Associate Degree. Transfer credit: CSU

JOUR M22A/B – 1 to 3 Units **Independent Studies in Journalism**

Prerequisites: A previous course in journalism

Class Hours: 1 to 3 as arranged

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

JOUR M30 – 1.5 Units **Digital Camera Production/Editing I**

Prerequisites: None

Recommended Prep: FTVM M20

Class Hours: 1 lecture, 1.5 lab

Introduces knowledge and skills for single camera production as well as aesthetics and technical techniques in video editing. Emphasizes shooting single camera, audio, lighting, and editing. Beginning field production, pre- and post-production activities will be required of students. (Same course as FTVM M30A, formerly RT M02B) Applies to Associate Degree. Transfer credit: CSU

JOUR M60A-Z – 1 to 6 Units **Topics in Journalism**

Prerequisites: To be determined

Class Hours: To be determined

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

JOUR M80 – 1 to 4 Units **Internship in Journalism**

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

Class Hours: 3 to 33 work experience hours as arranged

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

Kinesiology Courses

KIN M01 – 3 Units **Introduction to Kinesiology**

Prerequisites: None

Class Hours: 3 lecture

Presents a general survey of the field of kinesiology. Explores the aims, objectives and contemporary issues in physical education, kinesiology, sports medicine and the fitness industry. (Formerly PE M90) Applies to Associate Degree. Transfer credit: CSU; UC

KIN M13 – 3 Units **Prevention and Care of Athletic Injuries**

Prerequisite: None

Class Hours: 3 lecture

Introduces basic concepts, skills and practices for the athletic trainer, including medical aspects of athletic training, athletic therapy, modalities, strength, conditioning, rehabilitation and diagnostic techniques. Presents practical situations for responding to the athletically injured. Does NOT fulfill PE/Health requirement for Associate Degree. (Formerly HED M06) Applies to Associate Degree. Transfer credit: CSU; UC

KIN M13L – 1 Unit**Prevention and Care of Athletic Injuries Lab**

Prerequisite: KIN M13 or concurrent enrollment

Class Hours: 3 lab

Introduces basic concepts and skills for the athletic trainer through practical application. Includes topics of: diagnostic techniques, stretching, wrapping/taping, protective devices/bracing, modalities, and therapeutic exercise, among others. Does NOT fulfill PE/Health requirement for Associate Degree. Applies to Associate Degree. Transfer credit: CSU; UC

KIN M16 – 3 Units**Personal Training Principles**

Prerequisite: 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; UC

KIN M17 – 3 Units**Teaching Group Fitness**

Prerequisite: None

Recommended Prep: KIN M18

Class Hours: 2 lecture, 3 lab

Introduces exercise science concepts and their use in teaching group exercise. Emphasizes the integration of anatomy and applied kinesiology with teaching principles and techniques for a variety of group exercise formats. Stresses motor learning and effective group leadership, while teaching and monitoring human movement. Provides technical information and practical experience as preparation for group exercise instructor certification. (Formerly PE M96) Applies to Associate Degree. Transfer credit: CSU; UC

KIN M18 – 3 Units**Foundations of Fitness**

Prerequisite: 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; UC

KIN M23 – 1 Unit**Walking for Fitness**

Prerequisites: None

Class Hours: 3 lab

Provides exercise and fitness training through walking with the emphasis on improvements in cardiovascular conditioning and muscle tone. Applies to Associate Degree. May be taken for a total of (4) four times for credit. (Formerly PE M01A) Transfer credit: CSU; UC*

KIN M24 – 1 Units**Running for Fitness and Conditioning**

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. Applies to Associate Degree. May be taken for a total of (4) four times for credit. (Formerly PE M03A) Transfer credit: CSU; UC*

KIN M31 – 1 Unit**Body Conditioning/Fitness Lab**

Prerequisite: None

Class Hours: 3 lab

Develops and encourages positive lifetime habits with regard to cardiovascular efficiency, muscular strength and endurance, flexibility and body composition through the use of cardiovascular and strength machines along with circuit training and other fitness devices. (Formerly PE M02A) May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

KIN M32 – 1 Units**Body Conditioning/Free Weights**

Prerequisites: None

Class Hours: 3 lab

Introduces muscular conditioning, emphasizing muscular endurance, strength and size improvements. Incorporates the use of a variety of resistance training systems and equipment to enhance flexibility, balance training, coordination, and body composition management. May be taken for a total of (4) four times for credit. (Formerly PE M02B) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M33 – 1 Units**Power Lifting/Free Weights**

Prerequisites: None

Class Hours: 3 lab

Builds strength, power, and bulk; exercises center on the development of core strength, and multi-joint power lifts. Emphasizes, in the conditioning phase, the development of agility, quickness, coordination, balance and speed through the implementation of competitive drills and routines. May be taken for a total of four (4) times. (Formerly PE M08) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M34 - 1 Unit**Body Conditioning Boot Camp**

Prerequisite: None

Class Hours: 3 lab

Introduces boot camp style methods for total body conditioning designed to improve cardiovascular and muscle endurance, muscular strength, agility, and flexibility. Provides a wide range of fitness activities with interval training. Includes both indoor and outdoor fast-paced activities over a variety of terrain, and emphasizes functionality that can enhance performance in everyday activities or sports. Activities are adaptable to varied levels of ability and fitness. May be taken for a total of four (4) times for credit. (Formerly PE M10) Applies to Associate Degree. Transfer credit: CSU; UC

KIN M35 – 1 Units **Conditioning for Athletic Competition**

Prerequisites: None
Class Hours: 3 lab

Develops skills and conditioning for prospective athletes who are entering intercollegiate competition. Athletics require an advanced degree of skill and preparation. Athletes engaged in competition need specific conditioning to insure optimal opportunity to perform at peak levels and have a more injury-free experience. May be taken for a total of (4) four times for credit. (Formerly PE M17) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M40 – 1 Unit **Cardio Step and Sculpt**

Prerequisite: None
Class Hours: 3 lab

Introduces a wide variety of movement skills using step platforms and resistance equipment to improve cardiovascular endurance, muscular conditioning, and flexibility. May be taken for a total of four (4) times for credit. (Formerly PE M07) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M41 – 1 Unit **Aerobic Mix**

Prerequisite: None
Class Hours: 3 lab

Introduces a wide variety of cardiovascular conditioning formats designed to improve cardiovascular fitness, muscular endurance, flexibility, and overall body conditioning. Implements traditional and contemporary aerobic formats such as hi-lo and non-impact aerobics, global cardio dance, kickboxing, step platforms, cardio ball, circuit training, and other popular body conditioning modalities. Adapts activities to varied levels of ability and fitness. May be taken for a total of four (4) times for credit. (Formerly PE M12) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M42 – 1 Unit **Aerobic Dance Fitness**

Prerequisite: None
Class Hours: 3 lab

Introduces cardiovascular conditioning with dance-like rhythmic movement blending a variety of contemporary and global dance styles with traditional aerobic fitness practices. Introduces specific styles which may vary and will reflect modern trends from the fitness industry. Adapts activities to varied levels of ability and fitness. May be taken for a total of four (4) times for credit. (Formerly PE M04) Applies to Associate Degree. Transfer credit: CSU; UC

KIN M43 – 1 Unit **Cardio Kickboxing**

Prerequisite: None
Class Hours: 3 lab

Introduces cardiovascular conditioning combining elements of martial arts, boxing, and aerobics to provide overall physical conditioning and toning. Improves cardiovascular and muscular endurance, coordination, and strength. Cardio kickboxing does not involve physical contact between competitors, and may implement use of equipment such as punching bags, jump ropes, and weights. Activities are adaptable to varied levels of ability and fitness. (Formerly PE M15) May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

KIN M44 – 1 Unit **Nia Fusion Fitness**

Prerequisite: None
Class Hours: 3 lab

Introduces the classic Nia technique, a unique fusion form of cardiovascular and muscular conditioning with simple movements from dance, martial arts and healing arts. Develops improved body awareness, coordination, flexibility, cardiovascular and muscular conditioning. Includes stress reduction techniques through movement. Nia is adaptable to all levels of fitness and ability. (Formerly PE M39) May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

KIN M50 – 1 Unit **Pilates Mat**

Prerequisite: None
Class Hours: 3 lab

Introduces the study and practice of Pilates, a conditioning program based on the teachings of Joseph H. Pilates. Emphasizes activities designed to reduce muscular imbalances and improve body alignment by incorporating strength, flexibility, and relaxation techniques. Focuses on postural symmetry, breath control, abdominal and core strength, and joint mobility and stabilization. (Formerly PE M16) May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

KIN M51 – 1 Unit **Core Stability and Stretch**

Prerequisite: None
Class Hours: 3 lab

Introduces a wide variety of concepts and physical conditioning techniques focusing on core musculature, balance, coordination, and flexibility. Includes movement skills using stability balls, functional integrated resistance exercises, basic yoga, Pilates, and other movement forms that elicit intrinsic and extrinsic core muscle conditioning, improved balance, and flexibility. Enhances posture, back comfort, body awareness, and muscular condition. Activities are adaptable to varied levels of ability and fitness. May be taken for a total of four (4) times for credit. (Formerly PE M18) Applies to Associate Degree. Transfer credit: CSU

KIN M52 – 1 Unit **Core Fitness with Cardio**

Prerequisite: None
Class Hours: 3 lab

Introduces a variety of concepts and practices for muscular and cardiovascular conditioning, focusing on the core of the body. Presents movement skills using aerobics, body weight, stability balls, free weights, medicine balls, and other appropriate techniques to enhance core and cardiovascular fitness, and weight management. Activities are adaptable to varied levels of ability and fitness. May be taken for a total of four (4) times for credit. (Formerly PE M40) Applies to Associate Degree. Transfer credit: CSU

KIN M53 – 1 Unit **T'ai Chi Ch'uan**

Prerequisite: None
Class Hours: 3 lab

Introduces the study and practice of T'ai Chi Ch'uan, an internal martial art designed to increase physical and mental strength by incorporating energy circulation, breathing, and mindfulness. Focuses on stances and movement sequences that improve agility, postural alignment, balance, and relaxation to rejuvenate the body, reduce stress, and improve health. May be taken for a total of four (4) times for credit. (Formerly PE M35) Applies to Associate Degree. Transfer credit: CSU

KIN M62 – 2.5 Units **Analysis of Sexual Assault/Self-Defense**

Prerequisites: None

Class Hours: 2 lecture, 1 lab

Addresses the issues of personal assault and rape, with practical experience in learning self-defense techniques. Studies the academic literature as well as the physical responses to assault, rape and domestic violence. (Formerly PE M36A) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M70 – 1 Unit **Bowling**

Prerequisite: None

Class Hours: 3 lab

Introduces the techniques, etiquette, safety and rules of the sport of bowling. Class is conducted off campus. Student must provide own transportation and bowling expenses. May be taken for a total of four (4) times for credit. (Formerly PE M05) Applies to Associate Degree. Transfer credit: CSU; UC

KIN M71 – 1 Unit **Golf**

Prerequisite: None

Class Hours: 3 lab

Introduces basic rules, etiquette, fundamental skills, and strategies needed for playing golf. May be taken for a total of four (4) times for credit. (Formerly PE M06A, PE M06C and PE M06D) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M72 – 1 Unit **Tennis**

Prerequisite: None

Class Hours: 3 lab

Introduces the techniques, etiquette, rules and strategies of the game of tennis, including both singles and doubles. May be taken for a total of four (4) times for credit. (Formerly PE M11A, PE M11C, and PE M11D) Applies to Associate Degree. Transfer credit: CSU

KIN M82 – 1 Unit **Basketball**

Prerequisites: None

Class Hours: 3 lab

Develops basketball offensive and defensive fundamentals and techniques through drills and tournament games. May be taken a total of four (4) times for credit. (Formerly PE M24C) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M84 – 1 Unit **Soccer**

Prerequisite: None

Class Hours: 3 lab

Introduces basic rules, sportsmanship, and fundamental skills, and strategies needed for playing soccer. May be taken for a total of four (4) times for credit. (Formerly PE M27A, PE M27C and PE M27D) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M85 – 1 Unit **Softball**

Prerequisite: None

Class Hours: 3 lab

Introduces basic rules, sportsmanship, and fundamental skills, and strategies needed for playing softball. May be taken for a total of four (4) times for credit. (Formerly PE M28A, PE M28C and PE M28D) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M87 – 1 Unit **Volleyball**

Prerequisites: None

Class Hours: 3 lab

Introduces the techniques and strategies of power volleyball. May be taken for a total of four (4) times for credit. (Formerly PE M30A) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M100A – 4 Units **Intercollegiate Baseball-Men**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in baseball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M100A and/or KIN M100B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M66) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M100B – 1 Unit **Intercollegiate Baseball-Men/Off Season**

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in baseball. Emphasizes team development and competitive improvement and intensity. KIN M100A and/or KIN M100B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M23D) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M101A – 4 Units **Intercollegiate Basketball-Men/Fall**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in basketball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M101A and/or KIN M101B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M67) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M101B – 2.5 Units **Advanced Basketball**

Prerequisites: None

Class Hours: 0.5 lecture, 6 lab

Requires skill development and participation intensity to be at the highest level. Involves competition against other institutions, including travel. KIN M101A and/or KIN M101B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M24D) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M102A – 4 Units **Intercollegiate Cross Country-Men**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in cross country. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M102A and/or KIN M102B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M69) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M102B – 1 Units **Intercollegiate Cross Country-Men/Off Season**

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in cross country. Emphasizes team development and competitive improvement and intensity. KIN M102A and/or KIN M102B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M29C) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M103A – 4 Units **Intercollegiate Football-Men**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in football. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M103A and/or KIN M103B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M71) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M103B – 1 Units **Intercollegiate Football-Men/Off Season**

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in football. Emphasizes team development and competitive improvement and intensity. KIN M103A and/or KIN M103B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M25D) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M105A – 4 Units **Intercollegiate Soccer-Men**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in cross country. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M105A and/or KIN M105B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M64A) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M105B – 1 Unit **Intercollegiate Soccer-Men Off Season**

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in soccer. Emphasizes team development and competitive improvement and intensity. KIN M105A and/or KIN M105B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M27D and PE M64B) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M107A – 4 Units **Intercollegiate Track-Men**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in track and field. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M107A and/or KIN M107B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M76) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M107B – 1 Units **Intercollegiate Track-Men/Off Season**

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in track and field. Emphasizes team development and competitive improvement and intensity. KIN M107A and/or KIN M107B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M29D) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M108A – 4 Units **Intercollegiate Volleyball-Men**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in volleyball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M108A and/or KIN M108B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M63A) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M108B – 1 Unit **Intercollegiate Volleyball-Men/Off Season**

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in volleyball. Emphasizes team development and competitive improvement and intensity. KIN M108A and/or KIN M108B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M30D and PE M63B) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M130A – 4 Units**Intercollegiate Basketball-Women/Fall**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in basketball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M130A and/or KIN M130B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M68) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M130B – 2.5 Units**Intercollegiate Basketball-Women/Spring**

Prerequisite: 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. (Formerly PE M24C) KIN M130A and/or KIN M130B (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M131A – 4 Units**Intercollegiate Cross Country-Women**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in cross country. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M131A and/or KIN M131B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M70) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M131B – 1 Unit**Intercollegiate Cross Country-Women/Off Season**

Prerequisite: None

Class Hours: 3 lab

Develops athletic skills and techniques in cross country. Emphasizes team development and competitive improvement and intensity. (Formerly PE M03B) KIN M131A and/or KIN M131B (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree.

Transfer credit: CSU; UC*

KIN M133A – 4 Units**Intercollegiate Soccer-Women**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in soccer. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M133A and/or KIN M133B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M65A) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M133B – 1 Unit**Intercollegiate Soccer-Women/Off Season**

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in soccer. Emphasizes team development and competitive improvement and intensity. KIN M133A and/or KIN M133B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M65B) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M134A – 4 Units**Intercollegiate Softball-Women**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in softball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M134A and/or KIN M134B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M73) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M134B – 1 Unit**Intercollegiate Softball-Women/Off Season**

Prerequisite: None

Class Hours: 3 lab

Develops athletic skills and techniques in softball. Emphasizes team development and competitive improvement and intensity. KIN M134A and/or KIN M134B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M28D) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M136A – 4 Units**Intercollegiate Track-Women**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in track and field. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M136A and/or KIN M136B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M77) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M136B – 1 Unit**Intercollegiate Track-Women/Off Season**

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in track and field. Emphasizes team development and competitive improvement and intensity. (Formerly PE M29D) KIN M136A and/or KIN M136B (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M137A – 4 Units Intercollegiate Volleyball-Women

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops participants skills and playing intensity in volleyball to the highest level. Involves competition against other institutions, and travel. KIN M137A and/or KIN M137B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M78) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M137B – 1 Unit Intercollegiate Volleyball-Women/Off Season

Prerequisite: None

Class Hours: 3 lab

Develops athletic skills and techniques in volleyball. Emphasizes team development and competitive improvement and intensity. KIN M137A and/or KIN M137B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M30D) Applies to Associate Degree. Transfer credit: CSU; UC*

Latin

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

Administrative Services, Banking/Finance, Civil Service, Customs, Diplomacy, Education, Engineering, Health Services, Journalism/ Broadcasting, Law, Linguistics, Medicine, Research, Sciences, and Translation/Interpretation.

Dean

Inajane Nicklas, Phone (805) 378-1443

Full-time Faculty

Perry Bennett

Counselors

Anitra Evans, Ofelia Romero-Motlagh

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall (805) 378-1536. Transfer students interested in specializing in Latin who wish to qualify for an Associate in Arts Degree could explore International Studies or Liberal Studies as a possible major.

Latin Courses

LAT M01 – 4 Units Elementary Latin I

Prerequisites: None

Class Hours: 4 lecture

Introduces the culture of the Ancient Romans and the fundamental structures of the Latin language. Emphasizes the acquisition of reading fluency. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

Law Enforcement

See Courses in Criminal Justice

Learning Skills

Program Purpose: Students who complete Learning Skills courses will improve their basic skills in preparation for successful academic achievement and/or personal knowledge.

A number of learning skills courses are provided for students with specially identified needs. To make an appointment to assess your specific needs, call (805) 378-1461.

Dean

Patricia Ewins, Phone (805) 378-1408

Coordinator

Sherry D'Attile, Phone (805) 378-1461

Full-time Faculty

Sile Bassi, Melanie Masters

Counselors

Corey Wendt

Assistive Computer Technology Courses

ACT M02 – 1-2 Units Self-Paced Keyboarding

Prerequisites: None

Class Hours: 0.5 or 1 lecture, 1.5 or 3 lab

Teaches the basics of keyboarding (touch typing) to students who need a self-paced, more individualized approach, or who require special assistive devices to access the computer keyboard. This course is also appropriate for students who already know keyboarding and wish to develop speed and accuracy. (Same course as LS M16) May be taken for a total of two (2) times for credit. Applies to Associate Degree.

Learning Skills Courses

LS M02 – 3 Units Basic Writing Skills

Prerequisites: None

Corequisite: LS M02L

Class Hours: 3 lecture

Develops basic English writing skills, including grammar, usage, and correct sentence structure. Enables students to write well-organized paragraphs, and short essays. Does not apply to the Associate Degree.

LS M02L – 0.5 Unit Writing Skills Laboratory

Prerequisites: None

Corequisite: LS M02

Class Hours: 1.5 lab

Uses word processing software, proofreading tools and assistive technology to enhance the writing process. Offers practice and reinforcement of concepts and strategies taught in LS M02, Basic Writing Skills. Offered on a pass/no-pass basis only. Does not apply to the Associate Degree.

LS M03 – 3 Units Study Strategies

Prerequisites: None
Class Hours: 3 lecture

Introduces fundamental principles of study skills. Includes time management, goal setting, memory improvement, reading comprehension and learning strategies. Also includes strategies for note-taking, test-taking, and research. Emphasizes independent critical thinking skills and appropriate use of available resources on the campus and in the community. Instruction designed to meet the educational needs of students with or without disabilities. Applies to Associate Degree. Transfer credit: CSU; UC

LS M04 – 3 Units Reading and Reasoning

Prerequisites: None
Corequisite: LS M04L
Class Hours: 3 lecture

Develops essential reading skills for students who have reading comprehension difficulties. Includes critical thinking skills, inferential comprehension, problem-solving activities and vocabulary development. Does not apply to the Associate Degree.

LS M04L – 0.5 Unit Reading Skills Lab

Prerequisites: None
Corequisite: LS M04
Class Hours: 1.5 lab

Develops reading comprehension skills and vocabulary through the use of computer-based instruction. Provides practice and reinforcement of reading strategies taught in LS M04. Offered Pass/No Pass only. Does not apply to the Associate Degree.

LS M07A – 3 Units Basic Math Skills I

Prerequisites: None
Class Hours: 3 lecture

Introduces foundational math concepts; designed for students with math anxiety, or those who have difficulty understanding and applying mathematical concepts. Includes basic operations with whole numbers, decimals, and fractions. Teaches math test-taking strategies and mnemonic skills for learning and recalling math operations, which can be used in subsequent courses. Does not apply to the Associate Degree.

LS M07B – 3 Units Basic Math Skills II

Prerequisites: None
Recommended Prep: LS M07A
Class Hours: 3 lecture

Introduces additional foundational math concepts; designed for students with math anxiety, or who have difficulty understanding and applying mathematical concepts. Includes percents, proportions, measurement, and basic algebra. Teaches math test-taking strategies and mnemonic skills for learning and recalling math operations that can be used in subsequent math courses. Does not apply to the Associate Degree.

LS M09 – 3 Units Strategies for College and Career Success

Prerequisites: None
Class Hours: 3 lecture

Introduces students to strategies for success in achieving college, career, and life goals. Explores interests, values, and personality to increase self-understanding and develop strategies for lifelong learning. Includes self-advocacy, career research, job seeking skills, personal management and communication skills. Instruction is designed to meet the educational needs of students with or without disabilities. Applies to Associate Degree. Transfer credit: CSU

LS M11 – 3 Units Memory Improvement Strategies

Prerequisites: None
Class Hours: 3 lecture

Introduces a variety of practical memory techniques and strategies to improve student' ability to organize and remember information for school and general life activities. Does not apply to the Associate Degree.

LS M13 – 3 Units Strategies for Positive Self-Esteem

Prerequisites: None
Class Hours: 3 lecture

Introduces strategies designed to help students become self-empowered individuals having positive self-esteem. Includes topics such as letting go of negative past experiences, developing appreciation of self and others, clarifying purpose and vision, setting goals, visualization, affirmations, finding success in college, at work, at home, and in interpersonal relationships. Does not apply to the Associate Degree.

LS M14 – 0.5 to 1.5 Units Computer and Tutorial Instruction

Prerequisites: None
Class Hours: 1.5 to 4.5 lab as arranged

Provides students with the opportunity to develop academic skills through the use of computer-based or small group instruction. Individualized, self-paced instruction is determined by student's identified learning needs. Areas of instruction may include assistive technology training, computer skills development, reading, writing, mathematics, job skills, and study strategies. Offered on a pass/no-pass basis only. May be taken for a total of four (4) times for credit. Does not apply to the Associate Degree.

LS M16 – 1 to 2 Units Self-Paced Keyboarding

Prerequisites: None
Class Hours: .05-1 lecture, 1.5-3 lab

The basics of keyboarding (touch typing). Self-paced, individualized assistance for the entry-level learner or to develop speed and accuracy. Includes strategies for using assistive devices to access the computer keyboard if needed. (Same course as ACT M02). May be taken a total of two (2) times for credit. Applies to Associate Degree.

**LS M30 – 0.5 to 1.0 Unit
Identification and Management
of Learning Differences**

Prerequisites: None
Class Hours: 0.5 to 1.0 lecture

Enables students to identify their strengths and weaknesses as learners. Introduces strategies for minimizing the effects of learning weaknesses. Includes an assessment of the student, relevant assignments, audiovisual materials, self-advocacy training, and a student produced individual learning profile. Offered on a pass/no-pass basis only. Does not apply to the Associate Degree.

Library Instruction

Program Purpose: Students who complete Library Instruction courses will understand the way information is organized; understand the overall research process; use the necessary tools to locate the needed information effectively and efficiently; evaluate information and its sources according to relevancy, credibility, and appropriateness to their research assignment requirements; and use researched information ethically and legally (citations, paraphrasing, quoting, etc.).

Dean

Inajane Nicklas, phone (805) 378-1443

Full-time Faculty

Ellen Carey, Faten Habib, Mary LaBarge

Library Instruction Courses

LIB M01 – 1 Unit

Research Skills for Papers, Reports and Essays

Prerequisites: None
Class Hours: 1 lecture

Introduces basic library research skills for reports, essays and research papers including the use of library catalogs, print and electronic indexes and reference materials, and the Internet. Emphasis on critical evaluation of sources and compilation of a bibliography using the format relevant to students field. (Same course as ENGL M74) Applies to Associate Degree. Transfer credit: CSU; UC (LIB M01 or ENGL M74 combined with ENGL M75: maximum credit, one course)

Mathematics

Program Purpose: Students who complete Mathematics courses will demonstrate critical thinking skills, analyze abstract concepts, and transition from the concrete to the abstract in mathematical thinking.

The Mathematics degree program offers training in both pure and applied mathematics, leading to careers in research, education, business, industry, and government. Many areas, such as the physical, biological and social sciences, engineering, economics, and business, are dependent upon the use of applied mathematics in developing solutions to practical problems. See course sequence chart on next page.

Dean

Lisa Miller, phone (805) 378-1572

Full-time Faculty

Phil Abramoff, Christine Aguilera, Christine Cole, Kahroline di Passero, Marcos Enriquez, Kathryn Fink, Keith Hilmer, Diana Nguyen, Curtis Paul, Rena Petrello, Brendan Purdy, Mahyad Rahnamaie, Cynthia Reed, Deborah Ritchie, Benjamin Rode, Fred Schaak, David Weinstein, Grethe Wygant

Counselors

Edna Ingram, Danita Redd

Degree in Mathematics

To earn an Associate in Arts Degree with a major in Mathematics, students complete 35 specified units, plus General Education Degree Requirements. The major requirements prepare students for upper division course work in Mathematics programs offered by four-year institutions. Since the course work in mathematics is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in mathematics. Earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses	Units
CS M10A.....Introduction to Computer Programming	
Using Structured C++	4.0
MATH M25BCalculus with Analytic Geometry II.....	5.0
MATH M25CCalculus with Analytic Geometry III	5.0
MATH M31Introduction to Linear Algebra.....	3.0
MATH M35Applied Differential Equations	3.0
PHYS M20AMechanics of Solids and Fluids.....	4.0
PHYS M20AL.....Mechanics of Solids and Fluids Lab	1.0
PHYS M20BElectricity and Magnetism.....	4.0
PHYS M20BLElectricity and Magnetism Lab	1.0

AND choose one of the following:

MATH M25ACalculus with Analytic Geometry I.....	5.0
MATH M25AH.....Honors: Calculus with Analytic Geometry I	5.0
TOTAL	35.0

See General Education Degree Requirements and Transfer Information.

**Deciding on your first Moorpark College
Math Course**

The Math Self-Placement Guide, available online at <http://mcweb.moorparkcollege.edu/assess/math.pdf> and from the Counseling Desk in the Administration Building, helps students decide the best entry-level Math course to take, given their individual needs and abilities. Effective placement saves students time and money as they progress through their academic career. Students can make a counseling appointment ((805) 378-1428) to receive help making this important decision.

Mathematics Courses

**MATH M01 – 5 Units
Elementary Algebra**

Prerequisites: MATH M09
Class Hours: 5 lecture

Briefly reviews arithmetic, including integers, fractions and decimals. Covers linear equations and inequalities, graphing, systems of linear equations, polynomials, rational expressions, integer exponents, square roots and radical expressions, and quadratic equations and the quadratic formula. Does not apply to Associate Degree.

Sequence of Mathematics Courses

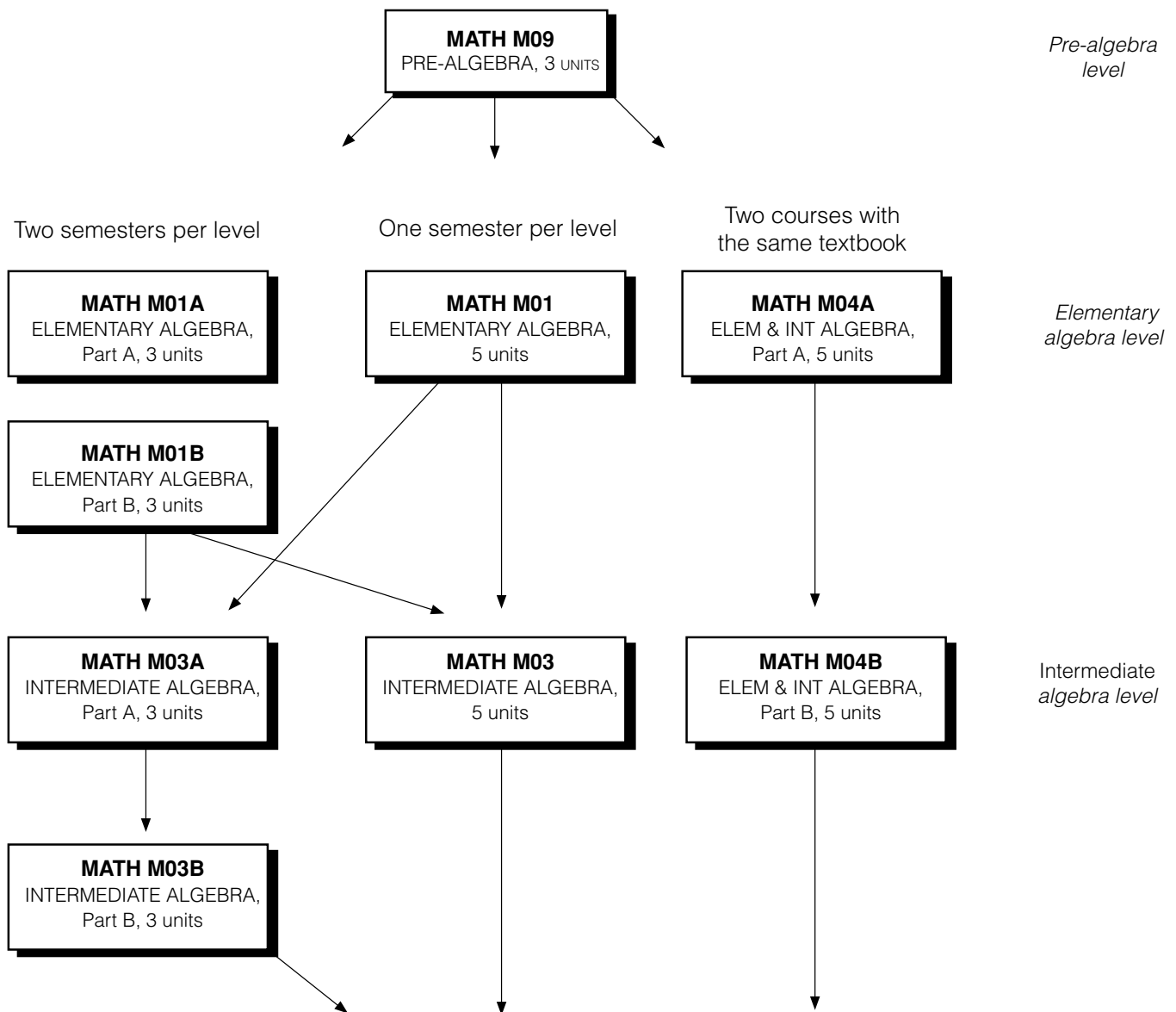
Where do I begin?

1. Complete the math self-placement guide:
http://www.moorparkcollege.edu/apply_and_enroll/orientation_and_assessment/self_placement_guides.shtml
2. Meet with a counselor. Call 805-378-1428 for an appointment.

Associates Degree and Non-transferable Courses

Math M03 Intermediate Algebra is required to earn an AA or AS degree.

Students can prepare for transfer level math classes by taking the following courses:

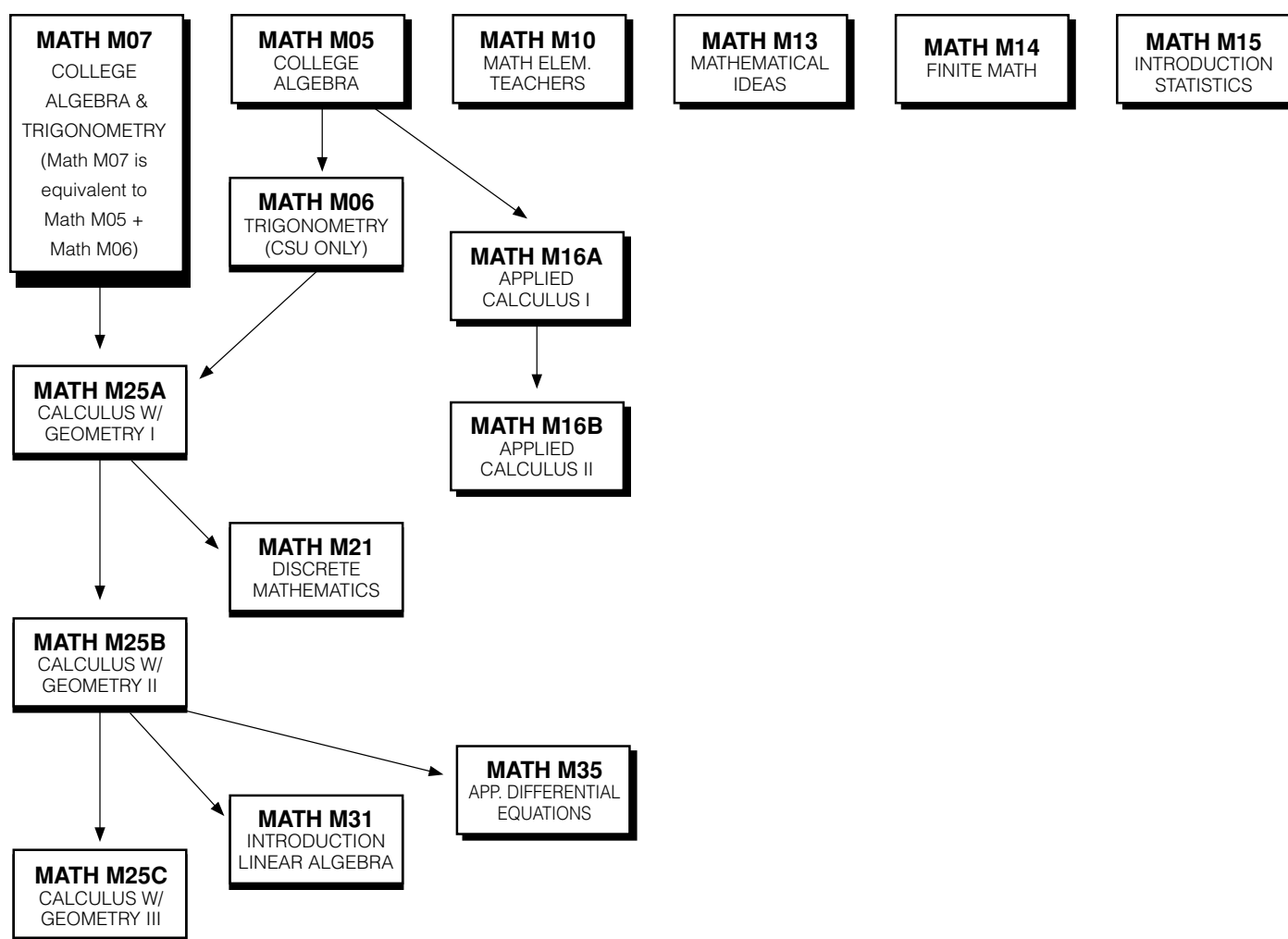


Transfer level math classes - See the next page

Transferable Math Courses

All transferable math courses have prerequisites. Students cannot enroll in transferable courses unless they have a C or better in the prerequisite course. Please see the previous page for non-transferable courses which are the prerequisites.

Because different universities and majors require different math preparation, students should consult with a counselor to ensure they select the course that will best prepare them for the program they wish to transfer to.



MATH M01A – 3 Units **Elementary Algebra Part A**

Recommended Prep: MATH M09

Class Hours: 3 lecture

Briefly reviews arithmetic, including integers, fractions, and decimals. Covers linear equations and inequalities, graphing, and systems of linear equations.

Unit credit may be received for either MATH M01 or MATH M01A and MATH M01B, not both. Applies to Associate Degree.

MATH M01B – 3 Units **Elementary Algebra Part B**

Recommended Prep: MATH M01A

Class Hours: 3 lecture

Includes polynomials, rational expressions, integer exponents, square roots and radical expressions, and quadratic equations and the quadratic formula.

Unit credit may be received for either MATH M01 or MATH M01A and MATH M01B, not both. Applies to Associate Degree.

MATH M02 – 3 Units **Fundamentals of Geometry**

Prerequisites: None

Recommended Prep: MATH M01; MATH M03 may be taken concurrently.

Class Hours: 3 lecture

Concentrates on definitions and properties of lines, segments, planes, rays, angles, triangles, circles and polygons, congruence and similarity of triangles, coordinate systems, areas, volumes, space geometry, triangle trigonometry and methods of proof. Does not apply to the Associate Degree.

MATH M03 – 5 Units **Intermediate Algebra**

Prerequisites: MATH M01

Class Hours: 5 lecture

Reviews elementary algebra, including factoring, rational expressions, linear equations and inequalities. Covers determinants and Cramer's Rule, exponents and radicals, complex numbers, functions and graphs, quadratic equations, and exponential and logarithmic functions. Applies to Associate Degree.

MATH M03A – 3 Units **Intermediate Algebra Part A**

Prerequisites: None

Recommended Prep: MATH M01 or MATH M01B

Class Hours: 3 lecture

Reviews elementary algebra and covers equations, inequalities, problem solving, graphs and functions, systems of equations, polynomials, and rational polynomial expressions. First part of a two-semester course. MATH M03A and MATH M03B are equivalent to MATH M03. Unit credit may be received for either MATH M03 or MATH M03A and MATH M03B, not both. Applies to Associate Degree.

MATH M03B – 3 Units **Intermediate Algebra Part B**

Prerequisites: None

Recommended Prep: MATH M03A

Class Hours: 3 lecture

Reviews polynomials and rational polynomial expressions. Second part of a two-semester course. MATH M03A and MATH M03B are equivalent to MATH M03. Unit credit may be received for either MATH M03 or MATH M03A and MATH M03B, not both. Applies to Associate Degree.

MATH M04A – 5 Units **Elementary and Intermediate Algebra Part A**

Prerequisites: None

Recommended Prep: MATH M09

Class Hours: 5 lecture

Reviews integer and fraction computations. Covers linear equations and inequalities, graphing, linear functions, systems of linear equations, integer exponents, polynomials, factoring, rational expressions and equations. First part of a two-semester course. A passing grade in both MATH M04A and MATH M04B must be obtained in order to receive unit credit for Elementary and Intermediate Algebra. Students receiving credit in both MATH M04A and MATH M04B will not receive credit for MATH M01 or MATH M03. Applies to Associate Degree.

MATH M04B – 5 Units **Elementary and Intermediate Algebra Part B**

Prerequisites: MATH M04A

Class Hours: 5 lecture

Covers square roots, rational exponents and radicals, quadratic equations and inequalities, rational expressions and equations, complex numbers, quadratic functions and graphs, inverse functions, exponential and logarithmic functions, conic sections and matrices and determinants. Second part of a two-semester course. A passing grade in both MATH M04A and MATH M04B must be obtained in order to receive unit credit for Elementary and Intermediate Algebra. Students receiving credit in both MATH M04A and MATH M04B will not receive credit for MATH M01 or MATH M03. Applies to Associate Degree.

MATH M05 – 3 Units **College Algebra**

Prerequisites: MATH M03 or MATH M03B or MATH M04B

Class Hours: 3 lecture

Covers quadratic equations, non-linear inequalities, absolute value equations and inequalities, complex numbers, functions, polynomial functions, rational functions, exponential functions, logarithmic functions, systems of equations and inequalities, sequences and series, the binomial theorem, matrices, and determinants. Completing MATH M05 and MATH M06 is equivalent to completing MATH M07. Applies to Associate Degree. Transfer credit: CSU; UC. Students completing MATH M05, M06, and M07 receive maximum credit of 6 units for MC and CSU. MATH M05 and M07 combined: Maximum credit, one course for UC.

MATH M06 – 3 Units **Trigonometry**

Prerequisites: MATH M05

Class Hours: 3 lecture

Covers functions, trigonometric functions, solutions of triangles, radian measure, analytic trigonometry, trigonometric identities and equations, composite angle identities, inverse trigonometric functions, complex numbers and polar equations. Completing MATH M05 and MATH M06 is same as completing MATH M07. Applies to Associate Degree. Transfer credit: CSU

MATH M07 – 5 Units**College Algebra and Trigonometry**

Prerequisites: MATH M03 or MATH M03B or MATH M04B

Class Hours: 5 lecture

Integrates college algebra and trigonometry. Includes basic algebraic concepts, equations and inequalities of the first and second degree, functions and graphs, linear and quadratic functions, polynomial functions of higher degree, rational functions, exponential and logarithmic functions, trigonometric functions, and analytical trigonometry. Recommended for students planning to enter the MATH M25A/B/C sequence. Completing MATH M07 is equivalent to completing both MATH M05 and MATH M06. Students taking MATH M05, M06, M07 receive maximum credit of 6 units for MC and CSU. MATH M07 and MATH M05 combined: maximum credit, one course for UC. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M09 – 3 Units**Pre-Algebra**

Prerequisites: None

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 applications 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 the Associate Degree.

MATH M09A – 1 Unit**Pre-Algebra A**

Prerequisite: None

Class Hours: 3 lab

Prepares students for algebra. Emphasizes basic arithmetic operations on whole numbers and signed numbers. Provides drills to reinforce operations. Completing Math M09 is the same as completing Math M09A, M09B, and M09C. Taking Math M09 and Math M09A, M09B, M09C receives a maximum credit of 3 units. Does not apply to the Associate Degree.

MATH M09B – 1 Unit**Pre-Algebra B**

Prerequisite: None

Recommended Prep: MATH M09A

Class Hours: 3 lab

Prepares students for algebra. Emphasizes basic arithmetic operations on fractions and decimals. Includes problem solving and practical applications. Completing Math M09 is the same as completing Math M09A, M09B, and M09C. Taking Math M09 and Math M09A, M09B, M09C receives a maximum credit of 3 units. Does not apply to the Associate Degree.

MATH M09C – 1 Unit**Pre-Algebra C**

Prerequisite: None

Recommended Prep: MATH M09A and MATH M09B

Class Hours: 3 lab

Prepares students for algebra. 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 the Associate Degree.

MATH M10 – 3 Units**Mathematics for Elementary Teachers**

Prerequisites: MATH M03 or equivalent skills

Class Hours: 3 lecture

Covers language of sets; systems of numeration; nature of numbers and the fundamentals of operations; domain of integers; and fields of rational and real numbers. Satisfies credential requirements for elementary and junior high teachers and/or general education option under basic studies. Not recommended for majors in physical sciences or mathematics. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M13 – 3 Units**Mathematical Ideas**

Prerequisites: MATH M03

Class Hours: 3 lecture

Introduces liberal arts students to the nature of mathematics, the character and origin of different subject fields in mathematics and the application of mathematics to several disciplines. Includes topics in logic, voting theory, management science including circuits, probability, statistics, growth and geometry and related applications such as the traveling salesman problem, fair division, symmetry in nature, and population growth. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M14 – 3 Units**Finite Mathematics**

Prerequisites: MATH M03

Class Hours: 3 lecture

Introduces matrices, linear inequalities and linear programming, the mathematics of finance, and probability distributions and applications to linear programs for business, managerial, social or behavioral science students. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M15 – 5 Units**Introductory Statistics**

Prerequisites: MATH M03

Class Hours: 5 lecture

Explores nature of statistical methods, including the description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypotheses, and special topics. Provides problem solving techniques. Students cannot complete both MATH M15 and MATH M15H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M15H – 5 Units**Honors: Introductory Statistics**

Prerequisites: MATH M03 with a grade of B or better.

Class Hours: 5 lecture

Provides honors work in the nature of statistical methods, including the description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypothesis, and special topics. Provides problem-solving techniques. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both MATH M15 and MATH M15H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M16A – 3 Units**Applied Calculus I**

Prerequisites: MATH M05 or MATH M07

Class Hours: 3 lecture

Covers limits, continuity, and differentiation. Applies differential calculus to problems in business, economics, social and biological sciences. Introduces anti-differentiation. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M16A, M25A and M25AH combined: maximum credit, one course)

MATH M16B – 3 Units**Applied Calculus II**

Prerequisites: MATH M16A or MATH M25A or MATH M25AH

Class Hours: 3 lecture

Includes integration, elementary and separable differential equations, functions of several variables, partial derivatives, relative maxima and minima, Lagrange multipliers, method of least squares, double integrals, infinite series, Taylor Approximation, and Newton's method. Applies calculus to problems in business, economics, and social and biological sciences. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M16B and MATH M25B combined: maximum credit, one course)

MATH M21 – 3 Units**Discrete Mathematics**

Prerequisites: MATH M25A or MATH M25AH

Recommended Prep: CS M10A

Class Hours: 3 lecture

Covers elements of discrete mathematics, which have application to computer science. Topics include logic, sets, functions, relations, mathematical induction, recurrence relations, graphs, trees, discrete probability, and Boolean algebra. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M22A/B – 0.5 to 3 Units**Independent Studies in Mathematics**

Prerequisites: A previous course in Mathematics

Class Hours: 0.5 to 3 as arranged

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

MATH M25A – 5 Units**Calculus with Analytic Geometry I**

Prerequisites: MATH M05 and MATH M06 or MATH M07

Class Hours: 5 lecture

Covers limits, continuity, differentiation and integration of algebraic functions with applications, differentiation and integration of transcendental functions with applications. Students cannot complete both MATH M25A and MATH M25AH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M16A, M25A and M25AH combined: maximum credit, one course)

MATH M25AH – 5 Units**Honors: Calculus with Analytic Geometry I**

Prerequisites: MATH M05 and MATH M0, or MATH M07

Class Hours: 5 Lecture

Covers limits, continuity, differentiation and integration of algebraic functions with applications, and integration of transcendental functions with applications. Emphasizes mathematical rigor and in depth analysis of real-world applications. Honors work challenges students to be more analytical and creative through expanded assignments and enrichment opportunities. Students cannot complete both MATH M25A and MATH M25AH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M16A, M25A and M25AH combined: maximum credit, one course)

MATH M25B – 5 Units**Calculus with Analytic Geometry II**

Prerequisites: MATH M25A or MATH M25AH or MATH M16B

Class Hours: 5 lecture

Covers area, volume, arc length, surface area, centers of mass, physics applications, techniques of integration, improper integrals, sequences, series, Taylor's Theorem, parametric equations, polar coordinates, and conic sections with translations. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M25B and MATH M16B combined: maximum credit, one course)

MATH M25C – 5 Units**Calculus with Analytic Geometry III**

Prerequisites: MATH M25B

Class Hours: 5 lecture

Covers vectors in plane and in three dimensional space, dot and cross products, spherical and cylindrical coordinates of several variables, partial derivatives, gradients, Lagrange multipliers, multiple integrals and their applications, vector calculus with line and surface integrals, Green's Stokes', and Divergence Theorems and applications. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M31 – 3 Units**Introduction to Linear Algebra**

Prerequisites: MATH M25B

Class Hours: 3 lecture

Covers linear systems, matrices, vector spaces, linear transformations, eigenvectors and eigenvalues, proofs, and applications. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M35 – 3 Units**Applied Differential Equations**

Prerequisites: MATH M25B

Class Hours: 3 lecture

Covers ordinary differential equations, equations with constant coefficients, variation of parameters, Laplace transforms, systems of linear equations, first order differential equations, series solutions, and existence and uniqueness of solutions. Emphasizes applications to physics and engineering as well as an introduction to numerical solutions. Applies to Associate Degree. Transfer credit: CSU; UC

Microbiology

See Courses in Biological Sciences

Multicultural - Chicano Studies

Program Purpose: Students who complete Chicano Studies courses will examine Chicano ethnic experiences in America from historical, social, cultural, and political perspectives and will better understand the rich heritage of the American Southwest.

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

Dean

Lori Bennett, Phone (805) 378-1445

Counselors

Pam Kennedy-Luna, Ofelia Romero-Motlagh

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Chicano Studies who wish to qualify for an Associate in Arts Degree could explore International Studies or Social Sciences as a possible major.

See General Education Degree Requirements and Transfer Information.

CHST M01 – 3 Units

The Chicano in Contemporary Society

Prerequisites: None
Class Hours: 3 lecture

Explores the socioeconomic and political problems confronting the Chicano, emphasizing proposed solutions, similarities with other groups and the effects of social institutions on ethnic communities. (Same course as SOC M06.) Applies to Associate Degree. Transfer credit: CSU; UC

CHST M02 – 3 Units

Chicano Culture

Prerequisites: None
Class Hours: 3 lecture

Focuses on the social and cultural heritage of Middle American Chicano civilizations from the Spanish conquest to the present, emphasizing contributions in the fine arts, literature, and oral history. (Same course as ANTH M04.) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

CHST M03 – 3 Units

Chicana Issues/La Mujer

Prerequisites: None
Class Hours: 3 lecture

Explores race, class, and gender issues for Chicanas and other Latina women within a sociological framework. Focuses on class distinctions, ethnic/racial and gender identities, division of labor in various areas, and social conditioning regarding education, health, and religion. Applies to Associate Degree. Transfer credit: CSU; UC

CHST M04 – 3 Units

History of Mexican Americans in the United States

Prerequisites: None
Class Hours: 3 lecture

A survey of the American experience from colonial beginnings to the present. Emphasizing the history of Mexican Americans. Examines the changing roles and contributions of Mexican Americans in the context of the social, political, and economic history of the United States. (Same course as HIST M04.) Applies to Associate Degree. Transfer credit: CSU; UC

CHST M08 – 3 Units

Political Patterns in the U.S.

Prerequisites: None
Class Hours: 3 lecture

Introduces fundamental principles of U.S. government, focusing on the state and local governments of the Southwest. Emphasizes the legislative process, political parties, pressure groups, local implementation policies and the political participation of Mexican Americans. (Same course as POLS M08) Applies to Associate Degree. Transfer credit: CSU; UC

CHST M22A/B – 1 to 3 Units

Independent Studies-The Chicano

Prerequisites: A previous course in Chicano Studies
Class Hours: 1 to 3 as arranged

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

CHST M80 – 1 to 4 Units

Internship in Chicano Studies

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 3 to 33 work experience hours as arranged

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

Multimedia

Program Purpose: Students who complete Multimedia courses will transform text and images into compelling messaging and visual storytelling through the most effective media available, from motion graphics and interactive communication to spatial applications such as environmental graphics, way-finding systems, 3D commercial graphics and branded environments, as well as explore the history, criticism and business of multimedia.

This program is an interdisciplinary program that could connect students across a wide range of disciplines, including business, art, graphic design, programming, performing arts, journalism, music, radio, and television. With the development of software/hardware technology that can display motion graphics and the realization of a graphical user interface for the Internet, millions of people all over the globe are regular users of a medium that is earning billions of dollars annually.

Dean

Julius Sokenu, Phone (805) 378-1448

Full-time Faculty

John Grzywacz-Gray, Svetlana Kasalovic, Timothy Samoff

Counselors

Denice Avila

Degree and Certificate of Achievement

Options in Multimedia

Associate Degree in Multimedia

To earn an Associate in Science Degree with a major in Multimedia, students complete 31-40 units, plus General Education courses.

Certificate of Achievement Options in Multimedia (more than 18 units)

To earn a Certificate of Achievement in Multimedia students complete 31-40 specified units. The program offers several options for students: Multimedia Design, WWW Design, Multimedia Business, Multimedia Communications, Multimedia Broadcast and Multimedia Animation.

Required Courses	Units
MM M10.....Introduction to Digital Media	3.0
MM M20.....Web Design	3.0
MM M30.....Motion Graphics.....	3.0
MM M40.....Introduction to 3D Modeling and Animation	3.0
MM M50.....Interactive Design.....	3.0
MM M80.....Internship in Multimedia.....	1.0
MM M90.....Interactive Portfolio.....	3.0
Units from One of the RECOMMENDED OPTIONS	12.0-21.0
TOTAL	31.0-40.0

Recommended Options: Choose one of the following

Multimedia Design Option (complete 12 specified units)	
ART M20.....2 Dimensional Design	3.0
PHOT M01A.....Beginning Photography.....	3.0
AND six units from the following courses.....	
ART M13.....History of Art: Modern through Contemporary.....	3.0
GR M26.....Computer Illustration	3.0
GR M27.....Electronic and Digital Photography	3.0
GR M31.....Graphic Design I.....	3.0
GR M34.....Lettering and Typography	2.0

OR

WWW Design Option (complete 12 specified units)	
ART M20.....2 Dimensional Design	3.0
ART M30.....Drawing and Composition I.....	3.0
AND six units from the following courses.....	
CIS M50.....Introduction to Local Area Networks	3.0
CIS M52.....Introduction to Microsoft Windows NT	3.0
CIS M60C.....Internet and WWW I	1.0
CIS M30.....Web Page Design I	1.5
CS M03.....Comp. Hardware and Systems Software	3.0
CS M10A.....Introduction to Programming using Structured C++	4.0
CS M10B.....Object-Oriented Programming using C++	4.0
CS M10J.....Java Fundamentals	4.0

OR

Multimedia Business Option (complete 15 specified units)	
BUS M30.....Introduction to Business and Economics.....	3.0
BUS M31.....Introduction to Management	3.0
BUS M32.....Small Business Management.....	3.0
BUS M37.....Marketing.....	3.0

AND choose one of the following:

BUS M33.....Business Law	3.0
OR	
BUS M34.....Legal Environment of Business	3.0

OR

Multimedia Communications Option (complete 18 specified units)	
JOUR M01.....Media and Society.....	3.0
FILM M26.....History of International Cinema II: WWII to the Present.....	3.0
COMM M01.....Introduction to Speech.....	3.0
FTVM M11.....Introduction to Scriptwriting: Film/TV/Radio	3.0

AND six units from the following courses.....

THA M01.....Introduction to the Theatre	3.0
DANC M12A.....Modern Dance I	1.5
GR M20.....Mac/IBM Operating Systems	2.0
GR M23.....Introduction to Comp. Graphics/Macintosh	3.0
PHOT M01A.....Beginning Photography	3.0
FTVM M20.....Introduction to Television Studio	3.0
FTVM M30B.....Digital Camera Production/Editing II	1.5
FTVM M40.....Audio Production	3.0

OR

Multimedia Broadcast Option (complete 18 specified units)	
FTVM M01.....Media and Society.....	3.0
FTVM M20.....Introduction to Television Studio	3.0
FTVM M30B.....Digital Camera Production/Editing II	1.5
FTVM M30A.....Digital Camera Production Editing I	3.0
FTVM M11.....Introduction to Scriptwriting: Film/TV/Radio	3.0
FTVM M40.....Audio Production	3.0

OR

Multimedia Animation Option (complete 21 specified units)	
ART M20.....2 Dimensional Design	3.0
ART M30.....Drawing and Composition I.....	3.0
PHOT M01A.....Beginning Photography.....	3.0
THA M09.....Acting for Film and TV.....	3.0
DANC M12A.....Modern Dance I-Fundamentals	1.5
DANC M12B.....Modern Dance II-Beginning	1.5
DRFT M20.....3D Modeling (Computer Animation)	3.0
DRFT M21.....Technical/Computer Animation	3.0

Multimedia Courses

MM M10 – 3 Units

Introduction to Digital Media

Prerequisites: None

Recommended Prep: Eligibility for English M01A

Class Hours: 2 lecture, 3 lab

Introduction to the technology, concepts and principles of production used in the New Media industry. Beginning with 2D and 3D presentations, students will look at integration of graphics, text, sound and video for platforms such as the World Wide Web, CD-ROM, DVD, and interactive television. Students will learn to think critically about design for multimedia, while considering the practical, technical, production, and budgetary constraints. Students will also study the history of Multimedia, and gain hands-on experience in the basics of multimedia design and production using Adobe Photoshop and Macromedia Flash. (Formerly MM M01) Applies to Associate Degree. Transfer credit: CSU

MM M20 – 3 Units**Web Design**

Prerequisites: None

Recommended Prep: Eligibility for English M01A. Computer fundamentals including operating systems, file management, word processing, MM M10 and CIS M30.

Class Hours: 2 lecture, 3 lab

Introduction to the fundamental aspects of web design, including information architecture, interface design, usability, color theory, web graphics, file formats and hosting. Still images, simple animation, type, desktop video and sound, and basic interactivity will be used in the design process. Students will produce projects from concepts to completion using Macromedia Fireworks, Flash, Dreamweaver. (Formerly MM M02) Applies to Associate Degree. Transfer credit: CSU

MM M30 – 3 Units**Motion Graphics**

Prerequisites: None

Recommended Prep: Eligibility for English M01A. Computer fundamentals including operating systems, file management, word processing and MM M10 and RT M02A

Class Hours: 2 lecture, 3 lab

Develops the concepts, skills and techniques used in creating and editing motion graphics through hands-on digital video production exercises. Fundamental principles of time-based design, including forms of narrative, storyboarding, composition, visual design and sound and motion will be explored. Using video editing software and Adobe After Effects, students will produce projects from concept to completion. (Formerly MM M03) Applies to Associate Degree. Transfer credit: CSU

MM M40 – 3 Units**Introduction to 3D Modeling and Animation**

Prerequisites: None

Recommended Prep: MM M10 and Eligibility for English M01A

Class Hours: 2 lecture, 3 lab

Introduces the fundamental concepts of 3D computer design, including: modeling, texture mapping and animation. Students create character animation, construct set designs, and complete an independent animated project. Emphasis is upon the conceptual issues and strategies in project development, as well as a working knowledge of Cinema 3D software. (Formerly MM M04) Applies to Associate Degree. Transfer credit: CSU

MM M50 – 3 Units**Interactive Design**

Prerequisites: None

Recommended Prep: MM M20 and Eligibility for English M01A. Web Design Fundamentals.

Class Hours: 2 lecture, 3 lab

Focuses on the total design of web and interactive media application. Topics include design issues and methodology, design and implementation of audio, video, and 3D elements, production processes, teamwork, compatibility issues, optimization, and testing. Working in teams, students will participate in a directed design and implementation of an interactive media application using Cinema 4D, Adobe After Effects, and Macromedia Flash. (Formerly MM M05) Applies to Associate Degree. Transfer credit: CSU

MM M60 A-Z – 0.5 to 3 Units**Topics in Multimedia**

Prerequisites: A previous college course in the discipline

Corequisite: To be determined

Class Hours: 0.5 to 3 lab as arranged

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

Applies to Associate Degree. Transfer credit: CSU

MM M70 – 3 Units**Introduction to Game Design**

Prerequisites: None

Recommended Prep: MM M10 or strong computer and internet literacy, ENGL M01A or M01AH

Class Hours: 2 lecture, 3 lab

Introduces students to game design and development terminology, principles, tools, and techniques. Includes the topics: an introduction to gameplay, the game design industry, game design production processes, game pitches, game design documents, game story development, game character design and development, and character concept art production. Examines the history and theories of game design and explores a variety of game genres and software applications that are used in the creation of digital media. Reviews exemplary artifacts leading to the design and development of a game. Uses game development tools to create a game that is a work of art, in terms of gameplay, story, interface, and visual appeal. Discusses business principles, legal and ethical issues, and technological developments in relation to the creation of computer games. Applies to Associate Degree. Transfer credit: CSU

MM M75 – 3 Units**Game Prototyping**

Prerequisites: None

Recommended Prep: MM M70

Class Hours: 2 lecture, 3 lab

Explores game prototyping through the hands-on projects using rapid prototyping software. Includes the topics: game industry, game play, game-based learning, game concept development, and game prototyping. Requires students to develop an original game prototype that can be distributed in a web browser. Applies to Associate Degree. Transfer credit: CSU

MM M80 – 1 to 4 Units**Internship in Multimedia**

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

Class Hours: 3 to 33 work experience hours as arranged

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

**MM M90 – 3 Units
Interactive Portfolio**

Prerequisites: Course(s) MM M10 or GR M23, and MM M20
Recommended Prep: Minimum of five design, photography, fine arts, or new media projects for portfolio development.
Class Hours: 2 lecture, 3 lab

Develop and present a professional multimedia portfolio. Emphasis is on appropriate selection of work, concept improvement and methods of presentation. Using Flash, Dreamweaver, Cinema 4D and After Effects, students will create an interactive portfolio integrating video, photo-quality images, audio, animation, 3D models, text and Macromedia Flash content for CD, DVD, or the web delivery. (Formerly MM M06.) Applies to Associate Degree. Transfer credit: CSU

Music

Program Purpose: Students who complete academic or skills based Music courses will develop a cultural understanding of artistic human expression through musical appreciation and development of performance skills.

The Moorpark College Music Department offers a wide variety of classes designed for both the aspiring professional musician who wishes to continue studies at the university level and the knowledgeable amateur eager to understand and appreciate the important role music occupies in this society.

Dean

Patricia Ewins, Phone (805) 378-1408

Full-time Faculty

Nathan Bowen, Orbie Ingersoll, Vail Keck, James Song

Counselors

Denice Avila

**Degree and Certificate Options in Music
Associate Degree in Music**

To earn an Associate in Arts Degree with a major in Music, students complete 38-40 specified units, plus General Education Degree Requirements. This program is designed for students interested in specializing in music education leading to transfer to most universities and/or a professional career in music. Specialized options are provided in Instrumental Music, Keyboard Music, Music Theory and Composition and Vocal Music.

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

Required Courses	Units
MUS M02A.....Theory I - Diatonic Harmony.....	3.0
MUS M02AL.....Musicianship I.....	2.0
MUS M02B.....Theory II - Chromatic Harmony.....	3.0
MUS M02BL.....Musicianship II.....	2.0
MUS M02C.....Theory III - Musical Analysis.....	3.0
MUS M02CL.....Musicianship III.....	2.0
MUS M02D.....Theory IV - Counterpoint.....	3.0
MUS M02DL.....Musicianship IV.....	2.0
MUS M25C.....Class Piano – Intermediate I.....	2.0
MUS M25D.....Class Piano – Intermediate II.....	2.0
MUS M29.....Repertoire Class (taken twice).....	1.0/1.0
MUS M30A-G.....Applied Music (taken twice).....	1.0/1.0
Units from One of the RECOMMENDED OPTIONS.....	10.0-12.0
TOTAL (minimum)	38.0-40.0

Recommended Options: Choose one of the following:

Instrumental Music (complete specified units)	
One ensemble course each semester for 4 semesters	8.0
MUS M15.....Moorpark Community Orchestra.....	2.0
MUS M18.....Studio Jazz Ensemble.....	2.0
MUS M19.....Chamber Ensembles.....	2.0
MUS M21.....Wind Ensemble.....	2.0
AND two units (minimum) from the following:	
MUS M25A.....Class Piano – Beginning I.....	2.0
MUS M25B.....Class Piano- Beginning II.....	2.0
OR	
Keyboard Music	
MUS M25A.....Class Piano – Beginning I.....	2.0
MUS M25B.....Class Piano – Beginning II.....	2.0
One ensemble course each semester for 4 semesters	8.0
MUS M19.....Chamber Ensembles	2.0
MUS M20.....Piano Ensemble.....	2.0
OR	
Music Theory and Composition (complete specified units)	
One ensemble course each semester for 4 semesters	8.0
Ensemble choice based on student's specialization.....	2.0/2.0
Two units (minimum) from the following.....	2.0
MUS M14.....Fundamentals of Instrumental Technique	2.0
MUS M25A.....Class Piano – Beginning I.....	2.0
MUS M25B.....Class Piano – Beginning II.....	2.0
OR	
Vocal Music Specialization	
One ensemble course each semester for 4 semesters	8.0
MUS M10.....Concert Choir	2.0
MUS M16.....Opera Theatre	2.0
AND two units (minimum) from the following.....	2.0
MUS M13A.....Fundamentals of Vocal Technique I.....	2.0
MUS M13B.....Fundamentals of Vocal Technique II.....	2.0
MUS M13C.....Advanced Vocal Development I.....	2.0
MUS M13D.....Advanced Vocal Development II.....	2.0
MUS M25A.....Class Piano – Beginning I.....	2.0
MUS M25B.....Class Piano – Beginning II.....	2.0
See General Education Degree Requirements and Transfer Information.	

Certificate of Achievement in Music (more than 18 units)

To earn a Certificate of Achievement in Music, students complete 31-33 specified units. This program is designed to provide the student with the basic training, knowledge and conducting skills necessary for accepting a position as a church or community choral director.

Required Courses	Units
MUS M01.....Fundamentals of Music.....	3.0
MUS M02A.....Theory I - Diatonic Harmony.....	3.0
MUS M02AL.....Musicianship I.....	2.0
MUS M02B.....Theory II - Chromatic Harmony.....	3.0
MUS M02BL.....Musicianship II.....	2.0
MUS M09A.....Music History and Literature	3.0
Units from One of the RECOMMENDED OPTIONS.....	15.0-17.0
TOTAL	31.0-33.0

Recommended Options: Choose one of the following

Choral Conducting Option (complete 16 specified units)	
MUS M10.....Concert Choir	2.0
MUS M13A.....Fundamentals of Vocal Technique I.....	2.0
MUS M13B.....Fundamentals of Vocal Technique II.....	2.0
MUS M25A.....Class Piano – Beginning I.....	2.0
MUS M25B.....Class Piano – Beginning II.....	2.0
MUS M27.....Choral Conducting.....	2.0
MUS M60E.....Choral Conducting Seminar.....	3.0
OR	

Instrumental Conducting Option (complete 15 specified units)

MUS M09BMusic History and Literature	3.0
MUS M19Chamber Ensembles	2.0
MUS M21Wind Ensemble.....	2.0
MUS M22AIndependent Studies in Music.....	1.0
MUS M22BIndependent Studies in Music.....	1.0
MUS M25AClass Piano – Beginning I.....	2.0
MUS M25BClass Piano – Beginning II.....	2.0
MUS M28Instrumental Conducting	2.0

OR

Vocal Performance Option (Complete 16 specified units)

MUS M10Concert Choir	2.0
MUS M13AFundamentals of Vocal Technique I	2.0
MUS M13BFundamentals of Vocal Technique II	2.0
MUS M13CAdvanced Vocal Development I.....	2.0
MUS M13DAdvanced Vocal Development II.....	2.0
MUS M16Opera Theatre	2.0
MUS M25AClass Piano – Beginning I.....	2.0
MUS M25BClass Piano – Beginning II.....	2.0

Music Courses

MUS M01 – 3 Units

Fundamentals of Music

Prerequisites: None
 Class Hours: 3 lecture

Introduces music theory, notation, intervals, scales, triads, sight singing, and dictation. This course is designed for the student with little or no prior experience in music. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after MUS M02A). For music majors and minors to fulfill the prerequisite for MUS M02A.

MUS M02A – 3 Units

Theory I - Diatonic Harmony

Prerequisites: MUS M01
 Corequisite: MUS M02AL
 Class Hours: 3 lecture

Studies diatonic harmonic vocabulary, four-part chorale writing and voice leading, figured bass, harmonic progression, melodic invention and harmonization and nonharmonic tones. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02AL – 2 Units

Musicianship I

Prerequisites: None
 Corequisite: MUS M02A
 Class Hours: 1 lecture, 3 lab

Includes sight singing, as well as rhythmic, melodic, and diatonic harmonic dictation to correlate to harmonic vocabulary of MUS M02A. Makes extensive use of Music Learning Center. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02B – 3 Units

Theory II - Chromatic Harmony

Prerequisites: MUS M02A, MUS M02AL
 Corequisite: MUS M02BL
 Class Hours: 3 lecture

Emphasizes pivot chord modulation. Studies chromatic harmonic vocabulary, foreign key modulation, keyboard and instrumental styles, and composition. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02BL – 2 Units

Musicianship II

Prerequisites: MUS M02A, MUS M02AL
 Corequisite: MUS M02B
 Class Hours: 1 lecture, 3 lab

Develops aural skills introduced in MUS M02AL sight singing in solfege, rhythmic clapping, and dictation (rhythmic, melodic, and harmonic), which use the diatonic harmonic vocabulary. Gradually adds chromatic harmonic vocabulary to all aspects of aural skills as the theoretical concept is clarified. Emphasizes computer-aided instruction in the Music Learning Center. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02C – 3 Units

Theory III - Musical Analysis

Prerequisites: MUS M02B, MUS M02BL
 Corequisite: MUS M02CL
 Class Hours: 3 lecture

Examination of complex harmonic problems and musical form while surveying musical literature from the Baroque to the early 20th century. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02CL – 2 Units

Musicianship III

Prerequisites: MUS M02B, MUS M02BL
 Corequisite: MUS M02C
 Class Hours: 1 lecture, 3 lab

Develops aural skills introduced in MUS M02BL. Emphasizes individualized work in Music Learning Center. Includes complex drill in all areas of musicianship including keyboard harmony. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02D – 3 Units

Theory IV - Counterpoint

Prerequisites: MUS M02B, MUS M02BL
 Corequisite: MUS M02DL
 Class Hours: 3 lecture

Introduces analysis and composition of 18th century contrapuntal forms in the style of J.S. Bach through the modified 16th century species approach. Requires composition of a two-part invention and a three-part fugue. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02DL – 2 Units **Musicianship IV**

Prerequisites: MUS M02B, MUS M02BL

Corequisite: MUS M02D

Class Hours: 1 lecture, 3 lab

Emphasizes individual work in the Music Learning Center to strengthen weaker areas of aural skills. Focuses on two-voice melodic dictation, speed drill of intervals, dictation of the soprano and bass factors of a harmonic progression, and keyboard harmony. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M03 – 3 Units **Introduction to Music Technology**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the concepts, techniques, terminology and uses of music technology; also addresses ethical, aesthetic, economic, and social problems in technology applications. Lab components address usage of current hardware and software for music notation, sequencing, synthesis, digital audio, and music performance and practice. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M04 – 3 Units **Survey of World Music**

Prerequisites: None

Class Hours: 3 lecture

Surveys world music traditions, examining style, performance practice, and cultural context, providing an appreciation of the range and diversity of musical expression in a variety of world cultures, Non-Western and Western. Attendance at concerts required. Students cannot complete both MUS M04 and MUS M04H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M04H – 3 Units **Honors: Survey of World Music**

Prerequisites: None

Class Hours: 3 lecture

Surveys world music traditions, examining style, performance practice, and cultural context, providing an appreciation of the range and diversity of musical expression in a variety of world cultures, Non-Western and Western. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Field trips and attendance concerts required. Students cannot complete both MUS M04 and MUS M04H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M08 – 3 Units **Music Appreciation**

Prerequisites: None

Class Hours: 3 lecture

Introduces history of music, emphasizing understanding and enjoyment. Investigates basic elements of music, including structure of musical compositions as well as orchestral instrumentation. Focuses on styles, characteristics and composers representative of (but not limited to) Western classical tradition, with directed listening of major musical examples. Not recommended for Music majors. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M09A – 3 Units **Music History and Literature**

Prerequisites: None

Class Hours: 3 lecture

Explores musical activity, influences, and contributions of Greek and Roman civilizations. Traces development of music of Western world from Romanesque period to Baroque, including major composers as well as instrumental and vocal forms of each period. Requires listening to, identifying, and analyzing representative works of each period. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M09B – 3 Units **Music History and Literature**

Prerequisites: None

Class Hours: 3 lecture

Studies changing styles, techniques, and forms of music from the middle of the 18th century to the present, emphasizing artistic philosophy of each period. Analyzes style and form of representative works. Requires listening and analysis outside of classroom. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M10 – 2 Units **Concert Choir**

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Singing organization. Teaches choral music selected from the Renaissance, Baroque, Classical, Romantic, and Modern Periods. Includes performing in on-campus concerts, high school assembly programs, community college choral festivals, and other community events. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M12 – 2 Units **Vocal Ensemble**

Prerequisites: Audition

Class Hours: 1 lecture, 3 lab

Select group of singers known as Renaissance Singers. Studies and performs suitable choral music from all periods. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M13A – 2 Units **Fundamentals of Vocal Technique I**

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Begins development of vocal potential to correct faulty singing and to lay foundation for proper vocal production. Emphasizes vocal exercises as well as material sung in Italian, English and German. Designed for both majors and non-majors. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M13B – 2 Units **Fundamentals of Vocal Technique II**

Prerequisites: MUS M13A

Class Hours: 1 lecture, 3 lab

Expands vocal development through advanced vocal exercises and the introduction of advanced material, including art songs, opera and oratorio literature. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M13C – 2 Units **Advanced Vocal Development I**

Prerequisites: MUS M13B

Class Hours: 1 lecture, 3 lab

Continues development of a proper vocal production. Includes English, Italian, German, French art songs and more demanding opera and oratorio literature. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M13D – 2 Units **Advanced Vocal Development II**

Prerequisites: MUS M13C

Class Hours: 1 lecture, 3 lab

Further expands vocal development through study and performance. Includes more challenging material, emphasizing operatic and oratorio literature as well as more difficult art songs. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M15 – 1 to 2 Units **Moorpark Community Orchestra**

Prerequisites: Ability to play an orchestral instrument and to read music notation

Class Hours: 0.5 to 1 lecture, 1.5 to 3 lab

Provides a venue in which developing orchestral instrumentalists can rehearse and perform. Focuses on basic orchestral skills while developing proper ensemble techniques. Successful completion could lead to an audition with the Moorpark Symphony Orchestra. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M16 – 2 Units **Voice in Opera Workshop**

Prerequisites: MUS M13C

Class Hours: 1 lecture, 3 lab

The study of song literature taken from the musical theatre. This course will enable students to study and perform opera and musical plays in excerpt or as a complete production. Class is designed for singers with proven ability with interest in drama. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M18 – 2 Units **Studio Jazz Ensemble**

Prerequisites: Ability to play a musical instrument appropriate to Jazz Ensemble (piano, percussion, sax, trumpet, guitar, bass guitar, or electronic instruments)

Class Hours: 1 lecture, 3 lab

Students will learn the basics of participation and performance in small and large jazz ensembles, including sight-reading, jazz chord theory, and improvisation. Participation in concert is required. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M19 – 2 Units **Chamber Ensembles**

Prerequisites: None

Recommended Prep: Ability to play a musical instrument and to read music notation

Class Hours: 1 lecture, 3 lab

Within a chamber ensemble setting, students will study, rehearse, and perform chamber music literature from the Renaissance to the Twentieth Century. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M20 – 2 Units **Piano Ensemble**

Prerequisites: MUS M25B

Class Hours: 1 lecture, 3 lab

Covers piano literature for one piano/four hands and for two pianos/four hands. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M21 – 2 Units **Wind Ensemble**

Prerequisites: Ability to perform on a standard band instrument

Class Hours: 1 lecture, 3 lab

Provides rehearsals and public performances for wind and percussion instrumentalists, focusing on a standard wind ensemble and symphonic band repertoire. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M22A/B – 1 to 3 Units **Independent Studies in Music**

Prerequisites: A previous course in Music

Class Hours: 1 to 3 as arranged

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

MUS M23 - 1 to 2 Units **Moorpark Symphony Orchestra**

Prerequisite: MUS M15

Class Hours: 0.5 to 1 lecture, 1.5 to 3 lab

Provides a venue in which intermediate and advanced orchestral instrumentalists can rehearse and perform. Focuses on orchestral performance practices covering wide stylistic eras from Baroque to the modern. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M25A – 2 Units **Class Piano Beginning I**

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Designed for students with little or no prior piano experience. Includes the fundamentals of piano playing, music reading, technique, improvisation, scales, chords, and simple piano literature. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M25B – 2 Units **Class Piano Beginning II**

Prerequisites: None

Recommended Prep: MUS M25A

Class Hours: 1 lecture, 3 lab

Designed for students with basic music reading ability and keyboard coordination. Includes the further development of greater independence of hands and reinforces the fundamentals of piano playing, including music reading, technique, improvisation, scales, chords, and simple piano literature. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M25C – 2 Units **Class Piano Intermediate I**

Prerequisites: MUS M25B

Class Hours: 1 lecture, 3 lab

Provides further development of greater independence of hands and reinforces the fundamentals of piano playing, including music reading, technique, improvisation, scales, and chords. Includes an overview and study of the teaching pieces of the major important composers. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M25D – 2 Units **Class Piano Intermediate II**

Prerequisites: MUS M25C

Class Hours: 1 lecture, 3 lab

Provides further development of greater independence of hands and reinforces the fundamentals of piano playing, including music reading, technique, improvisation, scales, and chords. Includes an overview and study of intermediate-advanced pieces of the major important composers. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M27 – 2 Units **Choral Conducting**

Prerequisites: None

Class Hours: 2 lecture, 1 lab

Introduces basic conducting techniques, including the 2/4, 3/4, 4/4, 6/8, 3/8, 2/8 and subdivided beat patterns. Includes perusal of video recording to assist learning. Provides live and prepared cassette recordings for conducting practice. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M28 – 2 Units **Instrumental Conducting**

Prerequisites: MUS M01

Class Hours: 1 lecture, 3 lab

Studies basic conducting techniques of various instrumental organizations, exploring instrumental literature as well as style, performance and interpretation. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M29 – .5 Unit **Repertoire Class**

Prerequisites: None

Class Hours: 1.5 lecture

Provides critiques by instructor and class. Discusses various issues concerning public performance. Requires student performance of musical literature studied in MUS M30A-G (Applied Studies) or studied independently. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M30A-G – 1 Unit **Applied Music - Woodwind/Brass/Strings/Piano/ Classical Guitar/Percussion/Voice**

Prerequisites: AUDITION REQUIRED (Audition based on repertoire standards published by Music Dept.) Performance at college level to be accepted into MUS 30 Applied Music Program.

Corequisite: Repertoire Class: MUS M29

Music Theory: MUS M02A/M02AL, or MUS M02B/M02BL, or MUS M02C/M02CL, or MUS M02D/M02DL

Performance Ensemble: MUS M10, MUS M12, MUS M15, MUS M18, MUS M19, MUS M20, MUS M21

Class Hours: 1 lecture, 6 lab

Offers individual instruction by approved instructors in performance of literature for the individual instrument. Provides a one-hour private lesson and requires six hours of practice on campus per week. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M32 – 2 Units **Class Guitar**

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Introduces basic skills required to play and read simple melodies, scales, arpeggios and chords on classical and acoustic guitars. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M50 – 3 Units **Performing Arts Management**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the marketing, promotion and sales of theatrical, music, dance and all other performance events. Studies the theories and practices of selecting a subscription season, creating marketing materials, operating the box office and interfacing with the public in the "front of the house." The practical lab component requires participation in various management and services activities throughout a Performing Arts Center. (Same as DANC M50 and THA M50) Applies to Associate Degree. Transfer credit: CSU

MUS M60A-Z – 1 to 3 Units **Topics in Music**

Prerequisites: To be determined

Class Hours: To be determined

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

Developed topics include:

MUS M60E – 3 Units **Choral Conducting Seminar**

Prerequisites: MUS M27

Class Hours: 3 lecture

Addresses problems facing the choral director. Focuses on understanding the historical background of choral conducting, the director's role as interpreter, the selection of appropriate choral materials, the stylistic differences of choral music from various periods, the efficient use of rehearsal techniques, and of conducting the performance. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M60T – 2 Units
Masterworks Abroad**

Prerequisites: Audition
Class Hours: 6 lab

Combines preparatory rehearsals on campus with concert performances, seminars, lectures, and related cultural activities on tour abroad. Designed for experienced singers. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

**MUS M80 – 1 to 4 Units
Internship in Music**

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

Class Hours: 3 to 33 work experience hours as arranged

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

Nursing Science

Program Purpose: Students who complete the Nursing Science program will acquire the practical knowledge and skills essential to the function of registered nurses in the direct care of patients.

The nationally accredited Associate Degree in Nursing (ADN) is intended to develop the necessary knowledge and skill basic to the function of registered nurses in the direct care of patients. The nursing program is approved by the California State Board of Registered Nursing and accredited by the National League of Nursing Accrediting Commission (NLNAC). Contact information for NLNAC: 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326

Dean

Kim Hoffmans, Phone (805) 378-1459

Health Sciences Coordinator

Carol Higashida, Phone (805) 378-1433

Full-time Faculty

Argelia Clifford, Jamee Maxey, Linda Loiselle, Dalila Sankaran, Carol Velas, Christina Woo

Counselor

Lydia Basmajian

Application Procedure

The application period for receipt by the Health Sciences Department of all applicant information and transcripts is September 1 - October 15, and February 1 - March 15. Applications are available online, please refer to the Moorpark College Nursing website at <http://www.moorparkcollege.edu/departments/academic/nursing/index.shtml>.

Moorpark College has adopted a multi-criteria selection process for admission combined with a random selection process, due to changes in legislation and the Education Code (Section 78261.5). The multi-criteria selection process will be utilized to select the most qualified candidates for admission. In addition, all applicants meeting the minimum requirements based on a prerequisite 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 prerequisite 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. The assessment/readiness test will be administered to students who meet and exceed a minimum Success Score. Students who have met the 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 C or better and an overall GPA of 2.5 or better, students may submit an application to the Health Sciences Department from September 1 to October 15 or February 15 to March 15 of each year. All official College and High School transcripts and supporting documentation, if applicable must be submitted with the application.
- Applicants are to take the Test of Essential Academic Skills (TEAS) within 4 months of submitting an application.
- 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 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 may be denied to an applicant who has failed or withdrew failing from a program and whose overall record makes program completion unlikely (example: two program withdrawals); or who has health and/or safety deficits which place clients at risk.

Admission Requirements

STEP 1:

Qualifying Requirements: High school graduation or General Education Development (GED) Exam with a score of 45 or successfully pass the California High School Proficiency Exam (CHSPE).

STEP 2:

Required Prerequisites Courses for Application to ADN Program

(all courses must be completed with a "C" or better: Units

ENGL M01AEnglish Composition.....4.0

OR

ENGL M01AH.....Honors: English Composition4.0

MATH M03Intermediate Algebra or above

(MATH M15 may be required for transfer)5.0

ANAT M01.....Human Anatomy.....4.0

AND

PHSO M01.....Human Physiology.....5.0

MICR M01.....General Microbiology.....5.0

HS M16N**Basic Skills for the Nurse or Current CNA0.5

**HS M16N may be completed after application to the program, but must be completed before entrance into NS M01.

STEP 3:

Required general education courses for associate degree and licensure

These courses must be taken prior to the last 2 semesters of the ADN Program. These courses are necessary to be eligible to take the Licensing Examination (NCLEX) to become an RN.

Required Courses	Units
PSY M01.....Introduction to Psychology.....	3.0
OR	
PSY M01H.....Honors: Introduction to Psychology.....	3.0
COMM M01.....Introduction to Speech.....	3.0
SOC M01.....Introduction to Sociology.....	3.0
OR	
SOC M01H.....Honors: Introduction to Sociology.....	3.0
OR	
ANTH M02.....Cultural Anthropology.....	3.0

Physical Science

CHEM M11..... (recommended for transfer to CSUCI BSN)	5.0
American History/Institutions U.S. History or Political Science.....	3.0
Fine or Performing Arts - Course of Choice.....	3.0
Humanities- Course of Choice.....	3.0
Physical Education - Course of choice	1.5

Required Courses	Unit
NS M01.....Beginning Nursing Science	4.0
NS M01L.....Beginning Nursing Science Clinical Lab I.....	4.5
NS M02.....Intermediate Nursing Science I.....	5.0
NS M02L.....Intermediate Nursing Science Clinical Lab I.....	4.5
NS M03.....Intermediate Nursing Science II	5.0
NS M03L.....Intermediate Nursing Science Clinical Lab II	5.0
NS M04.....Advanced Nursing Science	4.0
NS M04L.....Advanced Nursing Science Clinical Lab	5.0
TOTAL	37.0

Recommended Courses	Units
NS M11.....Nursing Skills Laboratory I	1.0
NS M12.....Nursing Skills Laboratory II	1.0
NS M13.....Nursing Skills Laboratory III.....	1.0
NS M14.....Nursing Skills Laboratory IV	1.0
TOTAL	4.0

Program Requirements

Admission is dependent on clearance of: Health Appraisal, Background Check, and Drug Screen:

- A Physical Exam documented on the Moorpark College Nursing Health Appraisal form, which considers the student free from communicable diseases and ability to function in a hospital setting.
- Proof of Immunity to Rubella, Mumps, Rubella, Hepatitis B, Varicella, and two-step TB.
- Evidence of physical and emotional fitness upon admission throughout the program is expected and is subject to the medical opinion of the college physician and to the medical opinion or policy of hospitals or agencies used as clinical sites.
- Current Cardiopulmonary Resuscitation C certification, CPR for Health Care Provider or CPR for Professional/Rescuer.
- Fire Safety Card (Los Angeles County).
- Criminal background check and drug screening fee paid by student and completed by an agency approved through the Health Sciences Department before placement into a clinical site. The Health Sciences Department is unable to place students in clinical settings if they have a positive criminal background check or drug screen. Therefore, the student will not be able to complete the required program of courses.

Ethical Expectations

All students admitted to the Nursing program are expected to maintain the highest personal and ethical standards of conduct consistent with professional standards as perceived by the faculty and professional personnel in the agencies used as extended campus sites. Any information indicating that such standards are not maintained is subject to review by members of the faculty who may recommend to the college dismissal from the nursing program.

The conviction of a felony may prohibit licensure as a Health Care professional. Each case is reviewed and determined by the California Board of Registered Nursing. The Board considers the nature and severity of the offense, subsequent acts or crimes, compliance with the sanctions, and evidence of rehabilitation (www.rn.ca.gov).

Performance Standards

In compliance with the 1990 American with Disabilities Act, the Health Sciences Department does not discriminate against qualified applicants with disabilities. These performance standards, reflected in specific nursing course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The Nursing Faculty in conjunction with the community clinical facilities will determine, on an individual basis, whether the necessary accommodations or modifications can reasonably be made.

- Critical Thinking - ability sufficient for safe clinical judgment: calculating, reasoning, analyzing, prioritizing, synthesizing data. Examples: identify cause/effect relationships in clinical situations, develop nursing care plans.
- Interpersonal - in providing nursing care, the abilities sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds: function effectively under stress. Example: Establish rapport with diverse clients and effectively interact with colleagues as part of the health care team.
- Communication - abilities sufficient for effective verbal and written interactions. Examples: Explain diagnostic treatment procedures, health teaching, document and interpret actions and client responses.
- Mobility - physical abilities sufficient to move from room to room, maneuver in small spaces and reach overhead equipment. Examples: Move around clients' rooms, equipment/machines, workspaces, and diagnostic/ treatment areas; administer emergency/CPR procedures.
- Motor Skills - gross and fine motor abilities sufficient to provide safe and effective care. Examples: Calibrate, move and use equipment/machines; lift, position and transfer clients.
- Hearing - ability sufficient to monitor and assess health needs. Examples: Hear monitor alarm, emergency signals, auscultatory sounds, cries for help.
- Visual - ability sufficient for observation and visual assessment in well-lit and dimly lit areas. Examples: Observe client responses and changes in condition.
- Tactile - ability sufficient for physical assessment and positioning. Examples: Perform palpation functions of physical examination and/or those related to intervention, e.g., insertion of needle, positioning.

Travel Expectations

The clinical sites extend from northern Ventura County to Los Angeles, within an approximate 60-mile radius from Moorpark College. Each student is responsible for his or her own transportation.

Technology/Computer Expectations

Medicine, Health Care, and Nursing are highly technical fields requiring technology/computer skills. It is highly recommended that students are comfortable using a computer, have basic word processing, email and internet navigations skills, and be familiar with chat rooms.

Program Completion

For successful completion of the nursing program, a minimum grade of C (75%) is necessary in all courses required for the major.

Program Costs

Costs incurred by nursing students include, but are not limited to: Physical examination, immunizations, uniforms, equipment, materials fees, Association dues, and licensure application fees.

Advanced Placement

Opportunities for advanced placement are based on space available to: Licensed Vocational Nurses, others with Health Care credentials, transfer nursing students from accredited colleges and readmission applicants. Candidates must schedule an appointment with the Nursing Counselor and complete the application for advanced placement. All advanced placement applicants must meet the ADN program prerequisites and course requirements. Advanced placement applicant students are not accepted or readmitted into the last semester of the nursing program.

Graduate nurses lacking California licensure requirements may be admitted to complete any needed courses as specified by the California Board of Registered Nursing.

LVN to RN Thirty-Unit Option (BRN 1429)

The thirty-unit option allows the LVN to sit for NCLEX-RN examination after completion of a maximum of thirty units of course work. The student is NOT A GRADUATE of the Nursing Program and DOES NOT RECEIVE A DEGREE. Practice outside the state of California may be limited. A conference with the Health Science Coordinator or designee for counseling regarding the option is needed before the option is chosen as an educational pathway.

The following curriculum is required for LVN 30 unit option students at Moorpark College:

Recommended:

High school graduation or successful completion of the General Education Development (GED) test. This is required for NCLEX examination.

General Studies:	Units
PHSO M01.....Human Physiology	5.0
MICR M01.....General Microbiology.....	5.0

Nursing Courses:

NS M03.....Intermediate Nursing Science II	5.0
NS M03L.....Intermediate Nursing Science Clinical Lab II.	5.0
NS M04.....Advanced Nursing Science	5.0
NS M04L.....Advanced Nursing Science Lab	4.0
TOTAL	29.0

Transfer for Bachelor of Science Degree Nursing (BSN)

Students are encouraged to:

- Complete the Moorpark College Associate Degree in Nursing and apply for transfer to an accepting institution.

OR

- Satisfy the transferable lower division science and general education requirements and apply to a BSN program.

The accepting institution determines transferable courses.

Generally acceptable courses are ANAT M01; ANTH M02; BIOL M02A/2B; CHEM M01A/1B, M08, M09, M11; ENGL M01A, M01AH; MICR M01; NTS M01; PHYS M10A/10AL, M10B/10BL; PSY M01A/01B, M07; SOC M01.

Continuing Education

Moorpark College has been approved by the Board of Registered Nursing as a Continuing Education Provider (number CEP 02811).

The Board of Registered Nursing recognizes academic courses for continuing education credit with one (1) academic semester unit equaling fifteen (15) continuing education hours. The course content must be relevant to the practice of nursing and related to the scientific knowledge or technical skills required for the practice of nursing or be related to direct and/or indirect client

care at a level above that which is required for licensure. These courses are identified in the college catalog and schedule of classes as “Provider approved by the California Board of Registered Nursing CEP 02811” and lists the number of contact hours for each course. Courses may be taken for credit/no credit or a letter grade. (Transcripts document proof of attendance). After completion of 12 units in residence at Moorpark College, students who hold a current California license as a Registered Nurse or a Radiologic Technologist and are presently enrolled and in good standing at Moorpark College may petition through the Nursing Counselor for units of credit through the appropriate Nursing program applicable toward an associate degree.

Nursing Science Courses

NS M01 – 4 Units

Beginning Nursing Science

Prerequisites: Admission to Moorpark College Nursing Program

Corequisite: NS M01L

Class Hours: 4 lecture

Introduces the nursing process as the foundation for nursing practice, the nursing skills and principles necessary to implement for process, and the roles of nurse as provider, manager and contributor to the profession. Nursing values caring, integrity, ethical practice, diversity, education, service and quality are emphasized. Based on the concepts of Orem’s Self-Care Model, the focus is on assessment, identifying the client’s universal self-care requisites: air, water, food, elimination, activity, social, safety and normalcy in the adult and elder. Assessment of the integumentary, musculoskeletal, respiratory, gastrointestinal, genitourinary and neurological system including sleep, comfort and pain will be covered. Nursing actions related to health promotion and treatment of deviations: endocrine, cardiac, and respiratory will be addressed. Applies to Associate Degree. Transfer credit: CSU

NS M01L – 4.5 Units

Beginning Nursing Science Clinical Laboratory I

Prerequisites: Admission to Moorpark College ADN Program

Corequisite: NS M01

Class Hours: 14 lab

Provides application of the nursing process to 1-2 selected adult and geriatric populations with nursing actions related to health promotion and deviations in: endocrine, cardiac, and respiratory in the acute and extended care settings. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M02 – 5 Units

Intermediate Nursing Science I

Prerequisites: NS M01 and NS M01L

Corequisite: NS M02L

Class Hours: 5 lecture

Focuses on Orem’s Self-Care Model and critical thinking in the application of the nursing process in selected adult, geriatric, and pediatric populations with nursing actions related to health promotion and deviations: pregnancy/ complications, fetal development, labor and delivery, postpartum and newborn periods, pediatrics, women’s health, gastrointestinal, fluid/electrolyte, peripheral vascular, musculoskeletal, sensory, connective tissue, skin integrity, and hematology. Diagnostic measures, medical therapeutic modalities, pharmacology and medication administration, nutrition, cultural and bio-psycho-social-spiritual concepts with preventive, supportive, and rehabilitative nursing are incorporated. Also, legal and ethical considerations, growth and development as related to the client’s therapeutic self-care demands are addressed. Applies to Associate Degree. Transfer credit: CSU

NS M02L – 4.5 Units**Intermediate Nursing Science Clinical Laboratory I**

Prerequisites: NS M01 and NSM01L

Corequisite: NS M02

Class Hours: 14 lab

Provides application of the nursing process to 2-3 selected adult, geriatric, maternal and pediatric populations with nursing actions related to health promotion and deviations in the acute and ambulatory care settings. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M03 – 5 Units**Intermediate Nursing Science II**

Prerequisites: NS M02 and NS M02L

Corequisite: NS M03L

Class Hours: 5 lecture

Focuses on Orem's Self-Care Model and critical thinking in the application of the nursing process in selected adult, geriatric, pediatric, family and group/care-giver populations with nursing actions related to health promotion and deviations: psycho-social, mental illness, neurological, genital-urinary, hepatic, and endocrine. Diagnostic measures, medical therapeutic modalities, pharmacology and medication administration, nutrition, cultural and bio-psycho-social-spiritual concepts with preventive, supportive, and rehabilitative nursing are incorporated. Also, legal and ethical considerations, growth and development as related to the client's therapeutic self-care demands are addressed. Applies to Associate Degree. Transfer credit: CSU

NS M03L – 5 Units**Intermediate Nursing Science Clinical Laboratory II**

Prerequisites: NS M02 and M02L

Corequisite: NS M03

Class Hours: 15 lab

Provides application of the nursing process to 2-4 selected adult, adolescent, geriatric, and mental health patient populations with nursing actions related to health promotion and deviations in the acute and community health settings. Applies critical thinking and problem solving skills and refines communication and interpersonal relationship skills. Focuses on patient care management. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M04 – 4 Units**Advanced Nursing Science**

Prerequisites: NS M03 and NS M03L

Corequisite: NS M04L

Class Hours: 4 lecture

An advanced course of nursing practice focusing on the application of the nursing process to the client with complex health deviations involving multiple organ systems. A holistic approach of viewing the clients' health functions (organic, psychological, and social) throughout the life cycle is utilized. Within the professional nursing practice, importance is placed on three systems: compensatory, partially compensatory, and educative supportive. Additional emphasis is placed on nursing judgment reflecting critical thinking, decision-making, leadership, collaboration, and teaching based on application of theory. The course is designed to ease the transition from student to staff nurse. A portion of the course focus is on the health care delivery systems and the practice of nursing including: legal and ethical issues, professional organizations, reality shock, conflict resolution and current issues that confront nurses today. Principles concerning delivery of nursing care, leadership and professionalism relevant to current nursing practice will be presented. Applies to Associate Degree. Transfer credit: CSU

NS M04L – 5 Units**Advanced Nursing Science Clinical Laboratory**

Prerequisites: NS M03 and M03L

Corequisite: NS M04

Class Hours: 15 lab

Applies organizational, leadership and management skills in providing care to a group of patients in the intensive care, acute and ambulatory care settings. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M11 – 1 Unit**Nursing Skills Laboratory I**

Prerequisite: None

Class Hours: 3 lab

Provides application of theory from NS M01 through simulated clinical experience, computer assisted instruction, audio-visual aids, case study discussions and individualized instruction. Open-lab structure allows individually arranged lab hours. May be taken for a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M12 – 1 Unit**Nursing Skills Laboratory II**

Prerequisite: None

Recommended Prep: NS M01

Hours: TBA

Provides application of theory from NS M02 through simulated clinical experience, computer assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. May be taken for a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M13 – 1 Unit**Nursing Skills Laboratory III**

Prerequisite: None

Recommended Prep: NS M02

Hours: TBA

Provides application of theory from NS M03 through simulated clinical experience, computer assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. May be taken for a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M14 – 1 Unit**Nursing Skills Laboratory IV**

Prerequisite: None

Recommended Prep: NS M03

Hours: TBA

Provides application of theory from NS M04 through simulated clinical experience, computer assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. May be taken for a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M15 – 1 Unit**Role Transitions: from LVN to RN**

Prerequisites: None

Corequisite: NS M02 or NS M23

Class Hours: 1 lecture

Focuses on preparing the Licensed Vocational Nurse (LVN) for re-entry into the student role and the transition into the new role as a Registered Nurse (RN). The students reflect on the changing role and practices skills needed to become a successful student. Content stresses the difference between the LVN and RN as care provider; leader, teacher and patient advocate. Emphasis is on the development of critical thinking skills utilized in nursing process. Applies to Associate Degree.

NS M16 – 3 Units**Study Skills for Nursing Students**

Prerequisites: None

Class Hours: 3 lecture

Provides academic preparation for pre-nursing students. Develops student's learning profile, study skills, communication, time management, test-taking, reading comprehension, and mathematics.

NS M22A/B – 0.5 to 3 Units**Independent Studies in Nursing**

Prerequisites: A previous course in Nursing Science

Class Hours: 1 to 3 as arranged

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

NS M35 – 1.5 Units**Holistic Health Care Practices**

Prerequisites: None

Class Hours: 1.5 lecture

Explores health care practices which compliment the Western/allopathic mode of health care. Content includes relaxation therapy, meditation, guided imagery, therapeutic touch and other energy healing modalities, nutrition, and use of herbs for treatment of most common ailments. Designed for the layperson, the lay caregiver and all health care professionals. Provider approved by the California Board of Registered Nursing. Provider Number CEP 2811 for 24 contact hours. (Same course as HS M35) (Formerly NS M60A) Applies to Associate Degree. Transfer credit: CSU

NS M49 – 2.5 to 5 Units**Nursing Practicum**

Prerequisites: Successful completion of first year of an ADN Program

Recommended Prep: NS M03 and NS M03L

Class Hours: 12 to 24 work experience

Provides intermediate nursing student a paid practicum cooperatively planned by employing agency and nursing faculty. Provides the student nurse with a supportive educational program to assist in practicing learned technical skills, organizational skills and critical thinking strategies. May be taken four (4) times for credit, or until a maximum number of units is earned. Only offered pass/no-pass. Applies to Associate Degree. Transfer credit: CSU

NS M50 – 2 to 5 Units**Graduate Nurse Internship**

Prerequisites: Graduate Nurse with Interim Permit Certification or Registered Nurse

Class Hours: 6.5 to 20.5 work experience

This paid internship is designed to assist the new graduate to successfully function as a Registered Nurse. Cooperatively planned by an employing agency and the nursing faculty, this internship allows the graduate to transition to the work setting and provide nursing care to a realistic patient assignment, with clinical orientation and review issues directly related to the work setting: legal/liability, risk management, physical assessment. Interns will be selected based on application procedure. May be taken for a total of two (2) times for credit. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU

NS M60A-Z – 1 to 3 Units**Topics in Nursing Science**

Prerequisites: To be determined

Class Hours: To be determined

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

Developed topics include:**NS M60C – 2 Units****Labor and Delivery Room Nursing**

Prerequisites: Registered Nurse or Licensed Vocational Nurse

Class Hours: 2 lecture

Provides program of study for Registered Nurses and Licensed Vocational Nurses interested in advanced nursing practice in Labor and Delivery. Focuses on application of the nursing process using a systematic approach and critical thinking skills necessary to ensure a safe labor and delivery. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 30 contact hours. Applies to Associate Degree.

NS M78 – 4 Units**Introduction to Operating Room Nursing**

Prerequisites: Registered Nurse (CA license), current TB test, malpractice insurance or completion of NS M02A/M02AL

Class Hours: 4 lecture, 8 lab

Introduction to Operating Room (OR) nursing. It is designed for the Registered Nurse and/or the Registered Nursing student who has completed the first year of the nursing program. Focus will be on the application of the nursing process with the peri-operative client. A combination of lecture and skills laboratory classes will be incorporated into a clinical preceptorship introducing the student to the scrub and circulating roles of the OR nurse. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU

NS M79 – 4 Units**Intermediate Operating Room Nursing**

Prerequisites: NS M78

Class Hours: 3 lecture, 16 lab

Provides basic competencies in perioperative nursing in both scrub and circulating roles. Focuses on surgical specialties: general, gynecological, neurology, orthopedic, urology, and vascular; including use of laparoscopy, laser and other complex surgical equipment. Focuses on preoperative assessment and planning, intraoperative implementation and postoperative evaluation. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 22.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

Nutritional Science

Program Purpose: Students who complete Nutrition courses will understand their own nutrition and health and strive to be proactive in shaping their own healthy choices.

The Nutritional Science program is designed to meet the needs of all health conscious persons. The program particularly addresses itself to those interested in promoting personal wellness as well as those aspiring to careers in health, nutrition, and fitness. For some, this program may lead to entry into the dietetics/nutrition program at a four-year college or university.

Dean

Kim Hoffmans, Phone (805) 378-1459

Counselors

Edna Ingram, Danita Redd

Nutritional Science Courses**NTS M01 – 3 Units****Nutrition**

Prerequisites: None

Class Hours: 3 lecture

Examines nutrition science as it relates to human physiology, microbiology, biochemistry and the psychology of wellness. Explores nutrient requirements throughout the lifecycle as influenced by social, cultural, economic and environmental conditions. Applies to Associate Degree. Transfer credit: CSU; UC (NTS M01 and NTS M03 combined: maximum credit, one course)

NTS M03 – 3 Units**Advanced Nutritional Concepts**

Prerequisites: NTS M01

Class Hours: 3 lecture

Applies knowledge of the nutritional impact on human physiology and metabolic events and regulation to current issues in the field of nutritional science. Includes the human stress response, nutrient absorption and transport, carbohydrate function and fermentation, protein formation and deficiency diseases, vitamins and minerals, lipid absorption, hormonal regulation, medical nutrition therapy, microbiology of food poisoning, nutrient needs during pregnancy and early childhood, and nutritional goals in various health specialties. Applies to Associate Degree. Transfer credit: CSU; UC (NTS M01 and NTS M03 combined: maximum credit, one course)

NTS M05 – 3 Units**Nutrition for the Health Professions**

Prerequisites: None

Recommended Prep: NTS M01 or PHSO M01 or BIOL M02A

Class Hours: 3 lecture

Evaluation of the biological function and classification of nutrients, nutritional status, and application of nutrition principles to both health and common disorders, as viewed from medical (nursing and allied health), psychological, and sociological perspectives. Includes ethical issues as related to medical nutrition therapy standards of care. Relies on the scientific method as the cornerstone for interpreting clinical nutrition research for both wellness and disease prevention. Applies to Associate Degree. Transfer credit: CSU

NTS M07 – 3 Units**Cultural Foods**

Prerequisites: None

Recommended Prep: NTS M01, BIOL M01, BIOL M02A, or PSY M14

Class Hours: 3 lecture

Evaluates the historical and cultural aspects of traditional and contemporary food habits of Native Americans, European Americans, African Americans, Asian Americans, and Hispanic Americans. Examines the influence of industry, technology, politics, the economy, and religion on food patterns. Reviews the role of ethnic families, their therapeutic uses of food, and their nutrition education practices. Applies to Associate Degree. Transfer credit: CSU; UC

NTS M09 – 4 Units**Introduction to Food Science**

Prerequisites: None

Recommended Prep: CHEM M12 or CHEM M12H

Class Hours: 3 lecture, 3 lab

Introduces the field of food science and food technology. Explores food chemistry and the effects of food processing on the quality of food products. Identifies chemical, physical, and microbiological properties of foods. Core components: scientific method; objective and sensory evaluation; food processing technologies at state and national levels; packaging; food additives; food-borne pathogens; and government regulation of processing and labeling. Applies to Associate Degree. Transfer credit: CSU; UC

NTS M10D – 0.5 Unit**Weight Management**

Prerequisites: None

Class Hours: 0.5 lecture

Examines the fat cell and the functions of fat in the body. Reviews the effects of weight, including physiological, social, and cultural causes. Emphasizes nutrition, exercise, and lifestyle changes as means to weight management. Evaluates fad diets in order to formulate safe, realistic meal planning. (Same course as HED M10D) Applies to Associate Degree. Transfer credit: CSU

NTS M10M – 0.5 Unit**Healthful Eating**

Prerequisites: None

Class Hours: 0.5 lecture

Examines the foundation of nutrition science; nutrients, their individual requirements, nutrition guidelines, diets and fad diets, and nutritional standards. Discusses consumer issues, personal food choices, and the role of diet in the prevention of disease. (Same course as HED M10M) Applies to Associate Degree. Transfer credit: CSU

NTS M10R – 0.5 Unit**Nutrition and Diabetes Management**

Prerequisites: None

Class Hours: 0.5 lecture

Provides an overview of diabetes, with an emphasis on diabetes nutrition and the psychological and social impact on the individual. Includes step-by-step survival skills for dealing with the daily routine of diabetes care. Demonstrates the process of carbohydrate counting and exercise as the cornerstone of diabetes management. Provides strategies for preventing diabetes complications. (Same course as HED M10R) Applies to Associate Degree. Transfer credit: CSU

NTS M10S – 0.5 Unit**Sports and Exercise Nutrition**

Prerequisites: None

Class Hours: 0.5 lecture

Examines sports nutrition and exercise for athletes and non-athletes. Introduces social and behavioral aspects by examining the components of fitness, body composition and the diet for optimal performance. Evaluates the dangers of “making weight,” the use of supplements, and fad diets. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 7.5 contact hours. (Same course as HED M10S) Applies to Associate Degree. Transfer credit: CSU

NTS M10T – 0.5 Unit**Nutrition and Cancer Prevention**

Prerequisites: None

Class Hours: 0.5 lecture

Assesses the relationship of nutrition, exercise, and lifestyle choices in reducing the risks of cancer and examines the American Cancer Society's prevention guidelines. Includes psychological, social, physiological, medical, and nutritional aspects. (Same course as HED M10T) Applies to Associate Degree. Transfer credit: CSU

NTS M20 – 3 Units**Sanitation and Safety**

Prerequisites: None

Class Hours: 3 lecture

Explores basic principles of microbiology, sanitation, safety, equipment selection, and facility layout for a food service operation. Prepares student for National Food Handler Certification examination. Applies to Associate Degree. Transfer credit: CSU

NTS M22A/B – 1 to 3 Units**Independent Studies in Nutritional Science**

Prerequisites: A previous course in Nutritional Science

Class Hours: 1 to 3 as arranged

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

NTS M24 – 2 Units**Nutrition Counseling and Education**

Prerequisites: None

Recommended Prep: NTS M01

Class Hours: 2 lecture

Explores nutritional care in the health care setting. Examines communication techniques of counseling, nutrition education, and assessment of patient/client nutritional status. Applies to Associate Degree. Transfer credit: CSU

NTS M26 – 1 Unit**Culinary Essentials**

Prerequisites: None

Class Hours: 0.5 lecture, 1.5 lab

Examines the principles of meal planning, including the science and art of food selection and preparation. Includes equipment usage, food preparation methods, the serving of food and the effective management of time, energy, and money. Applies to Associate Degree. Transfer credit: CSU

NTS M28 – 2 Units**Supervised Practice**

Prerequisites: NTS M24

Class Hours: 1 lecture, 3 lab

Applies concepts and skills learned in nutrition courses in a variety of clinical and community settings. Includes dietary education and nutrition counseling under supervised practice. Applies to Associate Degree. Transfer credit, CSU

NTS M30 – 2 Units**Nutrition Throughout the Life Cycle**

Prerequisites: None

Recommended Prep: NTS M01

Class Hours: 2 lecture

Applies the knowledge and concepts of normal nutrition to the changing physiological needs of individuals at different stages of the life cycle, including pregnancy, lactation, infancy, childhood, adolescence and aging. Applies to Associate Degree. Transfer credit: CSU

NTS M80 – 1 to 4 Units**Internship in Nutritional Science**

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

Class Hours: 3 to 33 work experience hours as arranged

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

Parenting

See Courses in Child Development

Personal Growth

See Courses in Counseling

Philosophy

Program Purpose: Students who complete Philosophy courses will apply major philosophical concepts to the complexities of the 21st century. Understanding philosophy will allow students to positively engage and contribute to society as informed citizens.

The study of philosophy invites students to carefully analyze and thoughtfully respond to the fundamental ideas and basic concerns present in the human experience. The goal is to examine ourselves, our culture, and our world and the persisting questions regarding human thought and action. Instruction in philosophy teaches, not what to think, but how to think. The program also develops skills in analytical and critical thinking and writing that are excellent preparation for professional and other careers.

Dean

Lori Bennett, Phone (805) 378-1445

Full-time Faculty

Jerry Caplan, Janice Daurio, Victor Fontaine

Counselors

Anitra Evans, Pam Kennedy-Luna

Degree in Philosophy

To earn an Associate in Arts Degree with a major in Philosophy, students complete 21 specified units, plus General Education Degree Requirements. This program is also designed for students intending to major in philosophy, religious studies, interdisciplinary studies or related fields at a 4-year institution.

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

Required Courses.....Units

Choose one of the following:

PHIL M01.....Introduction to Philosophy.....3.0

OR

PHIL M01H.....Honors: Introduction to Philosophy.....3.0

AND choose one of the following:

PHIL M02.....Introduction to Ethics.....3.0

PHIL M02H.....Honors: Introduction to Ethics.....3.0

PHIL M04.....Contemporary Moral Problems.....3.0

AND choose one of the following:

PHIL M07.....Introduction to Logic.....3.0

PHIL M09.....Symbolic Logic.....3.0

AND choose one of the following:

PHIL M11.....World Religions: West.....3.0

PHIL M12.....World Religions: East.....3.0

AND choose one of the following:

PHIL M13.....The Classical Mind.....3.0

PHIL M14.....The Modern Mind.....3.0

*Two Courses from Recommended Courses.....6.0

TOTAL..... 21.0

*Recommended Courses: Choose Two Additional Philosophy Courses. See General Education Degree Requirements and Transfer Information.

Philosophy Courses

PHIL M01 – 3 Units Introduction to Philosophy

Prerequisites: None
Class Hours: 3 lecture

Systematically explores the concepts of knowledge, reality, and value, including review of epistemology, metaphysics, ethics, aesthetics, political philosophy, and philosophy of religion. Introduces idealism, realism, skepticism, materialism, and relativism. Students cannot complete both PHIL M01 and PHIL M01H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M01H – 3 Units Honors: Introduction to Philosophy

Prerequisites: None
Class Hours: 3 lecture

Honors work in the systematic exploration of the concepts of knowledge, reality, and value, including review of epistemology, metaphysics, ethics, aesthetics, political philosophy, and philosophy of religion. Introduces idealism, realism, skepticism, materialism, and relativism. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both PHIL M01 and PHIL M01H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M02 – 3 Units Introduction to Ethics

Prerequisites: None
Class Hours: 3 lecture

Systematically introduces consequentialist, deontological and virtue theories, metaethical theories, and topics such as freedom and responsibility, justice, and moral relativism. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Students cannot complete both PHIL M02 and PHIL M02H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M02H – 3 Units Honors: Introduction to Ethics

Prerequisites: None
Class Hours: 3 lecture

Honors work in the study of the types and applications of moral theories; systematically introduces consequentialist, deontological and virtue theories, metaethical theories, and topics such as freedom and responsibility, justice, and moral relativism. Honors work challenges student to be analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Students cannot complete both PHIL M02 and PHIL M02H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M03 – 3 Units**Social and Political Philosophy**

Prerequisites: None

Class Hours: 3 lecture

Explains the organization of societies, the formation of governments, and the concept of justice, equality, rights and duties, class, and power structures.

Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M04 – 3 Units**Contemporary Moral Problems**

Prerequisites: None

Class Hours: 3 lecture

Critically examines the principles and arguments advanced in discussions of current moral issues. Topics include issues such as global warming, war and violence, sexual morality, right of privacy, punishment, nuclear weapons, abortion, euthanasia, stem cell research, and others. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M05 – 3 Units**Critical Thinking and Analytic Writing**

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. Expands development of critical reading, analytic writing and the relation of writing to critical thinking beyond level achieved in ENGL M01A OR ENGL M01AH. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M07 – 3 Units**Introduction to Logic**

Prerequisite: None

Class Hours: 3 lecture

Explores deductive and inductive reasoning, definitions, verification, argument forms, and formal and informal fallacies. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M08 – 3 Units**Philosophy of Religion**

Prerequisites: None

Class Hours: 3 lecture

Introduces philosophical issues that arise from reflection on religious beliefs and practices, including the nature of religion, the existence of God, mysticism and religious experience, divine perfection and the problem of evil, faith and reason, religion and morality, life after death, and the diversity of religious beliefs. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M09 – 3 Units**Introduction to Symbolic Logic**

Prerequisites: None

Class Hours: 3 lecture

Introduces symbolic logic, including the logic of connectives and quantifiers, truth functional composition, consistency trees, derivations, and quantifications. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M11 – 3 Units**World Religions: West**

Prerequisites: None

Class Hours: 3 lecture

Compares the major ideas of western religious traditions, including Judaism, Christianity and Islam. Explores cultural and historical contexts in which these religions arose, and recent forms of these traditions. 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

PHIL M12 – 3 Units**World Religions: East**

Prerequisites: None

Class Hours: 3 lecture

Compares the major ideas of the world's eastern religious traditions, including Hinduism, Zoroastrianism, Buddhism, Jainism, Sikhism, Taoism, Confucianism, and Shinto. Explores cultural and historical contexts in which these religions as well as recent forms of these traditions. 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

PHIL M13 – 3 Units**The Classical Mind**

Prerequisites: None

Class Hours: 3 lecture

Studies ancient and medieval philosophy up to the Renaissance, emphasizing the development of central philosophical themes. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M14 – 3 Units**The Modern Mind**

Prerequisites: None

Class Hours: 3 lecture

Studies modern philosophy since the Renaissance, emphasizing the development of themes in contemporary philosophy. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M15 – 3 Units**Ethics in the Professions**

Prerequisites: None

Class Hours: 3 lecture

Analyzes major ethical traditions with a focus on the nature of obligation, right action, responsibility, and altruism, with applications to issues in business and professional life. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M16 – 3 Units**Ethical Issues in Biotechnology**

Prerequisites: None

Class Hours: 3 lecture

Pursues work in ethical theory and analysis as it relates to issues in biotechnology. Investigates issues in cloning, stem cell research, reproductive technologies, genetic engineering, and the human genome project. Develops awareness of the legislative dimension as it relates to the issues. Applies to Associate Degree. Transfer credit: CSU

PHIL M17 – 3 Units**Health Care Ethics**

Prerequisites: None

Class Hours: 3 lecture

Introduces theoretical and applied ethics relating to problems in medicine, health care and the human life sciences. Includes examination of foundational moral principles and the main moral theories. Provides an introduction to ethics in general, a foundation for understanding legal implications in health care, and a framework for analyzing and resolving ethical problems through the application of ethical principles and critical thinking. (Same course as HS M17.) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. This is a required course for Radiologic Technology students. Applies to Associate Degree. Transfer credit: CSU

PHIL M22A/B – 1 to 3 Units
Independent Studies in Philosophy

Prerequisites: A previous course in Philosophy

Class Hours: 1 to 3 as arranged

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

PHIL M60A-Z – 0.5 to 3 Units**Topics in Philosophy**

Prerequisites: To be determined

Class Hours: To be determined

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

Transfer credit: determined by transfer institution.

Developed topics include:**PHIL M60A – 1 Unit**
Philosophy of Nonviolence

Prerequisites: None

Class Hours: 1 lecture

Explores theory and practice of nonviolence as both a political strategy and a philosophical approach to life. Reviews classical and contemporary texts, including works by Gandhi, Camus, and Thoreau. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M60B – 1 Unit
Topics: Sex and Gender in Philosophy

Prerequisites: None

Class Hours: 1 lecture

The philosophical and ethical analysis of human sexuality and relationships between male and female, including feminist perspectives. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M80 – 1 to 4 Units
Internship in Philosophy

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

Class Hours: 3 to 33 work experience hours as arranged

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

PHIL M95 – 3 Units
Honors in Philosophy: Ethics and Technology

Prerequisites: PHIL M01, or M02, or M04

Class Hours: 3 lecture

Investigates the moral issues and implications raised by recent developments of modern technology and provides a theoretical framework for moral reflection and judgment. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC

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 and/or a career related to fine art photography.

This program is designed for students to acquire the skills necessary to enter the very competitive profession of photography. Instruction is provided in both black and white and color photography, along with mastery of the latest equipment.

Dean

Julius Sokenu, Phone (805) 378-1448

Full-time Faculty

John Grzywacz-Gray

Counselors

Denice Avila

Degree and Certificate of Achievement
Options in Photography

To earn a Certificate of Achievement and/or an Associate in Science Degree with a major in Photography, students complete 27 specified units; those seeking the degree also complete General Education Degree Requirements.

Required Courses	Units
ART M13History of Art: Modern through Contemporary.....	3.0
ART M20Two Dimensional Design.....	3.0
PHOT M01A.....Beginning Photography.....	3.0
PHOT M01B.....Intermediate Photography.....	3.0
PHOT M02.....History of Photography.....	3.0
PHOT M03.....Basic Color.....	3.0
PHOT M04.....Advanced Photography.....	3.0
PHOT M06.....Electronic and Digital Photography.....	3.0
PHOT M08.....Basic Photo Journalism.....	3.0
TOTAL	27.0

See General Education Degree Requirements and Transfer Information.

Associate Degree in Photo-Journalism

To earn an Associate in Science Degree with a major in Photo-Journalism, students complete 27 specified units, plus General Education Degree Requirements. This program is designed for the student seeking a professional career in newspaper or magazine photography. Students completing this program will be prepared as entry level photographers on newspapers, magazines or as freelance photographers.

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

Required Courses	Units
JOUR M01Media and Society.....	3.0
JOUR M02Reporting and Writing for the Media.....	3.0
PHOT M01A.....Beginning Photography.....	3.0
PHOT M01B.....Intermediate Photography.....	3.0
PHOT M02.....History of Photography.....	3.0
PHOT M03.....Basic Color.....	3.0
PHOT M04.....Advanced Photography.....	3.0
PHOT M06.....Electronic and Digital Photography.....	3.0
PHOT M08.....Basic Photo Journalism.....	3.0
TOTAL	27.0

See General Education Degree Requirements and Transfer Information.

Certificate of Achievement in Photo Journalism (more than 18 units)

To earn a Certificate of Achievement in Photo Journalism, students complete 25 specified units:

Required Courses	Units
GR M30.....Design Fundamentals.....	3.0
JOUR M01Media and Society.....	3.0
JOUR M02Reporting and Writing for the Media.....	3.0
PHOT M01A.....Beginning Photography.....	3.0
PHOT M01B.....Intermediate Photography.....	3.0
PHOT M03.....Basic Color.....	3.0
PHOT M04.....Advanced Photography.....	3.0
PHOT M09.....Reporter Staff Photography.....	4.0
TOTAL	25.0

Photography Courses

**PHOT M01A – 3 Units
Beginning Photography**

Prerequisites: None
Class Hours: 2 lecture, 3 lab

Explores photography as a means of creative expression. Introduces photographic theory, including camera operation, exposure, developing and printing. Applies to Associate Degree. Transfer credit: CSU; UC

**PHOT M01B – 3 Units
Intermediate Photography**

Prerequisites: PHOT M01A or suitable portfolio
Class Hours: 2 lecture, 3 lab

Explores variety of traditional techniques in black and white, including high contrast images, solarization, posterization, gum bichromate printing and cyanotypes. Reviews film sensitivity testing, developer density parameters, paper and paper developer characteristics, archival processing, the use of medium format cameras, and introduction to the view camera. Emphasizes creativity. Applies to Associate Degree. Transfer credit: CSU; UC

**PHOT M02 – 3 Units
History of Photography**

Prerequisites: None
Class Hours: 3 lecture

Surveys history of photography from Daguerre to contemporary images. Explores genres and theories begun in past but which intensify and clarify current work. Applies to Associate Degree. Transfer credit: CSU; UC.

**PHOT M03 – 3 Units
Basic Color**

Prerequisites: PHOT M01B or suitable portfolio
Class Hours: 2 lecture, 3 lab

Introduces principles of color photography. Develops expressive visual statement. Reviews processing of transparency materials, emphasizing creative special effects achieved through unique lighting, films and camera techniques. Encourages experimentation. Applies to Associate Degree. Transfer credit: CSU

**PHOT M04 – 3 Units
Advanced Photography**

Prerequisites: PHOT M03 or suitable portfolio
Class Hours: 2 lecture, 3 lab

Refines technical and aesthetic understanding in black and white and/or color photography. Includes zone system, basic densitometry, expansion and compaction development, the view camera, artificial light technique, and portfolio development. Intensifies personal statement through major individual projects. Applies to Associate Degree. Transfer credit: CSU

**PHOT M06 – 3 Units
Electronic and Digital Photography**

Prerequisites: One course in the discipline
Class Hours: 2 lecture, 3 lab

Focuses on Adobe Photoshop for photography, computer graphics, illustration and graphic design. Includes appropriate techniques for scanning negatives, transparencies, reflective materials, type effects, color correction, selection techniques, special effects, channel calculations, adjustment layers, output devices and clipping paths/groups. Clarifies relationship between traditional film-based photography and digital techniques. (Same course as GR M27) Applies to Associate Degree. Transfer credit: CSU

PHOT M08 – 3 Units**Basic Photo Journalism**

Prerequisites: PHOT M01A or suitable portfolio

Class Hours: 2 lecture, 3 lab

Introduces aspects of photography applicable to mass communication, broadcast and print journalism. Concentrates on translating ideas to images for reproduction in magazines and newspapers and as book illustrations. Includes special effects, use of camera and light as creative tools, and basic motion picture techniques. (Same course as JOUR M08) Applies to Associate Degree. Transfer credit: CSU

PHOT M09 – 4 Units**Reporter Staff Photography**

Prerequisites: PHOT M08 or suitable portfolio

Class Hours: 1 lecture, 9 lab

Introduces campus newspaper photographers to all phases of press photography: news, feature, illustration, portraiture, sports, and advertising. Uses aesthetic and technical skill to communicate visually. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

PHOT M22A/B – 1 to 3 Units**Independent Studies in Photography**

Prerequisites: A previous course in Photography

Class Hours: 1 to 3 as arranged

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

PHOT M60A-Z – 1 to 3 Units**Topics in Photography**

Prerequisites: To be determined

Class Hours: To be determined

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

Developed topics include:**PHOT M60A – 1 Unit****Field Studies in Photography**

Prerequisites: None

Class Hours: 0.5 lecture, 1.5 lab

Concentrates on solving photographic problems of specific location, working in either black and white or color. Applies to Associate Degree.

PHOT M60B – 2 Units**Field Studies in Photography**

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Concentrates on solving photographic problems of specific location, working in either black and white or color. May be taken for a total of four (4) times for credit. Applies to Associate Degree.

PHOT M60C – 3 Units**Field Studies in Photography**

Prerequisites: None

Class Hours: 1 lecture, 6 lab

Concentrates on solving photographic problems of specific location, working in either black and white or color. May be taken for a total of four (4) times for credit. Applies to Associate Degree.

PHOT M60D – 1 Unit**Laboratory Practice**

Prerequisites: None

Class Hours: 0.5 lecture, 1.5 lab

Offers instructor supervised lab work for beginning, intermediate and advanced students. May be taken for a total of four (4) times for credit. Applies to Associate Degree.

PHOT M60E – 2 Units**Laboratory Practice**

Prerequisites: None

Class Hours: 0.5 lecture, 4.5 lab

Offers instructor-supervised lab work for beginning, intermediate and advanced students. May be taken for a total of four (4) times for credit. Applies to Associate Degree.

PHOT M60F – 3 Units**Laboratory Practice**

Prerequisites: None

Class Hours: 1 lecture, 6 lab

Offers instructor-supervised lab work for beginning, intermediate and advanced students. May be taken for a total of four (4) times for credit. Applies to Associate Degree.

PHOT M80 – 1 to 4 Units**Internship in Photography**

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

Class Hours: 3 to 33 work experience hours as arranged

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

Physical Education/Recreation

For additional Physical Education courses, see **KINESIOLOGY**

Program Purpose: Students who complete Physical Education courses will improve their fitness skills, demonstrating positive attitudes and healthy lifestyles. Students who participate in Intercollegiate Athletics will develop their optimal athletic potential and skills in teamwork.

Physical Education classes offer students an opportunity to enrich their education with emphasis on improved individual physical well-being as well as professional career options.

Dean

Lori Bennett, Phone (805) 378-1427

Full-time Faculty

James Bittner, Stephen Burkhart, Howard Davis, Traycie Kephart, Jeffery Kreil, Remy McCarthy, Del Parker, Sherry Ruter, Willard Thurston

Athletic Counselor

Traci Franks

Counselors

Michael Johnson

Degree Option in Physical Education

Associate Degree in Human Performance

To earn an Associate in Arts Degree with a major in Human Performance, students complete 32.5 specified units, plus General Education Degree Requirements. This pre-professional program is designed to prepare students for transfer to bachelor's degree programs in Physical Education, Physical Therapy, Athletic Training, Coaching and Fitness Management.

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

Required Courses	Units
HED M01.....Health and Society.....	2.0
HED M05.....First Aid, CPR and AED.....	3.0
KIN M01.....Introduction to Kinesiology.....	2.0
KIN M13.....Prevention and Treatment of Athletic Injuries.....	3.0
KIN M18.....Foundations of Fitness.....	3.0
PSY M01A.....Introduction to Psychology.....	3.0
ANAT M01.....General Anatomy.....	4.0
PHSO M01.....Human Physiology.....	5.0
NTS M01.....Nutrition.....	3.0
Units from Recommended Courses.....	4.5
TOTAL minimum units required in major area	32.5

Recommended Courses: Choose three 1.5-unit courses, one from each area: Team, Individual and Cardiovascular.

TEAM: PE M23C/D (Baseball); PE M24C/D (Basketball); PE M25C/D (Football); PE M27C/D (Soccer); PE M28C/D (Softball); PE M29C/D (Track); PE M30A/C/D (Volleyball) or any College Athletics activity (PE M62 to PE M79).

INDIVIDUAL: PE M02B (Free Weights); PE M06A/C/D (Golf); PE M08 (Power Lifting); PE M11A/C/D (Tennis); PE M38 (Wrestling) or any dance activity class (see DANC).

CARDIOVASCULAR: PE M01A (Walking); PE M03A (Running); PE M04 (Aerobics); PE M07 (Step-Aerobics); PE M12 (Extreme Aerobic Mix); or PE M15 (Cardio Kick Boxing)

See General Education Degree Requirements and Transfer Information.

Degree and Certificate Program in Exercise Science

The Exercise Science Program provides two tiers of opportunity for students seeking a career in fitness and health.

The Associate of Science Degree in Exercise

Science: Fitness Specialist combines the 18-23 core units in the Certificate of Achievement for Exercise Science: Fitness Specialist and the General Education Degree Requirements. The degree offers theoretical and practical leadership experiences for students to successfully prepare for the role of a Personal Trainer and a Group Fitness Instructor. Attention will be placed on the learning process and strategies for facilitating the development of motor skills. This program will provide preparation for Certification as a Personal Trainer and Group Fitness Instructor.

The Certificate of Achievement in Exercise Science: Fitness Specialist is an 18-23 unit core program that prepares student sfor an entry level career in the fitness and health industry. The program provides applied knowledge and leadership skills necessary for students to become Personal Trainers and/or Group Fitness Instructors.

Associate of Science Degree in Exercise Science

To earn an Associate in Science Degree in Exercise Science, students complete 18 or more specified units and General Education Degree Requirements.

Required Courses	Units
KIN M16.....Personal Training Principles.....	3.0
KIN M17.....Teaching Group Fitness.....	3.0
KIN M18.....Foundations of Fitness.....	3.0
HED M05.....First Aid and CPR.....	3.0
Program Electives (select a minimum of 6 units).....	6.0-11.0
TOTAL	18.0-23.0

Program Electives (select a minimum of 6 units).....	Units
*ANPH M01.....Human Anatomy and Physiology.....	6.0
HED M03.....Nutrition, Fitness and Stress Management.....	3.0
KIN M13.....Prevention and Treatment of Athletic Injuries.....	3.0
PE M80.....Internship in Physical Education.....	1.0-4.0
*PHSO M01.....Human Physiology.....	5.0

*Students planning on transferring to a university should see a counselor.

Certificate of Achievement in Exercise Science: Fitness Specialist

To earn a Certificate of Achievement in Exercise Science: Fitness Specialist students complete 18 or more specified units.

Required Courses	Units
KIN M16.....Personal Training Principles.....	3.0
KIN M17.....Teaching Group Fitness.....	3.0
KIN M18.....Foundations of Fitness.....	3.0
HED M05.....First Aid and CPR.....	3.0
Program Electives (select a minimum of 6 units).....	6.0-11.0
TOTAL	18.0-23.0

Program Electives (select a minimum of 6 units).....	Units
ANPH M01.....Human Anatomy and Physiology.....	6.0
HED M03.....Nutrition, Fitness and Stress Management.....	3.0
KIN M13.....Prevention and Treatment of Athletic Injuries.....	3.0
PE M80.....Internship in Physical Education.....	1.0-4.0
PHSO M01.....Human Physiology.....	5.0

A General Note on Transferability of Physical Education Courses*

An Associate Degree requires one or more PE/Dance activity classes for a minimum of 1.5 units total. Any combination of P.E. activity courses of a particular kind (e.g., body conditioning, golf, tennis, etc.) may be taken a total of four (4) times. Students planning to take more than 4 units of Physical Education activity courses should consult a counselor. The California State University (CSU) system accepts all P.E. courses for comparable semester credit, but the University of California (UC) system will only accept a total of four (4) units of PE activity credits. This UC transfer-status limitation is indicated below by the asterisk*.

Physical Education Courses**PE M13 – 2 Units****Hiking and Backpacking**

Prerequisites: None

Class Hours: 1 lecture, 2 lab

Uses lecture, field study and experience to introduce sport of hiking and backpacking. Covers conditioning, skills, information and resources. Emphasizes safety procedures. Requires field trips. May be taken for a total of (4) four times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M14 – 3 Units**Pep Squad**

Prerequisites: None

Class Hours: 1 lecture, 6 lab

Provides training and practice techniques necessary to be a cheerleader. Requires field trips. May be taken for a total of three (3) times. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M19E – 0.25 Unit**Basketball Clinic**

Prerequisites: None

Recommended Prep: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture, 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a total of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M19K – 0.25 Unit**Snowboarding Clinic**

Prerequisites: None

Class Hours: 0.2 lecture, 0.3 lab

Designed as an intense skill-building clinic for snowboarders involving a trip to a ski resort. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M20 – 1.5 Units**Adapted Physical Education**

Prerequisites: None

Class Hours: 1 lecture, 2 lab

Meets special needs of students unable to participate in regular physical education activity classes. Provides individualized adapted fitness program. Requires evaluation by college physician to determine appropriate physical activity for each participant. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M22A/B – 1 to 3 Units**Independent Studies in Physical Education**

Prerequisites: A previous course in Physical Education

Class Hours: 1 to 3 as arranged

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

TEAM ACTIVITIES**PE M23C – 1 to 1.5 Units****Intermediate Baseball**

Prerequisites: None

Class Hours: 0.5 to 1 lecture, 1.5 to 2 lab

Develops intermediate techniques and strategies for baseball. Emphasizes skills levels for use in games. May be taken for a total of (4) four times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M25A – 1 to 1.5 Units**Beginning Football**

Prerequisites: None

Class Hours: 0.5 to 1 lecture, 1.5 to 2 lab

Develops beginning skills in football and reviews the history of the sport. May be taken for a total of (4) four times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M26 – 1 to 1.5 Units**Team Sports**

Prerequisites: None

Class Hours: 0.5 to 1 lecture, 1.5 to 2 lab

Introduces basic rules, techniques and strategies of various seasonal team sports, including soccer, softball, football and basketball. Provides practice in each sport. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M30C – 1 to 1.5 Units**Intermediate Volleyball**

Prerequisites: PE M30A

Class Hours: 0.5 to 1 lecture, 1.5 to 2 lab

Provides practice of the fundamental skills and strategies of volleyball, allowing two and three-player games. Requires participation. May be taken for a total of (4) four times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M37A – 1 to 1.5 Units**Beginning Martial Arts**

Prerequisites: None

Class Hours: 0.5 to 1 lecture, 1.5 to 2 lab

Introduces the basic skills of martial arts, including punching, kicking, blocking, and grappling. Participation in the class will require the development of flexibility, endurance, strength, coordination, and concentration. May be taken for a total of four (4) times for credit. (Formerly PE M37) Applies to Associate Degree. Transfer credit: CSU; UC*

PE M37C – 1 to 1.5 Units **Intermediate Martial Arts**

Prerequisites: PE M37A

Class Hours: 0.5 to 1 lecture, 1.5 to 2 lab

Introduces the intermediate skills of martial arts, including punching, kicking, blocking, katas, sparring and grappling. Participation in the class will require the development of flexibility, endurance, strength, coordination and concentration. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M38 – 1 to 1.5 Units **Wrestling**

Prerequisites: None

Class Hours: 0.5 to 1 lecture, 1.5 to 2 lab

Introduces the basic skills of wrestling, including takedowns, rides, escapes and falls. May be taken a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

INTERCOLLEGIATE ATHLETICS *(Passing a physical exam required for participation)*

PE M62 – 3 Units **Golf - Women**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken for a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M72 – 3 Units **Golf - Men**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. May be taken for a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M74 – 3 Units **Tennis - Men**

Prerequisites: None

Recommended Prep: Understanding of tennis skills, rules, and strategies.

Class Hours: 1 lecture, 9 lab

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken for a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M75A – 3 Units **Tennis - Women**

Prerequisites: None

Recommended Prep: Understanding of tennis skills, rules, and strategies.

Class Hours: 10 lab

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken for a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M75B – 1 Unit **Off Season Tennis - Women**

Prerequisites: None

Recommended Prep: Understanding of tennis skills, rules and strategies and the ability to work with other students.

Class Hours: 3 lab

Highly competitive. Requires advanced skills, for students who are interested in intercollegiate tennis. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M79 – 3 Units **Wrestling Men**

Prerequisites: None

Recommended Prep: Understanding of wrestling skills, rules, and strategies.

Class Hours: 1 lecture, 9 lab

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken for a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M80 – 1 to 4 Units **Internship in Physical Education**

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

Class Hours: 3 to 33 work experience hours as arranged

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

Recreation Courses

REC M01 – 3 Units **Programs and Leadership**

Prerequisites: None

Class Hours: 3 lecture

Introduces the philosophies, organization, promotion and leadership of various types of recreation programs, agencies and organizations, emphasizing effective leadership techniques and program services. Applies to Associate Degree. Transfer credit: CSU

REC M10 – 1.5 Units **Outdoor Adventure**

Prerequisites: None

Recommended Prep: Physical condition equal to challenges of these activities.

Class Hours: 1 lecture, 2 lab

Introduces students to lifelong activities in the outdoor environment from shore to sea. Activities will take place at wilderness sites in the central and southern California region. Each semester will focus on an environment and activities from a specific wilderness site. Participation in one or more outdoor skills such as camping, hiking, kayaking, backpacking, cross country skiing and other site specific activities will be covered during a class field trip. Applies to Associate Degree. Transfer credit: CSU

Physical Science

Physical Science courses prepare students for a diversity of professions requiring an understanding of the fundamentals of the physical sciences. Such professions include teaching science at the secondary level, serving as a technical administrator in government and industry, or completing legal work with patents, scientific librarianship, and scientific journalism.

Dean

Lisa Miller, Phone (805) 378-1572

Full-time Faculty

Balazs Becht, Clint Harper, Ron Wallingford

Counselors

Edna Ingram, Danita Redd

Physical Science Courses

PHSC M01 – 3 Units

Principles of Physical Science

Prerequisites: MATH M03

Class Hours: 3 lecture

Introduces facts, principles and laws from physics, chemistry, and astronomy. Includes motion, force, energy, wave motion, electricity and magnetism, light, atomic and nuclear structure, chemical bonding and chemical reactions, solutions, organic chemistry, the solar system and planet Earth. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after a college level course in Astronomy, Chemistry, Geology or Physics)

PHSC M01L – 1 Unit

Principles of Physical Science Laboratory

Prerequisites: Completion of or concurrent enrollment in PHSC M01

Class Hours: 3 lab

Provides hands-on experience with fundamental concepts from physics and chemistry. Applies to Associate Degree. Transfer credit: CSU; UC.

PHSC M22A/B – 0.5 to 3 Units

Independent Studies in Physical Science

Prerequisites: A previous course in Physical Science

Class Hours: 0.5 to 3 as arranged

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

PHSC M80 – 1 to 4 Units

Internship in Physical Science

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

Class Hours: 3 to 33 work experience hours as arranged

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

Physics

Program Purpose: Students who complete Physics courses will apply fundamental physical laws and equations describing physical phenomena to analyze both quantitatively and qualitatively specific problems in the physical universe, recognize, comprehend, and apply the similar principles in the various disciplines of physics and critically evaluate and analyze observations and measurements through the use of accepted scientific methods and report the results in formal papers that conform to the style of modern scientific writing.

The strong emphasis in physics on fundamental concepts and problem solving makes it one of the most versatile majors available. The Physics major provides the basis for careers in applied physics and in interdisciplinary areas such as astronomy, biophysics, environmental science, oceanography, and scientific instrumentation.

Dean

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Degree Options in Physics

To earn an Associate in Science Degree with a major in Physics, students complete 45-50 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Physics offered by four-year institutions. Since the course work in physics is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in physics. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses.....	Units
CHEM M01AGeneral Chemistry I.....	6.0
MATH M25BCalculus with Analytic Geometry II.....	5.0
MATH M25CCalculus with Analytic Geometry III.....	5.0
PHYS M20AMechanics of Solids and Fluids.....	4.0
PHYS M20AL.....Mechanics of Solids and Fluids Lab.....	1.0
PHYS M20BThermodynamics, Electricity and Magnetism.....	4.0
PHYS M20BLThermodynamics, Electricity and Magnetism Lab.....	1.0
PHYS M20CWave Motion, Optics and Modern Physics.....	4.0
PHYS M20CL.....Wave Motion, Optics and Modern Physics Lab.....	1.0
AND choose one of the following:	
MATH M25ACalculus with Analytic Geometry I.....	5.0
MATH M25AH.....Honors: Calculus with Analytic Geometry I.....	5.0
Units from One of the Recommended Options.....	9.0-14.0
TOTAL	45.0-50.0

Recommended Options: Choose one of the following

Physics Option (complete 9 specified units)

CHEM M01B.....General Chemistry II.....6.0

MATH M35Applied Differential Equations3.0

OR

Applied Physics Option (complete 14 specified units)

CS M01Introduction to Computer Science.....4.0

ENGR M12Engineering Materials.....3.0

MATH M35Applied Differential Equations3.0

See General Education Degree Requirements and Transfer Information.

Physics Courses

PHYS M01 – 3 Units

Descriptive Physics

Prerequisites: MATH M03

Class Hours: 3 lecture

Introduces in a descriptive way the basic principles of the mechanics, thermodynamics, wave motion, electromagnetism, optics and modern physics. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after PHYS M10A or PHYS M20A)

PHYS M01L – 1 Unit

Descriptive Physics Laboratory

Prerequisite: MATH M03 or MATH M03B or MATH M04B

Corequisite: PHYS M01 must be previously completed or taken concurrently

Class Hours: 3 lab

Laboratory experiments examine some of the basic phenomena in mechanics, thermodynamics, wave motion, electromagnetism, optics, and modern physics. Use of common, modern laboratory instruments is practiced during the experiments. Elementary principles of data taking, data reduction, synthesis, and analysis, as well as the writing of scientific reports are included. Applies to Associate Degree. Transfer credit: CSU; UC

PHYS M10A – 4 Units

General Physics I

Prerequisites: MATH M06 or MATH M07

Class Hours: 4 lecture

Introduces mechanics of solids and fluids, heat, and wave motion. Designed for students who need a trigonometry based physics course. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series)

PHYS M10AL – 1 Unit

General Physics I Laboratory

Prerequisite: MATH M06 or MATH M07

Corequisite: PHYS M10A must be previously completed or taken concurrently

Class Hours: 3 lab

The laboratory experiments examine some of the basic phenomena in mechanics, thermodynamics, and wave motion. The use of common, modern laboratory instruments is learned and practiced during the experiments. The principles of data taking, data reduction, synthesis, and analysis, as well as the writing of scientific reports are part of the course. Applies to Associate Degree. Transfer credit: CSU; UC

PHYS M10B – 4 Units

General Physics II

Prerequisites: PHYS M10A

Class Hours: 4 lecture

Introduces electricity, magnetism, optics, and modern physics. Designed for students who need a trigonometry-based physics course. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series)

PHYS M10BL – 1 Unit

General Physics II Laboratory

Prerequisite: PHYS M10A and PHYS M10AL

Corequisite: PHYS M10B must be previously completed or taken concurrently

Class Hours: 3 lab

The laboratory experiments examine some of the basic phenomena in electromagnetism, optics, and modern physics. The use of common, modern laboratory instruments is learned and practiced during the experiments. The principles of data taking, data reduction, synthesis, and analysis, as well as the writing of scientific reports are part of the course. Applies to Associate Degree. Transfer credit: CSU; UC

PHYS M20A – 4 Units

Mechanics of Solids and Fluids

Prerequisites: MATH M25A or MATH M25AH

Recommended Prep: PHYS M10A or high school physics and MATH M25B should be completed, or taken concurrently.

Class Hours: 4 lecture

Introduces the basic principles of the mechanics of solids and fluids. Calculus is used to develop the subject matter. The main topics are kinematics, Newtonian mechanics including rotational dynamics, work, energy, and fluid statics and dynamics. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series)

PHYS M20AL – 1 Unit

Mechanics of Solids and Fluids Laboratory

Prerequisite: MATH M25A

Corequisite: PHYS M20A must be previously completed or taken concurrently.

Class Hours: 3 lab

The experiments examine the basic laws of the mechanics of solids and fluids. The use of common measuring instruments and the principles of data taking and analysis, and the writing of scientific reports are learned. Applies to Associate Degree. Transfer credit: CSU; UC

PHYS M20B – 4 Units

Thermodynamics, Electricity and Magnetism

Prerequisites: MATH M25B and PHYS M20A

Recommended Prep: Math M25C should be completed or be taken concurrently.

Class Hours: 4 lecture

Introduces the basic principles of thermodynamics, and electromagnetism. Calculus is used to develop the subject matter. The main topics are temperature, heat, the laws of thermodynamics, electrostatics, capacitance, DC circuits, magnetic forces and fields, electromagnetic induction, AC circuits, Maxwell's equations, and electromagnetic waves. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series)

PHYS M20BL – 1 Unit**Thermodynamics, Electricity and Magnetism Laboratory**

Prerequisite: PHYS M20A and PHYS M20AL and MATH M25B

Corequisite: PHYS M20B must be previously completed or taken concurrently.

Class Hours: 3 lab

The laboratory experiments examine some of the basic phenomena in thermodynamics and electromagnetism. The use of common, modern instruments, e.g. digital and analog voltmeters, ammeters, the oscilloscope, is learned and practiced during the experiments. The principles of data taking, data reduction, synthesis, and analysis, as well as the writing of scientific reports are part of the course. Applies to Associate Degree. Transfer credit: CSU; UC

PHYS M20C – 4 Units**Wave Motion, Optics and Modern Physics**

Prerequisites: PHYS M20B and MATH M25C

Class Hours: 4 lecture

Introduces the basic principles of wave motion, optics and modern physics. Calculus is used to develop the subject matter. The main topics covered include: classical wave theory, wave-particle duality, reflection, refraction, interference, diffraction, optical elements and systems, applications of Schrodinger's equation, atomic structure, molecular structure, the quantum nature of solids, consequences of special and general relativity, nuclear physics, particle physics, and cosmology. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series)

PHYS M20CL – 1 Unit**Wave Motion, Optics, and Modern Physics Laboratory**

Prerequisite: PHYS M20B and PHYS M20BL and MATH M25C

Corequisite: PHYS M20C must be previously completed or taken concurrently.

Class Hours: 3 lab

The laboratory experiments examine some of the basic phenomena in wave motion, optics, and modern physics. The use of common, modern instruments, e.g. digital and analog voltmeters, ammeters, digital storage oscilloscopes, frequency counters, lasers, spectrometers, optical energy and power meters, is learned and practiced during the experiments. The principles of data taking, data reduction, synthesis, and analysis, as well as the writing of scientific reports are part of the course. Applies to Associate Degree. Transfer credit: CSU; UC

PHYS M22A/B – 0.5 to 3 Units**Independent Studies in Physics**

Prerequisites: A previous course in Physics

Class Hours: 0.5 to 3 as arranged

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

PHYS M80 – 1 to 4 Units**Internship in Physics**

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

Class Hours: 3 to 33 work experience hours as arranged

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

Physiology

See Courses in Biological Sciences

Political Science

Program Purpose: Students who complete in 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 study of government and politics is the study of how people are governed and how they govern themselves. We examine the process by which scarce resources are allocated to an expanding population with ever-increasing demands. We look at American politics as an experience in "self-government" and realize that our system is quite different from the political systems developed by other countries. The study of politics includes the examination of how diversity impacts American politics. Our discipline also seeks to understand how nations deal with each other and what kinds of issues are likely to separate them – and how they resolve international conflict. A number of political science courses help prepare students for specific careers. For example, political science is often used as a pre-law major or for other related professions, such as careers in government at the federal, state or local levels. Our discipline is also appropriate for a number of other non-government professions and our faculty invite your questions about such opportunities.

Dean

Lori Bennett, Phone (805) 378-1445

Full-time Faculty

Lee Ballesterio, Jack Miller, Steven Pfeffer

Counselors

Anitra Evans, Michael Johnson, Pam Kennedy-Luna

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the 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 Social Sciences or International Studies as a possible major.

Political Science Courses**POLS M01 – 3 Units****Introduction to Politics**

Prerequisites: None

Class Hours: 3 lecture

Introduces basic political concepts within political science with an emphasis on American government. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M02 – 3 Units**Comparative Politics**

Prerequisites: None

Class Hours: 3 lecture

Examines the political institutions, interests, identities, and public policy of various governments. Case studies will include examples taken from Europe, Asia, and the Middle East. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M03 – 3 Units**American Government and Politics**

Prerequisites: None

Class Hours: 3 lecture

Introduces principles and problems of American government and its political process, emphasizing national government. Students cannot complete both POLS M03 and POLS M03H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M03H – 3 Units**Honors: American Government and Politics**

Prerequisites: None

Class Hours: 3 lecture

Honors work in the principles and problems of American government and its political process, emphasizing national government. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both POLS M03 and POLS M03H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M04 – 3 Units**International Relations**

Prerequisites: None

Class Hours: 3 lecture

Examines the organization and operation of the international political system with an emphasis on the relationships between theory, important nation states, and the major issues that are presently threatening the peace and prosperity of millions of people worldwide. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M05 – 3 Units**National, State and Local Politics**

Prerequisites: None

Class Hours: 3 lecture

Examines the purpose and evolution of federalism from the founding to modern times. Introduces study of subnational units including the three branches of state government and the structure of local governments. Compares and contrasts the structure of the national government to state and local structures. Considers the challenges and problems that cities face in a federal system. Examines elections at all levels of government in order to determine how electoral systems promote diversity, representation and participation. Satisfies Title V United States Constitution requirement and the California state and local government requirement. (Formerly URBN M01A) Applies to Associate Degree. Transfer credit: CSU; UC

POLS M07 – 3 Units**Race and Ethnicity in American Politics**

Prerequisites: None

Class Hours: 3 lecture

Examines the role of race and ethnicity in American politics. Considers the histories, political attitudes and political behavior of major ethnic groups in the U.S. Studies how attitudes to public policy is affected by demographic characteristics of citizens. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M08 – 3 Units**Political Patterns in the U.S.**

Prerequisite: None

Class Hours: 3 lecture

Introduces fundamental principles of U.S. government, focusing on the state and local governments of the Southwest. Emphasizes the legislative process, political parties, pressure groups, local implementation policies and the political participation of Mexican Americans. (Same course as CHST M08.) Applies to Associate Degree. Transfer credit: CSU; UC

POLS M60A-Z – 1 to 3 Units**Topics in Political Science**

Prerequisites: To be determined

Class Hours: To be determined

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

Developed topics include:**POLS M80 – 1 to 4 Units****Internship in Political Science**

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

Class Hours: 3 to 33 work experience hours as arranged

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

POLS M122 – 1-3 Units**Independent Studies-Political Science**

Prerequisite: None

Class Hours: 1-3 lecture

Allows an independent project (approved by the instructor or dean) to expand knowledge of political science through research, lab work or field trips. Includes one-on-one work with instructor. May require off-campus activities. May be taken for a maximum of six (6) units. (Formerly POLS M22A/B) Transfer credit: CSU; UC (determined after admission)

Professional Development

Professional Development offers high-quality, short-term, practical courses for workplace development. The Professional Development Program is starting with an Educational Institute, the first in a series of institutes for people who want to further develop in their field.

Dean

Julius Sokenu, Phone (805) 378-1448

PDEV M01 – 0.5 Unit Outcome-Based Curriculum

Prerequisites: None
Class Hours: 0.5 lecture

Design guidelines, instructional techniques and assessment tools for building an outcome-based curriculum that addresses the question, “What will our students be able to do once they complete the course?” Applies to Associate Degree. Transfer credit: CSU

PDEV M01D – 0.5 Unit Designing a Course: Learning Modules

Prerequisites: None
Class Hours: 0.5 lecture

Design an outcome-based course by identifying key concepts and issues, necessary skill development and relevant assessment tools. Determine the most effective methods of instruction by matching learning activities to learning outcomes. Critically analyze and evaluate course design for effectiveness. Applies to Associate Degree.

PDEV M02 – 0.5 Unit Collaborative Learning

Prerequisites: None
Class Hours: 0.5 lecture

Reviews the theory and implementation of collaborative learning, including how to select, apply, and evaluate collaborative learning techniques to foster multiple levels of learning (comprehension, application, analysis). Applies to Associate Degree. Transfer credit: CSU

PDEV M03 – 0.5 Unit Leadership Styles

Prerequisites: None
Class Hours: 0.5 lecture

Introduction to leadership styles that enhance effectiveness in the classroom and in the workplace, including interpersonal skills such as listening and empathy, leadership roles such as Coach and Visionary, and applications of leadership styles to varying classroom and work situations. Applies to Associate Degree. Transfer credit: CSU

PDEV M11 – 0.5 Unit Conflict Resolution

Prerequisites: None
Class Hours: 0.5 lecture

Examine processes for resolving conflict and analyze interpersonal styles of responding to conflict. Practice conflict resolution strategies such as separating the people from the problem, focusing on interests not positions, inventing options for mutual gain, using objective standards for evaluation of the resolution and interpersonal skills such as listening and empathy. Explore conflict roles such as avoiding, accommodating, competing and collaborating. Apply appropriate conflict roles to varying situations. Analyze the importance of critical thinking skills in effective conflict resolution. Applies to Associate Degree. Transfer credit: CSU

PDEV M12 – 0.5 Unit Team Building

Prerequisites: None
Class Hours: 0.5 lecture

Identify characteristics of an effective team and social styles of team members. Apply characteristics of an effective team to analyze the strengths and weaknesses of an existing team in a case study. Participate in simulation team building exercises to understand team purpose, roles, work assignments, and participant social styles. Develop an action plan to improve the team performance in a case study. Applies to Associate Degree. Transfer credit: CSU

Psychology

Program Purpose: Students who complete Psychology courses will be able to use the scientific model to understand the behavior of individuals and groups in contemporary society.

A major in psychology provides a study of the behavior of individuals and groups in contemporary society. The graduate in this major is prepared for positions in research and teaching, counseling, and service in clinical settings. The major also provides a background for graduate study in the field of psychology and related specialties.

Dean

Lori Bennett, Phone (805) 378-1445

Full-time Faculty

Julie Campbell, Linda McDill, Lynn Meschan, Sally Ponce-O'Rourke, Elisa Setmire, Margaret Tennant

Counselors

Chuck Brinkman, Anitra Evans, Michael Johnson, Pam Kennedy-Luna, Ofelia Romero-Motlagh

Psychology Courses

PSY M01 – 3 Units Introduction to Psychology

Prerequisites: None
Class Hours: 3 lecture

Introduces a broad range of concepts and perspectives of human behavior, including history of psychology, research methodology, biological bases of behavior, principles of learning, memory, cognition and intelligence, personality, stress and health, behavior disorders and treatments, human sexuality, life span development, and social psychology. Students cannot complete both PSY M01 and PSY M01H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M01H – 3 Units Honors: Introduction to Psychology

Prerequisites: None
Class Hours: 3 lecture

Investigates honors work in a broad range of concepts and perspectives of human behavior, including history of psychology, research methodology, biological bases of behavior, principles of learning, memory, cognition and intelligence, personality, stress and health, behavior disorders and treatments, human sexuality, life span development, and social psychology. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enriched opportunities. Students cannot complete both PSY M01 and PSY M01H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M02 – 3 Units**Introduction to Behavioral Neuroscience**

Prerequisites: PSY M01 or PSY M01H

Class Hours: 3 lecture

Introduces the principle of inheritance-cell division and mitosis, meiosis, chromosomes and human genetics, DNA structure and function, and from DNA to proteins; evolution; and neuropsychological bases for basic brain-behavior concepts involving structure and function of the nervous system, neural conduction and synaptic transmission, psycho-pharmacology, structure of the nervous system, brain lateralization, neuroplasticity, sensation and perception, internal body states, sexual behavior, emotional behavior, sleep and biological rhythms, biology of learning and memory, and psychopathological disorders. Students cannot complete both PSY M02 and PSY M02H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M02H – 3 Units**Honors: Behavioral Neuroscience**

Prerequisites: PSY M01 or PSY M01H

Class Hours: 3 lecture

Investigates honors work in: the principles of inheritance – cell division, human genetics, DNA structure, function and protein synthesis; and neuropsychological bases for brain-behavior concepts involving structure and function of the nervous system neural conduction and synaptic transmission, psychopharmacology, brain lateralization, neuroplasticity, sensation and perception, internal body states, sexual behavior, emotional behavior, sleep and biological rhythms, biology of learning and memory, and psychopathological disorders. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enriched opportunities. Students cannot complete both PSY M02 and PSY M02H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M03 – 3 Units**Personal Growth and Social Awareness**

Prerequisites: None

Class Hours: 3 lecture

Provides psychological theory, research, and practical application relevant to personal fulfillment, human relationships, and social functioning. Topics studied are personality development, traditional and changing sex roles, intimate relationships, stress and stress management, personal and social achievement, and normal and abnormal reactions to modern society. Examines typical patterns of personality development with attention given to ways of fostering self-actualization and social contributions, and minimizing deviant behavior. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M04 – 3 Units**Child Psychology**

Prerequisites: None

Class Hours: 3 lecture

Focuses on the basic principles of developmental psychology from conception through adolescence. For each stage of development, students will learn about the biological, physical, cognitive, emotional, social and linguistic aspects of development. Included are the influences of culture, family, society and the environment. 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 M05 – 3 Units**Social Psychology**

Prerequisites: None

Class Hours: 3 lecture

Introduces social relationships, emphasizing interpersonal attraction; person perception; long-term relationships; prosocial behavior; attitude formation and changes; and the nature of prejudice, aggression, and conformity. (Same course as SOC M05) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M06 – 3 Units**Introduction to Behavioral Research Methods**

Prerequisites: PSY M01

Class Hours: 3 lecture

Introduces basic research concepts and principles of behavioral science; descriptive and experimental research approaches; problem identification, hypothesis formation and testing; experimental variables and controls; validity and reliability; experimental, quasi-experimental and single-participant research designs; and research ethics. Requires research study and manuscript using APA guidelines and format. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M07 – 3 Units**Developmental Psychology (Life Span)**

Prerequisites: None

Class Hours: 3 Lecture

Introduces physical, emotional, cognitive, social, and cultural aspects of development from conception to death. Emphasizes normative behaviors and developmental stages over the life span. Reviews developmental theories and contemporary issues. Applies to Associate Degree. Transfer credit: CSU; UC (PSY M07 and CD M02 combined: maximum credit, one course)

PSY M08 – 3 Units**Abnormal Psychology**

Prerequisites: None

Class Hours: 3 lecture

Surveys field of abnormal behavior by reviewing patterns, causes, and history of maladaptive behavior; clinical assessment using the current Diagnostic and Statistical Manual; therapies; and prevention of behavioral disorders. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M09 – 3 Units**Introduction to Gerontology**

Prerequisites: None

Class Hours: 3 Lecture

Introduces physical, psychological, sociological, and economic aspects of aging, applying theories to current issues and problems facing the older population. Provider approved by the California Board of Registered Nursing. Provider Number CEP2811 for 45 contact hours. (Same course as SOC M09) Applies to Associate Degree. Transfer credit: CSU; UC (PSY/SOC M09 and PSY M30 combined: maximum credit, one course)

PSY M10 – 3 Units**Dying and Death**

Prerequisites: None

Class Hours: 3 lecture

Explores issues and decisions concerned with dying and death over the life span, including historical and cross-cultural perspectives, death socialization, medical ethics and the health care system, legal issues and afterlife concerns. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M11 – 3 Units**Psychology of Communication**

Prerequisites: None

Class Hours: 3 lecture

Introduces open, honest, direct communication and behavior emphasizing perceptions and emotions, verbal and non-verbal communication, defense mechanisms, and conflict resolution. Examines problem areas and alternate behaviors; and explores how to express anger, change behavior, make requests, say “No,” cope with criticism, and resolve conflicts. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M12 – 3 Units**Animal Behavior**

Prerequisites: None

Class Hours: 3 lecture

Introduction to the study of animal behavior with an emphasis on learning theory, especially classical and operant conditioning. It is designed to provide the student with an understanding of how to apply the concepts of ethology and behavior modification to the maintenance and training of animals in captivity. (Same course as ANSC M04) Applies to Associate Degree. Transfer credit: CSU

PSY M12L – 0.5 Unit**Animal Behavior Lab**

Prerequisites: None

Corequisite: PSY M12 or ANSC M04

Class Hours: 1.5 lab

Reinforces behavior modification and observational research through hands-on experience. Requires each student train a rat and conduct an observational research project on captive animals. (Same course as ANSC M04L) Applies to Associate Degree. Transfer credit: CSU

PSY M13 – 3 Units**Human Sexuality**

Prerequisites: None

Class Hours: 3 lecture

Explores psychological, biological, and sociological aspects of human sexual behavior, including sexual values, roles and lifestyles. Includes contraception, pregnancy, sexually transmitted diseases, sexual dysfunctions and treatments. Presents course content in an explicit, open, scientific and thoughtful manner. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M14 – 3 Units**Cross-Cultural Psychology**

Prerequisites: None

Class Hours: 3 lecture

Focuses on the impact of cultural and societal influences on the psychological development of ethnic groups. Integrates traditional theoretical approaches in psychology to current cross-cultural research and theory in the study of African Americans, American Indians, Asian Americans, and Latinos. Topics for analysis include: research methodology; identity formation and ethnicity; cognition and intelligence; language development; family and gender roles; psychological stressors; behavioral disorders and clinical assessment; cross-cultural counseling techniques; and prejudice, discrimination and stereotypes. 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 M16 – 3 Units**Personality Theories**

Prerequisites: None

Class Hours: 3 lecture

Reviews the major concepts and methods of personality theories and how they relate to the development and formation of personality. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M17 – 3 Units**Psychology of Leisure, Recreation, and Sport**

Prerequisites: None

Class Hours: 3 lecture

Introduces the topical areas of the psychology of leisure, recreation, and sport including history and foundations of the field, research methods, psychobiology of activity; uses activity for physical and mental health; activities across the life span; and the role of motivation, learning, information processing, attention, memory, and emotion in activity. Applies to Associate Degree. Transfer credit: CSU

PSY M18 – 3 Units**Educational Psychology**

Prerequisites: None

Class Hours: 3 lecture

Explores and synthesizes basic psychological issues and theories involved in learning, instruction, and evaluation. Introduces student learning processes influenced by cognition, development, motivation, and individual differences; instructional methods for teaching subjects such as reading, writing, science, and mathematics; instruction of learning and thinking strategies; and assessment techniques for evaluating student performance. Applies to Associate Degree. Transfer credit: CSU

PSY M19 – 3 Units**Cognitive Psychology**

Prerequisites: None

Class Hours: 3 lecture

Introduces topics, theories, and research essential to the understanding of the human mind including how the mind works – the perception of people, events, and things; how and what is remembered; how information is mentally organized; and how mental information and resources allow people to make important decisions. Includes the study of gender and cross-cultural differences across the life span. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M20 – 3 Units**Intimacy, Relationships, and Commitment**

Prerequisites: None

Class Hours: 3 lecture

Explores theoretical, historical, cross-cultural, interdisciplinary, and personal perspectives of committed relationships, reviewing various perspectives on marriage and the family. Considers sex roles, socialization, sexuality, the single life, marriage, parenting, dual-career families, and conflicts in relationships, separation, divorce, remarriage, and alternative choices. (Same course as SOC M04) Applies to Associate Degree. Transfer credit: CSU; UC

PSY M22A/B – 1 to 3 Units**Independent Studies in Psychology**

Prerequisites: A previous course in Psychology

Class Hours: 1 to 3 as arranged

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

PSY M25 – 3 Units**Forensic Psychology**

Prerequisites: None

Class Hours: 3 lecture

Assesses the roles and responsibilities of forensic psychology and forensic psychologists within the legal system. Among the topics explored are: the psychology of criminal behavior; psychological assessment and testing; selected techniques of forensic investigation; eyewitness identification procedures; interviewing, interrogations, and confessions; juvenile delinquency and justice; insanity and competency; psychology and the courts; psychology of the jury; trial consultation; and correctional psychology. Applies to Associate Degree. Transfer credit: CSU

PSY M30 – 3 Units**Psychological Aspects of Aging**

Prerequisites: None

Class Hours: 3 lecture

Explores psychodynamic behaviors over the life span, focusing on the development and psychological needs of the aging adult as well as others' responses to these needs. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (PSY/SOC M09 and PSY M30 combined: maximum credit, one course)

PSY M40 – 3 Units**Introduction to Industrial/Organizational and Human Factors Psychology**

Prerequisites: None

Recommended Prep: PSY M01/M01H

Class Hours: 3 lecture

Overview of the related fields of Industrial/Organizational Psychology and Human Factors Psychology. Focuses on applying psychological theories and principles to real world human/work systems. Representative topics include the psychological aspects of personnel selection, training, gender issues, multicultural issues, cross-cultural issues, psychological testing, motivation, group dynamics, leadership, organizational climate, job satisfaction, job design, safety, ergonomics, and human/system interaction. Applies to Associate Degree. Transfer credit: CSU

PSY M60A-Z – 0.5 TO 3 Units**Topics in Psychology**

Prerequisites: To be determined

Class Hours: To be determined

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

Transfer credit: determined by transfer institution.

Developed topics include:**PSY M60A – 1 Unit****Biofeedback: Theory and Technique**

Prerequisites: None

Class Hours: 1 lecture

Introduces theory, research, and practical applications of biofeedback. Provides academic discussion as well as practical training on biofeedback equipment. Only offered credit/no-credit. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 15 contact hours. Applies to Associate Degree. Transfer credit: CSU

PSY M60C – 3 Units**Altered States of Consciousness**

Prerequisites: None

Class Hours: 3 lecture

Discusses the meaning of consciousness and related concepts. Topics include introspection; split-brain research; daydreaming and stream of consciousness; and altered states of sleep and dreaming, hypnosis, meditation, and drugs. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

PSY M60V – 3 Units**The Vietnam War**

Prerequisites: None

Class Hours: 3 lecture

Examines circumstances leading to American involvement in Vietnam, the war itself, and the resulting consequences. Uses literature and film to explore historic, psychological and pop-cultural perspectives. (Same course as HIST M60V and HUM M60) Applies to Associate Degree. Transfer credit: CSU; UC

PSY M80 – 1 to 4 Units**Internship in Psychology**

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

Class Hours: 3 to 33 work experience hours as arranged

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

Radio/Television

(For courses see Film Television Media)

Radiologic Technology

Program Purpose: Students who complete the Radiologic Technology program will have the necessary knowledge and skills basic to the function of a Radiographer in performing diagnostic x-ray procedures in hospitals or other health care settings.

The radiography program is accredited by the Joint Review Committee of Education in Radiologic Technology and by the California Department of Health. Radiography students must complete all general education and required Radiologic Technology courses to be eligible to take the California and National Licensing Exams.

Dean

Kim Hoffmans, Phone (805) 378-1459

Full-time Faculty

Guadalupe Aldana, Robert Darwin

Counselors

Lydia Basmajian

Application Procedure

The application period for receipt of applicant information and transcripts by the Health Science counselors for Radiologic Technology is February 1 to March 15.

Admission Requirements

STEP 1:

Qualifying Requirements: High school graduation or General Education Development (GED) Exam with a score of 45 or successfully pass the California High School Proficiency Exam (CHSPE).

STEP 2:

Prerequisites Courses for Application to the Radiologic Technology Program

Required Courses.....Units
 **ANAT M01 and ** PHSO M019.0
 General Anatomy and Human Physiology

OR

ANPH M016.0

Introduction to Human Anatomy/Physiology and Lab (For the AS Degree; this combined course may not be acceptable for transfer to some accepting institutions.)

CIS M15.....Introduction to the Personal Computer (or higher)1.5

HS M17Health Care Ethics3.0

HS M19Medical Terminology3.0

ENGL M01AEnglish Composition4.0

MATH M03Intermediate Algebra or higher5.0

*HS M16RBasic Skills for Radiologic Technologist0.5

All courses in the Radiologic Technology major must be completed with a Grade of C or better.

*HS M16R and HS M17 maybe completed after application, but needs to be completed before start of the program.

STEP 3:

General education courses. These courses are necessary for the Associate Degree and must be completed prior to graduation.

Recommended Course.....Units	
Fine or Performing Arts - Course of choice.....	3.0
American History and Institutions - Course of Choice	3.0
Humanities – 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
Communication and Analytical Thinking - MATH M03 or higher.....	3.0
ENGL M01AEnglish Composition.....	4.0
Physical Education - Course of choice	1.5
*NOTE: For a Bachelor's degree articulation with CSUN, take PHYS M10A and PHYS M10AL and PHYS M10B and PHYS M10BL	

Enrollment Process

- Upon meeting the qualifying requirements (Step 1) and the Prerequisite Science Courses (Step 2) with a C or better and an overall GPA of 2.5 or better, students may submit a Radiologic Technology application to a Health Science/Radiologic Technology counselor from February 1 -March 15 of each year. All official College and High School transcripts must be submitted with the application.
- If the program is impacted, there will be a random selection of qualified applicants. Each applicant will be assigned a number and placed on a waiting list. Each applicant's number will indicate his/her place in "LINE" to enter the program. Applicants are admitted to the program by number order.
- There will be alternates selected for each admission class to serve on standby for admission until the end of the first week of class. If not admitted, these alternates will be first admissions into the next class.
- The Health Science Department will contact applicants regarding acceptance/admission.
- Admission may be denied to an applicant who has failed or withdrew failing from a program and whose overall record makes program completion unlikely (example: two program withdrawals); or who has health and/or safety deficits which place clients at risk.

Note that admission to the program is dependent on clearance of: Health appraisal, background check and drug screen.

Degree in Radiologic Technology

To earn an Associate in Science Degree with a major in Radiographic Technology, students complete 69.5 specified units, plus General Education Degree Requirements.

Required Courses.....Units	
RADT M10A.....Introduction to Radiologic Technology	2.0
RADT M10AL.....Introduction to Radiologic Technology Lab	2.5
RADT M10B.....Introduction to Radiologic Technique	2.0
RADT M01A.....Radiographic Practice I	3.0
RADT M01AL.....Radiographic Clinical Lab I	2.5
RADT M01B.....Radiographic Technique I	4.0
RADT M01BL.....Radiographic Technique Lab I.....	1.0
RADT M11.....Radiography Skills Lab I.....	1.0
RADT M02A.....Radiographic Practice II.....	3.0
RADT M02AL.....Radiographic Clinical Lab II	5.0
RADT M02B.....Radiographic Technique II	4.0
RADT M02BL.....Radiographic Technique Lab II.....	1.0
RADT M12.....Radiography Skills Lab II.....	1.0
RADT M49.....Radiographic Practicum.....	7.5
RADT M15.....Venipuncture.....	1.0
RADT M03.....Advanced Radiographic Technique.....	4.0

RADT M03L	Radiographic Clinical Lab III	10.5
RADT M03B.....	Radiographic Pathology.....	2.0
RADT M04.....	Introduction to Image-Intensified Fluoroscopy.....	1.0
RADT M04L.....	Radiographic Clinical Lab IV	10.5
RADT M14.....	Radiography Film Critique Lab	1.0
TOTAL	69.5

Program Requirements

After students have been admitted, the following requirements must be met:

- A Physical Exam documented on the Moorpark College Radiologic Technology Health Appraisal form, which considers freedom from communicable diseases and ability to function in a hospital setting.
- Proof of Immunity to Rubeola, Mumps, Rubella, Hepatitis B, Varicella.
- Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to medical opinion of the college physician and to medical opinion or policy of hospitals or agencies used as clinical sites.
- Current Cardiopulmonary Resuscitation C for Health Care Providers certification, renewable every two years (either HS M18 or Red Cross Certificate: CPR for Professional Rescuer.)
- 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. The Health Science Department is unable to place students in clinical settings if they have a positive criminal background check or drug screening. Therefore, the student will not be able to complete the required program of courses.

Ethical Expectations

All students admitted to the Radiologic Technology program are expected to maintain the highest personal and ethical standards of conduct consistent with professional standards as perceived by the faculty and professional personnel in the agencies used as extended campus sites. Any information indicating that such standards are not maintained is subject to review by members of the faculty, which may recommend to the college dismissal from the program.

Pre-application To ARRT

The conviction of a felony may prohibit licensure as a Radiologic Technology professional. Each case is reviewed and determined by the ARRT. The Board considers the nature and severity of the offense, subsequent acts or crimes, compliance with the sanctions, and evidence of rehabilitation. To obtain a pre-application, contact ARRT: (651) 687-0048 or at the website: www.rrt.org

Performance Standards

In compliance with the 1990 American with Disabilities Act, the Health Sciences Department does not discriminate against qualified Radiologic Technology applicants with disabilities. These performance standards, reflected in specific Radiologic Technology course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The faculty in conjunction with the community clinical facilities will determine, on an individual basis, whether the necessary accommodations or modifications can reasonably be made.

- Critical Thinking ability sufficient for safe clinical judgment: calculating, reasoning, analyzing, prioritizing, and synthesizing data. Examples: identify cause and effect relationships in clinical situations.
- Interpersonal abilities sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds: function effectively under stress. Example: Establish rapport with diverse clients and colleagues.
- Communication abilities sufficient for effective verbal and written interactions. Examples: Explain radiologic diagnostic treatment procedures, positioning instructions, document and interpret actions and client responses.

- Mobility physical abilities sufficient to move from room to room and maneuver in small spaces and reach overhead equipment. Examples: Move around X-Ray rooms, clients' rooms, x-ray equipment/machines, workspaces, and diagnostic/treatment areas; administer emergency/CPR procedures.
- Motor Skills gross and fine motor abilities sufficient to provide safe and effective care. Examples: Calibrate equipment, move and use equipment/machines; lift, position and transfer clients.
- Hearing ability sufficient to monitor and assess health needs. Examples: Hear monitor alarm, emergency signals, auscultatory sounds, cries for help.
- Visual ability sufficient for observation and visual assessment in well lit and dimly lit areas. Examples: Observe client responses and changes in condition.
- Tactile ability sufficient for physical assessment and positioning. Examples: Perform palpation functions for positioning and determining anatomical landmarks.
- Travel Expectations The clinical sites extend from northern Ventura County to eastern most portions of the San Fernando Valley, within an approximate 40-mile radius from Moorpark College. Each student is responsible for his or her own transportation.

Program Completion

For successful completion of the Radiologic Technology program, a minimum grade of C (75%) is necessary in all courses required for the major.

Program Costs

Costs incurred by radiologic technology students include, but are not limited to: Physical examination, immunizations, uniforms, equipment, materials fees, radiation badge monitoring, Association dues, and examination application.

Advanced Placement

Opportunities for advanced placement based on space are available to readmission applicants, Limited Permit X-Ray Technicians and graduates from foreign countries. Advanced Placement students must have an entrance interview with the Radiologic Technology faculty to review scholastic audits and placement.

Transfer for Bachelor of Science Degree Radiography Technology (BSRT)

Students wishing to apply for admission to a program leading to a Bachelor's Degree in Radiologic Technology may do the following:

Complete the Moorpark College Associate Degree in Radiologic Technology and apply for transfer to an accepting institution. California State University, Northridge has articulated specific courses with Moorpark College granting transferable units in science, general education and radiologic technology.

OR

Satisfy the transferable lower-division science and general education requirements and apply to a BSRT program. Major requirements for upper-division standing at California State University, Northridge, are ANAT M01; BIOL M01; CHEM M12 or M12H; MATH M07; PHSO M01; PHYS M10A/M10AL, M10B/M10BL.

Radiologic Technology Courses

RADT M01A – 3 Units Radiographic Practice I

Prerequisites: RADT M10A, RADT M10AL and RADT M10B
Corequisite: RADT M01AL, RADT M01B, RADT M01BL, and RADT M11
Class Hours: 3 lecture

Focuses on routine and trauma radiographic anatomy, positioning and procedures of the upper and lower extremities, shoulder girdle, bony thorax, pelvic girdle and spinal column. Includes pathologic indications that radiographers should be familiar with for each of the above anatomical areas. Applies to Associate Degree. Transfer credit: CSU

RADT M01AL – 2.5 Units Radiographic Clinical Lab I

Prerequisites: RADT M10A, RADT M10AL and RADT M10B
Corequisite: RADT M01A and RADT M11
Class Hours: 7.5 lab

Introductory clinical laboratory that will provide an opportunity for practical application from RADT M10 and RADT M01A theory and skills lab content. This lab will take place in the radiology department of a pre-assigned clinical affiliate. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M01B – 4 Units Radiographic Technique I

Prerequisites: RADT M10A, RADT M10AL, RADT M10B
Corequisite: RADT M01A, RADT M01AL, RADT M01BL, and RADTM11
Class Hours: 4 lecture

Covers function and manipulation of radiographic equipment for conventional radiographic systems as well as digital systems. Image quality and the technical factors needed for optimum image quality in conventional and digital systems are covered. Applies to Associate Degree. Transfer credit: CSU

RADT M01BL – 1 Unit Radiographic Technique Lab I

Prerequisites: RADT M10A, RADT M10AL and RADT M10B
Corequisites: RADT M01A, RADT M01AL, RADT M01B, and RADTM11
Class Hours: 3 lab

Provides basic knowledge in factors that govern and influence the production and recording of radiographic images. Class demonstrations and experiments are used to demonstrate application of theory learned in RADT M01B. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M02A – 3 Units Radiographic Practice II

Prerequisites: RADT M01A, RADT M01AL, and RADT M11
Corequisite: RADT M02AL, RADT M02B, RADT M02BL, and RADT M12
Class Hours: 3 lecture

Covers routine, trauma, geriatric and pediatric radiographic imaging of the skull, paranasal sinuses and facial bones. Focuses on fluoroscopic and contrast media procedures of the gastro-intestinal and genitourinary systems with an introduction to angiographic and interventional procedures. Applies to Associate Degree. Transfer credit: CSU

RADT M02AL – 5 Units Radiographic Clinical Lab II

Prerequisites: RADT M01A, RADT M01AL and RADT M11
Corequisite: RADT M02A, RADT M02B, RADT M02BL, and RADT M12
Class Hours: 15 lab

Provides an opportunity for practical application theory and skills lab courses. Conducted in the radiology department of a pre-assigned clinical affiliate. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M02B – 4 Units Radiographic Technique II

Prerequisites: RADT M01B, and RADT M01BL
Corequisite: RADT M02A, RADT M02AL, RADT M02BL, and RADT M12
Class Hours: 4 lecture

Covers basic principles of radiation protection and radiobiology as well as State and Federal regulations for diagnostic uses of radiation. Includes problem solving, quality assurance and quality control, automatic exposure control and components of Computed Tomography imaging systems. Applies to Associate Degree. Transfer credit: CSU

RADT M02BL – 1 Unit Radiographic Technique Lab II

Prerequisites: RADT M01B and RADT M01BL
Corequisites: RADT M02A, RADT M02AL, RADT M02B and RADT M12
Class Hours: 3 lab

Applies radiation health and safety requirements in the acquisition of a radiograph with optimum image quality. Class demonstrations and experiments are used to demonstrate application of the theory learned in RADT M02B. Applies to Associate Degree. Transfer credit: CSU

RADT M03 – 4 Units Advanced Radiographic Technique

Prerequisites: RADT M02A and RADT M02B
Corequisite: RADT M03L and RADT M03B
Class Hours: 4 lecture

Introduces the advanced radiography student to advanced imaging specializations in the radiation sciences. Includes computed tomography and cross sectional anatomy as viewed under these modalities. Fulfills the General Education Health Requirement for Associate Degree in Radiologic Technology. (Formerly RADT M04A) Applies to Associate Degree. Transfer credit: CSU

RADT M03L – 10.5 Units Radiographic Clinical Lab III

Prerequisites: RADT M02A, RADT M02AL and RADT M49
Corequisite: RADT M03, RADT M03B, RADT M03BL and RADT M13
Class Hours: 31.5 lab

Intermediate clinical laboratory that will provide an opportunity for practical application from RADT M01A and RADT M02A theory and skills lab content. This lab will take place in an x-ray department of a pre-assigned clinical affiliate. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M03B – 2 Units**Radiographic Pathology**

Prerequisites: RADT M02A, RADT M02AL and RADT M12

Corequisite: RADT M03, RADT M03L

Class Hours: 2 lecture

Introduces the advanced radiography student to various types of disease processes seen radiographically. It covers the following systems: respiratory, digestive, genito-urinary, osseous, hepatobiliary, and nervous. Applies to Associate Degree. Transfer credit: CSU

RADT M04 – 1 Units**Introduction to Image-intensified Fluoroscopy**

Prerequisites: RADT M03, RADT M03L and RADT M03B

Corequisite: RADT M04L and RADT M14

Class Hours: 1 lecture

Covers the principles of fluoroscopic equipment including image formation, image recording and display. (Formerly RADT M03A) Applies to Associate Degree. Transfer credit: CSU

RADT M04L – 10.5 Units**Radiographic Clinical Lab IV**

Prerequisites: RADT M03, RADT M03AL and RADT M03B

Corequisite: RADT M04 and RADT M14

Class Hours: 31.5 lab

An advanced clinical laboratory that will provide an opportunity for practical application from all of the previous radiography theory and lab content and will include rotations to observe in computer tomography, magnetic resonance, radiation therapy, ultrasound and special procedures. This lab will take place in an x-ray department of a pre-assigned clinical affiliate. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M10A – 2 Units**Introduction to Radiologic Technology**

Prerequisites: Admission to the Moorpark College Radiography Program

Corequisite: RADT M10AL and RADT M10B

Class Hours: 2 lecture

Provides the new radiography student with entry-level information to begin clinical practice to a diverse client population in a radiology department. Will emphasize radiation protection, equipment manipulation and safety, darkroom technique, anatomy and positioning for chest and abdomen procedures and career options in Radiology. Applies to Associate Degree. Transfer credit: CSU

RADT M10AL – 2.5 Units**Introduction to Radiologic Technology Lab**

Prerequisites: Admission to the Moorpark College Radiography Program and ANPH M01 and HS M19

Corequisite: RADT M10A and RADT M10B

Class Hours: 7.5 lab

Permits the new radiography student to participate in a simulated radiography department setting in the on-campus Radiography skills lab. Participation will include darkroom procedures, equipment manipulation, radiation protection procedure, basic radiographic positions and projections positions and chest and abdomen anatomy and procedures. May be taken a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M10B – 2 Units**Introduction to Radiographic Technique**

Prerequisites: Admission to the Moorpark College Radiography Program

Corequisites: RADT M10A and RADT M10AL

Class Hours: 2 lecture

Provides a basic knowledge for radiographic equipment and design. It will cover different types of radiographic equipment, x-ray circuits and generators. Also covers basic atomic structure, electromagnetic spectrum and properties of x-rays. Applies to Associate Degree. Transfer credit: CSU

RADT M11 – 1 Unit**Radiographic Lab I**

Prerequisites: RADT M10A, RADT M10AL and RADT M10B

Corequisite: RADT M01A, RADT M01AL, RADT M01B and RADT M01BL

Class Hours: 3 lab

Provides practical application of theory from RADT M01A through simulated clinical experiences in a radiography skills lab. Each student will practice positioning with a "mock patient" and make actual radiographs of an x-ray phantom. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M12 – 1 Unit**Radiographic Lab II**

Prerequisites: RADT M01A, RADT M01AL and RADT M11

Corequisite: RADT M02A, RADT M02AL, RADT M02B and RADT M02BL

Class Hours: 3 lab

Provides an opportunity for practical applications of theory content from RADT M02A through simulated clinical experiences in a radiography skills lab. Each student will practice positioning with a "mock patient" and make radiographs of an x-ray phantom. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M14 – 1 Unit**Radiographic Film Critique Lab**

Prerequisites: RADT M03 and RADT M03L

Corequisite: RADT M04 and RADT M04L

Class Hours: 3 lab

Provides radiographic film critique to integrate clinical practice and classroom education. Evaluates technical errors on radiographs and review strategies for avoiding future errors. Provides simulated registry exam review and prepares student to take the American Registry of Radiologic Technologists (ARRT) exam. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M15 – 1 Unit**Venipuncture and ECG for Diagnostic Imaging**

Prerequisites: Certified Radiologic Technologist or RADT M02A

Class Hours: 0.5 lecture, 1.5 lab

Provides the student with the basic techniques to practice venipuncture in an upper extremity for the sole administration of contrast materials. Upon completion, the student will need to perform ten (10) venipunctures at a clinical site under the direct supervision of a physician in order to comply with state regulations and earn certification to perform venipuncture. Also contains an introduction to ECG, including, but not limited to, preparation for ECG, monitoring, normal and abnormal rhythms. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M22A/B – 1 to 3 Units Independent Studies in Radiography

Prerequisites: A previous course in Radiologic Technology
Class Hours: 1 to 3 as arranged

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

RADT M30 – 3 Units Nuclear Medicine Practice I

Prerequisite: None
Corequisite: RADT M32 and RADT M34
Recommended Prep: MATH M15 or MATH M15H; and 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. (Formerly RADT M199A) Does NOT apply to Associate Degree.

RADT M32 – 3 Units Principles of Nuclear Medicine I

Prerequisite: None
Corequisite: RADT M34 and RADT M30
Recommended Prep: MATH M15 or MATH M15H; and CHEM M12 or CHEM M12H
Class Hours: 3 lecture

Introduces principles of basic nuclear medicine procedures, patient care, and radiation safety. Does NOT apply to Associate Degree.

RADT M34 – 10.5 Units Nuclear Medicine Clinical Lab I

Prerequisite: RADT M30; and RADT M32 or concurrent enrollment
Recommended Prep: MATH M15 or MATH M15H; and CHEM M12 or CHEM M12H
Class Hours: 32 lab

Provides an opportunity for practical application of nuclear medicine imaging of the bone, cardiovascular, central nervous system, digestive and endocrine/exocrine procedures. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. Does NOT apply to Associate Degree.

RADT M40 – 3 Units Nuclear Medicine Practice II

Prerequisite: RADT M30
Corequisite: RADT M42 and RADT M44
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 – 3 Units Principles of Nuclear Medicine II

Prerequisite: RADT M32
Corequisite: RADT M40 and RADT M44
Class Hours: 3 lecture

Studies patient care, radiation safety, principles of single photon emission computed tomography (SPECT) and positron emission tomography (PET) instrumentation, and positron emission tomography/computed tomography (PET/CT) oncology. Does NOT apply to Associate Degree.

RADT M44 – 10.5 Units Nuclear Medicine Clinical Lab II

Prerequisite: RADT M35, RADT M40; and RADT M42 or concurrent enrollment
Recommended Prep: MATH M15 or MATH M15H; and CHEM M12 or CHEM M12H
Class Hours: 32 lab

Provides an opportunity for practical application of respiratory, genitourinary, hematopoietic, inflammatory/tumor, and pediatric procedures in a clinical laboratory. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. Does NOT apply to Associate Degree.

RADT M49 – 7.5 Units Radiography Summer Practicum

Prerequisites: RADT M02, RADT M02AL, RADT M02B, RADT M02BL and RADT M12
Class Hours: 26.5 hours

Clinical experience in a pre-assigned clinical affiliate. Focuses on the improvement of clinical skills of all Previously learned radiological procedures in Level I courses. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M50 – 2 Units Nuclear Medicine Seminar

Prerequisite: 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 M52 – 5 Units Nuclear Medicine Clinical Lab III

Prerequisite: RADT M44
Class Hours: 16 lab

Provides an opportunity for advanced practical application of skeletal, cardiovascular, central nervous, digestive, endocrine/exocrine, respiratory, genitourinary, hematopoietic, and inflammatory systems procedures in a clinical laboratory. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. Does NOT apply to Associate Degree.

Recreation

(See Physical Education/Recreation)

Sign Language

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, assess and demonstrate cultural knowledge and use technology to develop language and cultural competence.

Career Opportunities

Interpreting, Education, Counseling, Social Work, Psychology, Communication Technologies, Health Professions and Social Activism.

Dean

Inajane Nicklas, Phone (805) 378-1443

Counselors

Anitra Evans, Ofelia Romero-Motlagh

Sign Language Courses

SL M01 – 3 Units

American Sign Language I

Prerequisites: None

Class Hours: 3 lecture

Introductory course in the fundamentals of American Sign Language. Offers an introduction to the basic vocabulary and finger spelling systems necessary to facilitate communication in ASL and will focus on developing expressive and receptive signing skills. The technical aspect of Kinesthetic Linguistics includes an emphasis on syntactical structure and various linguistic components such as: grammatical features, semantics, lexical countenance and the psychosocial nuances of Deaf Culture. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

SL M02 – 3 Units

American Sign Language II

Prerequisites: SL M01

Class Hours: 3 lecture

Introduces fundamentals of American Sign Language, including basic vocabulary and finger spelling. Emphasizes grammatical structure and comprehension. Explores deaf culture. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

Social Sciences

A major in Social Sciences explores a broad spectrum of courses that introduce the socio-cultural, economic, and political aspects of society. Completing this major satisfies much of the required liberal studies background for students who are planning to teach.

Dean

Lori Bennett, Phone (805) 378-1445

Counselors

Anitra Evans, Michael Johnson, Pam Kennedy-Luna

Degree in Social Science

To earn an Associate in Science Degree with a major in Social Science, students complete 21 specified units, plus General Education Degree Requirements. Students can specialize in either Geography, History, Philosophy or Political Science.

Required Courses	Units
Units from Area A	12.0
Units from Area B	6.0
Units from Area C	3.0
TOTAL	21.0

AREA A: Choose one 3-unit course from EACH of the following:

- Geography: GEOG M02, GEOG M03 or GEOG M03H, GEOG M04 or GEOG M07.
- Any History course, except HIST M22A/B, HIST M60 series or HIST M80.
- Philosophy: PHIL M01 or PHIL M01H, PHIL M02 or PHIL M02H, PHIL M03, PHIL M04 or PHIL M06
- Political Science: POLS M01, POLS M02, POLS M05.

AREA B: Choose two 3-unit courses from one of the following, except M22A/B, the M60 series or M80:

- Geography: except GEOG M01, GEOG M05.
- History
- Philosophy
- Political Science

AREA C: Choose one 3-unit course from one of the options below:

1. One 3-unit course from Area B, except M22, M60 series or M80; be certain the course is outside of your degree emphasis.
 2. One 3-unit course from one of the following choices:
 - Anthropology: ANTH M02, ANTH M04
 - Psychology: PSY M01 or PSY M01H, PSY M05, PSY M07, PSY M14.
 - Sociology: SOC M01 or SOC M01H, SOC M02, SOC M05, SOC M06, SOC M08.
- See General Education Degree Requirements and Transfer Information.

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.

Sociology offers much to the student who is eager to understand the web and rhythm of human behavior. From intimate, personal, and family relationships to international corporation activities; from marginality, deviance and crime to recreation, religion and medicine; few disciplines have such broad scope and relevance.

Dean

Lori Bennett, Phone (805) 378-1445

Full-time Faculty

Cynthia Barnett, Linda McDill, Daniel Vieira

Counselors

Anitra Evans, Michael Johnson, Pam Kennedy-Luna, Ofelia Romero-Motlagh

Sociology Courses

SOC M01 – 3 Units

Introduction to Sociology

Prerequisites: None

Class Hours: 3 lecture

Analyzes major theoretical constructs involving human interactions, cultural origins, community organization, collective behavior, social change, institutional growth, and social movements. Students cannot complete both SOC M01 and SOC M01H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M01H – 3 Units**Honors: Introduction to Sociology**

Prerequisites: None

Class Hours: 3 lecture

Honors work in sociology analyzes major theoretical constructs involving human interactions, cultural origins, community organizations, collective behavior, social change, institutional growth, and social movements. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both SOC M01 and SOC M01H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M02 – 3 Units**Social Problems**

Prerequisites: None

Class Hours: 3 lecture

Analyzes causes and consequences of social problems confronting contemporary U.S. society, including inter-group conflict, sexism, racism, ageism, sexual deviance, poverty, crime, delinquency, substance abuse, cults (religious, political, psychological), terrorism, health and environmental degradation by examining methodology, skills and resources applied to solving social problems. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M03 – 3 Units**Sociological Analysis**

Prerequisites: SOC M01

Class Hours: 3 lecture

Examines basic concepts supporting the scientific analysis of society and social institutions. Studies conceptualization, operationalization, hypothesis construction, sampling and sampling designs. Requires collection and analysis of field data. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M04 – 3 Units**Intimacy, Relationships and Commitment**

Prerequisites: None

Class Hours: 3 lecture

Explores theoretical, historical, cross-cultural, sociological and personal perspectives of committed relationships, reviewing various perspectives on marriage and the family. Considers sex roles, socialization, sexuality, the single life, marriage, parenting, dual-career families; and conflict in relationships, separation, divorce, remarriage, and alternative choices. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. (Same course as PSY M20) Applies to Associate Degree. Transfer credit: CSU; UC

SOC M05 – 3 Units**Social Psychology**

Prerequisites: None

Class Hours: 3 lecture

Introduces social relationships, emphasizing interpersonal attraction; person perception; long-term relationships; prosocial behavior; attitude formation and changes; and the nature of prejudice, aggression, and conformity. (Same course as PSY M05). Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M06 – 3 Units**The Chicano in Contemporary Society**

Prerequisites: None

Class Hours: 3 lecture

Explores the socioeconomic and political problems confronting the Chicano, emphasizing proposed solutions, similarities with other groups and the effects of social institutions on ethnic communities. (Same course as CHST M01) Applies to Associate Degree. Transfer credit: CSU; UC

SOC M08 – 3 Units**Ethnic Relations**

Prerequisites: None

Class Hours: 3 lecture

Examines discrimination and inequality within our society – a society that values equality, freedom, and justice. Explores the diversity in American society, the nature of relationships between racial and ethnic groups, the experiences within each group, and reviews how racial and ethnic experiences vary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M09 – 3 Units**Introduction to Gerontology**

Prerequisites: None

Corequisite: None

Class Hours: 3 lecture

Introduces physical, psychological, sociological, and economic aspect of aging, applying theories to current issues and problems facing the older population. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. (Same course as PSY M09) Applies to Associate Degree. Transfer credit: CSU; UC (PSY/SOC M09 and PSY M30 combined: maximum credit, one course)

SOC M10 – 3 Units**Kaleidoscope of Gender**

Prerequisites: None

Corequisite: None

Class Hours: 3 lecture

Investigates the diversity of men's and women's experiences in American society. Emphasizes the social and historical factors that shape relations between men and women. Explores feminine and masculine scholarship, American society's treatment of women compared to men, and examines the position of women and men in the family and in the community. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M12 – 3 Units**Sociology of Religion in America**

Prerequisites: None

Class Hours: 3 lecture

Investigates the effects of religion on culture, and culture on religion, with a primary focus on American society and a secondary focus on international events. Explores the beliefs that are the foundation of culture and society, and provides an introductory level analysis of three major religions, Christianity, Judaism, and Islam, that have affected national and international events in America. Includes a brief survey of other religions in America in the context of major social discussions. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M15 – 3 Units**Introduction to Criminology**

Prerequisites: None

Class Hours: 3 lecture

Introduces the factors, concepts and theories, and characteristics associated with criminal behavior, crime, and victimology. Applies to Associate Degree. Transfer credit: CSU; UC (SOC M15 and SOC M16 combined: maximum credit, one course).

SOC M16 – 3 Units**Sociology of Deviant Behavior**

Prerequisites: None

Class Hours: 3 lecture

Examines the various perspectives, theories, and forms of sociological deviance, such as: alcohol and drug use, sexual, criminal, mental, religious, and suicidal. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SOC M16 and SOC M15 combined: maximum credit, one course).

SOC M17 – 3 Units**Sociology of Delinquency**

Prerequisites: None

Class Hours: 3 lecture

Introduces the sociological study of delinquency in society, focusing on definitions and forms of delinquency; measurement and theories and delinquency; roles of family, school, youth culture, violence, gangs, and drugs on delinquency; and correctional options for juvenile delinquents. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M22A/B – 1 to 3 Units**Independent Studies in Sociology**

Prerequisites: A previous course in Sociology

Class Hours: 1 to 3 as arranged

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

SOC M60A-Z – 0.5 to 3 Units**Topics in Sociology**

Prerequisites: To be determined

Class Hours: To be determined

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

SOC M60A – 3 Units**Sociological Field Methods**

Prerequisites: Completion or concurrent enrollment in SOC M01 or SOC M01H or SOC M02

Class Hours: 1 lecture, 6 lab

Expands knowledge of sociological theory through classroom and onsite involvement within governmental and/or social agencies. Transfer credit: CSU

SOC M60B – 3 Units**Organized Crime and Terrorism**

Prerequisites: None

Recommended Prep: SOC M15

Class Hours: 3 lecture

Analyzes the cultural and historical bases of organized crime and terrorism. Discussed are the social and theoretical background of the phenomena, the roles of culture and religion, and examples of organized criminal and terrorist activities. The social, legal, military, and criminal justice options in dealing with organized crime and terrorism are reviewed. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M80 – 1 to 4 Units**Internship in Sociology**

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

Class Hours: 3 to 33 work experience hours as arranged

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

SOC M95 – 3 Units**Honors in Sociology: Social Inequality - Privilege and Poverty**

Prerequisites: One college-level course in Sociology with a grade of B or better.

Class Hours: 3 lecture

Investigates the unequal distribution of wealth, power, and prestige in societies. Compares and contrasts various types of stratification systems (caste, estate, and class) throughout the world, focusing on meaning, causes and consequences of social inequality in America. Examines who gets what and why in society. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC

Spanish

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, assess and demonstrate cultural knowledge and use technology to develop language and cultural competence.

Career Opportunities

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

Dean

Inajane Nicklas, Phone (805) 378-1443

Full-time Faculty

Grace Bodhaine, Raquel Antonia Olivera, Helga Winkler

Counselors

Anitra Evans, Ofelia Romero-Motlagh

Degree in Spanish

To earn an Associate in Arts Degree with a major in Spanish, students complete 18-19 specified units, plus General Education Degree Requirements (minimum total = 60 units).

In addition to General Education Degree Requirements, complete one of the following Required Course Options.

Required Course Options:

Option 1: Elementary Level

SPAN M02.....Elementary Spanish I.....	5.0
SPAN M03.....Intermediate Spanish I.....	5.0
SPAN M04.....Intermediate Spanish II.....	5.0
Plus 1 course from Group A (3 units)	
May be substituted for SPAN M02.	

Option 2: Intermediate Level

SPAN M03.....Intermediate Spanish I.....	5.0
SPAN M04.....Intermediate Spanish II.....	5.0
Plus 1 course from Group A (3 units) and a minimum of additional 6 units from Group A or B.	

Option 3: Advanced Level

SPAN M04.....Intermediate Spanish II.....	5.0
Plus 1 course from Group A (3 units) and a minimum of additional 10 units from Group A or B.	

Note 1: No credit will be given toward the AA degree for SPAN M01.

Required additional courses:

Choose one course from Group A. Select any additional course or courses from Group A and/or Group B.

Group A (Culture)

CHST M01.....The Chicano in Contemporary Society.....	3.0
CHST M02.....Chicano Culture.....	3.0
CHST M03.....Chicana Issues/La Mujer.....	3.0
CHST M04.....History of Mexican Americans in the United States.....	3.0
CHST M08.....Political Patterns in the United States.....	3.0
ENGL M30.....Masterpieces of World Literature I.....	3.0
ENGL M31.....Masterpieces of World Literature II.....	3.0
HIST M04.....History of Mexican Americans in the U.S.....	3.0
HIST M09.....Latin American History.....	3.0
HIST M14.....Ethnicity and Gender in American History.....	3.0
FILM M32.....Contemporary World Film.....	3.0
SOC M08.....Ethnic Relations.....	3.0
SPAN M12.....Spanish Civilization.....	3.0

AND choose one of the following:

GEOG M03.....World Regional Geography.....	3.0
GEOG M03H.....Honors: World Regional Geography.....	3.0

AND choose one of the following:

MUS M04.....Survey of World Music.....	3.0
MUS M04H.....Honors: Survey of World Music.....	3.0

Group B (LANGUAGE)

ARBC M01.....Elementary Arabic I.....	4.0
CHIN M01.....Elementary Chinese Mandarin I.....	4.0
FREN M01.....Elementary French I.....	4.0
FREN M02.....Elementary French II.....	4.0
FREN M03.....Intermediate French I.....	4.0
GERM M01.....Elementary German I.....	4.0
GERM M02.....Elementary German II.....	4.0
GERM M03.....Intermediate German I.....	4.0
HEB M01.....Elementary Hebrew I.....	4.0
HEB M02.....Elementary Hebrew II.....	4.0
ITAL M01.....Elementary Italian I.....	4.0

ITAL M02.....Elementary Italian II.....	4.0
ITAL M03.....Intermediate Italian I.....	4.0
LAT M01.....Elementary Latin I.....	4.0
JAPN M01.....Elementary Japanese I.....	4.0
JAPN M02.....Elementary Japanese II.....	4.0
JAPN M03.....Intermediate Japanese I.....	4.0
SL M01.....American Sign Language I.....	3.0
SL M02.....American Sign Language 2.....	3.0
SPAN M02.....Elementary Spanish I.....	5.0
SPAN M03.....Intermediate Spanish I.....	5.0
SPAN M04.....Intermediate Spanish II.....	5.0
SPAN M14.....Spanish for Health Care Professionals.....	3.0
SPAN M41.....Intermediate Conversational Spanish.....	3.0

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

Spanish Courses

SPAN M01 – 5 Units

Elementary Spanish I

Prerequisites: None

Class Hours: 5 lecture

Introduces the cultures of the Spanish-speaking peoples and the fundamental structures of the Spanish language. Emphasizes speaking, understanding, reading and writing skills. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 75 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

SPAN M02 – 5 Units

Elementary Spanish II

Prerequisites: SPAN M01

Class Hours: 5 lecture

Continues to study the cultures of the Spanish-speaking peoples and the fundamental structures of the Spanish language. Emphasizes speaking, understanding, reading and writing skills. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 75 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

SPAN M03 – 5 Units

Intermediate Spanish I

Prerequisites: SPAN M02 or three years of high school Spanish

Class Hours: 5 lecture

Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 75 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

SPAN M04 – 5 Units

Intermediate Spanish II

Prerequisites: SPAN M03 or equivalent

Class Hours: 5 lecture

Emphasizes further practical competence and communicative skills through the study of Spanish-speaking cultures and literacy readings. Reviews and expands upon advanced grammatical structures and vocabulary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 75 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

SPAN M12 – 3 Units **Spanish Civilization**

Prerequisites: None
Class Hours: 3 lecture

Introduces history, culture, and civilization of Spain through a review of major events and landmarks. Emphasizes 20th century Spanish politics, culture, and society, focusing on contemporary developments reflected in literature, art, film, and music. (Same course as HUM M12) Applies to Associate Degree.
Transfer credit: CSU; UC

SPAN M14 – 3 Units **Spanish for Health Care Professionals**

Prerequisites: None
Recommended Prep: SPAN M01
Class Hours: 3 lecture

Provides those in the health sciences with entry-level communication skills needed to provide care for Spanish-speaking clients. Provides practice of conversational skills based on different themes related to providing health care. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 45 contact hours. (Same course as HS M14) Applies to Associate Degree.

SPAN M22A/B – 1 to 3 Units **Independent Studies in Spanish**

Prerequisites: A previous course in Spanish
Class Hours: 1 to 3 as arranged

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

SPAN M31A – 3 Units **Beginning Practical Spanish I**

Prerequisites: None
Class Hours: 3 lecture

Provides basic understanding and use of Spanish in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

SPAN M31B – 3 Units **Beginning Practical Spanish II**

Prerequisites: SPAN M31A
Class Hours: 3 lecture

Expands introduction and use of Spanish for non-native speakers, emphasizing intermediate grammar and principles of usage. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

SPAN M41 – 3 Units **Intermediate Conversational Spanish**

Prerequisites: SPAN M02 with a B or better or equivalent
Class Hours: 3 lecture

Focuses on intermediate-level conversation development, including refining communication skills, expanding vocabulary, and improving grammatical accuracy. Incorporates a variety of individual and group activities, oral presentations and readings of level-appropriate authentic texts. This course may be taken simultaneously with SPAN M03 or SPAN M04. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

SPAN M80 – 1 to 4 Units **Internship in Spanish**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 3 to 33 work experience hours as arranged

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

Speech

See Communication Studies

Study Skills

See College Strategies, Counseling, or Learning Skills. Visit The Teaching and Learning Center (TLC) in the Library

Television

See Film Television Media

Theatre Arts

Program Purpose: Students who complete academic or skills based Theatre Arts classes will demonstrate a basic understanding and appreciation of theatre history, performance and the technical requirements of production. As actors, directors, playwrights, designers or technicians, students will utilize their theoretical and practical training to demonstrate collaboration by creating staged presentations in the classroom and before live audiences.

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, set, sound, costume and makeup design. The study of Theatre Arts encourages all students to enrich their appreciation of varying forms of art and enhances their abilities in communication, critical analysis and self-expression.

Dean

Patricia Ewins, Phone (805) 378-1408

Full-time Faculty

John Loprieno

Counselor

Denice Avila

Degree and Certificate of Achievement Options in Theatre Arts

Associate Degree in Acting

Certificate of Achievement in Acting (more than 18 units)

To earn a Certificate of Achievement and/or an Associate in Arts Degree with a major in Acting, students complete 34.5-35 specified units; those seeking the degree also complete General Education Degree Requirements.

Required Courses.....	Units
THA M01.....Introduction to the Theatre.....	3.0
THA M02A.....Beginning Acting.....	3.5
THA M02B.....Intermediate Acting.....	3.5
THA M02C.....Advanced Acting I.....	3.5
THA M03.....Voice and Diction.....	3.0
THA M04.....History of the Theatre.....	3.0
THA M10.....Production and Performance.....	3.0
THA M18.....Auditioning Techniques.....	1.5
THA M20.....Stagecrafts.....	3.0
THA M24A.....Theatrical Costume and Makeup I.....	3.0
AND choose one of the following:	
THA M02D.....Advanced Acting II.....	3.5
THA M09.....Acting for Film and TV.....	3.0
AND choose one of the following:	
THA M14.....Improvisational Comedy.....	1.5
THA M17.....Free Dance/Improvisation I.....	1.5
TOTAL	34.5 or 35.0

See General Education Degree Requirements and Transfer Information.

Associate Degree in Directing

Certificate of Achievement in Directing (more than 18 units)

To earn a Certificate of Achievement and/or an Associate in Arts Degree with a major in Directing, students complete 33 specified units; those seeking the degree also complete General Education Degree Requirements.

Required Courses.....	Units
THA M01.....Introduction to the Theatre.....	3.0
THA M02A.....Beginning Acting.....	3.0
THA M04.....History of the Theatre.....	3.0
THA M10.....Production and Performance (taken twice).....	3.0/3.0
THA M15A.....Beginning Stage Direction.....	3.0
THA M15B.....Intermediate Stage Direction.....	3.0
THA M20.....Stagecrafts.....	3.0
THA M21A.....Playwriting.....	3.0
THA M23A.....Lighting Design I.....	3.0
THA M25A.....Scenic Design I.....	3.0
TOTAL	3.0

See General Education Degree Requirements and Transfer Information.

Associate Degree in Technical Theatre

Certificate of Achievement in Technical Theatre (more than 18 units)

To earn a Certificate of Achievement and/or an Associate in Arts Degree with a major in Technical Theatre, students complete 33 specified units; those seeking the degree also complete General Education Degree Requirements.

Required Courses.....	Units
THA M01.....Introduction to the Theatre.....	3.0
THA M04.....History of the Theatre.....	3.0
THA M07.....Audio Production.....	3.0
THA M11.....Theatre Production: Technical (2 x).....	3.0/3.0
THA M20.....Stagecrafts.....	3.0
THA M23A.....Lighting Design I.....	3.0

THA M24A.....Theatrical Costume and Makeup I.....	3.0
THA M25A.....Scenic Design I.....	3.0

AND two of the following for 6.0 units:

THA M23B.....Lighting Design.....	3.0
THA M24B.....Theatrical Costume and Makeup II.....	3.0
THA M25B.....Scenic Design II.....	3.0
THA M26.....Scene Painting/Rendering.....	3.0

TOTAL 33.0

See General Education Degree Requirements and Transfer Information.

Theatre Arts Courses

THA M01 – 3 Units

Introduction to the Theatre

Prerequisites: None

Class Hours: 3 lecture

Introduces theatre as an art form, emphasizing appreciation of its historical roots and its cultural significance. Develops critical thinking and writing skills pertinent to the analysis of dramatic performances. Applies to Associate Degree. Transfer credit: CSU; UC

THA M02A – 3.5 Units

Beginning Acting

Prerequisites: None

Class Hours: 2 lecture, 4.5 lab

Introduces the art of acting, emphasizing exercises that develop individual insight, technique and concentration. Focuses on improvisation; includes scene work. Applies to Associate Degree. Transfer credit: CSU; UC

THA M02B – 3.5 Units

Intermediate Acting

Prerequisites: THA M02A or equivalent level of skill

Class Hours: 2 lecture, 4.5 lab

Emphasizes skills development in characterization through exercises in pantomime and improvisation. Includes classical material, performance of scenes in various styles and genres, and work with vocal projection and stage movement. Applies to Associate Degree. Transfer credit: CSU; UC

THA M02C – 3.5 Units

Advanced Acting I

Prerequisites: THA M02B or equivalent level of skill

Class Hours: 2 lecture, 4.5 lab

Introduces advanced acting techniques, characterization, refining timing, sense memory, movement and vocal styles, and classical material. Requires performance in a variety of scenes from plays of various styles and genres. Applies to Associate Degree. Transfer credit: CSU; UC

THA M02D – 3.5 Units

Advanced Acting II

Prerequisites: THA M02C or equivalent level of skill

Class Hours: 2 lecture, 4.5 lab

Further studies of characterization, emphasizing timing, vocal styles, movement and sense memory. Emphasizes scene study, including 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 - 3 Units**Voice and Diction I**

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces the study of speech production to enhance vocal quality and improve diction. Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Same course as COMM M03A; FTVM M53A) (Formerly THA M03) Applies to Associate Degree. Transfer credit: CSU

THA M03B - 3 Units**Voice and Diction II**

Prerequisite: COMM M03A or FTVM M53A or THA M03A

Class Hours: 2 lecture, 3 lab

Develops intermediate skills and furthers the study of speech production to enhance vocal quality and improve diction. Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Same course as COMM M03B; FTVM M53B) Applies to Associate Degree. Transfer credit: CSU

THA M04 – 3 Units**History of the Theatre**

Prerequisites: None

Class Hours: 3 lecture

Traces the development of the Theatre from its earliest inception to the present. Course will focus on the major works and playwrights in historical theatrical movements from classical Greek and Roman theatre through the twentieth century. Coursework will also examine the social context of specific dramatic movements and the influences of theatre on society. Applies to Associate Degree. Transfer credit: CSU; UC

THA M07 – 3 Units**Audio Production**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Provides a basic knowledge of audio equipment used in typical radio, television, multi-media and dramatic productions, including: audio consoles, various digital audio recording equipment and digital audio workstations. Develops skills in announcing, basic writing, disc jockeying, program production and direction, commercial production, interviewing techniques, station operations and live and recorded audio productions for new media and theater. (Same course as FTVM M40, formerly RT M07A) (Formerly THA M07A) Applies to Associate Degree. Transfer credit: CSU

THA M09A – 3 Units**Acting for Film and Television I**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces techniques required in acting before the camera, (blocking, movement, rapid line learning, etc.), as pertains to film and television and as varies from work on the stage. (Same course as FTVM M52A, formerly RT M09) (Formerly THA M09) Applies to Associate Degree. Transfer credit: CSU; UC

THA M09B - 3 Units**Acting for Film and Television II**

Prerequisite: FTVM M52A or THA M09A

Class Hours: 2 lecture, 3 lab

Introduces intermediate level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertain to film and television versus work on the stage. Emphasizes secondary techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as FTVM M52B) Applies to Associate Degree. Transfer credit: CSU

THA M09C - 3 Units**Acting for Film and Television III**

Prerequisite: FTVM M52B or THA M09B

Class Hours: 2 lecture, 3 lab

Develops intermediate level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertain to film and television versus work on the stage. Emphasizes secondary techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as FTVM M52C) Applies to Associate Degree. Transfer credit: CSU

THA M09D - 3 Units**Acting for Film and Television IV**

Prerequisite: FTVM M52C or THA M09C

Class Hours: 2 lecture, 3 lab

Introduces advanced level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertain to film and television versus work on the stage. Emphasizes advanced techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as FTVM M52D) Applies to Associate Degree. Transfer credit: CSU

THA M10 – 3 Units**Theatre Production: Performance**

Prerequisites: Audition required

Class Hours: 9 lab

Provides opportunity for a range of supervised activities relative to performance in Moorpark College Theatre Arts productions. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

THA M11 – 3 Units**Theatre Production: Technical**

Prerequisites: None

Recommended Prep: THA M20 or other technical theatre training and experience

Class Hours: 9 lab

Provides supervised technical theatre assignments in support of a college production staged for public performance. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

THA M14 – 1.5 Units **Improvisational Comedy**

Prerequisites: None

Recommended Prep: THA M02B

Class Hours: 0.5 lecture, 3 lab

Provides instruction in improvisational and ensemble acting skills as well as the development of solo and group comedic material from improvisation. The course will culminate with a public performance of the material developed in class. Required field trips. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

THA M15A – 3 Units **Beginning Stage Direction**

Prerequisites: THA M01 or THA M02A or THA M20

Class Hours: 2 lecture, 3 lab

Introduces art and craft of stage direction, including historical review. Includes practical experience directing scenes by major playwrights. Often coordinates activities with THA M02B/C/D. Applies to Associate Degree. Transfer credit: CSU; UC

THA M15B – 3 Units **Intermediate Stage Direction**

Prerequisites: THA M15A

Class Hours: 2 lecture, 3 lab

Continues the study of the art and craft of stage direction, including practical experience through directing one act plays, comedy sketches and/or monologues for a live audience. Applies to Associate Degree. Transfer credit: CSU; UC

THA M16 – 3 Units **Readers' Theatre**

Prerequisites: None

Class Hours: 3 lecture

Uniquely blends speech and acting, studying the principles of interpretation of literature from all the major genres (prose, poetry, drama) as well as the techniques of group performance. In groups, students will create, stage, and perform a readers' theatre incorporating each of the major genres of literature. (Same course as COMM M16, formerly SPCH M16) Applies to Associate Degree. Transfer credit: CSU; UC

THA M17 – 1.5 Units **Free Dance/Improvisation I**

Prerequisites: None

Recommended Prep: Concurrent enrollment in a modern dance course

Class Hours: 1 lecture, 2 lab

Encourages joy of movement, allowing unique and creative expressions in dance. May be taken for a total of four (4) times for credit. (Same course as DANC M20A) Applies to Associate Degree. Transfer credit: CSU; UC

THA M18 – 1.5 Units **Auditioning Techniques**

Prerequisites: None

Recommended Prep: THA M02A or THA M09/RT M09

Class Hours: 0.5 lecture, 3 lab

Provides training in various forms of audition for theatre, film, television and television commercials. Exercises in cold reading, and exercises that feature the improvised dramatization of interview situations will be emphasized. Includes instruction in the business aspects of being a working actor: preparing a resume, creating self promotional materials, seeking an agent, interviewing with industry professionals and interacting with other actors in audition situations. May be taken for a total of two (2) times for credit. (Same course as FTVM M55, formerly RT M18) Applies to Associate Degree. Transfer credit: CSU

THA M20 – 3 Units **Stagecrafts**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces theory and practice of set construction, emphasizing lighting and audio operations, painting, costuming, makeup, and special effects. Provides hands-on practice in all areas of performing arts production. Applies to Associate Degree. Transfer credit: CSU; UC

THA M21A – 3 Units **Playwriting**

Prerequisites: None

Class Hours: 3 lecture

Instructs students in the basic components of constructing a play. Focus will be on creating characters, exploration of theme, structuring plot and writing believable dialogue through the creation of dramatic monologues, scenes and an one act play. Applies to Associate Degree. Transfer credit: CSU; UC

THA M21B – 3 Units **Advanced Playwriting**

Prerequisites: THA M21A

Recommended Prep: THA M02A, THA M15A, and ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Instructs students in the advanced components of constructing a play. Focus will be on advanced character creation, in-depth exploration of theme, structuring plot and writing complex dialogue through the creation of dramatic monologues, scenes and a full-length play. Students will also explore and create dramatic material as it pertains to style and period. Applies to Associate Degree. Transfer credit: CSU; UC

THA M22A/B – 1 to 3 Units **Independent Studies in Theatre**

Prerequisites: A previous course in Theatre Arts

Class Hours: 1 to 3 as arranged

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

THA M23A – 3 Units Lighting Design I

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the study of composition, control and instrumentation in theatrical lighting as well as the aesthetics of color, distribution, intensity and movement of light to create mood, time, location, and visibility. Emphasizes hanging, focusing and identifying stage lighting equipment as well as understanding the principles that underlie their design. Includes the basics of electricity. Provides hands-on experience through work on actual productions. Applies to Associate Degree. Transfer credit: CSU; UC

THA M23B – 3 Units Lighting Design II

Prerequisites: THA M23A

Class Hours: 2 lecture, 3 lab

Focuses on the design aspect of stage lighting, developing a complete light plot and working schedule for a full-length play. Emphasizes projections and special effects. Includes practical application of computer software for lighting design and light plots. Provides hands-on experience through work on actual productions. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

THA M24A – 3 Units Theatrical Costume and Makeup I

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the design of period costume, including research on historical dress (appearance, construction, fabric) and application of this research, through analysis, to a particular play. Also introduces the design and application of theatrical makeup. Applies to Associate Degree. Transfer credit: CSU; UC

THA M24B – 3 Units Theatrical Costume and Makeup II

Prerequisites: THA M24A

Class Hours: 2 lecture, 3 lab

Advanced hands-on training in costume design and construction, prosthetics, three dimensional makeup and mask construction. Applies to Associate Degree. Transfer credit: CSU; UC

THA M25A – 3 Units Scenic Design I

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces stage scenery as an interpretive and collaborative art. Develops floor plans and drawing techniques, builds models, reviews drafting conventions, and executes painting and rendering techniques that are unique in designing for the stage. Provides hands-on experience through work on actual productions. Applies to Associate Degree. Transfer credit: CSU; UC

THA M25B – 3 Units Scenic Design II

Prerequisites: THA M25A

Class Hours: 2 lecture, 3 lab

Explores advanced elements of scenic design, emphasizing creative and investigative work. Provides practical applications ranging from simplified drawings/paintings to more sophisticated concepts to demonstrate an understanding of design principles. Provides opportunity to design elements for actual productions. Introduces 3-D scenic studio programs, such as Virus Walk Through Pro. Applies to Associate Degree. Transfer credit: CSU; UC

THA M26 – 3 Units Scene Painting/Rendering

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces special painting techniques to transform scenery in an acting space into an appropriate and visually pleasing dramatic environment. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

THA M50 – 3 Units Performing Arts Management

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the marketing, promotion and sales of theatrical, music, dance and all other performance events. Studies the theories and practices of selecting a subscription season, creating marketing materials, operating the box office and interfacing with the public in the "front of the house." The practical lab component requires participation in various management and services activities throughout a Performing Arts Center. (Same as DANC M50 and MUS M50) Applies to Associate Degree. Transfer credit: CSU

THA M52 – 3 Units Children's Theatre

Prerequisites: None

Recommended Prep: DANC M20A or THA M17

Class Hours: 2 lecture, 4 lab

Offers practical experience in the rehearsal and performance of a children's theatre production. Includes both dramatic and movement-based components. (Same course as DANC M52) Applies to Associate Degree. Transfer credit: CSU

THA M80 – 1 to 4 Units Internship in Theatre Arts

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

Class Hours: 3 to 33 work experience hours as arranged

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

Work Experience & Internships

The Moorpark College Career Transfer Center coordinates the Work Experience and Internship Program, offering students two basic routes for receiving credit for on-the-job learning: General and Occupational Work Experience. These opportunities are provided in compliance with Title V Cooperative Work Experience Education regulations to ensure an effective learning experience for the students involved. The Center helps connect students to work experience opportunities made available through local business and industry, but students can also turn an existing job into a part of the program, if the work experience involves new or expanded learning. Contact the Career Transfer Center with any questions or to apply: (805) 378-1536.

Dean

Patricia Ewins, Phone (805) 378-1408

Counselors

Judi Gould, Danita Redd

Basic Definitions and Guidelines

General Work Experience provides on-the-job learning that develops effective work habits, attitudes, and behaviors that are applicable in most work environments. This emphasis builds on core competencies needed for career success and advancement that were initially identified in the Secretary's Commission on Acquiring Necessary Skills (SCANS) for the workplace and encourages the exploration of establishing an effective career/educational goal. Students sign-up for WEXP M10 to receive credit for their work, earning up to 6 units, with a 3-unit maximum enrollment per semester.

Occupational Work Experience connects actual classroom learning to targeted work experience opportunities in a field related to a student's stated educational major or career goal. Typically, students would sign-up for WEXP M20 to receive credit for this occupational work experience. Some programs (Child Development, EATM, Multimedia, for examples) have developed specialized relationships with area businesses, so coordinate Internships under the M80 course designation. These internships are closely related to the completion of department-specified course work and are advised by a faculty member in the discipline. With either option, the student's work experience is matched to identified interests and training needs. In total, students can earn up to a total of 16 units, with a 4-unit maximum per semester.

Requirements: The type of on-the-job learning being pursued (general, occupational, internship) determines how many total units can be earned in any given semester. Students must complete 60 hours of unpaid work or 75 hours of paid work for every unit earned. Students are matched to appropriate jobs and faculty supervisors through the Career Transfer Center. In total, students can earn up to a total of 16 units, with a 4-unit maximum per semester.

Support Courses: The primary goal of the Work Experience and Internship Program is to maximize on-the-job learning for participating students. However, to truly be effective in a chosen field, students also need to develop techniques and skills that will help them search for jobs most effectively and to get the jobs they seek. To address these ongoing needs, several short, half-unit courses have been developed focusing on career trends, resume writing, and interviewing strategies.

Work Experience Courses

WEXP M10 – 1 to 6 Units

General Work Experience

Prerequisites: None

Class Hours: 3-25, Other

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid jobs that need not be related to student's major or career goals. Both workplace supervisor and faculty advisor provide feedback and/or written evaluations. Requires orientation session, consultations with faculty supervisor, learning objectives that demonstrate new or expanded learning, and term paper or project. The student can earn a maximum of 6 units of General Work Experience. Offered on a pass/no-pass basis only. May be taken for a total of four (4) times for credit or until a total of 16-work experience units are earned. Applies to Associate Degree. Transfer credit: CSU

WEXP M20 – 1 to 8 Units

Occupational Work Experience (Internship)

Prerequisites: None

Class Hours: 3 - 33 as arranged

Provides on-the-job learning related to a career interest or major, under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Requires attending an orientation, developing three evaluated learning objectives, writing a summary report, and maintaining signed verification of worked hours. Also requires meeting at least twice with faculty advisor, who visits the work site, supervises the occupational work experience, and awards a grade. Requires 60 hours unpaid work or 75 hours paid work for each unit earned. May be taken a for a total of four (4) times, not to exceed 16 units in combination with any other work experience/internship courses. (Same course as each disciplines M80.) Applies to Associate Degree. Transfer credit CSU, credit limitations. To take this course, contact the Career Transfer Center: Call (805) 378-1536.

WEXP M30 – 0.5 to 4 Units

Service Learning

Prerequisites: None

Class Hours: 1.5 to 16 Other

Connects classroom and/or subject content with community service in a hands-on independent project. The individualized service-learning project will be designed to support coursework in a student's field of interest. The student will attend periodic planning and reflection sessions with others doing service-learning projects; complete a reflections journal on the project; and be provided with written evaluations by the instructor and community organization supervisor. Offered on a pass/no-pass basis only. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

WEXP M31 – 0.5 Unit

Job and Career Readiness

Prerequisites: None

Class Hours: 0.5 lecture

Provides understanding of how to prepare for employment in order to achieve personal job or career goals, such as prioritizing goals, identifying key attributes that employers prize, developing an approach appropriate to goals, and self-management techniques that include building self-confidence, staying motivated, and managing stress. Will develop a professional action plan – a personalized, step-by-step employment preparation strategy. (Formerly WEXP M16) Applies to Associate Degree. Transfer credit: CSU

**WEXP M32 – 0.5 Unit
Work and Career Trends**

Prerequisites: None
Class Hours: 0.5 lecture

Jobs and careers are changing daily, as new technologies, globalization, and the information economy change how and where we work. This seminar will look at these and other trends and forces, and determine what jobs and job skills are likely to be important in the future. Discussion of what skills to upgrade and learn. Also reviews labor data that anticipates the greatest job growth areas in the next few years. (Formerly WEXP M14) Applies to Associate Degree. Transfer credit: CSU

**WEXP M33 – 0.5 Unit
Job Search Electronically**

Prerequisites: None
Class Hours: 0.5 lecture

Increasingly, companies are posting job openings and looking for employees online. Explore contemporary job searching techniques, including discovering the most effective job listing sites, how to narrow your search, how to research companies, where to post your resume, and how to submit your application and resume online. (Formerly WEXP M13) Applies to Associate Degree. Transfer credit: CSU

**WEXP M34 – 0.5 Unit
Professional Resumes**

Prerequisites: None
Class Hours: 0.5 lecture

Provides resume and cover letter writing information and practice in specific and/or general career areas according to contemporary trends in hiring. Includes functional, chronological, and combination resume styles and resumes for electronic format. Student will develop and write personal resumes and cover letters using different formats. (Formerly WEXP M12) Applies to Associate Degree. Transfer credit: CSU

**WEXP M35 – 0.5 Unit
Effective Interviews**

Prerequisites: None
Class Hours: 0.5 lecture

Provides job interviewing information and practice in specific and/or general career areas. Includes current interviewing styles, sample questions, legal parameters, and appropriate dress, demeanor, and response. (Formerly WEXP M11) Applies to Associate Degree. Transfer credit: CSU

**WEXP M36 – 0.5 Unit
Strategies for Career Success**

Prerequisites: None
Class Hours: 0.5 lecture

Provides information on how to prepare for and achieve employment success, including understanding workplace culture and expectations, understanding and practicing workplace ethics, responding well to critical feedback, managing stress and conflict, and working within a team environment. (Formerly WEXP M15) Applies to Associate Degree. Transfer credit: CSU

Zoology
See Biological Sciences



The College Community

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The College Community

Moorpark College faculty and staff are committed to providing quality instruction and service to each and every Moorpark College student. Our primary goal is to help students achieve their educational goals. Although not everyone who works at the College is listed on these pages, nearly every office is noted. Call the general campus number (805) 378-1400 with any questions or visit the College webpage: www.moorparkcollege.edu.

Academic Freedom

The faculty are entitled to freedom in the classroom in discussing his or her subject but should be careful not to introduce into the teaching controversial matter which has no relation to the subject. College or university faculty are citizens, members of a learned profession, and officers of an educational institution. When faculty speak or write as citizens, he or she should be free from institutional censorship or discipline, but this special position in the community imposes special obligations. As persons of learning and educational officers of the college, faculty should remember that the public may judge the teaching profession and the institution by his or her utterances. Hence faculty should, at all times, be accurate, should exercise appropriate restraint, should respect others' opinions, and should make every effort to indicate that he or she is not an institutional spokesman. The faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

District Organization

Ventura County Community College District
255 W. Stanley Avenue, Suite 150, Ventura, California 93001
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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.

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Life Sciences Norman Marten/John Baker
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Music/Dance Robert Salas/James Song
Physics/Astronomy Clint Harper
Physical/Health Education Del Parker
Student Health Services Sharon L. Manakas
Theatre Arts/Communication Studies John Loprieno
Digital Media Arts Steve Callis
Visual and Applied Arts Tim Stewart

Accreditation

Moorpark College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 3402 Mendocino Avenue, Santa Rosa, CA 95403, (707) 569-9177, an institutional accrediting body recognized by the Commission on Recognition of Post-secondary Accreditation and the U.S. Department of Education.

Moorpark College Foundation

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

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

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

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 B.A., Beijing Normal University, Beijing, China
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 of Business and Economics
 M.A., Claremont Graduate University,
 Claremont, California

Zucca, Gerardo (2004)

Associate Professor, Ceramics
 B.S., California State University, Northridge
 B.F.A., Art Center of Design
 M.A., M.F.A. California State University, Northridge



Classified Staff

- Ackerman, Yvonne (1981)**
Student Services Assistant II
- Adams, Dean (1997)**
Systems Administrator
- Aguilar, Micaela (2008)**
Clerical Assistant II
- Alanis, Tina (2007)**
Child Development Assistant
- Almazan, Edgar (2008)**
Custodian
- Almazan, Venancio (1990)**
Grounds Maintenance Worker
- Arellano, Tom (1982)**
PE Athletic Equipment Manager-Men's
- Barraza, Jr., Raul (2010)**
Counselor Assistant
- Barringer, Frank (1997)**
Electrician
- Baughman, Carol (1992)**
Accounting Tech II
- Beck, Mary Anne (2000)**
Administrative Assistant I
- Behar, Alisa (2008)**
Zoo Operations Assistant
- Bergman, Patricia (2008)**
Clerical Assistant II
- Biggie, Deborah (2006)**
Child Development Assistant
- Bjordahl, James (2002)**
Bookstore Operations Assistant
- Blair-Villareal, Erin (2005)**
Food Services Operation Specialist
- Borhorquez, Cristobal (2008)**
Fin. Aid Technology Support Specialist
- Bowen, Shannon (1999)**
Instructional Assistant/High Tech Ctr.
- Boyd, Katharine (2007)**
Administrative Assistant II
- Braaten, Stacey (2009)**
Child Development Assistant
- Callis, Stephen (1998)**
Instructional Laboratory Tech I/Photography
- Campbell, Guy (1989)**
Information Tech Support Specialist I
- Campbell, Kathy (1989)**
Bookstore Cashier
- Campo, Vincent (1988)**
Custodian
- Cantu, Gerri (2009)**
Financial Aid Technician
- Castro, Ernest (2008)**
Grounds Maintenance Worker
- Cervantez, Mitchell (1988)**
Custodian
- Chater, Gwen (2001)**
Administrative Assistant II
- Chau, Lindy (2006)**
Accounting Clerk II
- Chavez, Dominga (1992)**
Administrative Assistant II
- Chelonis, Ashley (2010)**
Instructional Technologist
- Christener-Hadaway, Louise (1992)**
Executive Assistant to the President
- Christensen, Paula (1989)**
Admissions & Records Technician
- Cicoello, Patricia (2008)**
Business Office Assistant I (Seasonal)
- Clark, Mark (1997)**
Grounds Maintenance Worker
- Clements, Mark (1997)**
Maintenance Assistant II/Painter
- Colborn, Kathy (1975)**
Registrar
- Colvin, Leanne (1986)**
Administrative Assistant II
- Colvin, Scott (2000)**
Operations Supervisor
- Connolly, Deborah (2008)**
Child Development Assistant
- Corbett, Tracy (2006)**
Accounting Technician III
- Costabile, Diane (1993)**
Administrative Assistant II
- County, Cynthia (2010)**
Financial Aid Officer
- Cox, Paulette (1998)**
Technical Director/Theater Mgr.
- Dombrowski, Mark (2000)**
Grounds Maintenance Worker
- Downes, Kathleen (2008)**
Admissions & Records Technician
- Downs, Gilbert (2008)**
Library Assistant
- Elhussini, Allam (2001)**
Accounting Clerk I
- Finfrook, Pete (2001)**
Grounds Equipment Operator/Mechanic
- Fox, Carol (2009)**
Instructional Lab Technician II - Nursing
- Furrell, Audrey (2004)**
Job Placement Specialist
- Gabino, Robert (1997)**
Custodian
- Garcia, Margie (1991)**
Food Services Worker
- Gerhardt, Suzanne (2007)**
Student Health Center Assistant I
- Gomez, Angelina (2003)**
Child Development Assistant
- Goodman, Bill (1996)**
TV/Radio Production Specialist
- Goodman, Emilie (2007)**
Clerical Assistant II
- Gray, Carolyn (1981)**
Library Assistant
- Hahn, Margaret (Penny) (1993)**
Library Technician
- Hampton, Todd (2010)**
IT Supervisor
- Hernandez, Marcela (2007)**
Clerical Assistant II
- Hines, Michlyn (2001)**
Teaching Zoo Operations Supervisor
- Howell, Roy (Mickey) (1982)**
Theater Technician
- Hunt, Judith (1989)**
Student Services Assistant II
- Ingram, Iris (2009)**
Vice President, Business Services
- Ito-Herrera, Amy (1990)**
Child Development Associate
- Jay, Lori (2007)**
Clerical Assistant II
- Johnsen, Donna (2010)**
Communications Assistant
- Kay, Aaron (2008)**
Information Tech Support Specialist II
- Keller, Marty (1998)**
Child Development Associate
- Klipp, Marsha (2005)**
Accounting Technician II
- Korinke, Kimberly (2004)**
Financial Aid Specialist
- Lansing, Amanda (2009)**
Zoo Operations Assistant
- Lara, Bonnie (1999)**
Student Services Assistant I
- Lederer, Krista (2007)**
Performing Arts Assistant
- Lerma III, Paul (1995)**
Grounds Maintenance Worker
- Lidstrom, Candy (1979)**
Instructional Laboratory Tech II/Biology
- Lopez, Dan (1992)**
Bookstore Stock Assistant
- Lopez, Eric (2006)**
Custodial Supervisor I
- Lucin, Elena (1997)**
Instructional Laboratory Tech II/Chemistry
- Luna, Ramona (2007)**
Financial Aid Technician
- MacLeod, Kenneth (Scotty) (1989)**
Instructional Lab Tech II/Electronics
- Manakas, Vance (1981)**
College Trainer

Mariscal, Michael (2010) <i>Grounds Maintenance Worker</i>	Reeder, Scott (2008) <i>Custodian</i>	Talbert, Richard (2007) <i>Custodian</i>
Mattson, Paul (2008) <i>Evening/Weekend Activities Attendant</i>	Righetti, LaDonna (1997) <i>Instructional Data Specialist</i>	Thompson, Spencer (1997) <i>Carpenter</i>
McDonald-Rojas, Katherine (1998) <i>Admissions & Records Technician</i>	Righetti, Steve (1991) <i>Plumber</i>	Timmons, Steve (2006) <i>Grounds Supervisor</i>
Mehle, Kerry (1991) <i>Graphic Communications Technician</i>	Rodriguez, Mara (1994) <i>Instructional Lab Technician I/EATM</i>	Torres, Felicia (2005) <i>Administrative Assistant II</i>
Meichtry, Cherisse (2006) <i>Assistant College Trainer</i>	Ruiz, Jesus (1999) <i>Custodian</i>	Torres, Richard (2006) <i>Student Outreach Specialist</i>
Melby, Darlene (2007) <i>College Business Manager</i>	Ruiz, Santos (1987) <i>Custodian</i>	Tu, Myhanh (2002) <i>Instructional Lab Technician II/Chemistry</i>
Miller, Sharon (1993) <i>Student Activities Specialist</i>	Ryan, Daniel (2007) <i>Food Services Worker</i>	Tucker, Magda (1994) <i>Accounting Clerk II</i>
Montoya, Michael (2007) <i>Custodian</i>	Sanchez, Graciela (1996) <i>Financial Aid Technician</i>	Urenda, Maria (2008) <i>Financial Aid Specialist</i>
Muyalde, Malena (2007) <i>Child Development Assistant</i>	Sanders, Linda (2008) <i>Administrative Assistant II</i>	Velez, Charlotte (2006) <i>Custodian</i>
Nagaoka, Janeene (2005) <i>Graphic Artist/Designer</i>	Santschi, Donna (2002) <i>Administrative Assistant IV</i>	Villasenor, Charlotte (1998) <i>Business Office Assistant I</i>
Nguyen, Lan (2006) <i>Instructional Laboratory Technician II/Biology</i>	Sasaki-Bollinger, Tina (2007) <i>Administrative Assistant II</i>	Wall, Sue (1999) <i>Custodian</i>
Osher, Karyl (2001) <i>Admissions & Records Technician</i>	Scott, Donna (1998) <i>Instructional Laboratory Tech I/Ceramics</i>	Watters, Gregory (2000) <i>Warehouse Assistant</i>
Owen, Jim (1986) <i>HVAC & R Technician</i>	Scott, Lindsey (2003) <i>Child Development Associate</i>	Watters, Kim (1999) <i>Administrative Assistant III</i>
Palmer, Lory (2008) <i>Instructional Lab Technician II/ RVT</i>	Sena, Melanie (2006) <i>Child Development Assistant</i>	Wilson, Cynthia (1998) <i>Zoo Enrichment Technician</i>
Pascual, Vergilio (1998) <i>Custodian</i>	Sherman, Brian (2008) <i>Sprinkler Repair Technician</i>	Wirth-Gurrola, Gail (1980) <i>Assistant Registrar</i>
Perez, Maria (2006) <i>Admissions & Records Technician/Bilingual</i>	Sinutko, John (2003) <i>Director of Facilities, Maintenance & Oper.</i>	Wise, Crystal (2002) <i>Clerical Assistant II</i>
Perez-Medeiros, Maria (2007) <i>Clerical Assistant II</i>	Skhal, Judith (1991) <i>Lead Child Development Associate</i>	Witt, Allen (1997) <i>Maintenance Worker II</i>
Perry, Susan Michele (2008) <i>Bookstore Manager</i>	Slingluff, Cathi (2006) <i>Child Development Associate</i>	Wright, Charles (1998) <i>Custodian</i>
Pette III, Hosey (2008) <i>Custodian</i>	Small, Ivan (2000) <i>Information Tech Support Specialist II</i>	Yao, Lynne-Nora (2001) <i>Business Office Assistant I</i>
Purcell, Jerry (1982) <i>Bookstore Operations Assistant</i>	Smith, George (Skip) (1996) <i>Maintenance Assistant II/Locksmith</i>	Younan, Obalid (1999) <i>Support Services Assistant/Disabled Students</i>
Ragan, Clint (1991) <i>Fiscal/Budget Technician</i>	Solheim, Maureen (1998) <i>Administrative Assistant II</i>	
Rager, Jack (1997) <i>Maintenance Supervisor</i>	Spellman, Peggy (1999) <i>Administrative Assistant II</i>	
Ramirez, Maria (2008) <i>Student Health Center Assistant I</i>	Spencer, Paula (2000) <i>Library Assistant</i>	
Ramos, Margaret (1999) <i>Scholarship Technician</i>	Spivack, Margarita (1998) <i>Child Development Assistant</i>	
Ramsey, Diane (1998) <i>Business Office Assistant I (Seasonal)</i>	Stewart, Claudia (2009) <i>Administrative Assistant II</i>	
Ramsey, Holly (2010) <i>Disabled Student Services Technician</i>	Stone, David (2006) <i>Food Services Worker</i>	
Rauchfuss, Maureen (1997) <i>Matriculation Specialist II</i>	Swenson, Mary (2005) <i>Instructional Laboratory Tech II/Biology</i>	

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