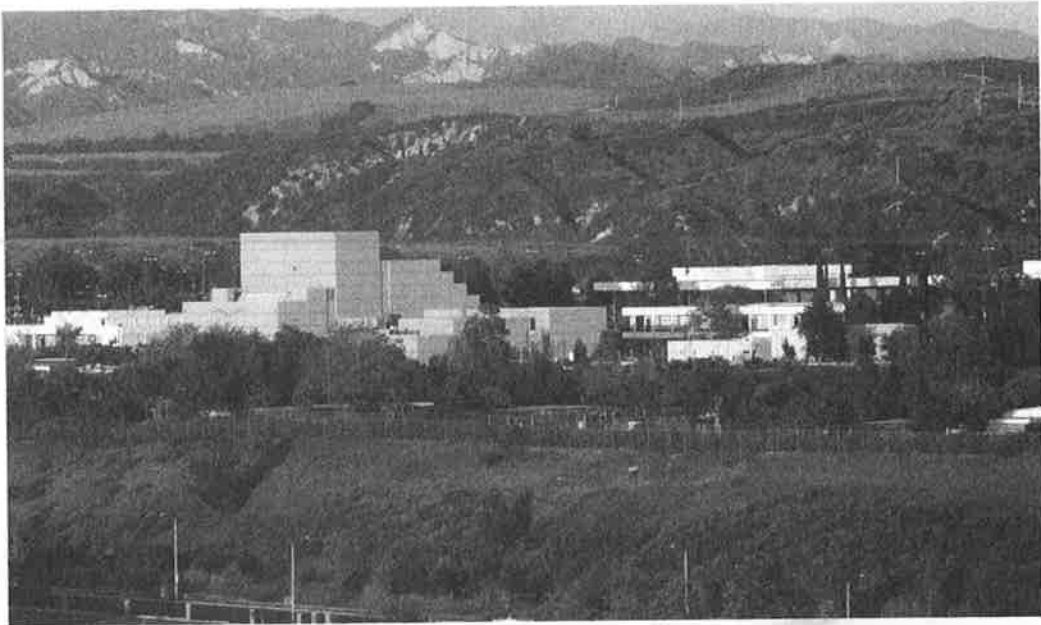


# MOORPARK COLLEGE

## *Catalog*

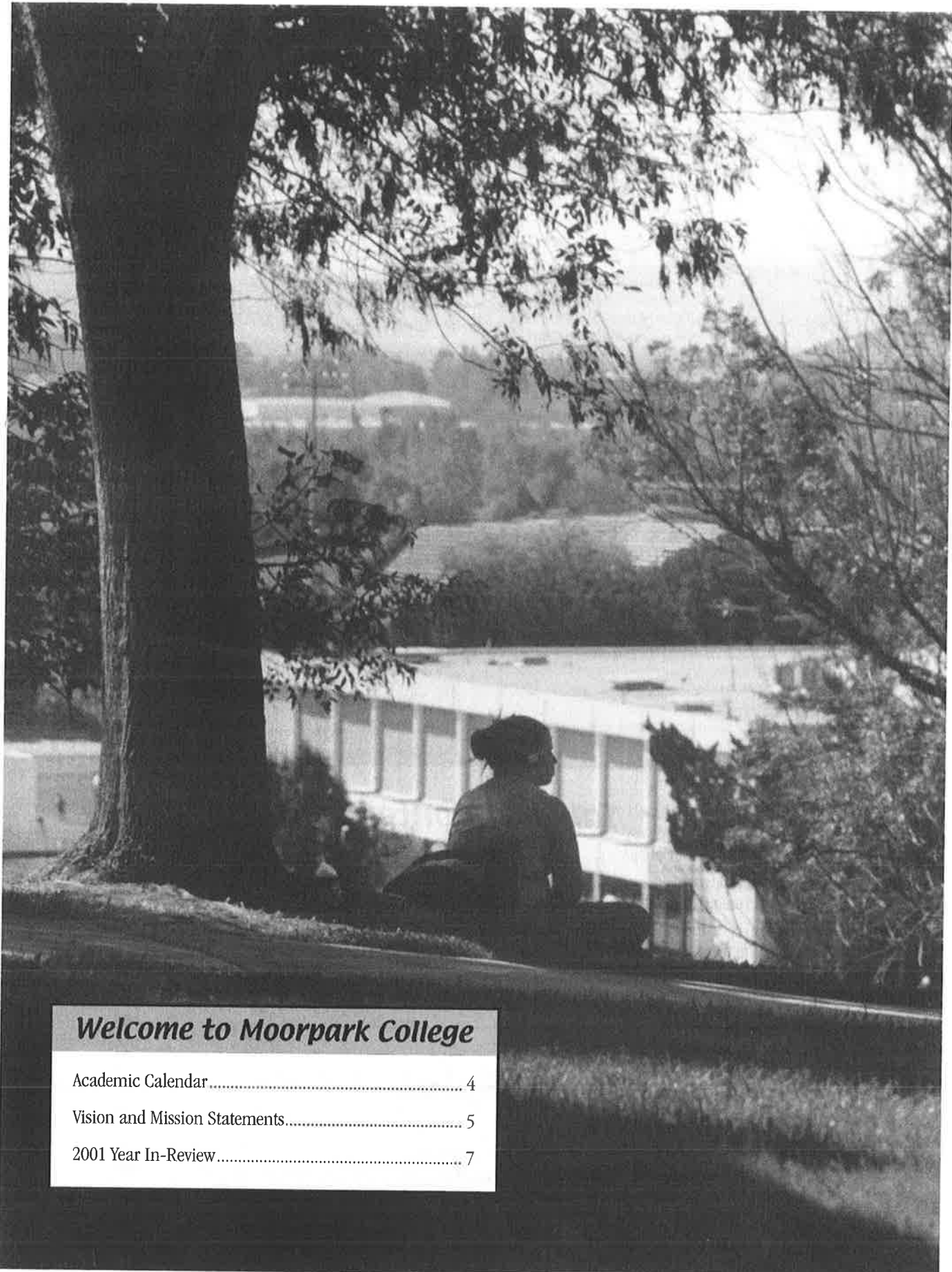
2002 - 2003



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



***Welcome to Moorpark College***

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# Welcome!

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**M**oorpark College faculty and staff invite you to join us in this excellent higher education learning community!

Building on the truth that education is the key that unlocks the door to your career, we are committed to preparing you for that career by providing quality learning experiences across the campus -- in classrooms and offices, in extracurricular activities, and in dialogue with faculty, staff, and peers.

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

A handwritten signature in cursive script that reads "E. Conrad".

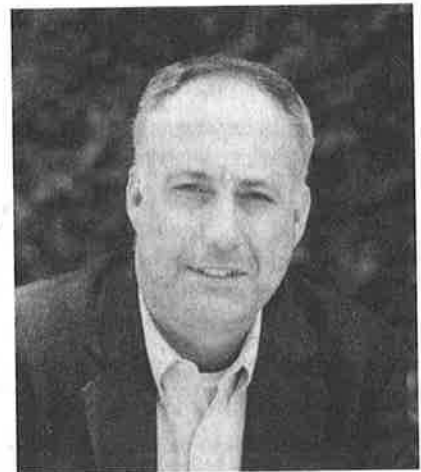
*Eva Conrad, President*

**Y**ou will discover that Moorpark College is a first-rate campus with the faculty ready to help you receive an excellent education. Whatever your educational and career goals might be, faculty members are ready to assist you. We have an outstanding faculty who are educated by the best colleges and universities throughout the United States and the world.

A positive educational experience awaits you as you, too, become a vital part of our campus community.

A handwritten signature in cursive script that reads "Jack A. Miller, Jr.".

*Jack A. Miller, Jr.  
Academic Senate President*



# Academic Calendar 2002-03

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

To match specific scheduling needs with the course offerings, consult each semester's Schedule of Classes. Those schedules are available on campus about five weeks before each semester begins and online at [www.moorparkcollege.edu](http://www.moorparkcollege.edu). The special deadlines for semester-length classes are listed below for each primary semester. However, the specific length of each course dictates its deadlines (enrollment, drop, refund, etc.). Check for such particulars with Admissions and Records at (805) 378-1429. Detailed registration information is available in each Schedule of Classes.

## Fall Semester, 2002

### August 19 - December 19, 2002

- August 17/18 ..... First day of semester-length Saturday/Sunday classes.
- August 19 ..... First day of semester-length traditional classes. First day of late registration.
- August 30 ..... Last day to add semester-length classes. Last day to drop a class and apply for enrollment fee, health and parking refunds. Last day account credited if dropping classes. No refunds or credits after this date for semester-length classes.
- Aug. 31/Sept. 1 ..... No Saturday/Sunday Classes.
- September 2 ..... Labor Day – Legal Holiday.
- September 13 ..... Last day to drop semester-length classes without a transcript entry.
- September 24 ..... Last day to declare CR/NC grading option for semester-length classes.
- November 8 ..... Last day to apply for Fall 2001 Associate Degree or Certificate of Achievement.
- November 9/10 ..... Saturday/Sunday Classes Held.
- November 11 ..... Veteran's Day—Legal Holiday.
- November 22 ..... Last day to drop semester-length classes with a "W."
- Nov. 28–Dec. 1 ..... Thanksgiving Break.
- December 12-18 ..... Final Exam Week for Fall 2002.

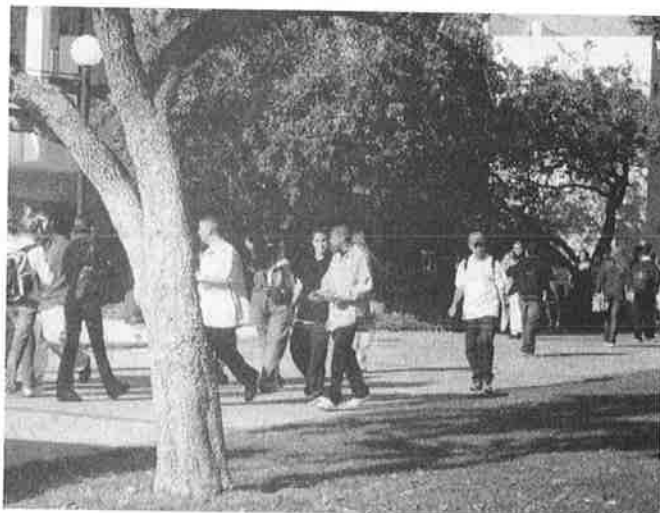
## Spring Semester, 2003

### January 6 - May 14, 2003

- January 6 ..... First day of semester-length traditional classes. First day of late registration.
- January 11/12 ..... First day of semester-length Saturday/Sunday classes.
- January 17 ..... Last day to add semester-length classes. Last day to drop a class and apply for enrollment fee, health and parking refunds. Last day account credited if dropping classes. No refunds or credits after this date for semester-length classes.
- January 18/19 ..... Saturday/Sunday Classes Held.
- January 20 ..... Martin Luther King's Birthday – Legal Holiday.
- January 31 ..... Last day to drop semester-length classes without a transcript entry.
- February 12 ..... Last day to declare CR/NC grading option for semester-length classes.
- February 14-17 ..... Presidents' Day/Weekend – No Classes.
- April 10 ..... Last day to apply for Fall 2001 Associate Degree or Certificate of Achievement.
- April 11 ..... Last day to drop semester-length classes with a "W."
- April 11 ..... No Classes – Staff Flex Day.
- April 12/13 ..... Saturday/Sunday Classes Held.
- April 14-20 ..... Spring Break.
- May 8-14 ..... Final Exam Week for Spring 2002.
- May 15 ..... GRADUATION

## Summer Session, 2003

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



## Vision Statement

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

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

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

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

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

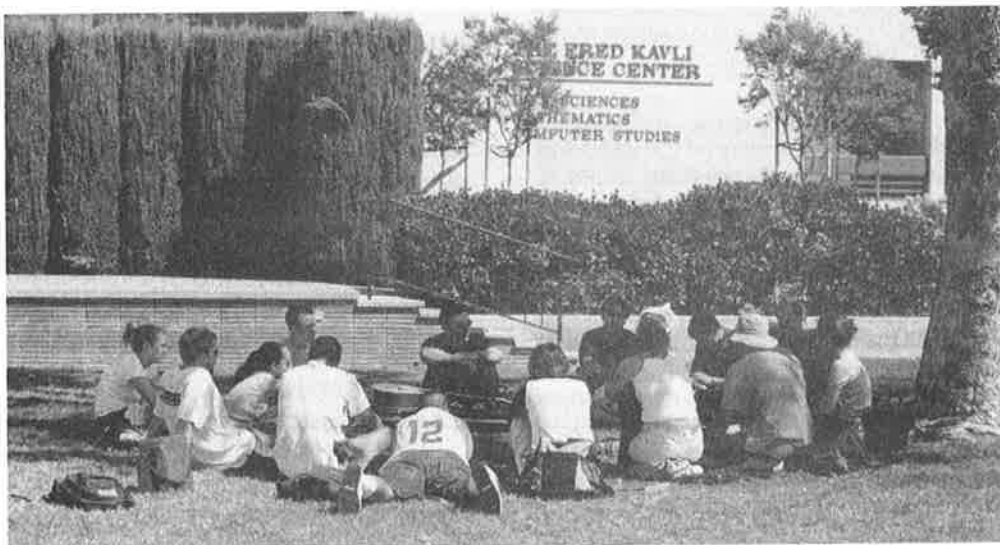
## Mission Statement

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

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

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

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



# Welcome to Moorpark College

## History

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

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

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

## Student Profile

### Fall 2001 Enrollment

Full-Time Students .....	5,624
Part-Time Students .....	9,076
Female .....	8,048 (54.7%)
Male .....	6,496 (44.2%)
Unknown .....	156 (1.1%)
TOTAL .....	14,700

### Age:

17 and younger .....	5.6%
18-19 .....	28.9%
20-21 .....	19.7%
22-24 .....	12.0%
25-29 .....	8.8%
30-34 .....	5.4%
35-39 .....	5.0%
40-49 .....	9.2%
50-64 .....	4.7%
Over 60 .....	5%

### Ethnicity:

Asian/Filipino/Pacific Islander .....	9.7%
Black .....	1.8%
Hispanic .....	14.0%
Native American .....	0.9%
Other .....	1.4%
White .....	64.7%
Unreported .....	7.5%

### Fall 2001 International Students

Enrollment .....	300
For information about the International Students Program, call (805) 378-1414.	

### 2000/2001 Associate Degrees

Awarded .....	892
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### 2000/2001 Certificates

Awarded .....	95
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### 2000/2001 Transfer Data

To University of California .....	240
To California State University .....	674

### 2000/2001 Financial Aid

Total financial aid awarded .....	\$3,133,381.00
Total scholarships awarded .....	\$142,000.00

## 2001 Year In-Review

### JANUARY

- Anatomy/Biology/Physiology Professor Larry O. Miller was honored as the 2000-2001 Distinguished Faculty Chair. Miller has taught at Moorpark since 1971 and has a Ph.D. from the University of California at Santa Barbara.

### FEBRUARY

- An open-access computer lab was opened for students in the Library.
- Hundreds of high school and college students were placed at local businesses for a one-day mentorship during Ground Hog Job Shadow Day hosted by Moorpark College.

### MARCH

- Moorpark College received a \$100,000 grant to promote service-learning opportunities that celebrate the life and legacy of Cesar Chavez on the occasion of the first annual Cesar Chavez day, March 30, 2001.
- The Associated Students named Psychology Professor Sally Ponce O'Rourke 200-2001 teacher of the year. Ponce-O'Rourke has a MA from California State University, Northridge.

### APRIL

- The Counseling department launched Moorpark College Night, an evening dedicated to prospective students and their parents who want to get information on all instructional programs and services and take a campus tour.
- The Moorpark College Forensics Team placed second in the nation at the Phi Rho Pi National Championships held in Jacksonville, Florida, April 9-14.

### MAY

- Physical Education Professor Will Thurston was inducted into the California Community College Hall of Fames May 11 in Stockton. Thurston coached the Lady Raiders to nine Western State Conference championships and was seven-time "Coach of the Year" during his 10-year career as softball coach.
- Alumna Gayanne Pagosian was the featured speaker at the May 17 commencement.

### JUNE

- Thirty students comprised the first graduating class from The High School at Moorpark College this month. The high school opened in August, 2000, with 55 students from across eastern Ventura County. The students take two required high school general education courses, and fill out the rest of their schedule with college courses.
- Tapestry, an independent film company, produced a 15-episode documentary on the Exotic Animal Training and Management Program at Moorpark College which ran all summer on the cable network, Animal Planet.

### JULY

- More than 400 new students were admitted during "Instant Admission" sessions held during special evening and weekend hours.

- The Moorpark College Scholarship office awarded more than \$140,000 to continuing and transfer students this year. Summer enrollment is up 11 percent over last year.

### AUGUST

- Moorpark College welcomed several new full-time faculty members at the start of Fall 2001 semester. They are: Deans Inajane Nicklas and Fabienne McPhail-Naples, English Professor David Birchman, Geography Professor Andrea Erghott, Health Science Coordinator Karin Jensen, Computer Network System Engineering Professor Edmund Garcia, Math Professor Marcos Enriquez, Graphics/Multimedia Professor Svetlana Kasalovic, and Studio Arts Professor Cynthia Minet.

### SEPTEMBER

- Fall enrollment reached 14,700.
- MC Alumnus Frank Barajas has been named a founding faculty member at California State University at Channel Islands. Barajas wrestled for Moorpark College from 1983-1984 and was ranked second in the state and named "Scholastic All-American." He has a MA in history from Fresno State and a Ph.D. in history from Claremont Graduate University.

### OCTOBER

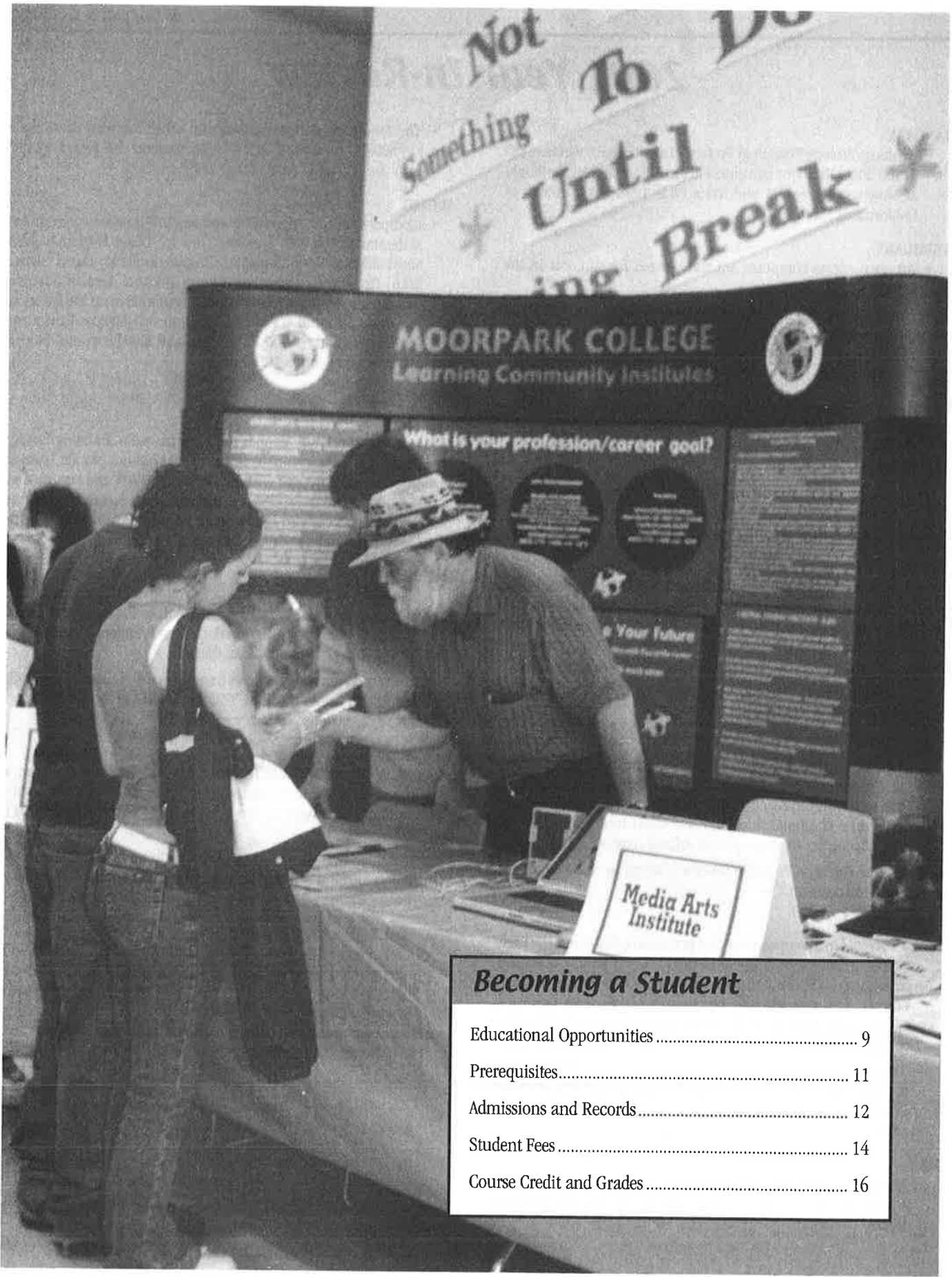
- The fifth annual Moorpark College Foundation Community Ball was held, October 20, at the Hyatt Westlake Plaza. A scholarship fund to honor retiring Moorpark College President James Walker (June 2002) was announced at the ball.
- The second annual American Cancer Society Relay for Life event was held at Griffin Stadium. This year's event raised \$180,000, up from \$126,000 the previous year.

### NOVEMBER

- The Moorpark College student honor society, Alpha Gamma Sigma, held a candlelight vigil on campus, November 11, to commemorate Veterans Day on the heels of the September 11 tragedies.
- The American Cancer Society's Relay for Life was held at Moorpark College's Griffin Stadium for the first time. The relay was a major success, drawing 55 local teams and netting \$126,000.

### DECEMBER

- After nearly two years of work, Moorpark College staff and management completed the Educational and Facilities Master Plan., a comprehensive document that predicts future growth for academic programs and services as well as the renovations and new construction needed to provide adequate classrooms and laboratories to meet that growth.



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# Becoming a Student

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

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

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

## Educational Opportunities

### Scheduling Options

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

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

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

### Specialized Training Programs

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

- Computer Training Certificates (Microsoft, Cisco), see pg. 82
- Exotic Animal Training/Management, see pg. 122
- Health Information Technology, see pg. 142
- Nursing, see pg. 144
- Radiologic Technology, see pg. 147

### Other Program Options

#### Honors Program

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

Benefits of the Honors Program:

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

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

### The High School at Moorpark College

The High School at Moorpark College is an alternative learning community, offering a unique educational opportunity for high school juniors and seniors. Initiated through a grant from the California Community College Chancellor's Office, this high school is a collaboration between Moorpark, Simi and Conejo Unified School Districts and Moorpark College. This high school-community college collaboration seeks to attract students who – although bright and capable – have become disengaged from the more traditional high school environment; this collaboration provides an alternative environment based on innovative, interdisciplinary curriculum. The students are concurrently enrolled in both high school and community college courses. Call Principal Andi Mallen for more information: (805) 378-1444.

## Becoming a Student

### Interdisciplinary Courses

Interdisciplinary courses are designed to provide the student with credit meeting general education requirements in more than one area of study. Such courses are team-taught and present ideas from different points of view by individuals who have studied and been trained in the particular disciplines included in the course. Different combinations of courses are available for varying units of credit. Each semester's Schedule of Classes provides particulars about these team-taught classes.

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

### The Internship Program

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

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

### Learning Community Institutes

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

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

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

- Business Institute: Contact Janice Feingold at (805) 378-1400, ext. 1615
- Health Science Institute: Contact Lupe Aldana at (805) 378-1400, ext. 1632
- Multi Media Institute: Contact John Gray at (805) 378-1400, Ext. 1875
- Liberal Arts Institute: Contact Linda McDill at (805) 378-1400 Ext. 1659

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

### Air Force ROTC Program

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

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

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

### Study Abroad Program

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

### Transfer Admission Guarantee (TAG) Programs

The Colleges of Ventura County Community College District have secured partnerships with several four-year institutions, providing qualified students with guaranteed admission, once specified general education requirements are met. Typically, TAG students need to earn a minimum number of transferable units, need to be general education certified and need to have met all lower-division preparation for the student's chosen major. In addition, students typically need to attain an average GPA of at least 2.60 with no transferable course having a grade lower than a "C." Each four-year institution has its own set of specific criteria, including if there is a limit on which majors are acceptable as part of the existing TAG program.

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

### Some Special Course Arrangements

#### Independent Study

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

Students wishing to complete an Independent Study should contact an instructor in the discipline in order to develop a program plan and to initiate the required paperwork by the appropriate deadline.

### **Field Trips**

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

### **Auditing Policy**

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

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

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

## **Prerequisites and Corequisites**

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

### **Important Definitions**

**PREREQUISITE** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or 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. For example, a student enrolling in general chemistry will have difficulty without adequate preparation in algebra.

**COREQUISITE** means a condition of enrollment consisting of a course

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

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

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

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

### **Prerequisite Equivalency**

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

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

### **Challenging a Prerequisite or Corequisite**

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

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

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

# Admissions and Records

## General Eligibility

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

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

Students whose legal residence is in another state or in a foreign country may be admitted under conditions stipulated by the Governing Board and on payment of specified tuition fees. Additional information regarding residence requirements and fees may be found below or by contacting Admissions and Records at (805) 378-1429.

## Specialized Program or Course Eligibility

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

## Residency Requirements

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

1. To qualify as a state resident, a student must have legally resided in California continuously for one year and one day prior to the beginning of the semester he/she is planning to attend. (Students who have resided in California for more than one year but less than two years, see item 2 below.) Students who meet residency requirements are not subject to nonresident fees.
2. Students who have lived in California for more than one year but less than two years will be asked to show proof of California legal residence. The burden of proving eligibility for residence status lies with the student. Failure to present such proof will result in a nonresident classification. A complete listing of acceptable proofs of residence is available from Admissions and Records (Admin. Bldg.).
3. A nonresident is a student who has not legally resided in California for one year and one day prior to the beginning of the semester in which he/she plans to enroll. Students classified as nonresidents shall be required to pay nonresident tuition fees in addition to the mandatory enrollment and health fees.
4. Military personnel and/or their dependents are advised to check with Admissions and Records for additional information pertaining to the determination of their legal residence.
5. International students (F-1 visa) and holders of nonimmigrant visas (B, C, D, E, H, L, M, O, P, Q, TN, TD) are classified as nonresidents and shall be required to pay nonresident tuition fees in addition to the mandatory enrollment and health fees for each semester of attendance. Contact the International Students Office with questions about visa status: (805) 378-1414.

6. Persons residing in the United States on visas approved by the Department of Immigration & Naturalization may be eligible for admission, as well as residence classification. Such eligibility is determined by the type and status of the visa issued. Proof of current visa status must be submitted to Admissions and Records in order to determine eligibility. Contact the International Students Office with questions about visa status: (805) 378-1414.
7. Students who are former residents of California and have been absent from the state for a number of years but who attended a California high school for at least three years and graduated from a California high school may be eligible for resident status. Contact the Office of Admissions & Records for more information. Please mention AB 540.
8. Students residing in the United States who do not possess a visa issued by the Department of Immigration & Naturalization may be eligible for resident status if the student has attended a California high school for at least 3 years and has graduated from a California high school. Contact the Office of Admissions & Records for more information. Please mention AB 540. This does not apply to International F-1 visa students.

## Admission Procedures

Students new to Moorpark college and former students who attended prior to 1995 must complete an application for admission. Former students who last attended between 1995 and 2001 may update any changes to their name, address, or phone number by notifying the Office of Admissions & Records of the change.

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

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

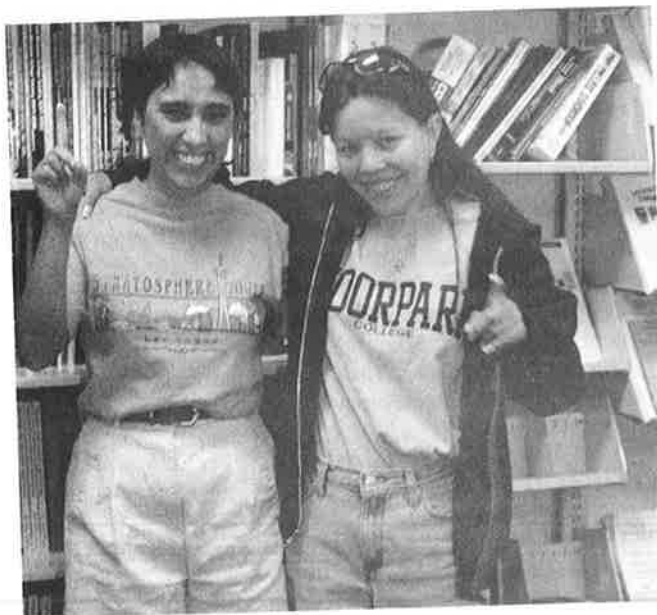
## On-Line Admissions & Records Services

Students may access the following Admissions & Records services on-line at [moorparkcollege.edu/webstar](http://moorparkcollege.edu/webstar):

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

## Concurrent High School Student Admission

In accordance with the California Education Code high school juniors and seniors are permitted to enroll in college courses as Special High School Admission students. This permission is required for each



semester the student wishes to attend until the student graduates from high school or turns 18 years or age, whichever is sooner. High school students must register in person. Course enrollment fees are waived for Special High School Admission students. All other fees apply. Moorpark College grants college credit only.

In order to qualify and register for Special High School Admission, all high school students (seniors, juniors or younger) must have the written permission of a parent or guardian and their high school principal or counselor. Students below the 11<sup>th</sup> 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. Special High School Admission forms are available at the high schools and in Admissions and Records at Moorpark College in the Administration Building. High school transcripts are required to confirm grade level and for clearance of mandatory prerequisites in Math and English. Please refer to pages 110 and 177 for detailed information on prerequisite equivalency and clearance.

For information about the The High School at Moorpark College, a full-time on-campus program for High School Juniors and Seniors see page 9.

### **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 the International Students Office to determine their eligibility for enrollment to the college. The International Students Office can be reached 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 Specialist:

1. International Student Application form for Moorpark College
2. Personal letter (in English) describing education background, special interests, and reason for applying to Moorpark College

3. Proof of TOEFL with a score of 450 or higher.
4. Official Translated Transcripts: Transcripts of all High Schools and Colleges previously attended must be in English.
5. A \$50 non-refundable Application Processing fee. Check or money order payable in US dollars and made out to Moorpark College.
6. An official bank statement or affidavit of support from a sponsor, to show proof of sufficient financial support to pay tuition, fees, and living expenses for one year. This cost is estimated to be \$17,000.
7. A personal letter of reference from a school instructor or administrator or from an employer.
8. Transfer form from current school if transferring from another school in the U.S.

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

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

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

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

### **Limitations on Enrollments**

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

### **Veterans**

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

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

The Moorpark College Veterans Benefit Specialist is located in the Administration Building and can be reached at (805) 378-1400, ext. 1852. The California Department of Veteran Affairs can be

## Becoming a Student

reached directly at 1-800-952-5636 or [www.ns.edu/cadva/](http://www.ns.edu/cadva/). The Department of Veteran Affairs can be reached at 1-888-442-4551 or [www.va.gov/education](http://www.va.gov/education).

### Selective Service Registration

Moorpark College in accordance with AB 397 added by statutes 1997,575,E.C.s66500 & 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.

### Updating Student Records

Once a student application is on file, any necessary communication with the student is conducted through the contact information provided. It is important that name or address corrections be recorded in student academic records. Students can file those changes in Admissions and Records Office (Admin. Bldg.) or online.

### Registration Procedures

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

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

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

### Open to Enrollment

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

### Transcripts

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

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

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

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

### Special Grade Recognition: Deans' List

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

### Student Fees

#### Payment of Fees

All mandatory fees are due at registration. Students have seven days to pay their registration fees after which they will be dropped from classes. Students unable to pay need to contact Auxiliary Services (805.378-1550) to inquire about setting up a deferred payment plan. Students should also contact Financial Aid (805.378-1462) to determine eligibility for financial aid and to initiate any necessary paperwork. Payment can be made in person (cash, check or credit card), by mail (check) or over the Star Registration system (credit card).

Students dropped for nonpayment of fees remain responsible for any unpaid fees. If a student dropped from classes for nonpayment of fees, his/her place in the dropped classes is not held. Students may re-enroll in any open class. Nonpayment of fees will also prevent access to necessary services, such as transcripts or verification of enrollment (see below).

All fees are subject to change at any time.

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

**Nonresident Tuition** (in addition to enrollment fee)

Out of State ..... \$141 per unit

International Students ..... \$141 per unit

International Student Capital Outlay Surcharge ..... \$14 per unit

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

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

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

**Associated Students Photo I.D.** ..... \$10/semester or \$15/year

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

**Student Representation Fee** (optional) ..... \$1.00

This fee provides support for students or representatives who share

positions and viewpoints before city, county and district governments, and before offices and agencies of the state and federal governments. Authorized by Education Code, Section 76060.5, this fee may be waived for religious, political, financial, or moral reasons. Waiver forms are available at the campus Business Office (Admin. Bldg.) and the Associated Students Office (Campus Center). For further information, call the Associated Students Office at (805) 378-1400, ext. 1635.

**Parking Fee**

A daily or long term student parking permit is required in all lots on campus. "One-Day Use Permits" are \$1.00. These permits must be displayed on the dash of the vehicle to permit parking in all appropriately designated student spaces. These day use passes do not permit parking in spaces marked "handicapped" or marked "staff." One-Day Permits can be obtained from machines located on the main driveways in Lots A, B and C as well as in lots D, F and PA. The locations of these parking-permit machines are noted on the Campus Map, on the inside back cover.

CITATIONS WILL BE ISSUED FOR VEHICLES WITHOUT A VALID PERMIT. A ticket for a general parking violation is \$25. Money is more efficiently spent by paying appropriate semester parking fees.

Semester Fee, Automobile.....	\$30.00
Semester Fee, Motorcycle.....	21.00
Classes meeting 6-11 weeks, Auto .....	21.00
Classes meeting 6-11 weeks, Motorcycle.....	12.00
Classes meeting 1-5 weeks, Auto .....	9.00
Classes meeting 1-5 weeks, Motorcycle.....	6.00
Second Vehicle Permit (requires presentation of vehicle registration) .....	6.00
Replacement Permit (requires proof that original permit was purchased) .....	5.00
Combination of two permits (not less than) .....	36.00
Carpool permit.....	25.00 per. Sem./\$10 per. Summer

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. Remember, citations will be issued for vehicles without a valid permit.

**Instructional Materials Fee**

Some courses require an instructional materials or lab fee. These fees are listed in each semester's Schedule of Classes with the course description information for each class.

**Enrollment Verification Fee**

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 (next day) service is available for \$5.00 per verification. Enrollment verifications cannot be completed if the student has any outstanding fees and/or obligations due the District. (see below) Request for enrollment verification is submitted to the Office of Admissions and Records. (Admin. Bldg.)

**Transcript Fee**

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 7-10 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 (next working day) service is available upon

receipt of a signed student request and payment of the \$5.00 rush transcript processing fee. IMPORTANT NOTE: Transcripts cannot be released if the student has any outstanding fees and/or obligations due the District (see below).

**Outstanding Obligations**

Registration, transcript, and enrollment verification services are denied to students who have outstanding obligations, such as 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 [www.moorparkcollege.edu](http://www.moorparkcollege.edu), and clicking on the WebSTAR icon.

**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 account credited. This credit balance may be applied toward a future enrollment or parking fee. A credit balance may not be used to buy books or supplies.

To turn this credit balance into an actual refund, students need to submit an Application for Refund, which is available in Admissions and Records and in the Business Office (both in the Admin. Bldg.). Such applications for refund of fees may be made through the end of the class adjustment period as stated in each semester's Schedule of Classes. Enrollment fees will be refunded minus a \$10.00 administrative fee. NOTE: Classes cancelled by the College are not assessed the \$10 administrative fee, even if students request a refund rather than having the amount credited to their account.

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

The length of each class helps determine the appropriate enrollment, withdraw and refund deadlines. Deadlines for full-term classes are listed in each semester's Schedule of Classes. Call Admissions and Records (805.378-1429) to verify appropriate deadlines for short-term classes.

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

Nonresident and International Students are subject to the same deadlines and procedures regarding credits and refunds for dropped classes as noted above under "Enrollment and Parking Credits/Refunds." The eligibility for and the amount of the fees applicable to nonresidents (Nonresident Tuition and Capital Outlay Surcharge) are determined by the date the student officially files the application for a refund through Admissions and Records (Admin. Bldg.). The amount of each refund is based on the percentage of the class completed when the student withdraws. For more specific information, especially regarding the separate dates for short-term classes, contact Admissions and Records (805.378-1429).

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

### Full-Semester Length Classes

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

### Shorter than Full-Semester Length Classes, including Summer Session

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

## Course Credit and Grades

### Grading Practices

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

### Grading System

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

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 points per semester unit
CR	Credit (at least satisfactory) Units awarded not counted in GPA	
NC	No Credit (less than satisfactory, or failing) Units not counted in GPA	

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

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

### **I - Incomplete**

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

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

### **RD - Report Delayed**

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

### **W - Withdrawal**

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

### **Credit/No Credit Grade Options**

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

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

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

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

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

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

Units earned on a Credit/No Credit basis shall not be used to calculate grade point averages. However, units attempted for which NC is recorded



shall be considered when determining probation and dismissal status. Students should be aware that other colleges and universities may restrict the acceptance of courses taken on a Credit/No Credit basis, especially for satisfaction of requirements for the major.

### **Availability of Semester Grades**

Grades for each semester are available approximately one month after each semester ends. Students have access to their grades over the phone and online. To access the automated phone grade line, call (805) 384-8200. To access academic records online, go to the Moorpark College website at [www.moorparkcollege.edu](http://www.moorparkcollege.edu) and click on the WebSTAR icon to enter the secured area to view grades. An unofficial transcript can be printed from the website. Students with outstanding fees and/or obligations will not be able to access their grades until they have cleared their fees/obligations.

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

### **Grade Changes**

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

### **Course Repetition**

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

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

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

### **Academic Renewal Without Course Repetition**

Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the Ventura County Community College District. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate.

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

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

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

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

### **Probation, Dismissal, and Readmission of Students**

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

#### **Standards for Probation**

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

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

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

## Becoming a Student

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

**Special Note to Students Claiming Veterans Benefits:** A veteran is placed on academic probation when less than 50% of units attempted are completed, less than 2.0 semester grade point average was earned, or less than 2.0 cumulative grade point average is earned. Unsatisfactory progress is defined as being on academic probation for two consecutive semesters. The school will report unsatisfactory progress to the 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 online by visiting [www.moorparkcollege.edu](http://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 "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

### Standards for Dismissal

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

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

### Notification of Dismissal

Each college in the Ventura County Community College District shall notify a student who is dismissed at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester. Moorpark College mails a letter indicating "academic dismissal" to the home address indicated in the student's records. In addition, each enrolled student's probation status is recorded at the end of each term as part of the student's academic record; the notation specifies the student's status for both academic and progress categories as either "in good standing" or "dismissed." A student who is dismissed has the right of appeal. An exception to academic dismissal

may be made only in the event of extreme and unusual medical and/or legal circumstances that can be supported by evidence provided by the student, or in the event of improved scholarship. The petition for this purpose, "Petition for Continued Enrollment or Readmission," is available in the Counseling Office (Admin. Bldg.). Students may view their own academic records online by visiting [www.moorparkcollege.edu](http://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.

### Withdrawal from Class

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

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

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

**Withdrawal from College/Dropping a Class**

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

Students may withdraw from college or drop a class in the following ways: By web, phone, fax, mail or in-person.

**Special Situations Regarding the Awarding of Credit**

**College Board Advanced Placement**

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

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

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

(No lab units)

Spanish Language.....8 Units..... SPAN M01, M02  
Spanish Literature .....8 Units..... SPAN M03, M04

\*Does not meet lab requirement for General Education.

**Repetition of General Education Credit**

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

**Extension Course Credit**

Normally credit is not granted for extension course work, including correspondence courses. The acceptance of such units for credit by the college will depend on the 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

## Becoming a Student

of the subject, credit may be granted. All courses shall be open to credit by examination unless specifically exempted. Each division of the college shall determine the courses for which credit by examination may be granted and the Office of Instruction shall maintain a current list of courses excluded from this policy. For the purpose of this policy, a course shall mean an organized area of instruction as described in the college catalog. A student should be advised that the use of units given by credit by exam to establish eligibility for athletics, financial aid, and veterans benefits are subject to the rules and regulations of the external agencies involved.

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

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

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

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

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

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

Credit (CR) is assigned for work of such quality as to warrant a letter grade of "C" or better. Transcript entries shall distinguish credits obtained by examination from credits obtained as a result of regular course enrollment. The student's academic record shall be clearly annotated to reflect that credit was earned by examination. Students

should be aware that other colleges may not accept credit by examination for transfer purposes.

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

### Transfer Credit from Regionally Accredited Colleges and Universities

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

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

### Transfer Credit from Foreign Colleges and Universities

Students wishing to receive credit for previous 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 or Counseling Department.

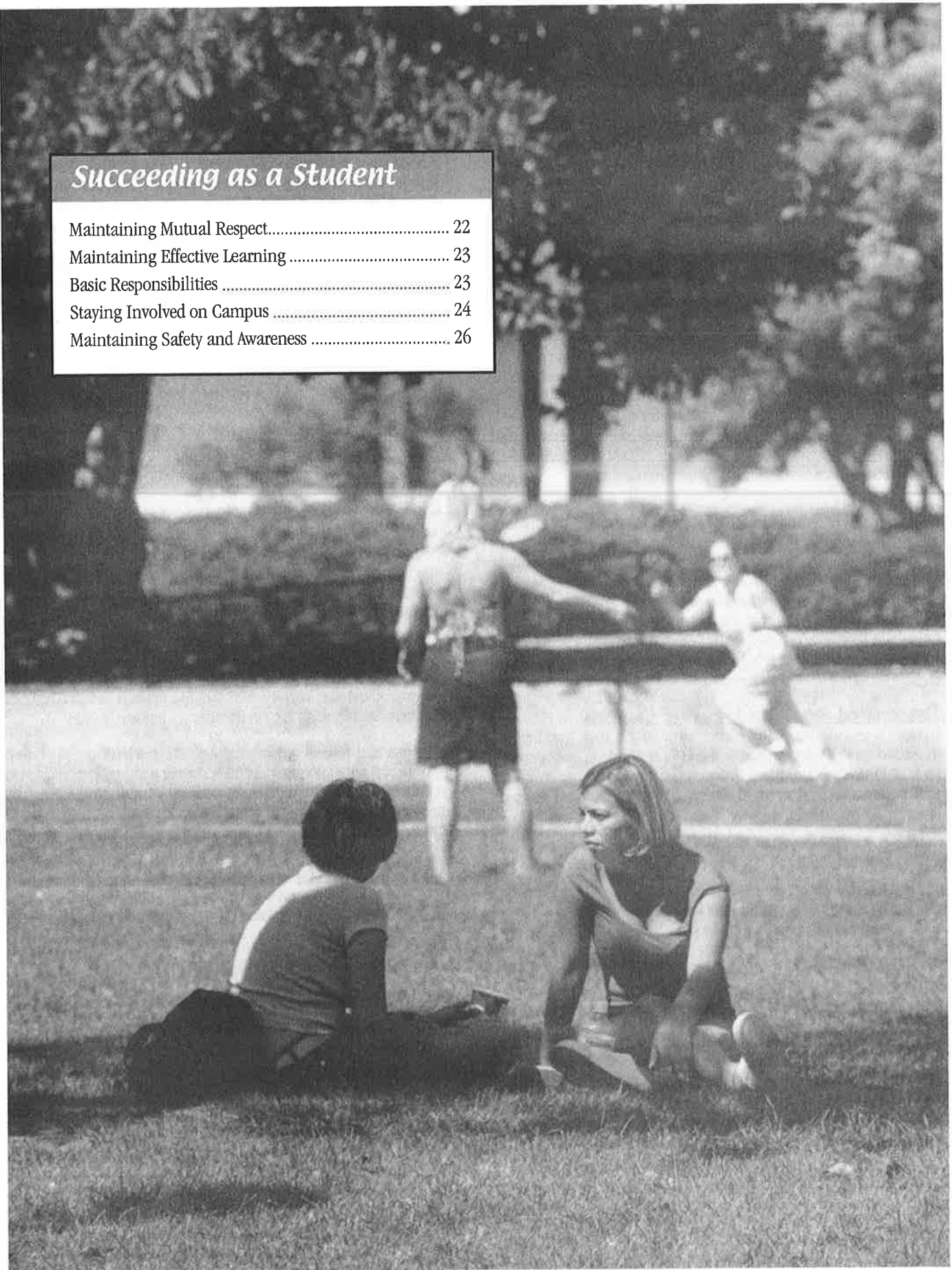
Course work attempted will normally receive lower-division unit credit only. Requests for equivalent course credit are evaluated on an individual basis, based upon the recommendations of the transcript evaluation service and by the appropriate college discipline.

### Accuracy of the College Catalog

Moorpark College is committed to providing students the most accurate, current information available regarding the College's programs, courses, regulations and policies. However, there may be times when course changes concerning prerequisites, content, hours, or units of credit are determined after publication of the catalog or when district policy or state regulation dictates a change in current practice. When such a circumstance arises, every effort will be made through the class schedules, public media, and at time of registration to notify students of any changes in the course descriptions or college policies as presented herein. Students with questions or concerns about a specific course need to talk to a counselor (805-378-1428) or to call the appropriate division office as noted within the "List of Courses." Questions or concerns regarding standard practice and process can be directed to the Office of Student Learning at (805) 378-1403.

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# Succeeding as a Student

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

## Maintaining Mutual Respect

### Nondiscrimination

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

To better ensure appropriate, respectful behavior across campus, the College will take immediate, appropriate steps to investigate complaints of discrimination in order to eliminate current discrimination and to prevent further discrimination. The College prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry. Those who have experienced discrimination at Moorpark College need to initiate the Complaint Procedure outlined in the Sexual Harassment Policy. Those with questions on how to proceed or with concerns or complaints can contact the Office of Student Learning at (805) 378-1403.

### Designated Smoking Areas on Campus

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

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

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

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

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

### Drug-Free Campus

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

### Dangers of Drug Use

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

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

### Parking

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

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

### Student Policies

The Student Rights and Responsibilities Section of this Catalog contains the full language of the various policies referenced on this page.



**Recycling Efforts**

Moorpark College strives to maintain a pleasing campus environment. Our Grounds, Maintenance and Custodial Staff work hard to keep the facilities clean and maintained and the grounds pleasant and inviting. Trash receptacles are located around campus—please use them. Keeping the Moorpark College campus clean is everyone’s job. The Associated Students have also provided Recycling Bins, so our efforts can help the environment as well as keep the campus clean.

**Maintaining Effective Learning**

**Full-Time Student**

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

**Unit Requirements for Benefits**

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

Automobile & Medical Insurances .....	12.0 units
Athletic Eligibility .....	12.0 units
Student Government.....	12.0 units
Social Security Benefits .....	12.0 units
Student Loan Deferments:	
Full-time.....	12.0 units
Half-time .....	6.0 units
Financial Aid.....	Contact Financial Aid Office
Veteran and war orphan benefits under GI Bill:	
Full subsistence .....	12.0 units
3/4 subsistence .....	9.0 units
1/2 subsistence .....	6.0 units
Less than 1/2 time - Please contact VA Specialist in Admissions & Records Office for details regarding eligibility.	



**Educational Workload**

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

**A Realistic Course Load**

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

**Class Attendance**

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

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

**Cheating or Plagiarism**

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

## Succeeding as a Student

### **Student Due Process**

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

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

### **Staying Involved on Campus**

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

### **Intercollegiate Athletics**

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

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

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

The intercollegiate sports teams are all under the supervision of the College Athletic Coordinator. For more information, call (805) 378-1457. [www.moorparkcollege.edu/athletics](http://www.moorparkcollege.edu/athletics).

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

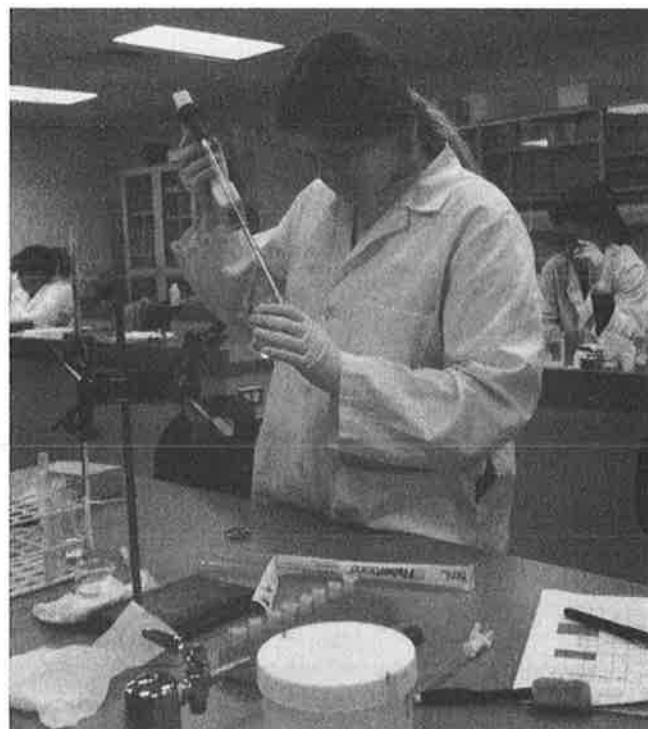
The Moorpark College Forensics team owns the best cumulative record at Junior College Nationals of any school in the country, finishing in the top three nationally for 23 of the past 30 years. No experience is necessary to join the team. Students who are interested in participating should contact Dr.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

### **Performing Arts (Dance, Music & Theatre)**

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

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

For the most up-to-date scheduling information, call the Performing Arts Center Box Office at (805) 378-1485. [www.moorparkcollege.edu/pac](http://www.moorparkcollege.edu/pac).





### **Associated Students**

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

### **The 2002-2003 Associated Students Board of Directors**

- President: *Benjamin Bergstrom*
- Vice President: *Ashlee Omary*
- Director of External Affairs: *Amy Jo Abbey*
- Director of Campus Events: *Holly Wyse*
- Director of Budget and Finance: *Justin Wybenga*
- Director of Academic Affairs: *Ursula Johnson*
- Director of Student Organizations: *Claudia Rodriguez*
- Director of Constitution and Standing Rules: *Gerardo Palos*
- Director of Public Relations: *Nahal Afshar*
- Director of Student Services: *Megan McFadden*

### **Student Organizations**

Get involved! There are a number of student organizations at Moorpark College. Some of the existing organizations include Alpha Gamma Sigma Honor Society, Campus Crusade For Christ, Catholic Club, and International Friendship Club. For information about existing organizations, or how to start a new organization stop by or call the Associated Students Office at (805) 378-1400 ext. 1635 in the Campus Center.

### **Student Activities**

The Student Activities Office provides a variety of student programs that support and enhance the quality of student life at Moorpark College. Some of these programs are; the Campus Escort Program, The Student Commissioned Art Program, Associated Students Talent Show, Free Coffee During Finals Week Program, Club Day, student elections and the annual commencement ceremonies. Student Activities oversees all student organization events and assists the Associated Students in facilitating campus-wide entertainment. Stop by the Student Activities Office in the Campus Center to get involved. (805) 378-1434.

### **Scholarships**

The Scholarship Office offers scholarship resources and services to guide Moorpark College students through the scholarship process, including help with finding scholarships, drafting of personal essays, proofreading of applications, and answers to scholarship-based questions. Workshops to aid students in the scholarship process including writing of effective personal statements are scheduled each semester. A newsletter is published twice monthly listing the current scholarships available, and is posted on the web at [www.moorparkcollege.edu/scholarships](http://www.moorparkcollege.edu/scholarships). The Scholarship Office is located in the Administration Building. Call (805) 378-1400, ext. 1617. [www.moorparkcollege.edu/scholarships](http://www.moorparkcollege.edu/scholarships).

### **Housing**

The Student Activities Office also maintains a housing bulletin board in the Campus Center lobby, listing rooms and houses for rent in the

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

### **Student Employment**

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

### **Campus Publications**

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

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

### **That's Entertainment**

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

- **Athletics** – Watch Moorpark College's Raider teams in action. For game schedules call (805) 378-1457 or go online at [www.moorparkcollege.edu/athletics](http://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) 529-7813 or go on-line at [www.serve.edu/vcas](http://www.serve.edu/vcas).
- **Exotic Animal Training Program** – America's Teaching Zoo is one of two community college teaching zoos in the United States. The 9-acre Zoo is open for shows and tours every weekend. School programs on and off campus as well as special events may be scheduled. For information, call (805) 378-1441.
- **Performing Arts** – The Performing Arts Center, completed in 1996, provides a year-round state-of-the-art setting for choral, dance, opera, instrumental and orchestral events, as well as for theatre arts and speech productions. With over 120 performances a year, everyone is bound to find something of interest. For information and reservations, call the Performing Arts Box Office at (805) 378-1485. [www.moorparkcollege.edu/pac](http://www.moorparkcollege.edu/pac).

## Maintaining Safety and Awareness

### For Your Protection

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

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

### In Case of an Emergency

If an emergency 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, and pay phones are also available on campus (see map for locations).

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

- Off-Campus Emergency Services, dial 911--from a campus phone, you would dial 9-911.
- Campus Police Emergency Line, dial ext. 1600.
- Evenings (M-Th 6-10 PM, F 5-9 PM) and Saturdays (8:30 AM – 1:30 PM), Extended Campus Office, ext. 1406, or cell phone: (805) 657-8837.
- Student Health Center, ext. 1413 or any Division Office or the Switchboard (dial ext. 1400).

### Directory Information

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

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

### Student's Right to Know

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

### Campus Security and Crime Awareness

The security of all members of the campus community is of vital concern to Moorpark College. Very few crimes take place on campus, a fact that makes us all feel much more safe and secure. Anyone who is a witness or victim of a crime needs to make a report to Campus Police immediately (call 805.378-1455). It is requested that anyone aware of an unsafe condition (burned out light bulb, etc.) should contact the Office of College Services (805.378-1412). Moorpark College appreciates everyone's help in keeping the campus safe and secure.

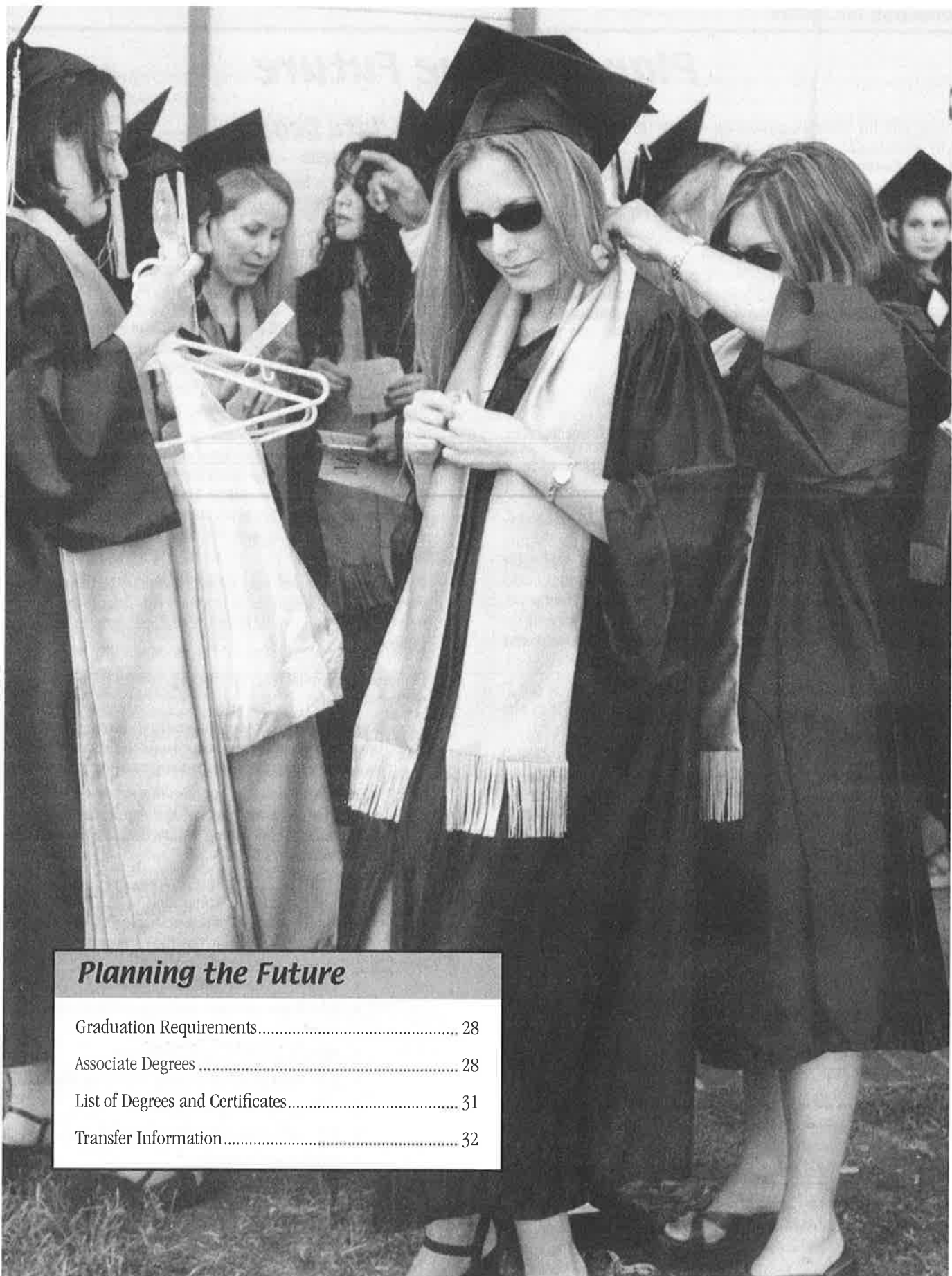
The Crime Awareness and Campus Security Act of 1990 requires institutions report data for certain criminal acts that occur on campus. The Ventura County Community College District's Police Office reported the following crimes on the Moorpark College campus in 2001:

Homicides .....	0	Motor Vehicle Theft .....	2
Rapes .....	0	Petty Theft .....	17
Battery .....	2	Grand Theft .....	10
Aggravated Assault .....	0	Liquor Law Violations .....	0
Robbery .....	0	Drug Abuse Violations .....	0
Arson .....	0	Weapons Possession .....	0
Burglary/Vehicle .....	2	Forcible Entry .....	1
Stalking .....	1	Bomb Threats .....	0
DUI Arrest .....	0	Felony Arrest .....	1
Misdemeanor Arrest .....	3	Restraining Orders .....	2
Vandalism .....	6	Traffic Accidents .....	19

### TOTAL Crimes on the Moorpark College campus

1998 .....	47
1999 .....	38
2000 .....	58
2001 .....	47





### ***Planning the Future***

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# Planning the Future

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

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

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

## Graduation Requirements

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

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

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

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

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

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

## Associate Degrees

### BASIC REQUIREMENTS

- I. Completion of at least 60 semester units of college level course work with a cumulative Grade Point Average (GPA) of not less than 2.00.
- II. Completion of all courses (at least 18 semester units) required for a major in a specified field of study (curriculum pattern) as described in the catalog.
- III. Completion of the last 12 semester units in residence at the college granting the degree, selected from courses required for graduation, if in attendance at the time of qualifying for graduation. If the student designates a specific major, then at least 6 of the 12 units must be selected from major courses.

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.

- IV. Demonstrated competency in reading, written expression, and mathematics:
  - a. **Reading** - minimum competency in reading is satisfied by completion of the requirements for the Associate Degree, including 6 units from Area D: Language and Rationality.
  - b. **Written expression** - minimum competency in writing is satisfied by completion of the requirements for the Associate Degree, including 3 units from Area D1: English Composition.
  - c. **Mathematics** - minimum competency in mathematics is satisfied by successful completion (A, B, C, or CR) of a mathematics course in elementary algebra (or a higher mathematics course) which includes demonstrated ability to:
    - Perform operations with real numbers
    - Solve linear equations and inequalities of one variable
    - Perform operations and polynomials
    - Solve rational equations or quadratic equations
    - Solve problems containing ratios
    - Solve equations containing proportions
    - Graph linear equations

*Visit a counselor for options on meeting the mathematics requirement.*

GENERAL EDUCATION REQUIREMENTS

**Specific Major (AA or AS Degrees) - General**

- A. Natural Sciences - a minimum of 6 units
  - (1) One course in a Biological Science
  - (2) One course in a Physical Science
- B. Social Sciences - a minimum of 6 units
  - (1) One course in American History or Institutions
  - (2) One other course in Social and Behavioral Sciences
- C. Humanities - a minimum of 6 units
  - (1) One course in Fine or Performing Arts
  - (2) One other course in Humanities
- D. Language and Rationality - a minimum of 6 units
  - (1) One course in English Composition
  - (2) One course in Communication or Analytical Thinking
- E. Health/Physical Education - a minimum 3.5 units.
  - (1) One or more courses in the area of health (a minimum of 2 units)
  - (2) One or more courses in Physical Education activity or Dance Activity classes (a minimum of 1.5 units)

**Requirements for a Specified Major**

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

**General Liberal Arts and Sciences A.A. Degree**

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

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

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

- I. Completing the college's General Liberal Arts and Sciences A.A. degree pattern above, or
- II. Completing at least 36 units of course work selected from the General Education/Breadth pattern of a transfer institution, and/or from transfer courses required in preparation for the student's selected major.

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

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

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

**Courses Designated to Meet Associate Degree Requirements**

- A. Natural Sciences
  - (1) Biological Science: ANTH M01, M01L; BIOL M01, M02A, M03, M05, M16, M17; BOT M01; ENSC M02; MICR M01; PSY M02; ZOO M01.
  - (2) Physical Science: AST M01, M01L, M02; CHEM M01A, M12, M13; ENSC M01L, M03, M20; GEOG M01, M05; GEO M01, M02, M02L, M03, M05, M21, M41, M61; PHSC M01, M01L; PHYS M01, M01L, M05, M05L, M10A, M10AL, M20A, M20AL.
- B. Social Sciences
  - (1) American History or Institutions: CHST M04; HIST M02, M03, M04, M05, M05H, M06, M07A, M07B, M12, M14; HUM M01; POLS M01, M03, M03H; URBN M01A.
  - (2) Social and Behavioral Sciences: ANSC M04; ANTH M02, M03, M04, M06, M07, M09, M11; BUS M30, M42; CD M30; CHST M01, M02, M03, M04; ECON M01, M02, M30; GEOG M02, M03, M03H, M04, M07, M10; HIST M01A, M01B, M02, M03, M04, M05, M05H, M06, M07A, M07B, M08, M09, M12, M14, M15, M16, M20A, M20B; HUM M19, M42; POLS M01, M02, M03, M04; PSY M01, M01H, M03, M04, M05, M06, M07, M08, M09, M10, M11, M12, M13, M14, M15, M16, M17, M18, M30; SOC M01, M02, M04, M05, M06, M07, M08, M15, M16, M17, M95; URBN M01A, M01B.
- C. Humanities
  - (1) Fine or Performing Arts: ART M01A, M01B, M01C, M02, M04A, M08A, M12A, M14A, M15A, M19; DANC M01A, M03; ENGL M10A; HUM M02, M03, M04, M05, M06, M18; MUS M01, M04, M04H, M08, M09A, M09B, M10, M12, M15; PHOT M01A, M02; RT M09; SPCH M05; THA M01, M02A, M04, M09.
  - (2) Humanities: ART M01A, M01B, M01C, M02; BUS M42; DANC M01A; ENGL M01B, M01BH, M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M43, M44, M45, M46, M95; FREN M01, M02, M03, M04; GERM M01, M02, M03, M04; HS M17; HEB M01, M02; HUM M01, M02, M03, M04, M05, M06, M10A, M10B, M12, M18, M19, M42; ITAL M01, M02, M03; JAPN M01, M02, M03; JOUR M01; MUS M08, M09A, M09B; PHIL M01, M02, M03, M04, M06, M10, M11, M12, M13, M14; PHOT M01A, M02; RT M01; SL M01, M02; SPAN M01, M01A + M01B, M02, M02A + M02B, M03, M03H, M04, M04H, M05, M06, M12, M41; SPCH M01; THA M01.
- D. Language and Rationality
  - (1) English Composition: BUS M28; ENGL M01A, M01AH, M02; ESL M33; HUM M01, M02; JOUR M02.

## Planning the Future

- (2) Communication or Analytical Thinking: CIS M16, M42; CS M01, M10A, M18/L; ENGL M01B, M01BH, M01C, M01CH; HUM M01, M02; JOUR M02; MATH M03, M05, M06, M07, M10, M13, M14, M15, M15H, M16A, M21, M25A; PHIL M05, M07, M09; SPCH M01, M07, M25.

### E. Health/Physical Education

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

### F. Ethnic/Women's Studies

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

ADD Area G:

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

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

## Major Requirements Under Which a Student Graduates

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

## Variance in Major Requirements

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

## Guidelines for an Additional Degree

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

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

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

## Certificates of Achievement

A Certificate of Achievement will be granted in specific vocational areas to any student who meets the following requirements:

- SCHOLARSHIP** - A cumulative grade point average of not less than 2.0 in all college and university work attempted.
- MAJOR** - Completion of all courses required in a curriculum specified in the college catalog.
- RESIDENCY** - Completion of at least 12 semester units in residence at the college granting the certificate.

## Certificates of Completion

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

The next page provides a complete list of the degrees and certificates offered by Moorpark College.

# Curriculum, Degrees and Certificates

Curriculum	associate degree		certificate		permit/licensing	
	courses					
Animal Science		x				
Anthropology		x				
• Archaeology		x	x			
Art		x	x			
Astronomy		x				
• Astrophysics		x	x			
Behavioral Science		x	x			
Biological Sciences						
• Anatomy		x				
• Anatomy/Physiology		x				
• Biology		x	x			
• Botany		x				
• Microbiology		x				
• Physiology		x				
• Zoology		x				
Biotechnology		x	x	x		
Business		x	x			
• Accounting Procedures		x	x	x		
• Business Communication		x		x		
• Management		x	x	x		
• Marketing		x		x		
• Marketing/Sales		x	x	x		
• Sales		x		x		
• Small Business		x		x		
Chemistry		x	x			
Chicano Studies		x				
Child Development		x	x			
• Infant/Toddler		x		x		
• Preschool		x		x		
• School Age Child Care		x		x		
• Child Development Assistant		x		x	x	
• Child Development Associate Teacher		x		x	x	
• Child Development Teacher		x		x	x	
• Child Development Master Teacher		x		x	x	
• Child Development Site Supervisor		x		x	x	
• Child Development Program Director		x		x	x	
College Studies		x				
Counseling		x				
Communications		x	x			
Companion Animal/Pet Studies		x				
Computer Information Systems		x	x	x	x	
• Microcomputer Applications		x		x	x	
• Microcomputer Systems		x	x	x	x	
Computer Network Systems Engineering		x	x	x		
• Basic Network Specialist		x		x		
• CISCO Systems Network Associate		x		x		
• Windows 2000 Administration		x		x		
• Advanced Network Specialist		x		x		
Computer Science		x	x			
• Computer Programming		x		x		
Criminal Justice		x	x			
Dance		x	x			
Drafting Technology/CAD/Auto CAD		x		x		
Economics		x				
Education		x				
Electronics Technology		x	x			
• Network Engineering		x				
Engineering		x	x			
Engineering Technology		x	x			
English		x				
English as a Second Language		x				
Environmental Science		x	x			
• Environmental Studies		x	x			
• Environmental Technology		x	x			

Curriculum	associate degree		certificate		permit/licensing	
	courses					
Essential Skills		x				
Exotic Animal Training and Management		x	x	x		
French		x				
Geographic Information Systems		x				
Geography		x	x			
Geology		x	x			
German		x				
Graphics		x	x			
• Graphic Design		x		x		
• Computerized Composition		x	x			
• Desktop Publishing		x	x	x		
• Print Technology		x	x	x		
Health Education		x				
Health Science		x				
• Certified Nurse Assistant		x				x
• Emergency Medical Technician		x				x
• Health Information Technology		x	x			x
• Nursing Science		x	x			x
• Radiologic Technology		x	x			x
Hebrew		x				
History		x				
Humanities		x				
Interior Design		x	x	x		
International and Intercultural Studies		x	x			
Italian		x				
Japanese		x				
Jewish Studies Program		x	x			
Journalism: Print + Broadcast		x	x			
Learning Skills		x				
• Assistive Computer Technology		x				
Mathematics		x	x			
Multimedia		x				
• Animation		x		x		
• Broadcast		x		x		
• Business		x		x		
• Communications		x		x		
• Visual 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	x			
Physical Science		x				
Physics		x	x			
Political Science		x				
Psychology		x				
Radio/Television		x	x			
Recreation		x				
Science and Technology		x				
Sign Language		x				
Social Sciences		x	x			
Sociology		x				
Spanish		x	x			
Speech		x	x			
Theatre Arts		x				
• Acting		x	x	x		
• Directing		x	x	x		
• Technical Theatre		x	x	x		
Urban Studies		x				
Women's Studies		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.

## CERTIFICATES

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

## LICENSE/PERMIT PREPARATIONS

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

### ***Transfer Information***

#### **Preparation to Transfer to**

#### **Four-Year Colleges and Universities**

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

#### **Transfer Admission Guarantee (TAG) Programs**

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

#### **Transfer Admission Requirements to:** **University of California**

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

1. Students who were eligible for the University of California from high school are eligible if they have a college grade point average of at least a 2.0 in transferable college courses.
2. Students who met the Scholarship Requirement but who did not complete all the Subject Requirements must take appropriate college courses in the missing subjects and earn a C or better in each course as well as an overall C average (2.0) in transferable courses.
3. Students who met the Scholarship Requirement but not the Examination Requirement must complete a minimum of 12 semester units of transferable work and earn an overall C average (2.0) in all transferable college coursework completed.
4. Students who were not eligible for the University of California from high school because they did not meet the Scholarship Requirement must:
  - (a) Complete 60 transferable units with a grade point average of at least 2.4, and
  - (b) Complete the following course pattern, earning at least a C (2.0) or better in each course:
    - two transferable college courses in English Composition; and

- one transferable college course in mathematical concepts and quantitative reasoning; and
- four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

***Students who satisfy the Intersegmental General Education Transfer Curriculum prior to transferring to UC will automatically satisfy option 4B above.***

(Source: *Introducing the University of 2002/2003; University of California Quick Reference for Counselors 2002/2003*).

#### **Transfer Admission Requirements to:** **California State University**

1. Students who have completed fewer than 56 transferable semester units must have a grade point average of 2.0 (C) or better in all transferable units attempted, be in good standing at the last college attended and meet any of the following eligibility standards:
  - A. Transfer based on current admission criteria: Applicant meets the freshman admission requirements in effect for the term for which the application is being made; or
  - B. Transfer based on high school eligibility: Applicant was eligible as freshman at the time of high school graduation and has been in continuous attendance in an accredited college since high school graduation; or
  - C. Transfer based on making up missing subjects - The applicant had a qualifiable eligibility index at the time of high school graduation and has made up any of the missing college preparatory subjects with a grade of C or better, and has been in continuous attendance in an accredited college since high school graduation.
2. Transfer applicants with 56 or more transferable semester units must have an overall grade point average of 2.0 or better (2.4 for nonresidents) in transferable units attempted, be in good standing at the last college or university attended and meet any of the following standards:
  - A. Complete all subject requirements in effect at the time of high school graduation (both high school and college course work may be used to meet the college preparatory course requirements), or
  - B. Complete with a grade of C or better in each course a minimum of 30 semester units selected from courses in English, arts and humanities, social science, science and mathematics or at least equivalent level to courses that meet CSU General Education-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) requirements. All CSU general education requirements in communication in the English language (at least 9 semester units) and in mathematics (usually 3 semester units) must be completed as part of the 30-semester unit requirement. The remainder of the units can be selected from any of the designated areas.

(Source: *CSU Admission Handbook, 2002/2003*)



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

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

#### **GENERAL EDUCATION**

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

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

### **Intersegmental General Education Transfer Curriculum (IGETC)**

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

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

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

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

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

2. Complete the requirement at a California Community College while concurrently enrolled at UC or CSU. You will be subject to the UC or CSU campus rule regarding concurrent enrollment, so this option may not be available at your University campus.
3. Take a comparable course at the UC or CSU campus to which you will be transferring. This option is at the discretion of each campus, so it may not be a choice available to you.

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

#### **Area 1: English Communication**

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

UC: 2 courses required, one each from Group A and B.

Group A: English Composition, 1 course, 4 sem. units.  
ENGL M01A, or M01AH.

Group B: Critical Thinking Composition – 1 course,  
3 semester units. ENGL M01B, M01BH, M01C, M01CH;  
PHIL M05; SPCH M25.

Group C: Oral Communication (CSU requirement only),  
1 course, 3 semester units. SPCH M01.

#### **Area 2: Mathematical Concepts & Quantitative Reasoning**

1 course, 3 semester units.

MATH M05\*\*, M07\*\*, M14, M15, M15H, M16A, M16B, M21, M25A\*\*, M25B\*\*.

#### **Area 3: Arts and Humanities**

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

Arts: ART M01A, M01B, M01C, M02; DANC M01A, M03;  
HUM M03, M04, M05, M06\*\*, M18; MUS M01\*\*, M04, M04H,  
M06, M08, M09A, M09B; PHOT M02; THA M01, M04.

Humanities: ENGL M01B, M01BH, M13A, M13B, M14, M15A,  
M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33,  
M43, M44, M45, M46, M95; FREN M03, M04; GERM M03, M04;  
HIST M01A, M01B, M20A, M20B; HUM M10A, M10B; JAPN M03;  
PHIL M01, M02, M03, M04, M06, M07, M10, M11, M12, M13,  
M14, M95; SPAN M03, M03H, M04, M04H, M95.

#### **Area 4: Social and Behavioral Sciences**

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

ANTH M02, M03, M04, M06, M07, M09, M11; CD M02;  
CHST M01, M02, M03, M04, M08; ECON M01, M02; GEOG M02,  
M03, M03H, M04, M07, M10; HIST M01A\*, M01B\*, M02, M03,  
M04, M05\*\*, M05H\*\*, M06, M07A\*\*, M07B\*\*, M08, M09, M10,  
M12, M14, M15, M16, M20A, M20B; HUM M19; JOUR M01;  
POLS M01, M02, M03, M03H, M04, M08; PSY M01, M01H, M04,  
M05, M07, M08, M09, M10, M13, M14, M15; RT M01; SOC M01,  
M02, M03, M04, M05, M06, M07, M08, M15, M16, M95;  
URBN M01A.

#### **Area 5: Physical and Biological Sciences**

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

## Planning the Future

Physical Sciences: AST M01, M01L, M02; CHEM M01A(L), M01B(L), M07A(L), M07B(L), M08(L), M12(L)\*\*; M13(L)\*\*; ENSC M01, M01L(L); GEOG M01L(L), M05L(L); GEOG M01(L), M02L(L), M03, M05, M21; PHYS M01L(L)\*\*; M10AL(L)\*\*; M10BL(L)\*\*; M20AL(L)\*\*; M20BL(L); PHSC M01L(L)\*\*.

Biological Sciences: ANAT M01L(L)\*\*; ANPH M01L(L); ANTH M01, M01L(L); BIOL M01(L)\*\*; M02A(L), M02B(L), M03, M05, M16, M17; BOT M01(L); ENSC M02(L); MICR M01(L); PHSQ M01(L)\*\*; PSY M02; ZOO M01(L).

Language other than English (UC requirement only)

Complete 2 years of the same foreign language of high school level work with a grade of "C" or better OR earn a score of 3 or higher on the Foreign Language Advanced Placement Test, OR 550 on the College Board Achievement Test in Foreign Language OR complete 3-5 units from the courses below:

FREN M01, M02, M03, M04; GERM M01, M02, M03; HEB M01; ITAL M01, M02; JAPN M01, M02, M03; SL M01; SPAN M01\*\*, M01A and M01B, M02, M02A and M02B, M03, M04, M05.

\*Courses designated with an asterisk may be counted in one area only.

\*\*Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

(L) Designates courses with a laboratory.

### CSU General Education Requirements

#### Area A: Communication in the English Language

9 units: One course from each group.

A1 - Oral Communication SPCH M01, M02

A2 - Written Communication ENGL M01A, M01AH.

A3 - Critical Thinking ENGL M01B, M01BH, M01C, M01CH; PHIL M05, M07, M09; SPCH M07, M25.

#### Area B: Physical Universe and Its Life Forms

9-12 units: One course from each group, including one laboratory course. (Note: (L) following a course number indicates the course includes a laboratory and meets the lab requirement.)

B1 - Physical Science: AST M01, M01L(L), M02; CHEM M01A(L), M01B(L), M12(L), M13(L); ENSC M01, M01L(L), M03; GEOG M01(L), M05(L); GEOG M01(L), M02(L), M03, M05, M21, M41, M61; PHSC M01, M01L(L); PHYS M01L(L), M05L(L), M10AL(L), M10BL(L), M20AL(L), M20BL(L).

B2 - Life Science: ANAT M01(L); ANSC M06, M07; ANTH M01, M01L(L); ANPH M01(L); BIOL M01(L), M02A(L), M02B(L), M03(L), M05(L), M16, M17; BOT M01(L); EATM M06, M07; ENSC M02(L); MICR M01(L); PHSQ M01(L); PSY M02; ZOO M01(L).

B3 - Mathematical Concepts: MATH M05, M06, M07, M13, M14, M15, M15H, M16A, M16B, M21, M25A, M25B.

#### Area C: Arts, Literature, Philosophy, and Foreign Languages

9 units: With at least one course in the Arts and one in the Humanities.

C1 - Arts: ART M01A, M01B, M01C, M02, M08A, M12A; DANC M01A, M03, M10A, M11A, M12A, M14A; HUM M02, M03, M04, M05, M06; MUS M01, M04,

M04H, M08, M09A, M09B, M10, M21; PHOT M01A, M02; SPCH M05; THA M01, M02A, M04.

C2 - Humanities: ENGL M01B, M01BH, M10A, M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M40, M43, M44, M45, M46, M95; FREN M01, M02, M03, M04; GERM M01, M02, M03, M04; HEB M02; HIST M01A, M01B, M20A, M20B; HUM M10A, M10B, M18; ITAL M01, M02, M03; JAPN M01, M02, M03; PHIL M01, M02, M03, M04, M06, M10, M11, M12, M13, M14, M95; SL M01, M02; SPAN M01, M01A and M01B, M02, M02A and M02B, M03, M03H, M04, M04H, M05, M06, M41, M95.

#### Area D: Human Social, Political and Economic Institutions and Behavior; Historical Background

9 units: With courses taken in at least two disciplines.

- D0 - Sociology and Criminology: PSY M15; SOC M01, M02, M04, M05, M06, M07, M08, M15, M16, M17, M95
- D1 - Anthropology and Archaeology: ANTH M02, M03, M04, M06, M07, M09, M11.
- D2 - Economics: BUS M30; ECON M01, M02, M30.
- D3 - Ethnic Studies: CHST M01, M02, M03, M04; HIST M02, M03, M04, M14; POLS M07; PSY M14.
- D4 - Gender Studies: CHST M03; HIST M12, M14; HUM M18, M19; SOC M07.
- D5 - Geography: GEOG M02, M03, M03H, M04, M07, M10.
- D6 - History: CHST M04; HIST M01A, M01B, M02, M03, M04, M05, M05H, M06, M07A, M07B, M08, M09, M10, M12, M14, M15, M16, M20A, M20B.
- D7 - Interdisciplinary Social or Behavioral Science: BUS M42; HUM M42; JOUR M01; PHIL M03; RT M01.
- D8 - Political Science, Government and Legal Institutions: POLS M01, M02, M03, M03H, M04, M07; URBN M01A, M01B.
- D9 - Psychology: ANSC M04; PSY M01, M01H, M03, M04, M05, M07, M08, M09, M10, M11, M12, M13, M14, M15, M16, M17, M18, M30; SOC M05.

#### Area E: Self Understanding/Development

3 units. (No more than 1.5 units can be met by a PE activity course.)

CD M02; DANC M17; HED M01, M02, M03, M05, M07, M10A, M10C, M10D, M10E, M10H, M10K, M10M, M10N, M10P, M10Q, M10R; HUM M01; NTS M01; PE M02; PE M01A, M02A, M02B, M03, M04, M05, M06A, M07, M08, M11A, M13, M15, M17, M20, M21, M26, M27, M28, M30A, M36A, M37, M38, M63; PSY M01, M03, M04, M05, M07, M08, M09, M11, M13, M30; SOC M05, M08.

Satisfaction of Title V, Section 40404, requirements in United States History, Constitution and American Ideals. (One course is to be taken from the area of History and one course from the area of Government.)

History: CHST M04; HIST M02, M03, M04, M05, M05H, M06, M07A, M07B, M12, M14.

Government: POLS M01, M03, M03H; URBN M01A.

#### Advanced Placement Examinations in CSU General Education-Breadth Certification

The following Advanced Placement examinations may be incorporated

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

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

### California Articulation Number (CAN)

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

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

### Courses Qualified

#### California

#### Articulation

#### Number (CAN)

#### Moorpark College Course

CAN AJ 2	CJ M01, Intro to Criminal Justice
CAN AJ 4	CJ M02, Concepts of Criminal Law
CAN AJ 6	CJ M04, Legal Aspects of Evidence
CAN AJ 8	CJ M11, Criminal Investigations
CAN ANTH 2	ANTH M01, Physical Anthropology
CAN ANTH 4	ANTH M02, Cultural Anthropology
CAN ANTH 6	ANTH M03, Archaeology
CAN ART 2	ART M01A, Art History
CAN ART 4	ART M01B, Art History
CAN ART 6	ART M08A, Beginning Ceramics
CAN ART 8	ART M12A, Drawing and Composition
CAN ART 10	ART M16A, Painting
CAN ART 14	ART M04A, Color and Design
CAN ART 16	ART M04B, Three-Dimensional Design
CAN ART 18	PHOT M01A, Beginning Photography
CAN ART 20	ART M15A, Beginning Printmaking
CAN ART 24	ART M13A, Life Drawing
CAN ART SEQ A	ART M01A + M01B, Art History
CAN BIOL 2	BIOL M02A, General Biology I
CAN BIOL 4	ZOO M01, General Zoology
CAN BIOL 6	BOY M01, General Botany
CAN BIOL 10	ANAT M01, General Human Anatomy
CAN BIOL 12	PHSO M01, Human Physiology
CAN BIOL 14	MICR M01, Principles of Microbiology
CAN BIOL SEQ A	BIOL M02A+M02B, General Biology I & II
CAN BIOL SEQ B	ANAT M01+PHSO M01, Human Anatomy + Human Physiology
CAN BUS 2	BUS M02A+M02B, Financial Accounting I & II
CAN BUS 4	BUS M02C, Managerial Accounting
CAN BUS 8	BUS M33, Business Law
CAN BUS 12	BUS M34, Legal Environment of Business
CAN BUS SEQ A	BUS M02A+M02B+M02C, Financial Accounting I & II+Managerial Accounting
CAN CHEM 2	CHEM M01A, General Chemistry I
CAN CHEM 4	CHEM M01B, General Chemistry II
CAN CHEM 6	CHEM M12, Introductory Chemistry I
CAN CHEM 8	CHEM M13, Introductory Chemistry II
CAN CHEM SEQ A	CHEM M01A + CHEM M01B, Gen. Chem. I & II
CAN CHEM SEQ B	CHEM M12+M13, Introductory Chemistry I & Introductory Chemistry II
CAN CSCI 4	CS M18+M18L, Comp. Programming-FORTRAN+Lab
CAN CSCI 8	CIS M42+M42L, Computer Programming I: COBOL+Lab
CAN CSCI 10	CS M30 + M30L, Assembly Language + Lab
CAN CSCI 16	CS M10A Intro to Computer Programming Using C
CAN CSCI 18	CS 10B Object Oriented Programming Using C++
CAN CSCI 24	CS M20+M20L, Object Oriented Data Structure & Algorithm Design + Lab
CAN DRAM 6	SPCH M03/THA M03/RT M08, Voice and Diction
CAN DRAM 8	THA M02A, Beginning Acting
CAN DRAM 12	THA M20, Stagecrafts
CAN DRAM18	THA M01, Introduction to the Theatre
CAN ECON 2	ECON M02, Principles of Macro-Economics
CAN ECON 4	ECON M01, Principles of Micro-Economics

## Planning the Future

### California

#### Articulation

##### Number (CAN)

##### Moorpark College Course

CAN ENGL 2	ENGL M01A, English Composition
CAN ENGL 4	ENGL M01B, Literature: Critical Thinking/Comp
CAN ENGL 6	ENGL M10A, Creative Writing
CAN ENGL 8	ENGL M15A, Survey of English Literature
CAN ENGL 10	ENGL M15B, Survey of English Literature
CAN ENGL 14	ENGL M13A, Major American Writers I
CAN ENGL 16	ENGL M13B, Major American Writers II
CAN ENGL 22	ENGL M20, Study of Drama
CAN ENGL SEQ B	ENGL M15A+M15B, Survey of English Literature
CAN ENGL SEQ C	ENGL M13A+M13B, Major American Writers I + Major American Writers II
CAN ENGR 2	ENGR M04, Engineering & Design/CAD
CAN ENGR 4	ENGR M12, Engineering Materials
CAN ENGR 6	ENGR M20+M20L, Elect. Engineering Fund. + Lab
CAN ENGR 8	ENGR M16, Engin. Statics & Strength of Materials
CAN FCS 2	NTS M01, Nutrition
CAN FCS 12	SOC M04, Intimacy, Relationships and Commitment
CAN FCS 14	CD M02, Human Development
CAN FREN 2	FREN M01, Elementary French I
CAN FREN 4	FREN M02, Elementary French II
CAN FREN 8	FREN M03, Intermediate French I
CAN FREN 10	FREN M04, Intermediate French II
CAN FREN SEQ A	FREN M01+M02, Elem. French I+II
CAN FREN SEQ B	FREN M03+M04, Intermediate French I+II
CAN GEOG 2	GEOG M01, Our Physical Environment
CAN GEOG 4	GEOG M02, Cultural Environment
CAN GEOG 6	GEOG M01 + M01L, Our Physical Environment + Lab
CAN GEOL 2	GEOL M02+M02L, Physical Geology + Lab
CAN GEOL 6	GEOL M02, Physical Geology
CAN GEOL 8	GEOL M03, Earth History
CAN GERM 2	GERM M01, Elementary German I
CAN GERM 4	GERM M02, Elementary German II
CAN GERM 8	GERM M03, Intermediate German I
CAN GERM 10	GERM M04, Intermediate German II
CAN GERM SEQ A	GERM M01+M02, Elementary German I+II
CAN GERM SEQ B	GERM M03+M04, Intermediate German I+II
CAN GOVT 2	POLS M03, American Government & Politics
CAN HIST 2	HIST M01A, An Intro to Western Civilization
CAN HIST 4	HIST M01B, An Intro to Western Civilization
CAN HIST 8	HIST M07A, Social & Political History of the US
CAN HIST 10	HIST M07B, Social & Political History of the US
CAN HIST 14	M20A, World History I
CAN HIST 16	M20B, World History II
CAN HIST SEQ A	HIST M01A+M01B, An Intro to Western Civilization
CAN HIST SEQ B	HIST M07A+M07B, Social & Political Hist. of US
CAN HIST SEQ C	HIST M02A + M02B, World History I+II
CAN ITAL 2	ITAL M01, Elementary Italian I
CAN ITAL 4	ITAL M02, Elementary Italian II
CAN ITAL SEQ A	ITAL M01+M02, Elementary Italian I+II
CAN JAPN 2	JAPN M01, Elementary Japanese I
CAN JAPN 4	JAPN M02, Elementary Japanese II
CAN JAPN 8	JAPN M03, Intermediate Japanese
CAN JAPN SEQ A	JAPN M01 & M02, Elementary Japanese I & II

### California

#### Articulation

##### Number (CAN)

##### Moorpark College Course

CAN JOUR 2	JOUR M02, Writing and Reporting for Media
CAN JOUR 4	JOUR M01 or RT M01, Media and Society
CAN MATH 2	MATH M13, Mathematical Ideas
CAN MATH 4	MATH M10, Mathematics for Elementary Teachers
CAN MATH 8	MATH M06, Trigonometry
CAN MATH 10	MATH M05, College Algebra
CAN MATH 12	MATH M14, Finite Mathematics
CAN MATH 16	MATH M07, College Algebra & Trigonometry
CAN MATH 18	MATH M25A, Calculus w/Analytic Geometry I
CAN MATH 20	MATH M25B, Calculus w/Analytic Geometry II
CAN MATH 22	MATH M25C, Calculus w/Analytic Geometry III
CAN MATH 24	MATH M35, Applied Differential Equations
CAN MATH 26	MATH M31, Introduction to Linear Algebra
CAN MATH 30	MATH M16A, Applied Calculus I
CAN MATH 32	MATH M16B, Applied Calculus II
CAN MATH SEQ B	MATH M25A+M25B, Calculus with Analytic Geometry I and II
CAN MATH SEQ C	MATH M25A+M25B+M25C, Calculus with Analytic Geometry I, II and III
CAN MATH SEQ D	MATH M16A+M16B, Applied Calculus I + Applied Calculus II
CAN MUS 2	MUS 02A, Diatonic Harmony
CAN MUS 4	MUS 02B, Chromatic Harmony
CAN MUS 22	MUS M25A, Class Piano
CAN MUS 24	MUS M25A, Class Piano
CAN PHIL 2	PHIL M01, Introduction to Philosophy
CAN PHIL 4	PHIL M02, Values and Society
CAN PHIL 6	PHIL M07, Introduction to Logic
CAN PHYS 2	PHYS M10A + M10AL, General Physics I + Lab
CAN PHYS 4	PHYS M10B + M10BL, General Physics II + Lab
CAN PHYS 8	PHYS M20A + M20AL, Mech. of Solids & Fluids + Lab
CAN PHYS 12	PHYS M20B + M20BL, Electricity & Magnetism + Lab
CAN PHYS 14	PHYS M20C + M20CL, Wave Motion, Heat, Optics and Modern Physics + Lab
CAN PHYS SEQ A	PHYS M10A+M10AL+M10B+M10BL, General Physics I + Lab + General Physics II + Lab
CAN PHYS SEQ B	PHYS M20A/L + M20B/L + M20C/L Mech. of Solids & Fluids + Lab + Electricity & Magnetism + Lab + Wave Motion, Heat, Optics and Modern Physics + Lab
CAN PSY 2	PSY M01, Introduction to Psychology
CAN SOC 2	SOC M01, Introduction to Sociology
CAN SOC 4	SOC M02, Social Problems
CAN SPAN 2	SPAN M01, Elementary Spanish I
CAN SPAN 4	SPAN M02, Elementary Spanish II
CAN SPAN 8	SPAN M03, Intermediate Spanish I
CAN SPAN 10	SPAN M04, Intermediate Spanish II
CAN SPAN SEQ A	SPAN M01+M02, Elementary Spanish I+II
CAN SPAN SEQ B	SPAN M03+M04, Intermediate Spanish I + Intermediate Spanish II
CAN SPCH 4	SPCH M01, Introduction to Speech
CAN SPCH 6	SPCH M07, Argumentation and Debate
CAN STAT 2	MATH M15 or M15H, Introductory Statistics or Honors Introductory Statistics

### Private or Out-of-State Schools

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

### California Lutheran University

#### GENERAL TRANSFER INFORMATION

1. In order to be admitted to the university, a student must have at least a 2.75 cumulative grade point average.
2. A maximum of 70 semester units may be transferred from a community college.
3. Credit/No Credit graded courses may not be used to meet general education or major requirements.
4. A personal, preliminary transfer evaluation may be obtained by contacting the CLU Admissions Office.
5. Students who complete the (IGETC) Intersegmental General Education Transfer Curriculum certification and California Lutheran University's religion, oral communication and foreign language requirements have met CLU's general education curriculum. Students who do not complete IGETC prior to transferring will follow the CLU general education pattern.

#### GENERAL EDUCATION REQUIREMENTS

##### Area I. Proficiencies

###### A. Written Communication

1. ENGL M01A, M01AH, or by AP exam.
2. One upper division writing intensive course after transfer.

###### B. Oral Communication

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

###### C. Foreign Language

1. Two sequential courses in one foreign language or successful completion of a foreign language course at the second semester level. FREN M 01-M 04; GERM M01-M04; ITAL M01-M03; JAPN M01-M02; SPAN M01-M04.

###### D. Mathematical Reasoning

College level math course or qualifying score on the CLU Math Placement Test. QR  
Complete with a C or better at Moorpark: MATH M05, M06, M07, M10, M13, M14, M15, M15H, M16A, M16B, M25A, M25B, M25C or above.

##### Area II. Perspectives

###### A. Humanities

1. History – one course from: Any history course except HIST M22, HUM M10A, M10B.
2. Literature – one course from: ENGL M01B, M13A, M13B, M14, M15A, M15B, M17, M19, M20, M21, M29A, M29B, M30, M31, M33, M43, M44, M45, M46.
3. Philosophy – one course from: PHIL M01, M02, M03, M04, M05, M06, M07, M09.
4. Religion – two courses: REL 100 at CLU and PHIL M11 (waived for Junior level transfers).

###### B. Natural Sciences

1. Two courses from different disciplines. Both courses must have a lab component: ANAT M01; ANPH M01/L; BIOL M01, M02A, M02B, M03, M05; BOT M01; CHEM M01A, M01B, M12, M13; ENSC M01; GEOG M01/L; GEOL M01, M02/L; MICR M01; PHSC M01/L; PHSO M01; and PHYS with lab except M22; ZOO M01.

###### C. Social Sciences

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

###### D. Visual and Performing Arts

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

###### E. Health and Well-Being

1. PE M02A.
2. Any other activity course or HE M01 or M007.

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

##### Area III. Cultures and Civilizations

###### A. Global Studies: The World and the West

No Moorpark College equivalent available. However, this requirement is waived for those students entering with 28 or more units.

###### B. Gender and Ethnic Studies

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

##### Area IV. Integrated Studies

###### A. Freshman Cluster

No Moorpark College equivalent. However, this requirement will be waived for those students who have completed ENGL M01A before transferring or who have completed over 28 transferable units.

###### B. Integrated Studies Capstone

One upper-division course after transfer.

### University of La Verne

#### GENERAL STUDIES REQUIREMENTS

1. Written English  
ENGL M01A or M01AH, and M01B or M01BH
2. Spoken English  
One course from SPCH M01, M02, M07, M10A, M10B, M10C, M10D

## Planning the Future

### 3. Fine Arts

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

Aesthetic Experience: ART M01A, M01B, M01C, M02, M04A, M04B, M04C, M08A, M08B, M09A, M09B, M12A, M12B, M13A, M13B, M13C, M13D, M14A, M14B, M15A, M15B, M15C, M15D, M16A, M16B, M16C, M16D, M19A, M23, M24; ENGL M10A, M10B; HUM M03, M04, M18; MUS M08, M09A, M09B; PHOT M01A, M01B, M02, M03, M04; THA M01, M02A, M02B, M02C, M02D, M04A, M04B, M09.

Instruction: DANC M10A & M10B or M10C & M10D, M11A & M11B or M11C & M11D, M12A, M12B, M12C, M12D, M13A, M13B, M14A, M14B, M14C, M14D, M20A & M20B or M20C & M20D, M40; MUS M10, M12, M15, M16, M17, M18, M19, M20, M21, M25A & M25B or M25C & M25D, M26, M32, M60P, M60T.

### 4. Mathematics

MATH M05, M07, M15, M15H, M16A, M16B.

### 5. Physical Science and Life Science

One course in Physical and one course in Life Science. One of the two courses must have a lab.

Physical Science: AST M01/M01L, M02; CHEM M01A, M01B, M12, M13; GEOL M01, M02/M02L, M05, M21, M41; PHSC M01, M01L; PHYS M01/M01L, M10A/M10AL, M10B/M10BL.

Life Science: BIOL M01, M02A, M02B, M16; BOT M01; ZOO M01.

### 6. Social Science

Any course from each of two different areas:

- A. ECON M01, M02; HIST M07A, M07B; POLS M01, M03, M03H
- B. PSY M01, M01H; SOC M01; ANTH M02

### 7. Humanities (minimum 6 units)

Any course from each of two different areas:

- A. Literature: ENGL M13A, M13B, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30A, M30B, M33, M45, M46, M60W,
- B. Philosophy or Religion: PHIL M01, M02, M03, M06, M11, M12
- C. Mass Media: JOUR M01
- D. Interdisciplinary: HUM M10A, M10B

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

## University of Southern California

### GENERAL TRANSFER INFORMATION

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

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

**LOWER DIVISION WRITING REQUIREMENT:** Students following the NEW GE pattern should complete one of the following courses: ENGL M01B, M01BH, M01C, M01CH, PHIL M05 or SPCH M25. An additional upper division writing course will need to be completed at USC.

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

### GENERAL EDUCATION CATEGORIES:

Category I : Cultures and Civilizations I

ART M01A, M01B; ENGL M30, M31; HIST M01A, M01B; HUM M10A, M10B; PHIL M11, M13, M14; THA M04.

Category II: Cultures and Civilizations II

ANTH M02, M06, M07, M60C, M60I; HIST M06, M10, M15; PHIL M06, M12.

Category III: Scientific Principles

AST M01/L, M02/L; BIOL M01, M02A; BOT M01; CHEM M01A, M12; GEOG M01/L; GEOL M01, M02/L; PHSC M01/L; PHYS M01/L, M10A/L, M20A/L; ZOO M01.

Category V: Studies in Literature, Thought, and Arts

ART M01C, M02; ENGL M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M33, M43, M44, M45, M46; HUM M03, M04, M05, M06; MUS M04, M04H, M08, M09A, M09B; PHOT M02; THA M01.

Courses which meet the Diversity Requirement:

ANTH M04, M06; CHST M01, M02, M03; HIST M02, M03, M12, M14; HUM M19; POLS M07; PSY M14; SOC M01, M02, M06, M07, M08, M95.

### POLICIES REGARDING GE COURSES:

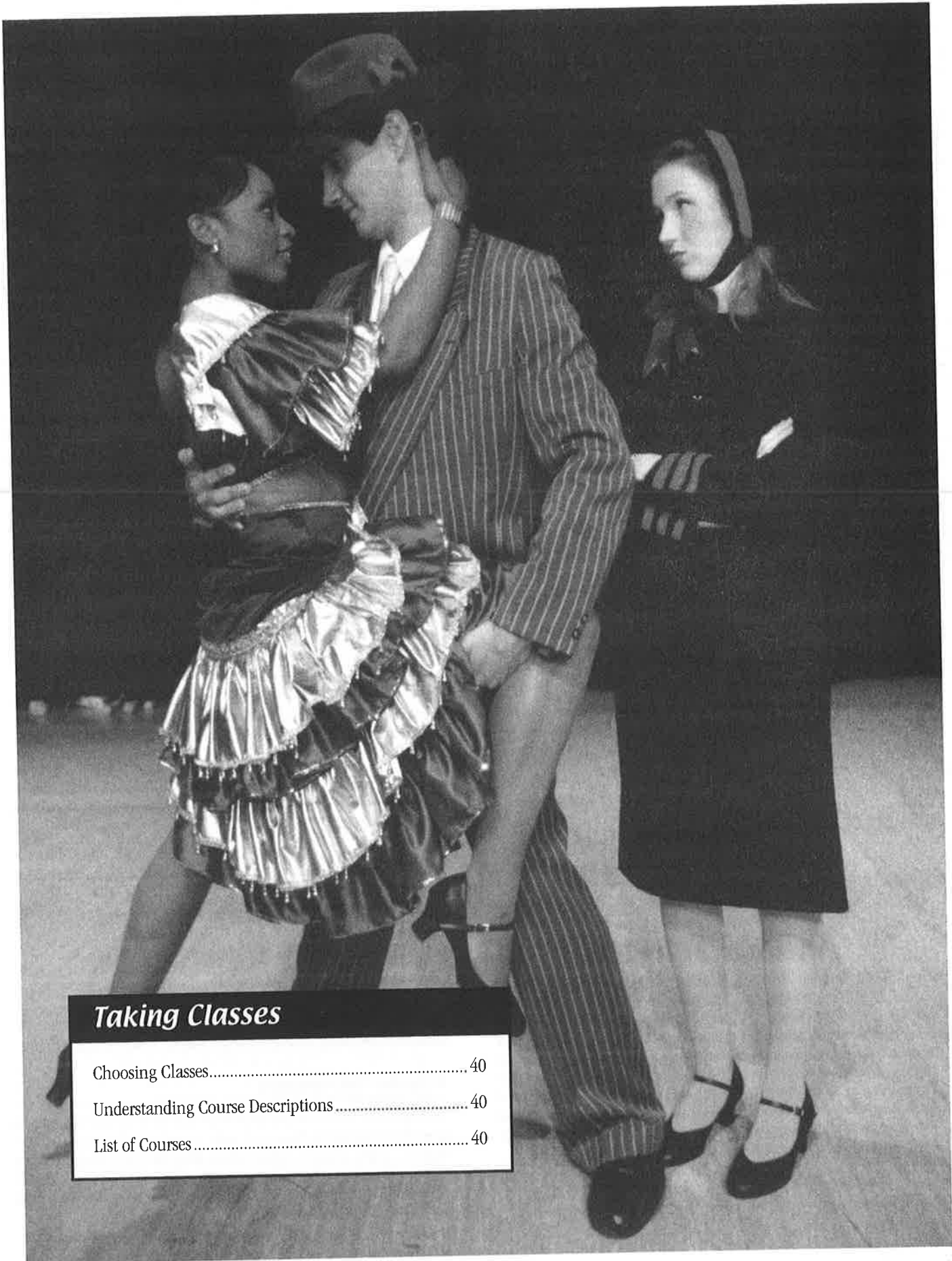
No more than four (4) semester units of pass/no pass credit may be applied to GE requirements.

A single course may be used to fulfill both a GE requirement and the diversity requirement.

Once a student following the GE plan enrolls at USC, he or she may no longer take courses elsewhere to fulfill GE or writing requirements.

### NOTE: Transfer Information

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



## ***Taking Classes***

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# Taking Classes

## Choosing Classes

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

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

## Understanding the Course Descriptions

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

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

\* \* \* \* \*

## List of Courses

### Accounting

*See Courses in Business*

### Assistive Computer Technology

*See Courses in Learning Skills*

### Anatomy

*See Courses in Biological Sciences*

### Animal Science

The Animal Science curriculum offers a basic understanding of animal health, nutrition, anatomy/physiology, behavior, diversity and conservation. America's Teaching Zoo provides a laboratory experience, focusing primarily on non-domestic animals. The Animal Science courses are open to all students but are recommended for those interested in the Exotic Animal Training and Management (EATM) Program 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.

### Career Opportunities

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

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

### Dean

Brenda Shubert, Phone (805) 378-1515

### Faculty

#### Full-Time

James Peddie, Gary Wilson, Brenda Woodhouse

#### Part-Time

James Patterson, Leland Shapiro, Cindy Wilson

#### Counselor

Chuck Brinkman

#### America's Teaching Zoo Staff

Michlyn Hines, Mara Rodriguez, Holly Tumas, Cindy Wilson

### Transfer Information

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

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



## Animal Science Courses

### ANSC M02 -- 2 Units

#### Animal Health and Safety

Prerequisite: None  
Class Hours: 2 lecture

Introduces the health and safety issues associated with keeping animals in captivity. Presents the essentials of a preventative medicine program, emphasizing procedures for proper hygiene, quarantine, vaccinations, and safety. Addresses the safety of the animal keeper/handler with a consideration of zoonosis. *Formerly EATM M02. Applies to Associate Degree.*

### ANSC M03 -- 2 Units

#### Animal Nutrition

Prerequisite: ANSC M02  
Class Hours: 2 lecture

Provides a basic understanding of those factors relating to the feeding and nutritional needs of domestic and non-domestic animals in captivity as well as in the wild. *Formerly EATM M03. Applies to Associate Degree. Transfer credit: CSU.*

### ANSC M04 -- 3 Units

#### Animal Behavior

Prerequisite: None  
Corequisite: ANSC M04L or PSY M12L  
Class Hours: 3 lecture

Introduces the study of animal behavior, emphasizing learning theory. Focuses on classical and operant conditioning. Applies concepts of ethology and behavior modification to the maintenance and training of animals in captivity. (Same course as PSY M12L.) *Formerly EATM M04. Applies to Associate Degree. Transfer credit: CSU.*

### ANSC M04L -- 0.5 Unit

#### Animal Behavior Lab

Prerequisite: None  
Corequisite: ANSC M04 or PSY M12  
Class Hours: 1.5 lab

Reinforces behavior modification and observational research through hands-on experience. Requires each student train a rat and conduct an observational research project on captive animals. (Same course as PSY M12L.) *Formerly EATM M04L. Applies to Associate Degree. Transfer credit: CSU.*

### ANSC M05 -- 2 Units

#### Zoo Horticulture

Prerequisite: None  
Corequisite: ANSC M05L  
Class Hours: 2 lecture

Introduces the student to soils; plant growth; weed, insect, and disease control; irrigation and fertilization principles; identification and uses of plants; planting and care of lawns, ground covers, flowers, trees, and shrubs including proper placement, pruning and training. Stresses the relationship of plants and animals, including plant toxicity risks relating to a zoo facility. *Formerly EATM M05. Applies to Associate Degree.*

### ANSC M05L -- 1 Unit

#### Zoo Horticulture Lab

Prerequisite: Completion of or concurrent enrollment in ANSC M05  
Class Hours: 3 lab

Applies horticulture principles and concepts regarding soils; plant growth; weed, insect, disease control; and irrigation and fertilization. Practices the planting and care of lawns, ground covers, flowers, trees, and shrubs including proper pruning and training. Explores the relationship between plants and animals. *Formerly EATM M05L. Applies to Associate Degree.*

### ANSC M06 -- 3 Units

#### Animal Anatomy/Physiology

Prerequisite: None  
Class Hours: 3 lecture

Introduces the science of veterinary medicine as it applies to mammals, birds, reptiles, amphibians, FISH, and invertebrates, presenting a practical system-by-system approach to the basic structure (anatomy) and function (physiology) of the previously mentioned groups. *Formerly EATM M06. Applies to Associate Degree. Transfer credit: CSU.*

### ANSC M07 -- 3 Units

#### Animal Diversity

Prerequisite: None  
Corequisite: ANSC M07L  
Class Hours: 3 lecture

Introduces survey of invertebrate and vertebrate animals, both terrestrial and marine. Includes classification, general characteristics, adaptations, animal recognition, evolutionary history, and basic concepts of ecology and conversation. *Formerly EATM M01. Applies to Association Degree. Transfer credit: CSU.*

### ANSC M07L -- 0.5 Unit

#### Animal Diversity Lab

Prerequisite: None  
Corequisite: ANSC M07  
Class Hours: 1.5 lab

Surveys the invertebrate and vertebrate animals, both terrestrial and marine. focuses on animal recognition, general characteristics and behavior through the observation of live animals in America's Teaching Zoo as well as animals on video and in photographic slides. *Formerly EATM M01L. Applies to Association Degree. Transfer credit: CSU.*

### ANSC M08 -- 3 Units

#### Wildlife Conservation

Prerequisite: None  
Recommended Preparation: ANSC M07  
Class Hours: 3 lecture

Develops students' awareness, knowledge, skills, and commitment, resulting in informed decisions, responsible behavior and constructive actions concerning wildlife and the environment. includes awareness and appreciation of wildlife, human values and wildlife conservation, cultural and social interaction with wildlife, wildlife issues and responsible human actions. *Formerly EATM M07. Applies to Associate Degree.*

**ANSC M30 -- 2 Units  
Ethical and Legal Issues**

Prerequisite: 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. (Same course as CAPS M02).  
Applied to Associate Degree.

**ANSC M60AZ -- 1 to 3 Units Each  
Topics in Animal Science**

Prerequisite: To be determined  
Class Hours: To be determined  
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

**Developed topics include:**

**ANSC M60A -- 1 Unit  
Avian & Reptilian Care**

Prerequisite: None  
Recommended Preparation: ZOO M01 or BIOL M01  
Class Hours: 1 lecture

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

**ANSC M60B -- 1 Unit  
Primate Behavior**

Prerequisite: None  
Class Hours: 1 lecture  
Introduces primate behavior and its application to successful handling and training of primates. May be taken one (1) time for credit. Formerly EATM M26. *Applies to Associate Degree.*

**ANSC M60BL -- 1 Unit  
Primate Behavior Lab**

Prerequisite: None  
Class Hours: 3 lab  
Provides hands-on observation and analysis of primate behavior at America's Teaching Zoo. includes the application and evaluation of operant conditioning and environmental enrichment techniques specific to primates. Requires hands-on experience with primates under direct instructor supervision. May be taken three (3) times for credit. Formerly EATM M26L. *Applies to Associate Degree.*

# Anthropology

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

## Career Opportunities

Archaeologist Federal/State/Private, Environmental Impact Analyst, Health Researcher, Urban Planner Assistant, Cultural Resource, Management, Recreation Specialist, Expedition Guide, Population, Analyst, Travel Consultant, Tour Guide, Museum Curator, Exhibit Designer.

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

## Dean

Floyd Martin, Phone (805) 378-1459

## Faculty

### Full-Time

John Baker, Robert Lopez, Thomas McAdam, Jack Reynolds

### Part-Time

Victoria Bossard, Charles Eastman, Michelle Freier, Gigi Fiumerodo, Michael Raleigh, Robert Sands, Nadine Mandel Toren, Paul Mattson

### Counselors

Michael Johnson, Ofelia Romero-Motlagh

## ■ Degree & Certificate Options in Archaeology

### Associate in Arts Degree

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

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

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

Required Courses	Units
ANTH M01..... Physical Anthropology .....	3.0
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
Units from List of RECOMMENDED COURSES .....	18.0
<b>TOTAL .....</b>	<b>37.0</b>

**Recommended Courses: Choose 18 Units**

ANTH M60C..... Indians of California.....	3.0
ANTH M60I ..... The Chumash and Their Neighbors.....	3.0
ANTH M60R** ..... Anthropological Research Methods .....	3.0
ANTH M60S** ..... Archaeological Field Methods .....	3.0
BIOL M05 ..... Field Biology.....	3.0
GEOG M06 ..... Map Use and Interpretation.....	2.0
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

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

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

**Anthropology Courses**

**✓ ANTH M01 -- 3 Units  
Physical Anthropology**

Prerequisite: None  
Class Hours: 3 lecture

Focuses on human evolution and diversity, including genetics, evolution, primatology, paleontology, human variation and biocultural adaptation. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ANTH 2. IGETC AREA 5*

**✓ ANTH M01L -- 1 Unit  
Physical Anthropology Lab**

Prerequisite: Completion of or concurrent enrollment in ANTH M01  
Class Hours: 3 lab

Provides hands-on understanding of principles of evolution and genetics. Covers comparative vertebrate anatomy, modern and fossil hominids, primatology, variation in modern human populations, medical genetics and adaptability. Introduces molecular biological methods. *Applies to Associate Degree. Transfer credit: CSU, UC. IGETC AREA 5*

**✓ ANTH M02 -- 3 Units  
Cultural Anthropology**

Prerequisite: None  
Class Hours: 3 lecture

Focuses on basic concepts and methods for analyzing cultural systems, including the structure and evolution of human behavior. Examples primarily drawn from nonwestern societies. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ANTH 4. IGETC AREA 4*

**✓ ANTH M03 -- 3 Units  
Archaeology**

Prerequisite: None  
Class Hours: 3 lecture

Introduces the history and goals of archaeology, emphasizing methods of interpreting and dating the prehistoric past through the rise of complex societies as seen both in the New World and in Ventura County. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ANTH 6. IGETC AREA 4*

**ANTH M04 -- 3 Units**

**✓ Chicano Culture**

Prerequisite: None  
Class Hours: 3 lecture

Focuses on the social and cultural heritage of the Middle American Chicano civilizations from the Spanish conquest to the present, emphasizing contributions in the 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. IGETC AREA 4*

**✓ ANTH M05 -- 3 Units  
Archaeological Field Methods**

Prerequisite: Completion of or concurrent enrollment in ANTH M03  
Class Hours: 1 lecture, 6 lab

Focuses on expanding existing knowledge of archaeological inquiry with a practical emphasis on actual site excavation and primary sorting of artifacts. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit: one course)*

**✓ ANTH M06 -- 3 Units  
Introduction to Native American Studies**

Prerequisite: None  
Class Hours: 3 lecture

Surveys the origins, development, and attainments of Native Americans within the United States. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

**ANTH M07 -- 3 Units  
Peoples and Cultures of the World**

Prerequisite: None  
Class Hours: 3 lecture

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 and 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. IGETC AREA 4*

✓ **ANTH M09 -- 3 Units**  
**Anthropology of Women**

Prerequisite: None  
 Class Hours: 3 lecture

Explores women's roles, stereotypes and contributions, past and present, drawing examples from traditional and contemporary world cultures and from relationships among gender, kinship, economics, politics, myth and ideology. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

✓ **ANTH M10 -- 3 Units**  
**Archaeological Reconnaissance**

Prerequisite: Completion of or concurrent enrollment in ANTH M03  
 Class Hours: 1 lecture, 6 lab

Offers practical application of archaeological field research skills (discovery, evaluation, and recording of cultural resources). Introduces use of a compass; evaluation of soil, terrain formations, plant resources, and urban disturbance; and practice of various reporting techniques. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

✓ **ANTH M11 -- 3 Units**  
**The Anthropology of Magic, Witchcraft and Religion**

Prerequisite: None  
 Class Hours: 3 lecture

Introduces the human belief systems around the world and the manners in which anthropology investigates these. Topics covered include the functions and structures of religions, cross-cultural classifications of religions, shamanism, religious change, and religious systems in global perspective. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

✓ **ANTH M12 -- 3 Units**  
**Archaeological Laboratory Procedures**

Prerequisite: ANTH M03  
 Class Hours: 1 lecture, 6 lab

Offers hands-on work with archaeological collections, including the initial processing, sorting, washing, stabilizing and cataloging of artifacts. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ANTH M22A/B -- 0.5 to 3 Units Each**  
**Independent Studies in Anthropology**

Prerequisite: A previous course in Anthropology  
 Class Hours: 0.5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of anthropology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. determined p admission*

**ANTH M60AZ -- 1 to 3 Units Each**  
**Topics in Anthropology**

Prerequisite: To be determined  
 Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. *Transf credit: determined by transf institution*

**Developed topics include:**

✓ **ANTH M60C -- 3 Units**  
**Indians of California**

Prerequisite: None  
 Class Hours: 3 lecture

Offers a multidimensional look at the aboriginal inhabitants of California before and since European contact. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**ANTH M60I -- 3 Units**  
**The Chumash and Their Neighbors**

Prerequisite: None  
 Class Hours: 3 lecture

Offers an indepth look at the Chumash, Ventura County's major aboriginal population, emphasizing their social, political, and economic structure as well as their relations with aboriginal neighbors and the Spanish Colonial establishment. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**ANTH M60J -- 3 Units**  
**Egyptology: Archaeology of the Land of the Pharaohs**

Prerequisite: None  
 Class Hours: 3 lecture

Emphasizes the historical and cultural development of ancient Egypt as seen through archaeological contributions. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**ANTH M60R -- 3 Units**  
**Anthropological Research Methods**

Prerequisite: A previous course in Anthropology  
 Class Hours: 2 lecture, 3 lab

Introduces selected aspects of anthropological research strategies and tools through work on actual research projects. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**ANTH M60S -- 3 Units**  
**Introductory Archaeological Field Methods Supervision**

Prerequisite: 12 units of ANTH M05  
 Class Hours: 1 lecture, 6 lab

Introduces advanced students to the training and management of an inexperienced "Pit Crew". May be taken four (4) times for credit. Only offered credit/no-credit. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**ANTH M80 -- 1 to 8 Units**  
**Internship in Anthropology**

Prerequisite: 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

**Anthropology**

the Internship Office at (805) 378-153. May be taken 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, credit limitations.*

**Art**

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

**Career Opportunities**

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

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

**Dean**

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

**Faculty**

**Full-Time**

Kirk Aiken, Christine Marx, Frank Sardisco

**Part-Time**

Lynn Creighton, Denise De la Vaux, Sheldon Hocking, Gaye LaGuire, Gulhis Monezis, Susan Nell, Joanne Rolfe, Mary Seko, Gerald Swigger, Sueann Valentine-Wheeler

**Counselors**

Denice Avila, Michael Johnson, Don Henderson

**■ Degree and Certificate Options in Art**

**Associate in Arts Degree**

To earn an Associate in Arts Degree with a major in Art, students complete 33 specified units, plus general education degree requirements (minimum total = 60 units). 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 M01A ..... Art History.....	3.0
ART M01B ..... Art History.....	3.0
ART M04A ..... Color and Design.....	3.0
ART M04B ..... ThreeDimensional Design.....	3.0
ART M12A ..... Drawing and Composition.....	3.0
ART M13A ..... Life Drawing.....	3.0
Units from <u>One</u> of the RECOMMENDED OPTIONS.....	15.0
<b>TOTAL</b> .....	<b>33.0</b>

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

Studio Art Option (15 Units)

ART M08A ..... Beginning Ceramics.....	3.0
ART M12B ..... Drawing and Composition.....	3.0
ART M13B ..... Life Drawing.....	3.0
ART M15A ..... Beginning Printmaking.....	3.0
ART M16A or ART M19A Painting or Beginning Sculpture.....	3.0

OR

Ceramics Option (15 Units)

ART M08A ..... Beginning Ceramics.....	3.0
ART M08B ..... Beginning Ceramics.....	3.0
ART M09A ..... Ceramic Design.....	3.0
ART M09B ..... Ceramic Design.....	3.0
ART M19A ..... Beginning Sculpture.....	3.0

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

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

**Art Courses**

**ART M01A -- 3 Units**

**Art History**

Prerequisite: None  
Class Hours: 3 lecture

Surveys the history of art of western world, from prehistoric to the middle ages, ranging from ancient to early Christian and Byzantine art. Examines key historical figures as well as architectural, paint and sculpture techniques. Course required of all art majors. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 2; Art Seq. A (Art M01A + M01B). IGETC AREA 3*

**ART M01B -- 3 Units**

**Art History**

Prerequisite: None  
Class Hours: 3 lecture

Surveys the history of art of the western world from the Middle Ages to modern times. Emphasizes techniques of art production as well as the importance of key historical figures. Course required of all art majors. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 4. Art Seq. A (Art M01A + Art M01B). IGETC AREA 3*

**ART M01C -- 3 Units**

**Art History**

Prerequisite: None  
Class Hours: 3 lecture

Investigates the theory and practice of the visual arts from 1850 to the present, exploring specific movements and their reflection of social and technological changes. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

✓ **ART M02 -- 3 Units****Art Appreciation**

Prerequisite: None

Class Hours: 3 lecture

Explores major artistic techniques in their historical and cultural contexts, developing understanding through informed perceptions and evaluations. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

✓ **ART M04A -- 3 Units****Color and Design**

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Provides background in the use of design principles, emphasizing color theory and its practical applications through specific weekly projects in line, shape, texture, form, and the principles of abstraction. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 14*

**ART M04B -- 3 Units**✓ **ThreeDimensional Design**

Prerequisite: ART M04A

Class Hours: 2 lecture, 3 lab

Explores 3D design through the application of 2D design principles, emphasizing the creation of form via interaction with various materials, techniques and construction methods. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 16*

✓ **ART M04C -- 3 Units****Advanced Problems in Color and Design**

Prerequisite: ART M04A

Class Hours: 2 lecture, 3 lab

Further explores 2D design concepts mastered in ART M04A through advanced problems in line, shape, texture, form and motif. Emphasizes creativity as well as established standards of excellence through a study of industrial and commercial design principles. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

✓ **ART M08A -- 3 Units****Beginning Ceramics**

Prerequisites: None

Class Hours 1 lecture, 6 lab

Introduces the potter's wheel and provides practice in elementary clay construction methods as well as glazing and firing techniques. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 6*

✓ **ART M08B -- 3 Units****Beginning Ceramics**

Prerequisite: ART M08A

Class Hours: 1 lecture, 6 lab

Practices the techniques of elementary clay construction through exploration of sculptural forms and the development of glazes, decoration and firing methods. *Applies to Associate Degree. Transfer credit: CSU; UC*

✓ **ART M09A -- 3 Units****Ceramic Design**

Prerequisites: ART M08B and ART M04A

Class Hours: 1 lecture, 6 lab

Explores clay bodies, glaze materials and calculations, and firing techniques through independent projects. Develops individual growth and creative expression. *Applies to Associate Degree. Transfer credit: CSU; UC*

✓ **ART M09B -- 3 Units****Ceramic Design**

Prerequisite: ART M09A

Class Hours: 1 lecture, 6 lab

Offers in-depth study of ceramics through independent projects designed to enhance artistic mastery. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M12A -- 3 Units****Drawing and Composition**

Prerequisite: None

Class Hours: 1 lecture, 6 lab

Stresses graphic representation of objects through a variety of media and techniques, emphasizing pictorial composition, depth perception, perspective and rendering. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 8*

**ART M12B -- 3 Units****Drawing and Composition**

Prerequisite: ART M12A

Class Hours: 1 lecture, 6 lab

Expands the exploration of pen and ink and watercolor washes through a study of illustrative drawing, analytic abstraction concepts and advanced problems in rendering. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M13A -- 3 Units****Life Drawing**

Prerequisite: ART M12A

Class Hours: 1 lecture, 6 lab

Draws the human figure from live models. Emphasizes structure, proportion, form and composition through an introduction of linear and tonal concepts. Different media will be explored, including charcoal, conte crayon, pencil, pen and ink. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 24*

**ART M13B -- 3 Units****Life Drawing**

Prerequisite: ART M13A

Class Hours: 1 lecture, 6 lab

Expands drawing the human figure from a live model. Emphasizes freedom of expression as well as structure, proportion, form and composition. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M13C -- 3 Units****Life Drawing**

Prerequisite: ART M13B

Class Hours: 1 lecture, 6 lab

Further expands drawing the human figure, beginning with a skeletal structure. Uses many media; emphasizes structure, proportion, form and composition; and continues practice of linear and tonal concepts. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M13D -- 3 Units****Life Drawing**

Prerequisite: ART M13C

Class Hours: 1 lecture, 6 lab

Further expands drawing the human figure and skeletal structure. Uses many media; emphasizes structure, proportion, form and composition; and increases practice of linear and tonal concepts. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M14A -- 2 Units****Silk Screen Serigraph Printmaking**

Prerequisite: ART M04A

Class Hours: 6 lab

Introduces silkscreen as a printmaking tool, emphasizing basic techniques through practical work using inks, stopouts and solvents. Provides group and individual critiques. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M14B -- 2 Units****Advanced Silk Screen Serigraph Printmaking**

Prerequisite: ART M14A

Class Hours: 6 lab

Emphasizes individual expression through the production of multicolor runs and the development of a personal approach to silk screen. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M15A -- 3 Units****Beginning Printmaking**

Prerequisite: ART M04A

Class Hours: 1 lecture, 6 lab

Introduces printmaking media, including intaglio (etching, engraving, etc.) but emphasizing relief, holograph and embossed print. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 20*

**ART M15B -- 3 Units****Beginning Printmaking**

Prerequisite: ART M15A

Class Hours: 1 lecture, 6 lab

Fully explores intaglio techniques, including line etching, aquatint, sugar lift, and experimental techniques. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M15C -- 3 Units****Advanced Printmaking**

Prerequisite: ART M15B

Class Hours: 1 lecture, 6 lab

Expands work in intaglio and relief, emphasizing individual exploration of solutions and experimental techniques. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M15D -- 3 Units****Advanced Printmaking**

Prerequisite: ART M15C

Class Hours: 1 lecture, 6 lab

Offers advanced work in intaglio with greater exploration of experimental techniques. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M16A -- 3 Units****Painting**

Prerequisite: ART M12A or ART M04A

Class Hours: 1 lecture, 6 lab

Introduces the nature of structural and expressive values in contemporary painting, emphasizing form, control or pictorial order, and the uses of color and light as fundamental skills necessary to mastery of basic painting techniques. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 10*

**ART M16B -- 3 Units****Painting**

Prerequisite: ART M16A

Class Hours: 1 lecture, 6 lab

Continues the development of fundamental painting skills and concepts. Emphasizes technical competence and individual concepts using both traditional and modern materials. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M16C -- 3 Units****Advanced Painting**

Prerequisite: ART M16B

Class Hours: 1 lecture, 6 lab

One-on-one student/teacher relationship explores advanced painting concepts and techniques. Encourages personal and unique self-expression through experimentation with and interpretation of subject matter. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M16D -- 3 Units****Advanced Painting**

Prerequisite: ART M16C

Class Hours: 1 lecture, 6 lab

Allows more advanced work with painting concepts and techniques aimed at developing more extensive self-expression. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M17A -- 3 Units****Landscape Painting**

Prerequisite: ART M04A or ART M12A

Class Hours: 1 lecture, 6 lab

Introduces painting skills and concepts applicable to landscape (both indoor and outdoor). Focuses on painting nature out of doors in various media, such as acrylics, oils, watercolor, and pastels. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M17B -- 3 Units****Landscape Painting**

Prerequisite: ART M17A

Class Hours: 1 lecture, 6 lab

Expands the skills and concepts of painting applicable to landscape, emphasizing a more personal, creative approach. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M18A -- 3 Units****Water Color**

Prerequisite: ART M04A or ART M12A

Class Hours: 1 lecture, 6 lab

Introduces a thorough understanding of the watercolor media, building from simple exercises to more complex problems solved in personal and creative ways. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M18B -- 3 Units****Water Color**

Prerequisite: ART M18A

Class Hours: 1 lecture, 6 lab

Offers advanced watercolor techniques, encouraging the use of the multiple image in both landscapes and still life. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M18C -- 3 Units****Water Color**

Prerequisite: ART M18B

Class Hours: 1 lecture, 6 lab

Expands experimentation with advanced watercolor techniques and the use of the multiple image in landscape and still subjects. Encourages advanced and individualized areas of investigation. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M18D -- 3 Units****Water Color**

Prerequisite: ART M18C

Class Hours: 1 lecture, 6 lab

Emphasizes individual growth and development through continued merging of advanced watercolor techniques with each student's unique and personal contributions. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ART M19A -- 3 Units****Beginning Sculpture**

Prerequisite: None

Class Hours: 1 lecture/6 lab

Develops an awareness for historical and contemporary concerns regarding three-dimensional design concepts. Encourages personal expression through materials such as paper, cardboard, plaster, wood, wire, and clay. *Applies to Associate Degree. Transfer credit: CSU; UC.*

**ART M22A/B -- 1 to 3 Units Each****Independent Studies in Art**

Prerequisite: A previous course in Art

Class Hours: 1 to 3 as arranged

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

**ART M23 -- 3 Units****Beginning Stained Glass Design**

Prerequisite: None

Class Hours: 1 lecture, 6 lab

Introduces the art of stained glass, exploring design sources and principles as well as fabrication and embellishment techniques. *Applies to Associate Degree. Transfer credit: CSU*

**ART M24 -- 3 Units****Advanced Stained Glass Design**

Prerequisite: ART M23

Class Hours: 1 lecture, 6 lab

Expands artistic knowledge and ability of stained glass design. Explores more complex design sources and principles as well as advanced fabrication and embellishment techniques. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**ART M60AZ -- 1 to 3 Units Each****Topics in Art**

Prerequisite: To be determined

Class Hours: To be determined

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

**Developed topics include:****ART M60A -- 1 Unit****Art Gallery Practices**

Prerequisite: ART M04A or GR M32 or PHOT M01B

Class Hours: 1 lecture

Introduces gallery practices relating to exhibition selection and design as well as budgeting and installation techniques. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**ART M60C/D/E -- 1 to 3 Units****Printmaking Studio Practices**

Prerequisite: ART M15A or M15B or M15C or M15D

Class Hours: 3, 6 or 9 lab as arranged

Fully explores intaglio, relief, pantographs or experimental techniques under instructor's direct supervision. Meets individual student needs. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**ART M60F -- 3 Units****Glaze Chemistry**

Prerequisite: A previous course in ceramics

Class Hours: 2 lecture, 3 lab

Introduces glaze formulations and ceramic technology, including clays, kilns, firing. Continues work on wheel form, technique and design. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**ART M80 -- 1 to 4 Units****Internship in Art**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*



# Astronomy

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

## Career Opportunities

Astronomer, Astrophysicist

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

## Dean

Floyd Martin, Phone (805) 378-1459

## Faculty

### Full-Time

Balazs Becht, Clinton Harper, Ron Wallingford

### Part-Time

Hal Jandorf, Philip Klutch, Carolyn Mallory

### Counselor

Danita Redd

## Degree & Certificate Options in Astrophysics

### Associate in Science Degree

To earn an Associate in Science Degree with a major in Astrophysics, students complete 48 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upperdivision course work for advanced degrees in Astrophysics offered by fouryear 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
CHEM M01A ..... General Chemistry I .....	6.0
CHEM M01B ..... General Chemistry II .....	6.0
MATH M25A ..... Calculus with Analytic Geometry I .....	5.0
MATH M25B ..... Calculus with Analytic Geometry II .....	5.0
MATH M25C ..... Calculus with Analytic Geometry III .....	5.0
MATH M35 ..... Applied Differential Equations .....	3.0
PHYS M20A/M20AL ..... Mechanics of Solids and Fluids/Lab .....	5.0
PHYS M20B/M20BL ..... Electricity and Magnetism/Lab .....	5.0
PHYS M20C/M20CL ..... Wave Motion/Heat/Optics & Modern Physics Lab .....	5.0
<b>TOTAL</b> .....	<b>48.0</b>

\*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 Transfer Center (Admin. Bldg., 805.378-1551).

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

## Sample Course Sequence

First Semester	
CHEM M01A .....	6.0
MATH M25A .....	5.0
Second Semester	
CHEM M01B .....	6.0
MATH M25B .....	5.0
PHYS M20A/M20AL .....	5.0
Third Semester	
AST M01 .....	3.0
MATH M25C .....	5.0
PHYS M20B/M20BL .....	5.0
Fourth Semester	
MATH M35 .....	3.0
PHYS M20C/M20CL .....	5.0

## Astronomy Courses

### AST M01 -- 3 Units

#### An Introduction to Astronomy

Prerequisite: None

Class Hours: 3 lecture

Introduces modern Astronomy in a descriptive, nonmathematical way, emphasizing our solar system, stars, galaxies, and the origin and evolution of the universe. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

### AST M01L -- 1 Unit

#### An Introduction to Astronomy Laboratory

Prerequisite: Completion of or concurrent enrollment in AST M01 or AST M02

Class Hours: 3 lab

Reinforces principles and techniques of astronomy through hands-on experience with telescopes, star charts, and other common devices used to observe and measure the moon, the planets, and the stars. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

### AST M02 -- 3 Units

#### Our Solar System: The Next Frontier

Prerequisite: None

Class Hours: 3 lecture

Introduces both observational and historical Astronomy, reviewing the planets, satellites, asteroids, comets, and the sun. Discusses the laws of motion and gravitation, especially in connection with space travel-past, present and future. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

### AST M10 -- 2 Units

#### Observational Astronomy

Prerequisites: AST M01/M01L or AST M02 and MATH M06 or MATH M07

Class Hours: 1.5 lecture, 1.5 lab

Introduces the tools, techniques, and practices of observational astronomy, emphasizing data acquisition; motions, position and brightness of celestial objects; and computer-accessed data banks. *Applies to Associate Degree. Transfer credit: CSU; UC*

**AST M22A/B -- 0.5 to 3 Units Each  
Independent Studies in Astronomy**

Prerequisite: A previous course in Astronomy  
Class Hours: 0.5 to 3 as arranged

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

**AST M80 -- 1 to 4 Units  
Internship in Astronomy**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**Astronomy Hotline**

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

**Behavioral Science**

**Dean**

*Tim McGrath, Phone (805) 378-1445*

**Faculty**

**Counselors**

Frank Bianchino, Michael Johnson,  
Pam Kennedy Luna, Ofelia Romero-Motlagh

**■ Degree and Certificate Options in Behavioral Science**

**Associate in Arts Degree**

To earn an Associate in Arts Degree with a major in Behavioral Science, students complete 18 specified units, specializing in either Anthropology, Psychology or Sociology plus general education degree requirements (minimum total = 60 units). For 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
PSY M01..... Intro to Psychology .....	3.0
SOC M01..... Intro to Sociology.....	3.0
Units from RECOMMENDED GROUPS .....	9.0
<b>TOTAL</b> .....	<b>18.0</b>

**Recommended Groups:** Follow Restrictions

*Group 1: Complete Two Courses (6 units) from ANTH, PSY or SOC, noting restrictions:*

- Anthropology: Any ANTH courses, except ANTH M01, ANTH M22A/B, ANTH M60 series or ANTH M80.
- Psychology: Any PSY courses, except PSY M22A/B, PSY M60 series or PSY M80.
- Sociology: Any SOC courses, 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, ANTH M01L, ANTH M22A/B, ANTH M60 series or ANTH M80.
- Psychology: Any PSY course, except PSY M22A/B, PSY M60 series or PSY M80.
- Sociology: Any SOC course, except SOC M22A/B SOC M60 series or SOC M80.
- Chicano Studies: Select CHST M01, CHST M02 or CHST M04.
- History: Select HIST M02, HIST M03, HIST M04, HIST M06, HIST M08, HIST M12 or HIST M14.
- Humanities: Select HUM M18 or HUM M19.

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

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

**Biological Sciences**

Study in biology leads to a wide range of careers upon 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 emphasis in biological sciences. Careers are found in teaching, research, and government service.

**Career Opportunities**

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

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

**Dean**

*Floyd Martin, Phone (805) 378-1459*

**Faculty**

**Full-Time**

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

**Part-Time**

Michael Cornish, Katherine Courtney, James Harber, Jan Kaufman, Beverly Khoshnevisan, Thomas Odgers, Mary Rees, Robert Stellwagen, Leonid Terr, Ben Vallejo

**Counselors**

Frank Bianchino, Chuck Brinkman, Letrisha Mai, Danita Redd

**■ Degree and Certificate Options in Biology**

**Associate in Arts Degree**

To earn an Associate in Arts Degree with a major in Biology, students complete 36 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upperdivision course work for advanced degrees in Biology offered by fouryear 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:

<b>Required Courses</b>	<b>Units</b>
BIOL M02A/B .....General Biology I/II.....	8.0
CHEM M01A/B .....General Chemistry I/II .....	12.0
MATH M16A/B.....Applied Calculus I/II .....	6.0
PHYS M10A/M10AL.....General Physics I/Lab.....	5.0
PHYS M10B/M10BL.....General Physics II/Lab .....	5.0
<b>TOTAL</b> .....	<b>36.0</b>

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

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

**Sample Course Sequence**

<u>First Semester</u>	
CHEM M01A.....	6.0
<u>Second Semester</u>	
CHEM M01B.....	6.0
<u>Third Semester</u>	
BIOL M02A.....	4.0
MATH M16A.....	3.0
PHYS M10A/M10AL.....	5.0
<u>Fourth Semester</u>	
BIOL M02B.....	4.0
MATH M16B.....	3.0
PHYS M10B/10BL.....	5.0

**Associate in Science Degree**

To earn an Associate in Science Degree with a major in Biology, students complete 40 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upperdivision course work for advanced degrees in Biology offered by fouryear 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:

<b>Required Courses</b>	<b>Units</b>
BIOL M02A/B ..... General Biology I/II.....	8.0
CHEM M01A/B ..... General Chemistry I/II .....	12.0
MATH M25A/B..... Calculus with Analytic Geometry I/II .....	10.0
PHYS M20A/M20AL..... Mechanics of Solids and Fluids/Lab .....	5.0
PHYS M20B/M20BL..... Electricity and Magnetism/Lab .....	5.0
<b>TOTAL</b> .....	<b>40.0</b>

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

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

**Sample Course Sequence**

<u>First Semester</u>	
CHEM M01A.....	6.0
<u>Second Semester</u>	
CHEM M01B.....	6.0
MATH M25A.....	5.0
<u>Third Semester</u>	
BIOL M02A.....	4.0
MATH M25B.....	5.0
PHYS M20A/20AL.....	5.0
<u>Fourth Semester</u>	
BIOL M02B.....	4.0
PHYS M20B/M20BL.....	5.0

**Anatomy Courses**

**ANAT M01 -- 4 Units**

**General Human Anatomy**

Prerequisite: BIOL M01 or BIOL M02A

Class Hours: 2 lecture, 6 lab

Introduces functional anatomy of human organs and organ systems, emphasizing the human structure through demonstrations on human cadavers. Includes dissection on-human mammals. *Applies to Associate Degree. Transfer credit: CSU; UC (ANAT M01 combined with ANPH M01/L; maximum credit, one course)*

OR PH50 M01

**ANAT M22A/B -- 0.5 to 3 Units Each**

**Independent Studies in Anatomy**

Prerequisite: A previous course in Anatomy  
Class Hours: 0.5 to 3 as arranged

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

**Anatomy/Physiology Courses**

✓ **ANPH M01 -- 3 Units**

**Introduction to Human Anatomy and Physiology**

Prerequisite: BIOL M01  
Corequisite: ANPH M01L  
Class Hours: 3 lecture

Introduces human anatomy and physiology, covering major organ systems and their functions. Emphasizes microscopic and macroscopic functional morphology. *Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit allowed one course if combined with ANAT M01 or PHSO M01; IGETC AREA 5)*

✓ **ANPH M01L -- 2 Units**

**Introduction to Human Anatomy and Physiology Laboratory**

Prerequisite: None  
Corequisite: ANPH M01  
Class Hours: 6 lab

Reinforces physiological principles of human anatomy, covering major organ systems and their functions as well as microscopic and macroscopic functional morphology. Uses cadavers for demonstrations. Requires dissection of a cat. *Applies to Associate Degree. Transfer credit: CSU; UC (ANPH M01/L combined with ANAT M01 or PHSO M01: maximum credit, one course)*

**ANPH M01S -- 1 Units**

**Anatomy and Physiology Study Session**

Prerequisite: None  
Class Hours: 1 lecture

Offers review and discussion of lectures, lab materials and tests to improve comprehension and discussion. Emphasizes effective note-taking and studying strategies. *One course if combined with ANAT M01 or PHSO M01*

**Biology Courses**

✓ **BIOL M01 -- 4 Units**

**Principles of Biology**

Prerequisite: None  
Class Hours: 3 lecture, 3 lab

Introduces biology to non-natural science majors. Emphasizes basic concepts, including biological chemistry, cell biology, genetics, evolution, ecology and the implications of biological areas in human affairs. Majors in biology or related areas enroll in BIOL M02A. *Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after BIOL M02A) IGETC AREA 5*

✓ **BIOL M02A -- 4 Units**

**General Biology I**

Prerequisite: CHEM M12 or high school chemistry  
Class Hours: 3 lecture, 3 lab

First semester of a two semester sequence (with BIOL M02B). Covers biological chemistry, cell structure, function and regulation, biogenetics, classical and molecular genetics, plant and animal development, and an introduction to evolution. *Applies to Associate Degree. Transfer credit: CSU; UC: CAN: BIOL 2, CAN: BIOL SEQ A (BIOL M2A & M2B). IGETC AREA 5*

✓ **BIOL M02B -- 4 Units**

**General Biology II**

Prerequisite: BIOL M02A  
Class Hours: 3 lecture, 3 lab

Second semester of a two semester sequence (with BIOL M02A). Covers diversity and function of living systems. Reviews mammalian physiological processes, including neural, hormonal, muscular, immune response and behavior as well as ecology, ecosystems, pollution and evolution. *Applies to Associate Degree. Transfer credit: CSU; UC: CAN: BIOL SEQ A (BIOL M2A + M2B). IGETC AREA 5*

✓ **BIOL M03 -- 3 Units**

**Marine Life and Its Environment**

Prerequisite: None  
Class Hours: 2 lecture, 3 lab

Introduces marine life, including algae, microorganisms, and animals, emphasizing integration of organisms within their habitats. Reviews oceans as a worldwide habitat and effect of human population on marine environment. Requires field trips, including visits to local tide pool, beach and mud flat communities. *Applies to Associate Degree. Transfer credit: CSU; UC: IGETC AREA 5*

✓ **BIOL M05 -- 3 Units**

**Field Biology**

Prerequisite: None  
Class Hours: 2 lecture, 3 lab

Introduces the ecology, taxonomy, and natural history of plant life, reviewing ecosystems, community structure, energy flow, nutrient cycling, evolution, and environmental adaptations. Labs stress plant identification and plant-animal-environment interactions and related geological concepts. Requires field trips. *Applies to Associate Degree. Transfer credit: CSU; UC: IGETC AREA 5*

✓ **BIOL M14 -- 3 Units**

**Natural History of Ventura County**

Prerequisite: None  
Class Hours: 2 lecture, 3 lab

Introduces study of the natural features, animals and plants of Ventura County, emphasizing cultivated areas, Chumash culture, and Channel Islands as well as basic geological concepts and human impact on environment. Field trips required. *Applies to Associate Degree. Transfer credit: CSU*

**BIOL M16 -- 3 Units**

**Human Biology**

Prerequisite: None  
Class Hours: 3 lecture

Explores the human species as an animal and its place in the biosphere. Emphasizes population, energy and agronomy, genetics, behavior, normal human physiology, stress, nutrition, fitness, aging and death. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

**BIOL M17 -- 3 Units**

**Heredity, Evolution and Society**

Prerequisite: None  
Class Hours: 3 lecture

Introduces principles of modern genetics and evolutionary theory with specific reference to the human species. Examines human inheritance as well as environmental influences, emphasizing the social, political and psychological ramifications of the biological laws governing heredity and organic evolution. Analyzes the world's economic, demographic, and political problems and possible solutions. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

**BIOL M22A/B -- 0.5 to 3 Units Each**

**Independent Studies in Biology**

Prerequisite: A previous course in Biology  
Class Hours: 1 to 3 as arranged

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

**BIOL M80 -- 1 to 4 Units**

**Internship in Biology**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**Botany Courses**

**BOT M01 -- 5 Units**

**General Botany**

Prerequisite: None  
Class Hours: 3 lecture, 6 lab

Introduces the anatomy and physiology of plants. Emphasizes the physical and chemical aspects of life, including cellular organization, reproduction, heredity, ecology, and plant kingdom survey. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN BIOL 6. IGETC AREA 5*

**BOT M22A/B -- 0.5 to 3 Units Each**

**Independent Studies in Botany**

Prerequisite: A previous course in Botany  
Class Hours: 1 to 3 as arranged

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

**Microbiology Courses**

**MICR M01 -- 5 Units**

**Principles of Microbiology**

Prerequisites: CHEM M12 or high school chemistry and BIOL M02A  
Class Hours: 3 lecture, 6 lab

Reviews microbiological principles and lab techniques related to the morphology, metabolism, genetics, and ecology of bacteria. Focus on human disease includes characteristics of other pathogens, immunology, and epidemiology. Laboratory exercises include aseptic technique, staining, the determination of bacterial growth conditions and requirements, and the identification of an unknown bacterium. Clinical applications are included in lab exercises, as well as the examination of the bacteriology of water, soil, and food. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: BIOL 14. IGETC AREA 5*

**MICR M22A/B -- 0.5 to 3 Units Each**

**Independent Studies in Microbiology**

Prerequisite: A previous course in Microbiology  
Class Hours: 1 to 3 as arranged

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

**Physiology Courses**

**PHSO M01 -- 5 Units**

**Human Physiology**

Prerequisites: CHEM M12 or high school chemistry and BIOL M01 or BIOL M02A  
Class Hours: 4 lecture, 3 lab

Introduces the functions and basic structure of the human organism as well as the underlying physiological principles. Illustrates basic principles and techniques through labs and demonstrations. *Applies to Associate Degree. Transfer credit: CSU; UC (PHSO M01 combined with ANPH M01/L: maximum credit, one course). CAN: BIOL 12. IGETC AREA 5. ANAT M01 + PHSO M01 = CAN BIOL SEQ B.*

**PHSO M02 -- 3 Units**

**Physiology of Nutrition**

Prerequisite: NTS M01  
Class Hours: 3 lecture

Introduces the physiological and molecular aspects of nutrition, not the consumer aspects. Analyzes the roles of nutrition and nutrients in the body's normal functioning. *Applies to Associate Degree. Transfer credit: CSU; UC (PHSO M02 combined with NTS M01 or MTS M03: maximum credit, one course).*

**PHSO M22A/B -- 0.5 to 3 Units Each  
Independent Studies in Physiology**

Prerequisite: A previous course in Physiology  
Class Hours: 1 to 3 as arranged

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

**Zoology Courses**

**ZOO M01 -- 5 Units  
General Zoology**

Prerequisite: None  
Class Hours: 3 lecture, 6 lab

Introduces cell biology, genetics, evolution, taxonomy, physiology, behavior and ecology of animals. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: BIOL 4. IGETC AREA 5*

**ZOO M22A/B -- 0.5 to 3 Units Each  
Independent Studies in Zoology**

Prerequisite: A previous course in Zoology  
Class Hours: 1 to 3 as arranged

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

**Botany**

*See Courses in Biological Sciences*

**Biotechnology**

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

**Career Opportunities**

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

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

**Dean**

*Floyd Martin, Phone (805) 378-1459*

**Faculty**

**Full-Time**

Maureen Harrigan, Marie Panec

**Counselors**

Frank Bianchino, Danita Redd

**■ Degree and Certificate Options in  
Biotechnology (Occupational)**

**Associate in Science Degree  
Certificate of Achievement**

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

<b>Required Courses</b>	<b>Units</b>
CHEM M12/M13 or CHEM M01A/M01B	
Intro Chemistry I/II or General Chemistry I/II .....	10.0 or 12.0
CIS M28..... Microsoft Office .....	3.0
MATH M15..... Introductory Statistics .....	5.0
BIOL M02A..... General Biology I .....	4.0
MICR M01..... Principles of Microbiology .....	5.0
PHSO M01..... Human Physiology.....	5.0
BIOT M01..... Introduction to Biotechnology .....	5.0
BIOT M02A..... Plant Design .....	1.5
BIOT M02B..... Process Support .....	1.5
BIOT M02C..... Cell Culture, Microbial Fermentation .....	1.5
BIOT M02D..... Recovery, Purification .....	1.5
BIOT M02E..... Formulation, Fillings, Packaging .....	1.5
BIOT M02F..... Quality: Applied Analytical Methods .....	1.5
BIOT M02G..... Environmental Control.....	1.5
BIOT M02H..... Validation .....	1.5
<b>TOTAL .....</b>	<b>49.0 or 51.0</b>

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

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

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

**Sample Course Sequence**

First Semester

CHEM M12 or CHEM M01A .....	5.0/6.0
CIS M28.....	3.0
MATH M15.....	5.0

Second Semester

CHEM M13 or CHEM M01B.....	5.0/6.0
ENGL M11.....	3.0
BIOL M02A.....	4.0

Third Semester

MICR M01.....	5.0
BIOT M01.....	5.0

<u>Fourth Semester</u>	
BIOT M02A.....	1.5
BIOT M02B.....	1.5
BIOT M02C.....	1.5
BIOT M02D.....	1.5
BIOT M02E.....	1.5
BIOT M02F.....	1.5
BIOT M02G.....	1.5
BIOT M02H.....	1.5
PHSO M01.....	5.0

**Biotechnology Courses**

**BIOT M01 -- 5 Units**

**Introduction to Biotechnology**

Prerequisites: CHEM M13 or CHEM M01B, BIOL M02A and MATH M15  
Class Hours: 3 lecture, 6 lab

Introduces biotechnology, focusing on lab safety, solution preparation, documentation, nucleic acid isolation, recombinant DNA techniques, electrophoresis, immunochemistry, techniques in tissue culture, protein isolation and purification, and the components and operations of an industrial biotechnology plant. *Applies to Associate Degree.*

**BIOT M02A -- 1.5 Units**

**Plant Design**

Prerequisites: BIOT M01 and MICR M01  
Class Hours: 1 lecture, 1.5 lab

Course one of eight sequential modules. Provides intensive instruction in the manufacturing component of the Biotechnology industry, covering General Building Design, Water Systems, HVAC, Utilities, Instrumentations, Process Control Systems and External Environmental Effects. *Applies to Associate Degree*

**BIOT M02B -- 1.5 Units**

**Process Support**

Prerequisite: BIOT M02A  
Class Hours: 1 lecture, 1.5 lab

Course two of eight sequential modules. Provides intensive instruction in the manufacturing component of the Biotechnology industry, covering Small Parts and Labware Preparation, Labware Washing, Theory/Use of Autoclaves, CIP, SIP, Validation Testing, Preventative Maintenance, Facilities Sanitization, Raw Materials Logistics and Inventory Control. *Applies to Associate Degree.*

**BIOT M02C -- 1.5 Units**

**Manufacturing Technology: Cell Culture, Microbial Fermentation**

Prerequisite: BIOT M02B  
Class Hours: 1 lecture, 1.5 lab

Course three of eight sequential modules. Provides intensive instruction in the manufacturing component of the Biotechnology industry, covering recombinant proteins and expression Systems, Host Selection, Selection Criteria for Large Scale, Scaleup Process, Mammalian and Microbial Systems, Cell Physiology/Metabolism, Cell Culture Techniques, Bioreactors, Fermentation, Protein Synthesis Induction, media considerations, environmental requirements, testing, monitoring, and control, Fermentor Design and trouble shooting. *Applies to Associate Degree.*

**BIOT M02D -- 1.5 Units**

**Manufacturing Technology: Recovery, Purification**

Prerequisite: BIOT M02C  
Class Hours: 1 lecture, 1.5 lab

Course four of eight sequential modules. Provides intensive instruction in the manufacturing component of the Biotechnology industry, covering Principles of Protein Separations, Filtration, Tangential Flow Filtration, Clarification, UF/DF, Sterile Filtration, Centrifugation, Cell break, Chromatography, Process Design, Scaleup and Optimization, Contaminants, Validation/Scale-down, Protein Refolding and Buffers. *Applies to Associate Degree.*

**BIOT M02E -- 1.5 Units**

**Manufacturing Technology: Formulation, Filling, Packaging**

Prerequisite: BIOT M02D  
Class Hours: 1 lecture, 1.5 lab

Course five of eight sequential modules. Provides intensive instruction in the manufacturing component of the Biotechnology industry. Topics to be covered include preparation of small parts for aseptic processing, formulation, dilutions, potency targeting, sterile filtration, filtration dynamics, regulatory agency guidelines, personnel monitoring, contamination control, filling, lyophilization, labeling and packaging, batch records, quality parameters, and complaints/recall. *Applies to Associate Degree.*

**BIOT M02F -- 1.5 Units**

**Manufacturing Technology: Applied Analytical Methods**

Prerequisite: BIOT M02E  
Class Hours: 1 lecture, 1.5 lab

Course six of eight sequential modules. Provides intensive instruction in the manufacturing component of the Biotechnology industry, covering PAGE, Immunoblots, Potency Assays, ELISA, HPLC, Excipient Assays, Residual/Contaminant Assays, Assay Validation, Raw Material Testing, In Process Testing, Final Product Testing, Reporting of Result and Retesting. *Applies to Associate Degree.*

**BIOT M02G -- 1.5 Units**

**Environmental Control**

Prerequisite: BIOT M02F  
Class Hours: 1 lecture, 1.5 lab

Course seven of eight sequential modules. Provides intensive instruction in the manufacturing component of the Biotechnology industry, covering Open vs. Closed Systems, Tanks and Lines, Gowning, Aseptic Technique, Monitoring Techniques, Monitoring of Utilities, Viable vs. Non-Viable Particulates, Excursion Investigations, Bacterial Identification, Mycoplasma Identification and Microbiology Review. *Applies to Associate Degree.*

**BIOT M02H -- 1.5 Units**

**Validation**

Prerequisite: BIOT M02G  
Class Hours: 1 lecture, 1.5 lab

Course eight of eight sequential modules. Provides intensive instruction in the manufacturing component of the Biotechnology industry, covering Installation Qualification, Operational Qualification, Performance Qualification, Process Qualification, Computer Validation, Cleaning Validation, Sterilizing Filter Validation, SPC and Continuous Process Validation. *Applies to Associate Degree.*

**BIOT M80 -- 1 to 4 Units**

**Internship in Biotechnology**

Prerequisite: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Broadcasting

*See courses in Radio/Television*

## Business

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

### The Learning Community Institute in Business

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

### Career Opportunities

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

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

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

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

### Dean

*Tim McGrath, Phone (805) 378-1445*

### Faculty

#### Full-Time

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

#### Part-Time

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

#### Counselors

Susan Izumo, Michael Johnson, Pam Kennedy Luna

### ■ Degree and Certificate Options in Business

#### Associate in Science Degree

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

#### Required Courses

	<b>Units</b>
BUS M02A ..... Financial Accounting I .....	3.0
BUS M02B ..... Financial Accounting II .....	3.0
BUS M30 ..... Intro to Business and Economics .....	3.0
BUS M31 ..... Introduction to Management .....	3.0
BUS M33 <u>or</u> BUS M34	
Business Law <u>or</u> Legal Environment of Business.....	3.0
BUS M39 <u>or</u> BUS M38 .....	3.0
Business Communication	
CIS M16..... Intro to Information Systems .....	4.0
Units from <u>One</u> of the RECOMMENDED OPTIONS .....	6.0-10.0
<b>TOTAL</b> .....	<b>28.0-32.0</b>

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

#### Management Option – Choose 6 Units from the Following:

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

or

#### Sales & Marketing Option – Choose 6 Units from the Following:

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

or

#### Accounting Option – Complete All Courses:

CIS M14..... 10Key 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

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

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



**Associate in 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 M30 <u>or</u> ECON M02	
Intro to Bus/Econ <u>or</u> Principles of Macro Economics .....	3.0
BUS M33 <u>or</u> BUS M34	
Business Law <u>or</u> Legal Environment of Business .....	3.0
BUS M39 ..... Business Communication .....	3.0
CIS M16 ..... Introduction to Information Systems .....	4.0
ECON M01 ..... Principles Micro-Economics .....	3.0
<b>TOTAL</b> .....	<b>25.0</b>

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

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

**Accounting Procedures Certificate of Achievement**

To earn a Certificate of Achievement in Accounting Procedures, students complete 21.5 specified units that provide basic training in accounting for entry-level employment or skills improvement in bookkeeping/accounting.

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 M25 ..... Microsoft Excel Part 2 .....	1.5
BUS M28 ..... Business English .....	3.0
BUS M56 <u>or</u> SPCH M01	
Business/Prof Speech <u>or</u> Intro to Speech .....	3.0
CIS M14 ..... 10-Key Mastery on the Computer .....	1.0
CIS M24 ..... Microsoft Excel Part I .....	1.5
<b>TOTAL</b> .....	<b>22</b>

**Sample Course Sequence**

<u>First Semester</u>	
BUS M01A .....	3.0
BUS M28 .....	3.0
BUS M56 or SPCH M01 .....	3.0
CIS M14 .....	1.0
CIS M24 .....	1.5
<u>Second Semester</u>	
BUS M01B .....	3.0
BUS M08 .....	3.0
BUS M30 .....	3.0
CIS M25 .....	1.5

**Management Certificate of Achievement**

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

Required Courses	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 M33 <u>or</u> BUS M34	
Business Law <u>or</u> Legal Environment of Business .....	3.0
BUS M39 or BUS M28 .... Business Communication <u>or</u> Business English	3.0
BUS M51 ..... Human Resource Management .....	3.0
BUS M54 ..... Organizational Behavior .....	3.0
CIS M16 <u>or</u> CIS M28	
Intro to Information Systems/Lab <u>or</u> Microsoft Office .....	4.0 <u>or</u> 3.0
PSY M03 ..... Psychology of Interpersonal Relationships .....	3.0
<b>TOTAL</b> .....	<b>27.0 or 28.0</b>

**Management Certificate of Completion**

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

Required Courses	Units
BUS M30 ..... Introduction to Business/Economics .....	3.0
BUS M31 ..... Introduction to Management .....	3.0
BUS M32 ..... Small Business Management .....	3.0
BUS M51 ..... Human Resource Management .....	3.0
<b>TOTAL</b> .....	<b>12.0</b>

NOTE: Add 15-16 units to this Management Certificate of Completion and earn the Management Certificate of Achievement noted above.

**Business Communication Certificate of Completion**

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

Required Courses	Units
BUS M28 ..... Business English .....	3.0
BUS M39 ..... Business Communication .....	3.0
BUS M56 <u>or</u> SPCH M01 .....	3.0
Business/Professional Speech <u>or</u> Intro to Speech	
CIS M28 ..... Microsoft Office .....	3.0
<b>TOTAL</b> .....	<b>12.0</b>

**Marketing/Sales Certificate of Achievement**

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

Required Courses	Units
BUS M30 ..... Intro to Business and Economics .....	3.0
BUS M31 ..... Introduction to Management .....	3.0
BUS M33 <u>or</u> BUS M34 Business Law <u>or</u> Legal Environment of Business.....	3.0
BUS M35 ..... Sales Techniques .....	3.0
BUS M37 ..... Marketing .....	3.0
BUS M38 ..... Advertising .....	3.0
BUS M39 <u>or</u> BUS M28...Business Communications or Business English 3.0	
BUS M54 ..... Organizational Behavior .....	3.0
CIS M16 <u>or</u> CIS M28 Intro to Info Systems/Lab <u>or</u> Microsoft Office.....	4.0 <u>or</u> 3.0
<b>TOTAL</b> .....	<b>27.0-28.0</b>

**Marketing Certificate of Completion**

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

Required Courses	Units
BUS M30 ..... Introduction to Business and Economics.....	3.0
BUS M31 ..... Introduction to Management .....	3.0
BUS M37 ..... Marketing .....	3.0
BUS M38 ..... Advertising .....	3.0
<b>TOTAL</b> .....	<b>12.0</b>

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

**Sales Certificate of Completion**

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

Required Courses	Units
BUS M30 ..... Intro to Business and Economics .....	3.0
BUS M35 ..... Sales Techniques .....	3.0
BUS M37 ..... Marketing .....	3.0
BUS M39 <u>or</u> BUS M28 ..Business Communications or Business English 3.0	
<b>TOTAL</b> .....	<b>12.0</b>

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

**Small Business Certificate of Completion**

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

Required Courses	Units
BUS M31 ..... Introduction to Management .....	3.0
BUS M32 ..... Small Business Management .....	3.0
BUS M37 ..... Marketing .....	3.0
CIS M28..... Microsoft Office Professional .....	3.0
<b>TOTAL</b> .....	<b>12.0</b>

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

**Business Courses**

**BUS M01A -- 3 Units**

**Accounting Procedures I**

Prerequisite: None

Recommended Preparation: MATH M09 and BUS M28 or ENGL M02 or ESL M33

Class Hours: 3 lecture

Covers fundamentals of double entry bookkeeping and the debit/credit method of recording transactions. Includes the full bookkeeping cycle from recording transactions to preparing financial statements. Emphasizes service and merchandising concerns operated as sole proprietorships. *Applies to Associate Degree.*

**BUS M01B -- 3 Units**

**Accounting Procedures II**

Prerequisite: BUS M01A

Class Hours: 3 lecture

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

**BUS M02A -- 3 Units**

**Financial Accounting I**

Prerequisite: None

Recommended Preparation: BUS M01A, BUS M30, MATH M09, and BUS M28 or ENGL M02 or ESL M33.

Class Hours: 3 lecture

Examines financial accounting from both user and preparer perspectives, emphasizing public corporations. Explores what accounting is, why it is important, how it is used to make decisions, and how to record and present information. Focuses on operating activities. Covers the accounting cycle, classified financial statements, information systems, internal control, and ethical issues. Complies with the California Core Competency Model for the First Course in Accounting developed by the California Society of Certified Public Accountant's Committee on Accounting Education. *Applies to Associate Degree. Transfer credit: CSU; UC (BUS M02A combined with BUS M02B: maximum credit, one course) CAN: BUS 2, CAN: BUS SEQ. A (BUS M02A+M02B+M02C)*

**BUS M02B -- 3 Units**

**Financial Accounting II**

Prerequisite: BUS M02A

Class Hours: 3 lecture

Continues examining financial accounting related primarily to public corporations. Focuses on investing and financing activities. Explores long-term asset acquisition/use, short and long-term debt, stockholders' equity, intercompany investments, preparation and use of the Statement of Cash Flows, and financial statement analysis. Complies with the California Core Competency Model for the First Course in Accounting developed by the California Society of Certified Public Accountants' Committee on Accounting Education. *Applies to Associate Degree. Transfer credit: CSU; UC (BUS M02B combined with BUS M02A: maximum credit, one course) CAN: BUS 2 (BUS M02A+M02B). CAN: BUS Seq. A (BUS M02A + M02B + M02C)*

**BUS M02C -- 3 Units  
Managerial Accounting**

Prerequisite: BUS M02B  
Class Hours: 3 lecture

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

**BUS M04 -- 3 Units  
Personal Finance**

Prerequisite: None  
Class Hours: 3 lecture

Covers the personal decision-making tools related to spending, saving, borrowing, and investing decisions that individuals make during their life. The course includes investing in stocks, bonds, real estate, money management, career planning, consumer credit, banking services, housing, insurance, income taxes, retirement and estate planning. The course provides the information and decision-making tools needed to plan, and implement successful personal financial planning activities. *Applies to Associate Degree. Transfer credit: CSU.*

**BUS M07 -- 3 Units  
Personal Income Tax Preparation**

Prerequisite: None  
Class Hours: 3 lecture

Examines federal taxation concepts related to personal income tax preparation and planning. Focuses on income inclusions/exclusions, itemized deductions, and other deductions including gains/losses, business income/expenses, passive activities, property basis and capital gains/losses, tax credits and preparation of appropriate forms/schedules. Includes limited coverage of CA State tax regulations. *Applies to Associate Degree. Transfer credit: CSU*

**BUS M08 -- 3 Units  
Accounting with QuickBooks**

Prerequisite: BUS M01A  
Class Hours: 2 lecture, 3 lab

Introduces the use of QuickBooks in a computerized accounting system. Reinforces basic accounting concepts and procedures and their relationship to QuickBooks. Provides extensive hands-on experience including setting up a new company. (Same course as CIS M18.) *Applies to Associate Degree.*

**BUS M09A -- 1 Unit  
Spreadsheets in Financial Accounting**

Prerequisite: BUS M01A and CIS M24  
Corequisite: BUS M01B  
Class Hours: 3 lab

Introduces the use of spreadsheets in accounting applications. Emphasizes the use of spreadsheet software to record transactions, prepare financial statements and sort/analyze data. Focuses on financial accounting functions such as calculating depreciation, tracking and controlling accounts receivable and inventories, maintaining payroll records and analyzing financial statements. Introduces specialized accounting and finance functions. (Same course as CIS M19A.) *Applies to Associate Degree.*

**BUS M09B -- 0.5 Unit  
Spreadsheet in Managerial Accounting**

Prerequisite: completion of or concurrent enrollment in BUS M09A or CIS M19A and BUS M02C  
Class Hours: 1.5 lab

Continues the introduction of the use of spreadsheets in accounting applications. Emphasizes the use of spreadsheet software in advanced financial accounting activities and managerial accounting activities such as tracking and analyzing stockholders' equity, amortization schedules for leases and bonds, present and future value calculations, preparation of statement of cash flows, tracking cost of goods manufactured and cost of goods sold, equivalent unit calculations, activity based costing, and cost-volume profit analysis. (Same course as CIS M19B.) *Applies to Associate Degree.*

**BUS M22A/B -- 1 to 3 Units Each  
Independent Studies in Business**

Prerequisite: A previous course in Business  
Class Hours: 1 to 3 as arranged

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

**BUS M28 -- 3 Units  
Business English**

Prerequisite: None  
Class Hours: 3 lecture

Develops fundamentals and mechanics of business English usage, reviewing grammar, sentence structure, punctuation, proof reading 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**

Prerequisite: None  
Class Hours: 3 lecture

Examines basic concepts of business and the application of economic principles to the operation of business. Explores supply and demand, global markets, ethics, entrepreneurship, management, human resources, marketing, accounting, finance, securities markets, and information technology through practical applications. (Same course as ECON M30.) *Applies to the Associate Degree. Transfer credit: CSU; UC*

**BUS M31 -- 3 Units****Introduction to Management**

Prerequisite: None

Recommended Preparation: BUS M30

Class Hours: 3 lecture

Examines the fundamental concepts of management as applied to the performance of organizations, teams, and individuals. Addresses topics such as strategic planning, organizational design, the evolving role of management, leadership, and business ethics in the context of a changing and multi-cultural/international environment. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU*

**BUS M32 -- 3 Units****Small Business Management**

Prerequisite: None

Recommended Preparation: BUS M30

Class Hours: 3 lecture

Focuses on establishing and managing a small business. Focuses on planning, financing, staffing, marketing, site selection, budgeting, legal concerns, and regulatory issues. Emphasizes the rewards and perils of owning a business. The Child Development Permit Program of Title 5 ECE/CD requires course for Site Supervisors and Program Directors. (Same course as CD M25 - Administration in ECE 2.) *Applies to Associate Degree. Transfer credit: CSU*

**BUS M33 -- 3 Units****Business Law**

Prerequisite: None

Recommended Preparation: ENGL M02 or SL M33

Class Hours: 3 lecture

Examines fundamental legal principles pertaining to business transactions. Focuses on contract law. Explores the origins of legal systems and procedures, including sales, torts, real and personal property, bailments and consumer protection. *Applies to Associate Degree. Transfer credit: CSU; UC (BUS M33 and BUS M34 combined: maximum credit, one course) CAN: BUS 8*

**BUS M34 -- 3 Units****Legal Environment of Business**

Prerequisite: None

Recommended Preparation: BUS M30 and ENGL M02 or ESL M33

Class Hours: 3 lecture

Examines the legal system and its impact on business. Explores such topics as constitutional and administrative law, contracts, torts, product liability and advertising, property, environmental law, securities regulation, debtor-creditor relations, employer-employee relations, domestic/international trade, restraint of trade and antitrust. *Applies to Associate Degree. Transfer credit: CSU; UC (BUS M334 and BUS M33 combined: maximum credit, one course) CAN BUS 12*

**BUS M35 -- 3 Units****Sales Techniques**

Prerequisite: None

Recommended Preparation: BUS M30

Class Hours: 3 lecture

Introduces principles of personal selling, including strategies for long-term selling relationships. Focuses on adaptive selling techniques, prospecting, handling objections, gaining commitment, negotiation, and closing the sale. *Applies to Associate Degree. Transfer credit: CSU*

**BUS M37 -- 3 Units****Marketing**

Prerequisite: None

Recommended Preparation: BUS M30

Class Hours: 3 lecture

Introduces basic concepts and practices of modern marketing, including strategic planning, market research, buyer behavior, target marketing, new product development, pricing, channels of distribution, and advertising. *Applies to Associate Degree. Transfer credit: CSU*

**BUS M38 -- 3 Units****Advertising**

Prerequisite: None

Recommended Preparation: BUS M30

Class Hours: 3 lecture

Examines the role of advertising in business and introduces an integrated approach to market communications, including print, TV, radio, direct mail and Internet. Explores consumer analysis, ad media, budgeting, market research, layout, copy writing and advertising agencies. *Applies to Associate Degree. Transfer credit: CSU*

**BUS M39 -- 3 Units****Business Communications**

Prerequisite: ENGL M01A

Recommended Preparation: Word processing skill

Class Hours: 3 lecture

Introduces effective business communication skills by preparing and analyzing business letters, reports and oral presentations. Emphasizes gathering, organizing, analyzing, and presenting information for decision making, interviewing and negotiating in a multicultural arena. *Applies to Associate Degree. Transfer credit: CSU*

**BUS M40 -- 3 Units****International Business**

Prerequisite: None

Recommended Preparation: BUS M30

Class Hours: 3 lecture

Examines how cultural and national differences affect establishing and managing an international or global company. Focuses on the major business disciplines of marketing, operations, finance, human resources, and strategy. Covers issues related to establishing and maintaining a business which exports U.S. products and/or services to a foreign country as well as how to manage a foreign subsidiary. *Applies to Associate Degree. Transfer credit: CSU*

**BUS M42 -- 3 Units****Business and Society**

Prerequisite: None

Recommended preparation: BUS M30

Class Hours: 3 lecture

Explores management's role in contemporary society and the inter-relationships among business, government, and society. Addresses the economic, social, ethical, and technological factors that affect business. Helps managers develop the framework, tools, and procedures that enable businesses to become responsible citizens. (Same course as HUM M42.) *Applies to Associate Degree. Transfer credit: CSU*

**BUS M51 -- 3 Units**  
**Human Resources Management**

Prerequisite: None  
Class Hours: 3 lecture

Examines how to obtain and develop an efficient work force. Includes human resource planning, recruitment, selection, placement, training, development, evaluation, termination, benefits and safety. *Applies to Associate Degree. Transfer credit: CSU*

**BUS M54 -- 3 Units**  
**Organizational Behavior**

Prerequisite: None  
Recommended Preparation: BUS M30 and BUS M31  
Class Hours: 3 lecture

Examines organizational behavior techniques appropriate for the contemporary workplace environment. Focuses on individual employee behaviors as well as group dynamics. Culminates in managing the entire organizational process and the related dynamics. *Applies to Associate Degree. Transfer credit: CSU*

**BUS M56 -- 3 Units**  
**Business and Professional Speech**

Prerequisite: None  
Class Hours: 3 lecture

Focuses on effective speaking skills needed in leadership positions, including an awareness of presentation techniques, group dynamics, argumentation and persuasion strategies, and organizational structure. Builds on individual needs and interests. (Same course as SPCH M56.) *Applies to Associate Degree. Transfer credit: CSU*

**BUS M60AZ -- 1 to 3 Units Each**  
**Topics in Business**

Prerequisites: To be determined  
Class Hours: To be determined

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

**Developed topics include:****BUS M60B -- 2.5 Units**  
**VITA (Tax Assistance)**

Prerequisite: None  
Class Hours: 2 lecture, 1.5 lab

Reviews federal and state income tax returns and provides practical application by preparing returns at a tax assistance center. *Does not apply toward a degree.*

**BUS M60E -- 0.5 Unit**  
**Sexual Harassment Seminar**

Prerequisite: None  
Class Hours: 0.5 lecture

Shows employers how to comply with California sexual harassment laws, recognize conduct that is prohibited, investigate claims that do arise, and train employees to prevent harassment from occurring. *Applies to Associate Degree. Transfer credit: CSU*

**BUS M60F -- 1 Unit**  
**Quicken**

Prerequisite: None  
Recommended Preparation: CIS M17  
Class Hours: 0.5 lecture, 1.5 lab

Introduces financial software package to organize personal finances by setting up electronic checkbook registers for tracking transactions. Includes creating reports and graphs, tracking investments, managing savings and monitoring cash flow. (Same course as CIS M60F) *Applies to Associate Degree.*

**BUS M80 -- 1 to 4 Units**  
**Internship in Business**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**BUS M89AZ -- 0.5 to 3 Units Each**  
**Institutes in Business**

Prerequisite: None  
Class Hours: As arranged

Series of special lectures and discussions on selected topics of interest in business/economics. Provided as needed. Series only offered credit/no-credit. *Applies to Associate Degree.*

## Business Information Systems

*See Courses in Computer Information Systems*

## Career Development

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

## Chemistry

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

**Career Opportunities**

Chemist, Research Assistant, Chemical Analyst, Laboratory Technician, Genetic Engineering Technician, Restoration Technician, Museum, Food and Drug Agency Trainee, Art Restoration Specialist, Sanitation, Research Scientist, Biochemist, Science Writer, Patent Research, Science Abstractor, Pharmacy Assistant

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

## Dean

Floyd Martin, Phone (805) 378-1459

## Faculty

### Full-Time

Eugene Berg, Deanna Franke, Robert Keil, Richard Kurtik, David Murphy

### Part-Time

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

### Counselors

Edna Ingram, Letrisha Mai, Danita Redd

## ■ Degree and Certificate Options in Chemistry

### Associate in Arts Degree

To earn an Associate in Arts Degree with a major in Chemistry, students complete 34 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upperdivision course work for advanced degrees in Chemistry offered by fouryear 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 M08..... Elementary Organic Chemistry.....	4.0
CHEM M08L..... Organic Chemistry Lab.....	2.0
MATH M16A..... Applied Calculus I.....	3.0
MATH M16B..... Applied Calculus II.....	3.0
PHYS M10A/M10AL..... General Physics I/Lab.....	5.0
PHYS M10B/M10BL..... General Physics II/Lab.....	5.0
<b>TOTAL</b> .....	<b>34.0</b>

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

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

### Sample Course Sequence

<u>First Semester</u>	
CHEM M01A.....	6.0
<u>Second Semester</u>	
CHEM M01B.....	6.0
<u>Third Semester</u>	
MATH M16A.....	3.0
PHYS M10A/M10AL.....	5.0

### Fourth Semester

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

### Associate in Science Degree

To earn an Associate in Science Degree with a major in Chemistry, students complete 48 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upperdivision course work for advanced degrees in Chemistry offered by fouryear 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 M08..... Elementary Organic Chemistry.....	4.0
CHEM M08L..... Organic Chemistry Lab.....	2.0
MATH M25A..... Calculus with Analytic Geometry I.....	5.0
MATH M25B..... Calculus with Analytic Geometry II.....	5.0
MATH M25C..... Calculus with Analytic Geometry III.....	5.0
PHYS M20A/M20AL..... Mechanics of Solids and Fluids/Lab.....	5.0
PHYS M20B/M20BL..... Electricity and Magnetism/Lab.....	5.0
PHYS M20C/M20CL..... Wave Motion, Heat, Optics /Lab.....	5.0
<b>TOTAL minimum units required in major area</b> .....	<b>48.0</b>

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

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

### Sample Course Sequence

#### First Semester

CHEM M01A.....	6.0
MATH M25A.....	5.0

#### Second Semester

CHEM M01B.....	6.0
MATH M25B.....	5.0
PHYS M20A/M20AL.....	5.0

#### Third Semester

MATH M25C.....	5.0
PHYS M20B/M20BL.....	5.0

#### Fourth Semester

CHEM M08.....	4.0
CHEM M08L.....	2.0
PHYS M20C/M20CL.....	5.0

## Chemistry Courses

### CHEM M01A -- 6 Units

#### General Chemistry I

Prerequisites: CHEM M12 or one year of high school chemistry and MATH M03

Class Hours: 5 lecture, 3 lab

Introduces atomic theory and stoichiometry; thermochemistry; quantum theory and electronic structure of atoms; chemical bonding and molecular structure; physical behavior of gases; states of matter and phase equilibria; solutions; titrations and qualitative analysis. Lab provides use of analytical balance; spectroscopy; gravimetric and volumetric analysis; stoichiometry; thermochemistry; solutions; titrations; qualitative analysis; colligative properties and distillations. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: CHEM 2, CAN CHEM SEQ A (CHEM M01A+M01B). IGETC AREA 5*

### CHEM M01B -- 6 Units

#### General Chemistry II

Prerequisites: CHEM M01A and MATH M05

Class Hours: 5 lecture, 3 lab

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

### CHEM M07A -- 5 Units

#### General Organic Chemistry I

Prerequisite: CHEM M01B

Class Hours: 3 lecture, 6 lab

Focuses on molecular structure, chemical and physical properties, and the preparation and reactivity's 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 M07A and CHEM M08/L combined: maximum credit, 6 units) IGETC AREA 5*

### CHEM M07B -- 5 Units

#### General Organic Chemistry II

Prerequisite: CHEM M07A

Class Hours: 3 lecture, 6 lab

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

### CHEM M08 -- 4 Units

#### Elementary Organic Chemistry

Prerequisite: CHEM M01A or CHEM M12

Class Hours: 4 lecture

Introduces properties and reactions of carbon compounds, emphasizing structure and mechanism. Reviews synthesis and characterization of organic compounds, nomenclature, and biochemistry. *Applies to Associate Degree. Transfer credit: CSU; UC (CHEM M08/L and CHEM M07A combined: maximum credit, 6 units) IGETC AREA 5*

### CHEM M08L -- 2 Units

#### Organic Chemistry Lab

Prerequisite: Completion of or concurrent enrollment in CHEM M08

Class Hours: 6 lab

Requires the synthesis, characterization and spectroscopic analysis of organic compounds. *Applies to Associate Degree. Transfer credit: CSU; UC (CHEM M08/L and CHEM M07A combined: maximum credit, 6 units)*

### CHEM M12 -- 5 Units

#### Introductory Chemistry I

Prerequisite: MATH M01

Class Hours: 4 lecture, 3 laboratory

Introduces basic principles of inorganic chemistry with reference to measurement, chemical nature of matter and energy, atomic theory, elements and compounds, periodic table, bonding, molecular structure, nomenclature, chemical reactions, equations, and calculations. Course fulfills prerequisites for CHEM M01A and CHEM M13. *Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after CHEM M01A) CAN: CHEM 6, CHEM SEQ B (CHEM M12+M13). IGETC AREA 5*

### CHEM M13 -- 5 Units

#### Introductory Chemistry II

Prerequisite: CHEM M12 or one year of high school chemistry

Class Hours: 4 lecture, 3 lab

Introduces fundamental concepts of organic and biochemistry, including structure, nomenclature and reactions; metabolism of carbohydrates, lipids, proteins, and nucleic acids; and kinetics, equilibria, electrochemistry. Explores applications to agriculture, earth science, nutrition, and health sciences. *Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after 07A/B or M08/L) CAN: CHEM 8, CHEM 5SEQ B (CHEM M12+M13). IGETC AREA 5*

### CHEM M22A/B -- 0.5 to 3 Units Each

#### Independent Studies in Chemistry

Prerequisite: A previous course in Chemistry

Class Hours: 1 to 3 as arranged

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

**CHEM M80 -- 1 to 4 Units****Internship in Chemistry**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Chicano Studies

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

### Career Opportunities

Diplomat Corps, Foreign Office, Foreign Correspondent, News Analyst, Writer, Import/Export Trader, Social Worker, Travel Guide, Translator, Company Representative, Advertising, Community Development

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

### Dean

Tim McGrath, Phone (805) 378-1445

### Faculty

**Full-Time**

Tomas Sanchez

**Counselors**

Pam Kennedy Luna, Ofelia Romero-Motlagh

### Transfer Information

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

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

## Chicano Studies Courses

**CHST M01 -- 3 Units****The Chicano in Contemporary Society**

Prerequisite: None

Class Hours: 3 lecture

Explores the socioeconomic and political problems confronting the Chicano, emphasizing proposed solutions, similarities with other groups and the effects of social institutions on ethnic communities. (Same course as SOC M06.) *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

**CHST M02 -- 3 Units****Chicano Culture**

Prerequisite: None

Class Hours: 3 lecture

Focuses on the social and cultural heritage of Middle American Chicano civilizations from the Spanish conquest to the present, emphasizing contributions in the fine arts, literature, and oral history. (Same course as ANTH M04.) *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

**CHST M03 -- 3 Units****Chicana Issues / La Mujer**

Prerequisite: None

Class Hours: 3 lecture

Explores race, class, and gender issues for Chicanas and other Latina women within a sociological framework. Focuses on class distinctions, ethnic/racial and gender identities, division of labor in various areas, and social conditioning regarding education, health, and religion. *Applies to Associate Degree. Transfer credit: CSU, UC. IGETC AREA 4*

**CHST M04 -- 3 Units****History of the Southwest**

Prerequisite: None

Class Hours: 3 lecture

Introduces history of the Chicano (Pre-Columbian to present), emphasizing the Mexican settlement of the American Southwest as well as the development and contributions of the Chicano to that area. (Same course as HIST M04.) *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

**CHST 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 POLS M08.) *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*



**CHST M22A/B -- 1 to 3 Units Each  
Independent Studies-The Chicano**

Prerequisite: 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 6 units. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**CHST M80 -- 1 to 4 Units  
Internship in Chicano Studies**

Prerequisite: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Child Development

The Child Development Program prepares students for an associate degree in Child Development or for completion of certificates of achievement in Preschool, Infant/Toddler or School Age Child Care, and the Child Development Permit levels of 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 vocational areas.

### Career Opportunities

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

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

### Dean

Judith Gerhart, Phone (805) 378-1402

### Faculty

**Full-Time**

Kristi Almeida-Bowin, Linda Cravens, Jennifer Parker

**Part-Time**

Noreen Barrington, Karen Carr, Renee Conrad, Stephanie Denton, Marian Everest, Carol Howell, Tammy Reich, Kathleen Reiter, Cristabel Schadt, Dianne Smith, Kathleen Van Antwerp, Patricia Van Buskirk

**Counselors**

Anitra Evans, Ofelia Romero-Motlagh

## ■ Degree, Certificate and Permit Options in Child Development

### Associate in Science Degree

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

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

Required Courses	Units
CD M01 ..... Intro to Careers in ECE .....	1.0
CD M02 ..... Human Development .....	3.0
CD M03 ..... Child, Family & Community .....	3.0
CD M04 ..... Practicum 1 -- Observation .....	1.5
CD M04L ..... Practicum 1 -- Lab .....	0.5
CD M05 ..... Equity Issues in ECE .....	3.0
Units from List of RECOMMENDED COURSES .....	6.0
Units from <u>One</u> of the RECOMMENDED OPTIONS .....	9.0
<b>TOTAL</b> .....	<b>27.0</b>

**Recommended Courses:** Select Two Courses

CD M07 ..... Music in ECE .....	3.0
CD M08 ..... Art in ECE .....	3.0
CD M09 ..... Science and Math in ECE .....	3.0
CD M10 ..... Language Arts in ECE .....	3.0

**Recommended Options:** Select One Option

Infant/Toddler Options (complete all units specified)

CD M15 ..... Infant Studies .....	3.0
CD M17 ..... Practicum 4 -- Infant/Toddler .....	3.0
CD M27 ..... Parent Education .....	2.0
CD M60N ..... Parent Conferencing .....	1.0

or

Preschool Option (complete all units specified)

CD M11 ..... Programs in ECE .....	3.0
CD M12 ..... Practicum 2 -- Participation .....	2.0
CD M12L ..... Practicum 2 -- Lab .....	1.0
CD M13 ..... Practicum 3 -- Preschool .....	3.0

or

School Age Option (complete all units specified)

CD M16 ..... Behavior Management .....	3.0
CD M19 ..... School Age Programs .....	3.0
CD M20 ..... Practicum 5 -- School Age .....	3.0

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

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

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

<b>Required Courses</b>	<b>Units</b>
CD M02 ..... Human Development.....	3.0
CD M03 ..... Child, Family & Community.....	3.0
CD M11 ..... Programs in ECE.....	3.0
Plus <u>One</u> of the Following 3-Unit Courses.....	3.0
CD M07 ..... Music in ECE	
CD M08 ..... Art in ECE	
CD M09 ..... Science and Math in ECE	
CD M10 ..... Language Arts in ECE	
<b>TOTAL</b> .....	<b>12.0</b>

**Infant/Toddler Certificate of Achievement**

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

<b>Required Courses</b>	<b>Units</b>
CD M01 ..... Intro to Careers in ECE.....	1.0
CD M02 ..... Human Development.....	3.0
CD M03 ..... Child, Family & Community.....	3.0
CD M04 ..... Practicum 1 – Observation.....	1.5
CD M04L ..... Practicum 1 – Lab.....	0.5
CD M15 ..... Infant Studies.....	3.0
CD M17 ..... Practicum 4 – Infant/Toddler.....	3.0
CD M27 ..... Parent Education.....	2.0
CD M60N ..... Parent Conferencing.....	1.0
Plus <u>Two</u> of the Following 3-Unit Courses.....	6.0
CD M07 ..... Music in ECE	
CD M08 ..... Art in ECE	
CD M09 ..... Science and Math in ECE	
CD M10 ..... Language Arts in ECE	
<b>TOTAL</b> .....	<b>24.0</b>

**Preschool Certificate of Achievement**

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

<b>Required Courses</b>	<b>Units</b>
CD M01 ..... Intro to Careers in ECE.....	1.0
CD M02 ..... Human Development.....	3.0
CD M03 ..... Child, Family & Community.....	3.0
CD M04 ..... Practicum 1 -- Observation.....	1.5
CD M04L ..... Practicum 1 -- Lab.....	0.5
CD M11 ..... Programs in ECE.....	3.0
CD M12 ..... Practicum 2 -- Participation.....	2.0
CD M12L ..... Practicum 2 -- Lab 1.....	1.0
CD M13 ..... Practicum 3 -- Preschool.....	3.0
Plus <u>Two</u> of the Following 3-Unit Courses.....	6.0
CD M07 ..... Music in ECE	
CD M08 ..... Art in ECE	
CD M09 ..... Science and Math in ECE	
CD M10 ..... Language Arts in ECE	
<b>TOTAL</b> .....	<b>24.0</b>

**School Age Child Care Certificate of Achievement**

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

<b>Required Courses</b>	<b>Units</b>
CD M01 ..... Intro to Careers in ECE.....	1.0
CD M02 ..... Human Development.....	3.0
CD M03 ..... Child, Family & Community.....	3.0
CD M04 ..... Practicum 1 -- Observation.....	1.5
CD M04L ..... Practicum 1 -- Lab.....	0.5
CD M16 ..... Behavior Management.....	3.0
CD M19 ..... School Age Programs.....	3.0
CD M20 ..... Practicum 5 -- School Age.....	3.0
Plus <u>Two</u> of the Following 3-Unit Courses.....	6.0
CD M07 ..... Music in ECE	
CD M08 ..... Art in ECE	
CD M09 ..... Science and Math in ECE	
CD M10 ..... Language Arts in ECE	
<b>TOTAL</b> .....	<b>24.0</b>

**Child Development Permits**

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

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

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

<b>Required Courses</b>	<b>Units</b>
CD M02 ..... Human Development.....	3.0
CD M11 ..... Programs in ECE.....	3.0
<b>TOTAL</b> .....	<b>6.0</b>

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

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

<b>Required Courses</b>	<b>Units</b>
CD M02 ..... Human Development.....	3.0
CD M03 ..... Child, Family and Community.....	3.0
CD M11 ..... Programs in ECE.....	3.0
Plus <u>One</u> of the Following 3-Unit Courses .....	3.0
CCD M07 ..... Music in ECE	
CD M08 ..... Art in ECE	
CD M09 ..... Science and Math in ECE	
CD M10 ..... Language Arts in ECE	
<b>TOTAL</b> .....	<b>12.0</b>

*Also required before application for Child Development Associate Teacher Permit:*

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

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

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

#### **PATHWAY 1**

<b>Required Courses</b>	<b>Units</b>
CD M01 ..... Intro to Careers in ECE.....	1.0
CD M02 ..... Human Development.....	3.0
CD M03 ..... Child, Family & Community.....	3.0
CD M04 ..... Practicum 1 -- Observation .....	1.5
CD M04L ..... Practicum 1 -- Lab .....	0.5
Plus <u>Two</u> of the Following 3-Unit Courses .....	6.0
CD M07 ..... Music in ECE	
CD M08 ..... Art in ECE	
CD M09 ..... Science and Math in ECE	
CD M10 ..... Language Arts in ECE	
Units from One of the RECOMMENDED OPTIONS .....	9.0
<b>TOTAL</b> .....	<b>24.0</b>

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

Infant/Toddler Option (complete all specified units)

CD M15 ..... Infant Studies .....	3.0
CD M17 ..... Practicum 4 -- Infant/Toddler.....	3.0
CD M27 ..... Parent Education .....	2.0
CD M60N ..... Parent Conferencing .....	1.0

or

Preschool Option (complete all specified units)

CD M11 ..... Programs in ECE.....	3.0
CD M12 ..... Practicum 2 -- Participation .....	2.0
CD M12L ..... Practicum 2 -- Lab .....	1.0
CD M13 ..... Practicum 3 -- Preschool .....	3.0

or

School Age Option (complete all specified units)

CD M16 ..... Behavior Management.....	3.0
CD M19 ..... School Age Programs .....	3.0
CD M20 ..... Practicum 5 -- School Age .....	3.0

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

*Also required before application for Child Development Teacher Permit:*

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

OR

#### **PATHWAY 2**

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

*Also required before application for Child Development Teacher Permit:*

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

### **Child Development Master Teacher Permit/Certificate of Achievement**

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

<b>Required Courses</b>	<b>Units</b>
CD M01 ..... Intro to Careers in ECE.....	1.0
CD M02 ..... Human Development.....	3.0
CD M03 ..... Child, Family & Community.....	3.0
CD M04 ..... Practicum 1 -- Observation .....	1.5
CD M04L ..... Practicum 1 -- Lab .....	0.5
Plus <u>Two</u> of the Following 3-Unit Courses .....	6.0
CD M07 ..... Music in ECE	
CD M08 ..... Art in ECE	
CD M09 ..... Science and Math in ECE	
CD M10 ..... Language Arts in ECE	
Units from One of the RECOMMENDED OPTIONS .....	9.0
<b>TOTAL</b> .....	<b>24.0</b>

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

Infant/Toddler Option (complete all specified units)

CD M15 ..... Infant Studies .....	3.0
CD M17 ..... Practicum 4 -- Infant/Toddler.....	3.0
CD M27 ..... Parent Education .....	2.0
CD M60N ..... Parent Conferencing .....	1.0

or

Preschool Option (complete all specified units)

CD M11 ..... Programs in ECE.....	3.0
CD M12 ..... Practicum 2 -- Participation .....	2.0
CD M12L ..... Practicum 2 -- Lab .....	1.0
CD M13 ..... Practicum 3 -- Preschool .....	3.0

or

School Age Option (complete all specified units)

CD M16 ..... Behavior Management .....	3.0
CD M19 ..... School Age Programs .....	3.0
CD M20 ..... Practicum 5 -- School Age.....	3.0

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

Students must also complete six additional semester units in an area of specialization which may include:

**Art:** CD M08 -- Art in ECE and ART M04A -- Color and Design

**Behavior of Children:** CD M16 -- Behavior Management and PSY M04 Child Psychology

**Creativity:** Any two of the following courses not previously counted: CD M07 -- Music in ECE or CD M08 -- Art in ECE or CD M09 -- Science and Math in ECE or CD M10 -- Language Arts in ECE

**Exceptional Child:** CD M06 -- Equity Issues and CD M28 -- Exceptional Child

**Infant/Toddler:** CD M15 -- Infant Studies and CD M17 -- Practicum 4 -- Infant/Toddler

**Music:** CD M07 -- Music in ECE and MUS M01 -- Fundamentals of Music

**Parent Education:** CD M27 -- Parent Education and CD M60L -- Teacher Conferencing and CD M16 -- Behavior Management

**School Age:** CD M19 -- School Age Programs and CD M20 -- Practicum 5 -- School Age

**Science:** CD M09 -- Science and Math in ECE and PHSC M01 -- Principles of Physical Science

Completion of two semester units in CD M26 -- Supervision and Mentoring.

*Also required before application for Child Development Master Teacher Permit:*

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

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

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

Students complete an Associate in Arts Degree or 60 semester units with 24 CD units including core courses plus 6 units administration (CD M24 and CD M25) and 2 units of adult supervision (CD M26).

*Also required before application of Child Development Site Supervisor Permit:*

Completion of 350 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. Experience must include at least 100 days of supervising adults in a childcare and development program. (Experience may include paid and/or volunteer work.)

**Child Development Program Director Permit/Certificate of Achievement**

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

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

*Also required before application of Child Development Program Director Permit:*

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

**Child Development Courses**

**CD M01 -- 1 Unit**

**Intro to Careers in ECE**

Prerequisite: None

Class Hours: 1 lecture

Focuses on the vast array of career options that are available to the Child Development major. General theories of career development, sources of career information, the child development permit matrix and exploration of the early childhood career lattice will be reviewed. Applies to Associate Degree. Transfer credit: CSU

**CD M02 -- 3 Units**

**Human Development**

Prerequisite: None

Class Hours: 3 lecture

Introduces human development from the prenatal period to adolescence, emphasizing cognitive, biosocial and psychosocial development. Applies research and theory to current issues and challenges regarding the developing human. Formerly CD M30. *Applies to Associate Degree. Transfer credit: CSU; UC (CD M02 combined with PSY M07:maximum credit, one course) IGETC AREA 4*

**CD M03 -- 3 Units**

**Child, Family & Community**

Prerequisite: None

Class Hours: 3 lecture

Facilitates awareness of the interaction and interdependency of home, school, and community by introducing methods of advocacy, exploration of community resources and application of theory to contemporary social issues. Formerly CD M40. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M04 -- 1.5 Units**

**Practicum 1 - Observation**

Prerequisite: None

Corequisite: CD M04L

Recommended Preparation: Completion of or concurrent enrollment in CD M02.

Class Hours: 1.5 lecture

Introduces child observation techniques appropriate for infants through school age, which are based on the study of the theories of Human Development. Requires use of specific observation tools to observe children's development, activities, and use of classroom materials, environment and teaching techniques in the campus Child Development Center. Additional observation experiences are gained in community based programs. Formerly CD M38. *Applies to Associate Degree. Transfer credit: CSU;UG.*

**CD M04L -- 0.5 Units****Practicum 1 -- Lab**

Prerequisite: None

Corequisite: CD M04L

Recommended Preparation: Completion of or concurrent enrollment in CD M02.

Class Hours: 1.5 lab

Clarifies observation techniques presented in CD M04. Stresses specific observation tools leading to completion of anecdotal records, running records, event samplings, time samplings, language records and the child study project. Requires at least one field trip to a community childcare site. Formerly CD M38L. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M05 -- 3 Units****Equity Issues in ECE**

Prerequisite: None

Class Hours: 3 lecture

Introduces equity issues, including family lifestyle, economics, gender, special needs and culture/ethnicity. Formerly CD M36. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M07 -- 3 Units****Music in ECE**

Prerequisite: None

Class Hours: 3 lecture

Introduces creative movement, dance rhythm, and song as essential components of the physical, social, emotional, creative and cognitive development of young children. Focuses on critical analysis of developmentally appropriate activities and appreciation of diversity. Encourages integration and application of music throughout the curriculum. Formerly CD M51. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M08 -- 3 Units****Art in ECE**

Prerequisite: None

Class Hours: 3 lecture

Introduces developmentally appropriate art curriculum and reviews art as an essential component of physical, social, emotional, creative and cognitive growth. Focuses on integration, presentation and evaluation of art activities, media and resources throughout the curriculum. Formerly CD M52. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M09 -- 3 Units****Science and Math in ECE**

Prerequisite: None

Class Hours: 3 lecture

Introduces theoretically sound and developmentally appropriate science and math curriculum. Emphasizes the facilitation of the inquiry approach to experiencing science and math as well as the development and evaluation of curricular materials. Formerly CD M53. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M10 -- 3 Units****Language Arts in ECE**

Prerequisite: None

Class Hours: 3 lecture

Introduces current research in children's literature and language arts and demonstrates theoretical classroom applications. Emphasizes evaluation of developmentally appropriate experiences and materials that support language as a tool allowing communication, creativity, and logical thinking. Formerly CD M54. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M11 -- 3 Units****Programs in ECE**

Prerequisite: None

Recommended preparation: CD M02

Class Hours: 3 lecture

Reviews history and philosophies of early childhood education, introducing developmentally appropriate practices, career paths, teacher's role, learning theories, classroom discipline, curriculum development and lesson plans. Formerly CD M41. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M12 -- 2 Units****Practicum 2 - Participation**

Prerequisite: None

Recommended Preparation: CD M02

Class Hours: 2 lecture

Introduces procedures and practices for teaching young children in a range of settings: family day-care, pre-schools, center-based childcare or Head Start Centers. Offers practical experience applying theories of human development while teaching in the Child Development Center. Requires proof of negative TB clearance. Formerly CD M39A. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M12L -- 1 Unit****Practicum 2 - Lab**

Prerequisite: CD M04 (may be concurrent)

Recommended Preparation: CD M02

Class Hours: 3.5 lab

Reinforces procedures and practices presented in CD M12. Stresses specific teaching techniques leading to the completion of student teaching assignments in the Child Development Center. May be taken two (2) times for credit. Requires proof of negative TB clearance. Formerly CD M39AL. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M13 -- 3 Units****Practicum 3 - Preschool**Prerequisites: CD M02, CD M04, and CD M12

Class Hours: 2 lecture, 3 lab

Expands knowledge of human development, emphasizing Piaget's cognitive theories, observation techniques, and assessment tools. Includes guided student teaching. Requires three hours a week student teaching in a community program, allowing further application of theory to practical situations. Requires proof of negative TB clearance. Formerly CD M39B. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M15 -- 3 Units****Infant Studies**

Prerequisite: None

Class Hours: 3 lecture

Explores infant/toddler care based on developmental need, emphasizing curriculum planning, environment design and observation. Also addresses children with special needs and diverse cultural backgrounds. Formerly CD M31. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU.*

**CD M16 -- 3 Units****Behavior Management**

Prerequisite: None

Recommended Preparation: CD M02

Class Hours: 3 lecture

Introduces characteristics of children with behavioral challenges and behavior management techniques. Difficult behaviors encountered by those working with children as well as techniques to cope and solve these behavior difficulties will be included. *Applies to Associate Degree. Transfer credit: CSU*

**CD M17 -- 3 Units****Practicum 4 -- Infant/Toddler**Prerequisite: CD M02, CD M04, and CD M15

Class Hours: 2 lecture, 3 Lab

Expands knowledge of procedures and practices for providing care and assessing infants and toddlers through guided student teaching in a Title 22 or Title 5 licensed childcare or family daycare center. Requires 48 hours per semester of student teaching in a community program. Requires proof of negative TB clearance. *Applies to Associate Degree. Transfer credit: CSU*

**CD M19 -- 3 Units****School Age Programs**

Prerequisite: None

Class Hours: 3 lecture

Introduces the care of school age children, providing practical background and experience through before- and after-school school and recreation programs. Emphasizes developmentally appropriate curriculum. Includes information pertaining to family and school coordination and community resources. Formerly CD M45. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M20 -- 3 Units****Practicum 5 - School Age**Prerequisite: CD M02, CD M04, and CD M19

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 childcare center. 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 Each****Independent Studies in Child Development**

Prerequisite: A previous course in Child Development

Class Hours: 1 to 3 as arranged

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

**CD M23 -- 2 Units****Child Nutrition, Health & Safety**

Prerequisite: None

Class Hours: 2 lecture

Explores health protection and resources provided by the home, school, and community, emphasizing prevention of infectious disease, preventative health practices, prevention policies, injury prevention, disaster preparedness, nutrition, child abuse identification and prevention, children with special needs, and care of the mildly ill child. Complies with current legal statutes. Requires taking pediatric first aid and pediatric CPR. Formerly CD M32. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 30 contact hours. Applies to Associate Degree. Transfer credit: CSU.*

**CD M24 -- 3 Units****Administration in ECE 1**Prerequisite: CD M02, CD M03, CD M11, and one of the following: CD M07, M08, M09, or M10

Class Hours: 3 lecture

Introduces principles and practices of administering a child development program, emphasizing administrative needs; personnel and staffing parameters; parent/teacher relations and education; licensing requirements; professional development; grant and proposal writing; specific personnel management skills; and communication. Course required by the Child Development Permit for Site Supervisors (Option 1) and Program Directors. Formerly CD M42A. *Applies to Associate Degree. Transfer credit: CSU*

**CD M25 -- 3 Units****Administration in ECE 2**

Prerequisite: None

Recommended Preparation: BUS M30 and ENGL M02

Class Hours: 3 lecture

Focuses on establishing and managing a small business. Focuses on planning, financing, staffing, marketing, site selection, budgeting, legal concerns, and regulatory issues. Emphasizes the rewards and perils of owning a business. The Child Development Permit of Title 5 ECE/CD programs requires course for Site Supervisors and Program Directors. (Same course as BUS M32 -- Small Business Management). Formerly CD M42B. *Applies to Associate Degree. Transfer credit: CSU*

**CD M26 -- 2 Units****Supervision & Mentoring**

Prerequisites: CD M02, CD M03, CD M11, and one of the following: CD M07, CD M08, CD M09, or CD M10

Class Hours: 2 lecture

Introduces methods and principles of supervising student teachers, assistant teachers, parents and volunteers. Emphasizes varying strategies to help address needs of children, parents and staff. Course required by the Child Development Permit for Title 5 ECE/CD programs for Master Teachers, Site Supervisors and Program Directors. Formerly CD M46. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M27 -- 2 Units****Parent Education**

Prerequisite: None

Class Hours: 2 lecture

Introduces skills and resources that promote more effective parent and child interactions, applying developmental theories, principles and techniques. Reviews culture, race, ethnicity, family structures, economics, class, gender and special needs equity issues. May be taken two (2) times for credit. Formerly CD M44. *Applies to Associate Degree. Transfer credit: CSU.*

**CD M28 -- 3 Units****The Exceptional Child**

Prerequisite: CD M02

Class Hours: 3 lecture

Introduces various types of developmental disabilities experienced by young children. Study includes curriculum designs for inclusion, the referral process, community resources, parent-provider coordination, psychological implications of being an exceptional child, and special laws. *Applies to Associate Degree. Transfer credit: CSU*

**CD M29A -- 1 Unit****Early Steps to Reading Success -- Part A**

Prerequisite: None

Recommended Preparation: CD M02

Class Hours: 1 lecture

Explores transforming classroom practices to reflect the most current knowledge about how young children learn to read and write. Presents an overview of the Head's Up reading program, the developmental continuum of literacy, classroom environments, expressive language, the connection between reading and writing, how play supports reading and writing, and what is the code. *Applies to Associate Degree. Transfer credit: CSU, pending.*

**CD M29B --1 Unit****Early Steps in Reading Success -- Part B**

Prerequisite: None

Recommended Preparation: CD M02

Class Hours: 1 lecture

Further explores transforming classroom practices to reflect the most current knowledge about how young children learn to read and write. Presents learning outcome goals, scaffolded instruction, language enrichment, connecting play to content, shared reading, incorporating writing throughout the day and phonemic awareness. *Applies to Associate Degree. Transfer credit: CSU, pending.*

**CD M29C -- 1 Unit****Early Steps to Reading Success -- Part C**

Prerequisite: None

Recommended Preparation: CD M02

Class Hours: 1 lecture

Expands transforming classroom practices to reflect the most current knowledge about how young children learn to read and write. Presents completing formal assessments, creating meaning in the reading process, second language issues, how play supports talking, developmentally and culturally appropriate book selections, concepts of words and sentences and alphabetic learning. *Applies to Associate Degree. Transfer credit: CSU, pending.*

**CD M60AZ -- 0.5 to 3 Units Each****Topics in Child Development**

Prerequisite: To be determined

Class Hours: To be determined

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

**Developed topics include:****CD M60A -- 1.5 Units****Toddlers Program**

Prerequisite: None

Class Hours: 1.5 lecture

Provides an environment to study and observe toddlers in a naturalistic setting. Focuses on developmental stages, issues, concerns, educational programs, and developmentally appropriate materials. Registration of children for this class is done through the Child Development Center. *All children must meet California immunization guidelines. May be taken four (4) times for credit. Applies to Associate Degree. Transfer Credit: CSU*

**CD M60B -- 1 Unit****Classroom Management in ECE**

Prerequisite: None

Class Hours: 1 lecture

Introduces behavior management techniques that integrate sound developmental theory with practical application in a variety of early childhood settings. Intended for majors or current caregivers. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**CD M60 C -- 1 Unit****Developing Cognitive Group Times in ECE**

Prerequisite: None

Class Hours: 1 lecture

Introduces developmental sequences for a variety of cognitive group experiences introduced in early childhood programs. Intended for majors or current caregivers. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**CD M60D -- 1 Unit**  
**Exploring in ECE -- Part I**

Prerequisite: None  
Class Hours: 1 lecture

Introduces integrated developmentally appropriate experiential curriculum, emphasizing free exploration techniques, cooperative learning, center set-up, and implementation and individualization in providing learning experiences. Includes Rocks, Dinosaurs, Bubbles, Rainbows, Mixing Color, Mathematics Games, Fingerprints, and Cooking and other Chemical Changes. Intended for majors or current caregivers. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**CD M60E -- 1 Unit**  
**Exploring in ECE - Part 2**

Prerequisite: None  
Recommended Preparation: CD M60D  
Class Hours: 1 lecture

Expands integrated developmentally appropriate experiential curriculum, emphasizing free exploration techniques, cooperative learning, center set-up, and implementation and individualization in providing more advanced learning experiences. Includes Shadows, Environment, Rivers, Opticals, Rocks, Salt, Erosion, Friction, Ants, Insect, Mapping, Blocks, and Conservation Experiences. Intended for majors or current care-givers. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**CD M60H -- 1 Unit**  
**Parenting Young Children**

Prerequisite: None  
Class Hours: 1 lecture

Introduces sound parenting principles geared especially to the challenge of parenting babies, toddlers, and preschoolers. With the guidance of a competent instructor, parents interact with the materials and each other to understand children's needs and behaviors. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**CD M60J -- 0.5 Unit**  
**Child Development Permit: Professional Growth Advisor Training**

Prerequisite: None  
Class Hours: 0.5 lecture

Introduces methods and principles of being a Professional Growth Advisor for the Child Development Permit. Emphasizes the formulation and implementation of the Professional Growth Plan as directed by the Commission on Teacher Credentialing. Stresses the mentoring role of the Professional Growth Advisor and includes setting long-range goals, recognizing and planning acceptable activities to meet goals, and completing and filing official paperwork required by the Commission. Completing course qualifies individuals to become Professional Growth Advisor, if they also hold teach permit and have more than three years of experience teaching or serving as a director in a child development program. *Applies to Associate Degree. Transfer credit: CSU*

**CD M60K -- 1 Unit**  
**The Special Needs Child**

Prerequisite: None  
Class Hours: 1 lecture

Provides opportunities for developing skills in identifying and working with children and families with special needs. Community resources and services will be presented. Students will have opportunity to gain information through guest speakers, observation and interaction with children and families. Requires proof of negative TB clearance. *Transfer credit: CSU*

**CD M60M -- 0.5 Unit**  
**Mentor Seminar 1**

Prerequisite: Selection as an Early Childhood Mentor  
Class Hours: 0.5 lecture

Presents issues related to new role as supervisors of early childhood student teachers through monthly seminars. Content individualized to meet needs of each mentor. *Applies to Associate Degree. Transfer credit: CSU*

**CD M60N -- 1 Unit**  
**Parent Conferencing**

Prerequisite: None  
Class Hours: 1 lecture

Introduces effective conferencing techniques between parents, teachers or caregivers. Includes the impact of significant adults in the lives of children and developing a positive working relationship. *Applies to Associate Degree. Transfer credit: CSU*

**CD M80 -- 1 to 4 Units**  
**Internship in Child Development**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**CD M89A-Z -- 0.5 to 3 Units Each**  
**Institutes in Child Development**

Prerequisite: None  
Class Hours: As Arranged

Series of special workshops on selected topics of interest for preschool and day-care personnel. Increases effective communication with children, parents, staff and community agencies through increased understanding and acquired skills. Provided as needed. Series only offered credit/no-credit. *Applies to Associate Degree.*

**Developed Topics Include:****CD M89A -- 0.5 Unit**  
**Movement and Rhythm for Early Childhood**

Prerequisite: None  
Class Hours: 0.5 lecture

Introduces music, movement and rhythm theories and activities for the preschool child. Explores age-appropriate activities for the physical, cognitive, and psychosocial domains of development.



**CD M89C -- 0.5 Unit**  
**Practical Ideas for Teaching Young Children**

Prerequisite: None  
 Class Hours: 0.5 lecture

Develops knowledge base as well as practical realistic steps to successfully work with children, whether in the home or community setting. Intended for preschool and day-care personnel but appropriate for parents as well. Requires practical application.

## Computer Assisted Drafting

*See Courses in Drafting*

## College Strategies

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

**Dean**

*Floyd Martin, Phone (805) 378-1459*

**College Strategies Courses**

**COL M01 -- 3 Units**  
**College Strategies**

Prerequisite: None  
 Class Hours: 3 lecture

Develops each student's comprehensive learning profile, applying it to the construction and implementation of educational, career and life goals. Emphasizes independent critical thinking skills, appropriate use of available resources and effective strategies for academic success. *Applies to Associate Degree. Transfer credit: CSU, UC, P, etc.*

**COL M02 -- 1 Unit**  
**College Individual Tutoring**

Class Hours: 1 lecture

Introduces methods of tutoring adult learners individually, emphasizing learning theories and tutoring methodology. Formerly ES M89A. *Applies to Associate Degree. Transfer credit: CSU*

**COL M03 -- 1 Unit**  
**College Group Tutoring**

Recommended Preparation: ENGL M01A  
 Class Hours: 1 lecture

Introduces group learning strategies in a college tutorial setting, emphasizing practical applications. *Applies to Associate Degree. Transfer credit: CSU*

**COL M04 -- 1 Unit**  
**College Student Mentoring**

Recommended Preparation: ENGL M01A  
 Class Hours: 1 lecture

Introduces college-mentoring skills. Discusses student development theory and its application to student mentoring. *Applies to Associate Degree. Transfer credit: CSU*

**COL M05 -- 0 Unit**  
**Supervised Tutoring Across the Curriculum**

Prerequisite: None  
 Class Hours: 1 to 4 lab

Provides students with individual and/or group tutoring to assist in preparing for class work, text preparation and other course requirements. May be taken a maximum of 4 times for credit. Non-credit. Does not apply toward a degree.

**COL M10 -- 0 Unit**  
**Computers Across the Curriculum**

Prerequisite: None  
 Class Hours: 2 lab

Use of the open access computer laboratories on campus to complete college-level work assigned by faculty in a variety of disciplines.

## Communications

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

**Communications**

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

**Radio/Television**

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

**Journalism**

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

**Dean**

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

**Counselors**

Denice Avila, Michael Johnson

**■ Degree and Certificate Options in Communications**

**Associate in Arts Degree**

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

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

Required Courses	Units
ENGL M01A..... English Composition .....	3.0
SPCH M01..... Introduction to Speech .....	3.0
BUS M37 or BUS M38.....	3.0
Marketing or Advertising	
GR M10..... Intro to Graphics .....	3.0
GR M20..... Macintosh/IBM Operating Systems/Graphics .....	3.0
JOUR M01..... Media and Society .....	3.0
JOUR M02..... Writing and Reporting for the Media .....	3.0
PHOT M01A..... Beginning Photography.....	3.0
RT M02A..... Broadcast Studio Operations.....	3.0
RT M05..... Radio Television Script Writing.....	3.0
RT M07A..... Radio Production Workshop.....	3.0
Plus Additional Courses from GR, JOUR, PHOT or RT.....	6.0
See separate course descriptions to make selections	
<b>TOTAL</b> .....	<b>39.0</b>

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

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

## Companion Animal/Pet Studies

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

**Career Opportunities**

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

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

**Dean**

*Tim McGrath, Phone (805) 378-1445*

**Faculty**

**Full-Time**

Steven Pollock

**Part-Time**

Deena Case-Pall, Kahee Pasek

**Counselor**

Chuck Brinkman

**Transfer Information**

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

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

**Companion Animal/Pet Studies Courses**

**CAPS M01 -- 3 Units Companion Animal/Pet Studies**

Prerequisite: None

Class Hours: 3 lecture

Reviews the complex relationships between humans and companion animals/pets. Topics include companion animal/pet: care and health, behavior, ethical and legal issues, anatomy and physiology, and home-based and small businesses. Field trips may be required. *Applies to Associate Degree.*

**CAPS M02 -- 2 Units**

**Ethical and Legal Issues**

Prerequisite: 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. (Same course as ANSC M30). *Applied to Associate Degree.*

**CAPS M03 -- 4 Units**

**Companion Animal Care and Health**

Prerequisite: None

Class Hours: 3 lecture, 3 lab

Provides an overview of the care and health concerns involving companion animals—dogs, cats, rodents, birds, fish and reptiles. Topics include care, housing, health, and nutrition of these species in the home and in other environments including animal-related businesses. *Applies to Associate Degree.*

# Computer Courses at Moorpark College

Computer Information Systems – CIS		Computer Science	Computer Network Systems Engineering
<b>Business Support Systems Career Opportunities</b> 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.	<b>Information Systems Career Opportunities</b> Systems Analyst, Network Administrator, Computer Consultant, Computer Network Technician, Customer Service Support Tech, Office Systems Manager, Data Processing Manager, etc.	<b>CS Career Opportunities</b> Computer Programmer, Software Engineer, System Designer, Operational Research Manager, Computer Lab Technician, Scientific Programmer	<b>CNSE Career Opportunities</b> 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
<b>Keyboarding Classes</b> <ul style="list-style-type: none"> <li>CIS M10 Keyboarding Review</li> <li>CIS M11 Basic Computer Keyboarding</li> <li>CIS M12 Intermediate Computer Keyboarding</li> <li>CIS M13 Computer Keyboarding/Speed Building</li> <li>CIS M14 10-Key Master on the Computer</li> </ul> <b>Introductory Classes</b> <ul style="list-style-type: none"> <li>CIS M15 Introduction to the Personal Computer</li> <li>CIS M17 Introduction to Windows</li> </ul> <b>Application Classes</b> <ul style="list-style-type: none"> <li>CIS M18 Accounting with Quick Books</li> <li>CIS M20 Microsoft Word Part 1</li> <li>CIS M21 Microsoft Word Part 2</li> <li>CIS M24 Microsoft Excel Part 1</li> <li>CIS M25 Microsoft Excel Part 2</li> <li>CIS M26A Microsoft Access I</li> <li>CIS M26B Microsoft Access II</li> <li>CIS M27 Microsoft Powerpoint</li> <li>CIS M28 Microsoft Office</li> </ul>	<b>Introductory Classes</b> <ul style="list-style-type: none"> <li>CIS M16 Introduction to Information Systems Programming Classes</li> <li>CIS M40 Windows Programming: Visual BASIC I</li> <li>CIS M41 Windows Programming: Visual BASIC II</li> </ul> <b>Networking/Systems Analysis Classes</b> <ul style="list-style-type: none"> <li>CIS M50 Introduction to Local Area Networks (LAN)</li> <li>CIS M51 Introduction to Novell Client/Server</li> <li>CIS M52 Introduction to Windows NT Workstation/Server</li> <li>CIS M53 Systems Analysis</li> </ul> <b>Internet/Special Classes</b> <ul style="list-style-type: none"> <li>CIS M22A/B Independent Studies in Information Systems</li> <li>CIS M30 Web Page Design I</li> <li>CIS M31 Web Page Design II</li> <li>CIS M60C Internet &amp; World Wide Web I</li> <li>CIS M60E Internet &amp; World Wide Web II</li> <li>CIS M60F Quicken</li> <li>CIS M61 Computer Programming</li> </ul>	<b>Introductory Classes</b> <ul style="list-style-type: none"> <li>CS M01 Introduction to Computer Science</li> <li>CS M02 Introduction to UNIX and C</li> <li>CS M03 Introduction to Computer Hardware and Systems Software</li> </ul> <b>Programming Classes</b> <ul style="list-style-type: none"> <li>CS M10A Introduction to Programming with C</li> <li>CS M10B Object Oriented Programming Using C++</li> <li>CS M10C Windows Programming Using Visual C++</li> <li>CS M10J Introduction to Computer Programming Using Java</li> <li>CS M10M Intermediate Java</li> <li>CS M10S Java Servlets Programming</li> <li>CS M20 Object-Oriented Data Structure &amp; Algorithm Design</li> <li>CS M30 Assembly Language</li> <li>CS M40 Computer Organization</li> <li>CS M50 Files and Databases</li> <li>CS M60 Concepts of Programming Languages</li> </ul>	<b>Introductory Classes</b> <ul style="list-style-type: none"> <li>CNSE M05 Local and Wide Area Networks</li> <li>CNSE M10 Introduction to Telecommunications</li> </ul> <b>Networking Classes</b> <ul style="list-style-type: none"> <li>CNSE M11 Cisco Systems Computer Network 1</li> <li>CNSE M12 Network Wiring and Cabling</li> <li>CNSE M13 Internetworking and TCP/IP</li> <li>CNSE M14 Introduction to Mobile Data Wireless LAN Technologies</li> <li>CNSE M15 to M17 Cisco Systems Computer Networking 2, 3, 4</li> <li>CNSE M30 MS Windows Administration</li> <li>CNSE M31 MS Windows Server</li> <li>CNSE M35 SQL Server Administration</li> <li>CNSE M37 Administering MS Exchange</li> <li>CNSE M38 MS Exchange Server Design &amp; Implementation</li> <li>CNSE M39 Sequel Server &amp; Implementation</li> <li>CNSE M40 Microsoft Internet Server</li> <li>CNSE M41 Upgrading to Windows 2000</li> <li>CNSE M42 Win. 2000 Active Directory Services</li> <li>CNSE M43 Win. 2000 Network Infrastructure Administration</li> <li>CNSE M44 Designing Win. 2000 Directory Services Infrastructure</li> <li>CNSE M45 Designing Win. 2000 Network Infrastructure</li> <li>CNSE M46 Designing Win. 2000 Network Security</li> <li>CNSE M51 Advanced Router Configuration</li> </ul>

**CAPS M03L -- 0.5 Unit****Companion Animal Care and Health Laboratory**

Prerequisite: Completion of or concurrent enrollment in CAPS M03

Class Hours: 1.5 lab

Provides experiences dealing with the injuries, illnesses, handling of injured and sick animals, treatments, parasites, housing and generalized care, and stimulation/enrichment concerns of canines, felines, rodents, birds, fish, and reptiles. Applies to Associate Degree.

**CAPS M60A-Z -- 0.5 to 3 Units****Topics in Companion Animal/Pet Studies**

Prerequisite: To be determined

Class Hours: To be determined

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

**CAPS M60A -- 0.5 Unit****Bonding and Pet Loss**

Prerequisite: None

Class Hours: .5 lecture

Reviews the role of bonding between humans and their pets and the effects of pet loss. Includes human-pet bond, aging and the older pet, diseases of older pets, improving the quality of life of older pets, pet loss, pet euthanasia, pet disposal, and grieving and support groups. *Applies to Associate Degree.*

**CAPS M60B -- 0.5 Unit****Teachers and Classroom Pets**

Prerequisite: None

Class Hours: .5 lecture

Evaluates the role of pets in the classroom. Includes choice of the pet(s), the appropriate classroom for pets, care and treatment of pets both in and out of session, teachers as animal/pet advocates, lesson plans and educational resources involving animals/pets, and legal and ethical codes involving animals/pets within and outside of the classroom. *Applies to Associate Degree.*

**CAPS M60C -- 0.5 Unit****Feline Management**

Prerequisite: None

Class Hours: 0.5 lecture

Reviews the unique relationship between cats and humans. Topics include breeds of cats and the unique physical and behavioral characteristics of each; selecting and raising a kitten or cat, training a cat; coping with common cat behavior, nutrition, and health problems; and enriching a cat's life. *Applies to Associate Degree.*

**CAPS M60D -- 0.5 Unit****Canine Management**

Prerequisite: None

Class Hours: 0.5 lecture

Examines issues relating to dogs as pets and helpers including dog selection, care, and training; preventing and treating common dog behavior problems; dog sports such as obedience, agility, tracking, and *schutzhund*; and service dogs such as police dogs, guide dogs, and search and rescue dogs. *Applies to Associate Degree.*

**CAPS M60E -- 0.5 Unit****Disaster Preparedness for Pets**

Prerequisite: None

Class Hours: 0.5 lecture

Reviews current emergency preparedness issues and resources in life-disrupting disasters such as earthquakes, fires, and floods. As disasters can be especially traumatic to companion animals and those who care for them – pet owner, volunteers, and professionals. Focus will be on how to prepare, cope, and recover from disasters and major emergencies by assisting individuals in developing their own emergency plans and supplies. Applies to Associate Degree.

**CAPS M80 -- 1 to 4 Units****Internship in CAPS**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline

Class Hours: 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 evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call, (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20). *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Computers and Careers

*See Course, Degree and Certificate Options in Computer Information Systems, Computer Network System Engineering, Computer Science, Drafting Technology/CAD, Electronics Technology, Engineering, Geographic Information Systems (GIS), Graphics, Multimedia.*

*Explore "Computers and Careers" in the Career Services Center (Campus Center, 805.378-1536).*

## Computer Information Systems

This program provides basic computer skills for students with the goal of immediate employment in business or industry. Three tracks are provided: (1) Microcomputer Applications, with emphasis on business computer applications; (2) traditional Information Systems, with emphasis on the use of large-scale computers and (3) Microcomputer Systems, with emphasis on office computer systems. See overview on p. 82.

**Career Opportunities**

Tape Librarian, Applications Programmer, Systems Analyst, Administrative Assistant, Software Engineer, Applications Development, Computer Operator, Software Testing Specialist, Network Specialist, Information Systems Specialist, LAN Administrator, Computer Marketing/Sales Rep, Computer Consultant, Microprocessing Technologist, Microcomputer Trainer, Technical Support Specialist, Office Systems Manager, Office Coordinator, Receptionist, Word Processor, Computer Trainer, Customer Service Rep., Administrative Support Staff, Data Entry Operator, Executive Assistant, Administrative Secretary, Customer Services Support Tech, PC Specialist, User Liaison

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

**Dean**

Rene Rodriguez, Phone (805) 378-1572

**Faculty**

**Full-Time**

Mary Mills, Kathleen Young

**Part-Time**

Stephen Abrams, Ronald Barry, Bruce Bassin, Guy Campbell, Joane Cantrell, Chitra Chandavarkar, Mary Steppes-Cole, Barbara Crippen, Maria Ellis, Robert Gregg, Victor Jadoan, Cathy Kriss, Kelly Macone, Delores Moon, Hank Moon, Arthur Preston, Lisa Putnam, Lorraine Shinder, Ernest Williams, Carol Wyenn, Claire Young

**Counselors**

Michael Johnson, Letrisha Mai

**■ Degree and Certificate Options in Computer Information Systems**

**Computer Information Systems Certificate of Achievement**

**Associate in Science Degree in Computer Information Systems**

Computer Information Systems courses offer dual purpose: to prepare students for upperdivision course work in Business, Computer Information Systems, or Management Information Systems, and to provide business skills for a variety of careers in business, industry, and government. To earn a Certificate of Achievement in Computer Information Systems or an Associate in Science Degree with a major in Computer Information Systems, students complete 30 specified units; those seeking the degree must also complete general education degree requirements (minimum total = 60 units).

**Required Courses**

	<b>Units</b>
BUS M02A ..... Financial Accounting Principles I.....	3.0
BUS M02B or CIS M18	
Financial Accounting II or Accounting with QuickBooks.....	3.0
BUS M30 ..... Intro to Business and Economics .....	3.0
CIS M16..... Intro to Information Systems .....	4.0
CIS M40..... Visual BASIC I.....	4.0
CIS M41..... Visual BASIC II.....	4.0
CIS M50..... Intro to Local Area Network .....	3.0
CNSE M301 or CNSE M31 .....	3.0
MS Windows Administration or MS Windows Network Server	
CIS M53..... Systems Analysis .....	3.0
<b>TOTAL .....</b>	<b>30.0</b>

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

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

**Sample Course Sequence**

First Semester

BUS M02A .....	3.0
CIS M16.....	4.0

Second Semester

BUS M02B or CIS M18.....	3.0
CIS M53.....	3.0
CIS M50.....	3.0

Third Semester

BUS M30 .....	3.0
CIS M40.....	4.0

Fourth Semester

CNSE M30 or CNSE M31 .....	3.0
CIS M41.....	4.0

**Associate in Science Degree in Microcomputer Systems  
Microcomputer Systems Certificate of Achievement**

To earn a Certificate of Achievement in Microcomputer Systems or an Associate in Science Degree with a major in Microcomputer Systems, students complete 31.5 specified units; those seeking the degree also complete general education degree requirements (minimum total = 60 units).

**Required Courses**

	<b>Units</b>
BUS M02A ..... Financial Accounting Principles I.....	3.0
BUS M02B or CIS M18	
Financial Accounting II or Accounting with QuickBooks.....	3.0
CIS M15..... Intro to the Personal Computer.....	1.5
CIS M16..... Intro to Information Systems .....	4.0
CIS M17..... Intro 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 M26B..... Microsoft 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
<b>TOTAL .....</b>	<b>31.5</b>

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

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

**Sample Course Sequence**

<u>First Semester</u>	
BUS M02A .....	3.0
CIS M15.....	1.5
CIS M17.....	1.5
<u>Second Semester</u>	
BUS M02B or CIS M08.....	3.0
CIS M16.....	4.0
CIS M20.....	1.5
<u>Third Semester</u>	
CIS M21.....	1.5
CIS M26A.....	1.5
CIS M27.....	1.5
CIS M40.....	4.0
<u>Fourth Semester</u>	
CIS M26B.....	1.5
CIS M41.....	4.0
CIS M50.....	3.0

**Microcomputer Applications Certificate of Completion**

To earn a Certificate of Completion in Microcomputer Applications, students complete 13 specified units. This program provides instruction helpful to students seeking employment, as well as to those already employed but requiring upgrading of computer skills.

<b>Required Courses</b>	<b>Units</b>
BUS M39 ..... Business 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
<b>TOTAL .....</b>	<b>13.0</b>

**Recommended Courses:** Choose 6 Units

CIS M20..... Microsoft Word Part 1 .....	1.5
CIS M21..... Microsoft Word Part 2 .....	1.5
CIS M24..... Microsoft Excel Part 1 .....	1.5
CIS M25..... Microsoft Excel Part 2 .....	1.5
CIS M26A..... Microsoft Access I .....	1.5
CIS M26B..... Microsoft Access II .....	1.5
CIS M27..... Microsoft PowerPoint.....	1.5
CIS M28..... Microsoft Office .....	3.0

*NOTE: The UC system allows credit for the first 6 courses taken in either Computer Information Systems, Computer Science or some combination.*

**Computer Information Systems Courses**

**CIS M10 -- 0.5 Unit**

**Keyboarding Review**

Prerequisite: None

Recommended Preparation: A previous course in typing/keyboarding

Class Hours: 1.5 lab

Reviews existing typing/keyboarding skills. Can receive credit in CIS M10 or CIS M11, not both. *Applies to Associate Degree.*

**CIS M11 -- 1 Unit**

**Basic Computer Keyboarding**

Prerequisite: None

Class Hours: 3 lab

Introduces basic keyboarding techniques, emphasizing speed and accuracy to 20 words per minute. Works in a custom-designed program in Microsoft Word. No previous computer/typewriter experience required. Not recommended for those who have taken a previous typing/keyboarding class. Can receive credit in CIS M10 or CIS M11, not both. May be taken two (2) times for credit. *Applies to Associate Degree.*

**CIS M12 -- 1 Unit**

**Intermediate Computer Keyboarding**

Prerequisite: CIS M10 or CIS M11 or ability to type 20 wpm

Class Hours: 3 lab

Introduces students to figure and symbol skills and develops speed and accuracy through a custom-designed program in Microsoft Word. *Applies to Associate Degree.*

**CIS M13 -- 1 Unit**

**Computer Keyboarding / Speed Building**

Prerequisite: CIS M12 or the ability to type 35 wpm

Class Hours: 3 lab

Emphasizes continued development of speed and accuracy through a programmed series of timings and drills customized to individual needs. Grade based on improvement. May be taken two (2) times for credit. *Applies to Associate Degree.*

**CIS M14 -- 1 Unit**

**10Key Mastery on the Computer**

Prerequisite: None

Class Hours: 0.5 lecture, 1.5 lab

Builds mastery of the numeric keyboard and develops speed and accuracy for data entry as well as spreadsheet and database applications in a work environment. *Applies to Associate Degree.*

**CIS M15 -- 1.5 Units**

**Introduction to the Personal Computer**

Prerequisite: CIS M11

Class Hours: 1 lecture, 1.5 lab

Introduces computer terminology and concepts, emphasizing software installation, computer system expansion, computer purchase, and e-mail/Internet use. May be taken three (3) times for credit. Only offered credit/no-credit. *Applies to Associate Degree.*

**CIS M16 -- 4 Units**

**Introduction to Information Systems**

Prerequisite: None

Recommended Preparation: CIS M11

Class Hours: 3 lecture, 3 lab

Covers history, development and application of information processing systems with emphasis on the microcomputer. It includes an overview of applications of computer programs in solving business programs. Includes hands-on experience in solving problems, design of program logic, and the writing and execution of programs using the Visual Basic language. Also provides hands-on experience with the major microcomputer business applications; word-processing, spreadsheets, and computerized database management. May be taken two (2) times for credit. *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**

Prerequisite: None  
 Recommended Preparation: CIS M15  
 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. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**CIS M18 -- 3 Units**  
**Accounting with QuickBooks**

Prerequisite: BUS M01A  
 Class Hours: 2 lecture, 3 lab

Introduces the use of QuickBooks in a computerized accounting system. Reinforces basic accounting concepts and procedures and their relationship to QuickBooks. Provides extensive hands-on experience including setting up a new company. (Same course as BUS M08.) *Applies to Associate Degree.*

**CIS M19A -- 1 Unit**  
**Spreadsheets in Financial Accounting**

Prerequisite: BUS M01A and CIS M24  
 Corequisite: BUS M01B  
 Class Hours: 3 lab

Introduces the use of spreadsheets in accounting applications. Emphasizes the use of spreadsheet software to record transactions, prepare financial statements and sort/analyze data. Focuses on financial accounting functions such as calculating depreciation, tracking and controlling accounts receivable and inventories, maintaining payroll records and analyzing financial statements. Introduces specialized accounting and finance functions. (Same course as BUS M09A.) *Applies to Associate Degree.*

**CIS M19B -- 0.5 Unit**  
**Spreadsheets in Managerial Accounting**

Prerequisite: Completion of or concurrent enrollment in BUS M09A or CIS M19A and BUS M02C  
 Class Hours: 1.5 lab

Continues the introduction of the use of spreadsheets in accounting applications. Emphasizes the use of spreadsheet software in advanced financial accounting activities and managerial accounting activities such as tracking and analyzing stockholders' equity, amortization schedules for leases and bonds, present and future value calculations, preparation of statement of cash flows, tracking cost of goods manufactured and cost of goods sold, equivalent unit calculations, activity based costing, and cost-volume profit analysis. (Same course as BUS M09B.) *Applies to Associate Degree.*

**CIS M20 -- 1.5 Units**  
**Microsoft Word Part 1**

Class Hours: 1 lecture, 1.5 lab

Introduces Microsoft Word. Topics include creating and editing, fonts and symbols, formatting newspaper columns, spelling and grammar, headers and footers, page numbering, and searching on the Internet. Prepares student for the Microsoft Office User Specialist (MOUS) exam (Core Level). May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**CIS M21 -- 1.5 Units**  
**Microsoft Word Part 2**

Prerequisite: CIS M20  
 Class Hours: 1 lecture, 1.5 lab

Introduces advanced topics in Microsoft Word, including borders and shading; merging documents; sorting text; table and indexes; macros; fill-in forms; and working with clip art. Prepares students for the Microsoft Office User Specialist (MOUS) exam (Expert Level). May be taken three (3) times for credit. *Applies to Associate Degree.*

**CIS M22A/B -- 1 to 3 Units Each**  
**Independent Studies in Information Systems**

Prerequisite: A previous course in Computer Information Systems  
 Class Hours: 0.5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of computer information systems through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**CIS M24 -- 1.5 Units**  
**Microsoft Excel Part 1**

Prerequisite: CIS M17  
 Class Hours: 1 lecture, 1.5 lab

Introduces basics of an electronic spreadsheet, working with Excel's desktop environment. Emphasizes how to enter data, select commands, move the cell cursor around the worksheet, get help, save a worksheet in a workbook file, and print a range of data. Prepares student for the Microsoft Office user Specialist (MOUS) exam (Core Level). May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**CIS M25 -- 1.5 Units**  
**Microsoft Excel Part 2**

Prerequisite: CIS M24  
 Class Hours: 1 lecture, 1.5 lab

Develops advanced spreadsheet tools for managing data and making financial decisions. Emphasizes using macros, database functions, data tables, PivotTable reports, and Report Manager. Prepares student for the advanced level of the Microsoft Office User Specialist (MOUS) exam. May be taken three (3) times for credit. *Applies to Associate Degree, CSU*

**CIS M26A -- 1.5 Units**  
**Microsoft Access I**

Prerequisite: CIS M17  
 Class Hours: 1 lecture/1.5 lab

Introduces designing and building an Access database, using Microsoft Windows. May be taken three (3) times for credit. *Applies to Associate Degree, CSU*

**CIS M26B -- 1.5 Unit**  
**Microsoft Access II**

Prerequisite: CIS M26A  
 Class Hours: 1 lecture, 1.5 lab

Introduces advanced topics in working with Access, including creating advanced queries and custom forms, customizing reports, integrating Access with other programs, working with HTML documents and data access pages, applying Macros, and writing Visual Basic for applications code. Prepares student to pass the Microsoft Office User Specialist Expert-Level Examination. *Applies to Associate Degree, CSU*

**CIS M27 -- 1.5 Units****Microsoft PowerPoint**

Prerequisite: CIS M17

Class Hours: 1 lecture, 1.5 lab

Introduces presentation preparation, using animation, charts, clip art, pictures, shapes and sounds. May be taken three (3) times for credit.

*Applies to Associate Degree.*

**CIS M28 -- 3 Units****Microsoft Office**

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces Microsoft Windows, Word, Excel, and PowerPoint, emphasizing integration features and advanced OLE technology. May be taken three (3) times for credit. *Applies to Associate Degree.*

**CIS M30 -- 1.5 Units****Web Page Design I**

Prerequisite: None

Recommended Preparation: CIS M17

Class Hours: 1 lecture, 1.5 lab

Provides the fundamentals of HTML (HyperText Markup Language) programming to design Web pages, exploring personal Internet and business Intranet environments. *Applies to Associate Degree. Transfer credit: CSU.*

**CIS M31 -- 1.5 Units****Web Page Design II**

Prerequisite: CIS M30

Class Hours: 1 lecture, 1.5 lab

Introduces intermediate concepts of web design using HTML (Hyper Text Markup Language) programming, XML (Extended Markup Language), and CGI (Common Gateway Interface) Scripting. Requires creation of custom Web pages for personal Internet and business Intranet environments. *Applies to Associate Degree.* CSU

**CIS M40 -- 4 Units****Visual BASIC I**

Prerequisite: CIS M16

Class Hours: 3 lecture, 3 lab

Recommended Preparation: CIS M16

Windows programming environment using Visual Basic. Includes an overview of Windows and provides an introduction to Object Oriented, Event driven programming. Topics include 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. CAN: CSCI 6*

**CIS M41 -- 4 Units****Visual BASIC II**

Prerequisites: CIS M40

Recommended Preparation: CIS M16

Class Hours: 3 lecture, 3 lab

Second in a two-course sequence of instruction in programming in a Windows environment using Microsoft Visual Basic. Builds on the understanding of syntax and procedures learned in the first course, requiring the student to develop more complex and advanced programs. Concentrates on more advanced aspects of Visual Basic programming, including: accessing databases with Visual basic, Object Linking and embedding (OLE), creating ActiveX applications, creating custom Visual Basic user controls, etc. *Applies to Associate Degree. Transfer credit: CSU: UC.*

**CIS M50 -- 3 Units****Introduction to Local Area Networks (LAN)**

Prerequisite: None

Recommended Preparation: 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. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**CIS M51 -- 3 Units****Introduction to Novell Client/Server**

Prerequisite: CIS M50

Class Hours: 2.5 lecture, 1.5 lab

Introduces networking using Novell, emphasizing how to log on to a Novell network, map drives, set passwords, configure a Novell Client system, run applications over the network, install and de-install Novell Client software and troubleshoot. Reviews Novell Server issues such as account administration, the Novell file system structure, system optimization, Novell server and workstation installation, security, printing and diagnostics as well as creating users and setting access privileges. Prepares students to take Novell's CNA tests and portions of CNE tests to become Novell certified. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**CIS M52 -- 3 Units****Introduction to Microsoft Windows NT Workstation/Server**

Prerequisite: CIS M50

Class Hours: 2.5 lecture, 1.5 lab

Introduces Microsoft Windows NT, focusing on how to log on to an NT network, map drives, set passwords, and configure an NT workstation. Reviews NT server issues such as account administration, the NT file system structure, system optimization, NT server and workstation installation, security, printing and diagnostics. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU*



**CIS M53 -- 3 Units  
Systems Analysis**

Prerequisites: CIS M16 and a programming class  
Class Hours: 3 lecture

Introduces computer information systems and procedures and offers analysis of various existing business CIS principles and nondata and data systems concepts. *Applies to Associate Degree. Transfer credit: CSU*

**CIS M60AZ -- 1 to 3 Units Each  
Topics in Computers**

Prerequisites: To be determined  
Class Hours: To be determined

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

**Developed topics include:**

**CIS M60C -- 1 Unit  
Internet and WWW I**

Prerequisite: None  
Recommended Preparation: CIS M17  
Class Hours: 0.5 lecture/1.5 lab

Provides a window into the World Wide Web and its abundance of resources. Provides hands-on experience using popular search engines, selecting an Internet provider and using e-mail and File Transfer Protocol. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**CIS M60E -- 1 Unit  
Internet and WWW II**

Prerequisite: CIS M60C or equivalent knowledge of the Internet  
Class Hours: 0.5 lecture/1.5 lab

Expands proficiency in dynamic areas related to the Internet and World Wide Web, including complex search and retrieval strategies, file compression and decompression, browser plug-ins, Internet Relay Chat and teleconferencing. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**CIS M60F -- 1 Unit  
Quicken**

Prerequisite: None  
Recommended Preparation: CIS M17  
Class Hours: 0.5 lecture; 1.5 lab

Introduces financial software package to organize personal finances by setting up electronic checkbook registers for tracking transactions. Includes creating reports and graphs, tracking investments, managing savings and monitoring cash flow. (Same course as BUS M60F.) *Applies to Associate Degree. Transfer credit: UC credit limitations.*

**CIS M61 -- 1 Unit  
Computer Programming Laboratory**

Prerequisite: None  
Corequisite: CIS M22A/B with subject that requires extensive lab work/computer use  
Class Hours: 3 lab

Allows credit for lab experience, when deemed appropriate by the instructor under an Independent Study contract. May be taken two (2) times for credit. Only offered credit/no-credit. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**CIS M80 -- 1 to 4 Units  
Internship in Computer Information Systems**

Prerequisite: Completion of or concurrent enrollment in a course in the discipline.  
Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Computer Network Systems Engineering

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

**IMPORTANT NOTE:** Industry demands seem to change almost daily in this growing field. To keep pace with this growing educational need, Moorpark College continually updates, revises and develops its CNSE curriculum. To see the most accurate listing of the courses available, consult the current semester's Schedule of Classes or explore the options listed online ([www.moorparkcollege.edu](http://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 (805.378-1428).

**Dean**

Rene Rodriguez, Phone (805) 378-1572

**Faculty**

**Full-Time**

Edmond Garcia, Sheila Tan

**Part-Time**

Syed Ahmad, Barry Chapman, Calvin Chow, Mohammed El-Soussi, Charlotte Henshaw, Sewak Khurana, Josif Kurunczi, Brian Lent, Dave Owen, Lachman Sippy, David Teal, Sunil Trivedi, Richard Volpe, Jerry West

**Counselors**

Edna Ingram, Letrisha Mai

**■ Degree and Certificate Options in Computer Network Systems Engineering**

**Associate in Science Degree in Computer Network Systems Engineering**

To earn an Associate in Science Degree with a major in Computer Network Systems Engineering, students complete 40.5 - 45 specified units, plus general education degree requirements (minimum total = 60 units).

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

Required Courses	Units
CNSE M05 ..... Local & Wide Area Network.....	4.0
CNSE M10 ..... Introduction to Telecommunications.....	3.0
CNSE M11 ..... Cisco System Computer Networking 1.....	2.0
CNSE M12 ..... Network Wiring and Cabling.....	3.0
CNSE M13 ..... Internetworking & TCP/IP.....	4.0
CNSE M14 ..... Introduction to Mobile Data/Wireless LAN Technology.....	3.0
CNSE M15 ..... Cisco System Computer Networking 2.....	2.0
CNSE M30 ..... MS Windows Administration.....	3.0
CNSE M31 ..... MS Windows Network Server.....	3.0
CNSE M80 ..... Internship in Computer Systems Networking.....	1.0
EL M18 ..... PC Repair and Upgrade.....	3.0
Math M01 ..... Elementary Algebra.....	5.0
Units from List of RECOMMENDED COURSES.....	4.5 - 5.5
<b>TOTAL</b> .....	<b>40.5-45 Units</b>

**Recommended Courses:** Choose 3 Courses

CNSE M16 ..... Cisco System Computer Networking 3.....	2.0
CNSE M17 ..... Cisco System Computer Networking 4.....	2.0
CNSE M35 ..... SQL Server Administration.....	1.5
CNSE M37 ..... MS Exchange Implementation.....	1.5
CNSE M38 ..... MS Exchange Server.....	1.5
CNSE M39 ..... SQL Server Implementation.....	1.5
CNSE M40 ..... Microsoft Internet Server.....	1.5
CNSE M42 ..... Windows 2000 Active Directory Services.....	3.0
CNSE M43 ..... Windows 2000 Network Infrastructure Administration.....	3.0
CNSE M44 ..... Designing a Windows 2000 Directory Services.....	3.0
CNSE M45 ..... Designing a Windows 2000 Network Infrastructure.....	3.0
CNSE M46 ..... Designing a Windows 2000 Network Security.....	3.0

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

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

**Computer Network Systems Engineering Certificate of Completion**

To earn a Computer Network Systems Certificate of Completion, students complete 44.0 specified units. Nine 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
EL M08 ..... PC Hardware for Novices.....	1.5
EL M18 ..... PC Repair and Upgrade.....	3.0
CNSE M10 ..... Introduction to Telecommunications.....	3.0
CNSE M11 ..... Cisco System Computer Networking 1.....	2.0
CNSE M12 ..... Network Wiring and Cabling.....	3.0
CNSE M13 ..... Internetworking and TCP/IP.....	4.0
CNSE M14 ..... Introduction to Mobile Data/Wireless LAN Technology.....	3.0
CNSE M15 ..... Cisco System Computer Networking 2.....	2.0
CNSE M16 ..... Cisco System Computer Networking 3.....	2.0
CNSE M17 ..... Cisco System Computer Networking 4.....	2.0
CNSE M30 ..... MS Windows Administration.....	3.0
CNSE M31 ..... MS Windows Network Server.....	3.0
CNSE M80 ..... Internship in CNSE.....	1.0
<b>TOTAL</b> .....	<b>44.0</b>

**Basic Network Specialist Certificate of Completion**

To earn a Certificate of Completion as a Basic Network Specialist, students complete 16-17 specified units.

**Required Courses**

	Units
CNSE M05 ..... Local & Wide Area Network.....	4.0
CNSE M10 ..... Introduction to Telecommunications.....	3.0
CNSE M13 ..... Internetworking & TCP/IP.....	4.0
Units from List of RECOMMENDED COURSES.....	3.0-3.5
<b>TOTAL</b> .....	<b>14.0-14.5</b>

**Recommended Courses:** Choose 2 Courses

CNSE M11 ..... Cisco System Computer Networking 1.....	2.0
CNSE M12 ..... Network Wiring and Cabling.....	3.0
CNSE M30 ..... MS Windows Administration.....	3.0

**Cisco System Network Associate Certificate of Completion**

To earn a Certificate of Completion as a Cisco System Network Associate, students complete 8 specified units.

**Required Courses**

	Units
CNSE M11 ..... Cisco System Computer Networking 1.....	2.0
CNSE M15 ..... Cisco System Computer Networking 2.....	2.0
CNSE M16 ..... Cisco System Computer Networking 3.....	2.0
CNSE M17 ..... Cisco System Computer Networking 4.....	2.0
<b>TOTAL</b> .....	<b>8.0</b>

**Windows 2000 Engineering Certificate of Completion (MCSE)**

To earn a Certificate of Completion for Microsoft Engineering Local Area Network, students complete 21 specified units.

CNSE M30 ..... Windows 2000 Administration.....	3.0
CNSE M31 ..... Windows 2000 Network Server.....	3.0
CNSE M42 ..... Windows 2000 Active Directory Services.....	3.0
CNSE M43 ..... Windows 2000 Network Infrastructure Administration.....	3.0
CNSE M44 ..... Designing a Windows 2000 Directory Services.....	3.0
CNSE M45 ..... Designing a Windows 2000 Network Infrastructure.....	3.0
CNSE M46 ..... Designing a Windows 2000 Network Security.....	3.0

**Windows 2000 Administration Certificate of Completion (MCSA)**

To earn a Certificate of Completion for Microsoft Administration Local Area Network, students complete 12 specified units.

CNSE M30 .....	Windows 2000 Administration .....	3.0
CNSE M31 .....	Windows 2000 Network Server .....	3.0
CNSE M43 .....	Windows 2000 Network Infrastructure Administration .....	3.0
CNSE M47 .....	Windows 2000 Network Management .....	3.0

*Note: MCSA Certificate is pending state approval*

**Advanced Network Specialist Certificate of Achievement**

To earn a Certificate of Achievement as an Advanced Network Specialist, students complete 31 specified units.

Required Courses	Units	
EL M18 .....	PC Repair and Upgrade .....	3.0
CNSE M05 .....	Local & Wide Area Network.....	4.0
CNSE M10 .....	Introduction to Telecommunications .....	3.0
CNSE M11 .....	Cisco System Computer Networking 1.....	2.0
CNSE M13 .....	Internetworking & TCP/IP .....	4.0
CNSE M14 .....	Introduction to Mobile Data/Wireless LAN Technology	3.0
CNSE M15 .....	Cisco System Computer Networking 2.....	2.0
CNSE M16 .....	Cisco System Computer Networking 3.....	2.0
CNSE M17 .....	Cisco System Computer Networking 4.....	2.0
CNSE M30 .....	MS Windows Administration.....	3.0
CNSE M31 .....	MS Windows Network Server.....	3.0
CNSE M34 .....	Internet: MS TCP/IP on MS wind. NT .....	1.5
<b>TOTAL .....</b>	<b>31.0</b>	

**Computer Network Systems Engineering Courses**

Criteria for Course Equivalencies is based on recency, textbook version and platform version. Please contact department for further details.

**CNSE M05 -- 4 Units  
Local and Wide Area Network**

Prerequisite: None  
Class Hours: 4 lecture

This is one of the 8 networking fundamental courses in 3Com NetPrep program. Clarifies how Local Area Networks (LANs) are built: what physical cables are used, how those cables are connected, and how hardware platforms (such as servers and workstations) attach to LANs. Also introduces Network Operating System (NOS) software and applications that run on LANs. Cannot receive credit for CNSE M05A/B sequence and CNSE M05. *Applies to Associate Degree.*

**CNSE M05A -- 2 Units  
Local Area Networks**

Prerequisite: None  
Class Hours: 2 lecture

This is one of the 8 networking fundamental courses in 3Com NetPrep program. Clarifies how Local Area Networks (LANs) are built: what physical cables are used, how those cables are connected, and how hardware platforms (such as servers and workstations) attach to LANs. Also introduces Network Operating System (NOS) software and applications that run on LANs. Cannot receive credit for CNSE M05A/B sequence and CNSE M05. *Applies to Associate Degree.*

**CNSE M05B -- 2 Units  
Wide Area Networks**

Prerequisite: None  
Class Hours: 2 lecture

This is one of the 8 networking fundamental courses in 3Com NetPrep program. Clarifies network topics related to wide area networks (WANs), including the telecommunications components and concepts used to build WANs, as well as the protocols used to transport voice and data over a wide area. Cannot receive credit for CNSE M05A/B sequence and CNSE M05. *Applies to Associate Degree.*

**CNSE M10 -- 3 Units  
Introduction to Telecommunications**

Prerequisite: None  
Class Hours: 3 lecture

Introduces voice, data and video communications and an overview of the telecommunications industry. Includes customer premises equipment, switches and private networks, transmission media, fiber optics, T-1 technology, channel banks, switching and signaling, advanced telecommunications services, local area networks, wide area networks, internet, ISDN, personal computing systems, and telecommunication protocols. *Applies to Associate Degree.*

**CNSE M11 -- 2 Units  
Cisco System Computer Networking 1**

Prerequisite: None  
Class Hours: 1.5 lecture, 2.5 lab

First course in four-course series to provide Cisco System hardware certificate training. Builds a foundation for networking training. Explains concepts such as contemporary network services, transmission media, and protocols in LANs and WANs environments. *Applies to Associate Degree.*

**CNSE M12 -- 3 Units  
Network Wiring and Cabling**

Prerequisite: CNSE M10 or equivalent experience  
Class Hours: 2 lecture, 3 lab

Introduces physical layer of networking, providing hands-on experience testing, troubleshooting, and installing network wiring and cabling. *Applies to Associate Degree.*

**CNSE M13 -- 4 Units  
Internetworking and TCP/IP**

Prerequisite: CNSE M05 or CNSE M5A and CNSE M5B  
Class Hours: 4 lecture

This course offers two of the 8 networking fundamental courses in 3Com NetPrep program. Introduces TCP/IP networking architectures and internetworking devices such as bridges, switches, and routers. Includes the use of internetworking components as well as concepts in network management and component selection. *Applies to Associate Degree.*

**CNSE M14 -- 3 Units  
Introduction to Mobile Data/Wireless LAN Technologies**

Prerequisite: CNSE M30 or CNSE M11  
Class Hours: 3 lecture

Reviews potential mobile data and wireless LAN applications, market forecasts, services offered, traffic capacities and bandwidth issues, spectrum allocation, standards, products, and key players. Includes primer on wireless networking, mobile data, wireless spectra, international standards, and wired PCMCIA technology applicable to mobile communications. *Applies to Associate Degree.*

**CNSE M15 -- 2 Units****Cisco System Computer Networking 2**

Prerequisite: CNSE M11

Class Hours: 1.5 lecture, 2.5 lab

This is the second course in a four-course series to provide Cisco System hardware certificate training. Provides classroom and laboratory experience in current and emerging computer networking technology; including intermediate-level instruction in LANs, WANs, and OSI models. Includes IP addressing and router programming. *Applies to Associate Degree.*

**CNSE M16 -- 2 Units****Cisco System Computer Networking 3**

Prerequisite: CNSE M15

Class Hours: 1.5 lecture, 2.5 lab

This is the third course in a four-course series to provide Cisco System hardware certificate training. Provides classroom and laboratory experience in current and emerging computer networking technology, covering LAN switching, VLANs, LAN design, IGRP, and Novel IPX. *Applies to Associate Degree.*

**CNSE M17 -- 2 Units****Cisco System Computer Networking 4**

Prerequisite: CNSE M16

Class Hours: 1.5 lecture, 2.5 lab

This is the fourth course in a four-course series to provide Cisco System hardware certificate training. Provides classroom and laboratory experience in current and emerging computer networking technology, covering Wide Area Networking, WAN design, PPP, ISDN, and Frame Relay. *Applies to Associate Degree.*

**CNSE M30 -- 3.0 Units****MS Windows Administration**

Prerequisite: None

Recommended Preparation: CNSE M05 or CNSE M05A and CNSE M05B or CNSE M10

Class Hours: 3 lecture, 1.0 lab

Provides in-depth, hands-on introduction to Microsoft Windows operating system administration, including creating and administering user and group accounts, network resources security, network printer server set-up and administration, resources and events auditing, and backup procedures. *Applies to Associate Degree.*

**CNSE M31 -- 3.0 Units****MS Windows Network Server**

Recommended Preparation: CNSE M30

Class Hours: 3 lecture, 1.0 lab

Provides in-depth, hands-on introduction to Microsoft Windows Server technical support, including server installation; server environment configuration; and management on system policies, file system, partition, and fault tolerance. It also covers protocols configuration, remote access services implementation, internetworking and intranetworking, and troubleshooting. *Applies to Associate Degree.*

**CNSE M35 -- 1.5 Units****SQL Server Administration**

Prerequisite: CNSE M31

Recommended Preparation: Database relational concepts and SQL commands.

Class Hours: 1 lecture, 1.5 lab

Provides an overview of SQL Server, including installation; upgrading from previous versions; system configuration and architecture; database files; transferring data; web publishing and full-text indexing; backing up databases; restoring databases; logins, user accounts and user roles; permissions and security planning; automating administrative tasks; monitoring and maintaining SQL Server; and planning, setting up, and managing replication. May be taken two (2) times for credit. *Applies to Associate Degree.*

**CNSE M37 -- 1.5 Units****Administering MS Exchange**

Prerequisite: CNSE M30

Class Hours: 1 lecture, 1.5 lab

Provides hands-on introduction to the concept and administration of Microsoft's latest Exchange Server. Includes recipient objects creation and management; exchange server maintenance; public folder creation and management; server backup procedures; server performance monitor and connected sites link monitors configuration. May be taken two (2) times for credit. *Applies to Associate Degree.*

**CNSE M38 -- 1.5 Units****Microsoft Exchange Server - Design and Implementation**

Prerequisite: CNSE 31

Class Hours: 1 lecture, 1.5 lab

Provides in-depth study of Microsoft Exchange Server, focusing on planning and installing Exchange Server; the architecture of Exchange Server; supporting Exchange Server in a single site or multisite enterprise environment; establishing messaging connectivity over the Internet; and supporting Web access to Exchange Server computers through Microsoft Outlook Web Access. May be taken two (2) times for credit. *Applies to Associate Degree.*

**CNSE M39 -- 1.5 Units****SQL Server Implementation**

Prerequisite: CNSE M35

Recommended Preparation: Database relational concepts and SQL commands

Class Hours: 1 lecture, 1.5 lab

Provides an overview of SQL Server and Transact-SQL. Includes creating databases, creating database objects; implementing data integrity; planning and creating indexes; maintaining indexes; querying multiple tables and advanced query techniques; summarizing data; implementing views; managing transactions and locks; working with distributed data; implementing stored procedures; and implementing triggers. May be taken two (2) times for credit. *Applies to Associate Degree.*

**CNSE M40 -- 1.5 Units****Microsoft Internet Server**

Prerequisite: CNSE M31

Class Hours: 1 lecture, 1.5 lab

Provides in-depth, hands-on introduction to installing and maintaining Microsoft's latest Internet Information Server. Includes system administration applications for business intranets, Internet service providers, network administration, electronic commerce, data warehousing and data mart management, data collection and reporting, and enterprise planning. May be taken two (2) times for credit. *Applies to Associate Degree.*

**CNSE M41--1.5 Units****Upgrading to NT Windows 2000**

Prerequisite: CNSE M31

Class Hours: 1 lecture, 1.5 lab

Provides an overview of the Microsoft Windows 2000 platform, including installing Windows 2000; configuring the DNS service; implementing active directory services; administering active directory services; managing desktop environments with group policy; managing software by using group policy; managing file resources; configuring remote access; supporting DHCP and WINS; managing disks; implementing disaster protection; and upgrading a network to Windows 2000. May be taken two (2) times for credit. *Applies to Associate Degree.*

**CNSE M42 -- 3.0 Units****Windows 2000 Active Directory Services**

Prerequisite: CNSE M31 or CNSE M71

Class Hours: 3 lecture, 1 lab

Prepares students to plan configure, and administer Active Directory infrastructure, configure Domain Name System (DNS) to manage name resolution, schema, and replication; to use Active Directory to centrally manage users, groups, shared folders, and network resources, and to administer the user environment and software with group policy; and to implement and troubleshoot security in a directory services infrastructure and monitor and optimize Active Directory performance. One of the four core required courses of Microsoft Windows 2000 Certified Systems Engineer (MCSE) and prepares students for Microsoft exam 70-217. *Applies to Associate Degree.*

**CNSE M43 -- 3.0 Units****Windows 2000 Network Infrastructure Administration**

Prerequisite: CNSE M31 or CNSE M71

Class Hours: 3 lecture, 1 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 2000 network infrastructure. *In addition* provides training required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services. One of the four core required courses of Microsoft Windows 2000 Certified Systems Engineer (MCSE) *and prepares students for Microsoft exam 70-216. Applies to Associate Degree.*

**CNSE M44 -- 3 Units****Designing a Windows 2000 Directory Services Infrastructure**

Prerequisite: CNSE M42 or CNSE M72

Class Hours: 3 lecture, 1 lab

Prepares students to analyze an organization's business and technical requirements and design a Windows 2000 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 2000 Certified Systems Engineer (MCSE) program and prepares students for Microsoft exam 70-219. *Applies to Associate Degree.*

**CNSE M45 -- 3 Units****Designing a Windows 2000 Network Infrastructure**

Prerequisite: CNSE M43 or CNSE M73

Class Hours: 3 lecture, 1 lab

Prepares students to analyze the business and technical requirements of an organization, and how to create a network services design that provides an appropriate solution by using Windows 2000. Evaluate existing designs and recommend solutions to improve the security, availability and performance characteristics of the existing network. Supports the Microsoft Windows 2000 Certified Systems Engineer (MCSE) program and prepares students for Microsoft exam 70-221. *Applies to Associate Degree.*

**CNSE M46 -- 3 Units****Designing Windows 2000 Network Security**

Prerequisite: CNSE M44 or CNSE M74 and CNSE M45 or CNSE M75

Class Hours: 3 lecture, 1 lab

Prepares students to analyze an organization's business and technical requirements and design security for a Windows 2000 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 2000 Certified Systems Engineer (MCSE) program and prepares students for Microsoft exam 70-220. *Applies to Associate Degree.*

**CNSE M47 -- 3 Units****MS Windows 2000 Network Management**

Prerequisite: CNSE M31 or CNSE M71

Class Hours: 3 lecture, 1 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 2000 platform. Also supports the Microsoft Windows 2000 Certified Systems Administrator (MCSA) program and prepares students for Microsoft exam 70-218.

**CNSE M51 -- 4 Units****Cisco Semester 5 – Advance Routing Configuration**

Prerequisite: 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.*

**CNSE M71 -- 2 Units****Windows Professional and Server for the Technical Professional**

Prerequisite: None

Recommended Preparation: 1-year hands-on network administration experience with MS Windows 2000

Class Hours: 2 lecture, 0.5 lab

Designed for students currently working in the field; provides students with the knowledge and skill to install and configure Microsoft Windows operating systems administration on stand-alone and client computers that are part of a workgroup or domain. In addition, provides the skills and knowledge necessary to install and configure Windows operating system to create file, print, Web and terminal servers. Intended for student with one-year network administration experience in a Windows operating system environment. Prepares students for Microsoft exams. *Applies to Associate Degree.*

**CNSE M72 -- 1 Unit****Windows 2000 Active Directory Services for the Technical Professional**

Prerequisite: CNSE M31 or CNSE M71

Recommended Preparation: More than 1-year hands-on network administration experience with MS Windows 2000

Class Hours: 1 lecture, 0.5 lab

Designed for students currently working in the field; provides students with the knowledge and skill to install and configure Microsoft Windows 2000 Active Directory services. Also focuses on implementing Group Policy and performing the Group Policy-related tasks that are required to centrally manage users and computers. Intended for students with one-year network administration experience in a Windows 2000 environment and prepares students for Microsoft exam 70-217. *Applies to Associate Degree.*

**CNSE M73 -- 1 Unit****Windows 2000 Active Directory Services for the Technical Professional**

Prerequisite: CNSE M31 or CNSE M71

Recommended Preparation: More than 1 year of hands-on Windows 2000 networking experience.

Class Hours: 1 lecture, 0.5 lab

Designed for students currently working in the field; prepares students to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows 2000 network infrastructure. Intended for students with one year of network administration experience in a Windows 2000 environment and prepares students for Microsoft exam 70-216. *Applies to Associate Degree.*

**CNSE M74 -- 1 Unit****Designing a Windows 2000 Directory Services Infrastructure for the Technical Professional**

Prerequisite: CNSE M42 or CNSE M72

Recommended Preparation: More than 1 year of hands-on Windows 2000 networking experience.

Class Hours: 1 lecture, 0.5 lab

Designed for students currently working in the field; provides students with the knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization, and then designing an Active Directory structure that meets those needs. Intended for students with more than one year of network administration experience in a Windows 2000 environment and prepares students for Microsoft exam 70-219. *Applies to Associate Degree.*

**CNSE M75 -- 1 Unit****Designing a Windows 2000 Network Infrastructure for the Technical Professional**

Prerequisite: CNSE M43 or CNSE M73

Recommended Preparation: More than 1 year of hands-on Windows 2000 networking experience.

Class Hours: 1 lecture, 0.5 lab

Designed for students currently working in the field; provides students with the information and skills needed to create a networking services infrastructure design that supports the required network applications. Some Microsoft Windows 2000 network solutions require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. In other situations, several technology options exist, such as Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP), to design an IP routing scheme. Intended for students with more than one year of network administration experience in a Windows 2000 environment and prepares students for Microsoft exam 70-221. *Applies to Associate Degree.*

**CNSE M76 -- 1.5 Units****Designing Windows 2000 Network Security for the Technical Professional**

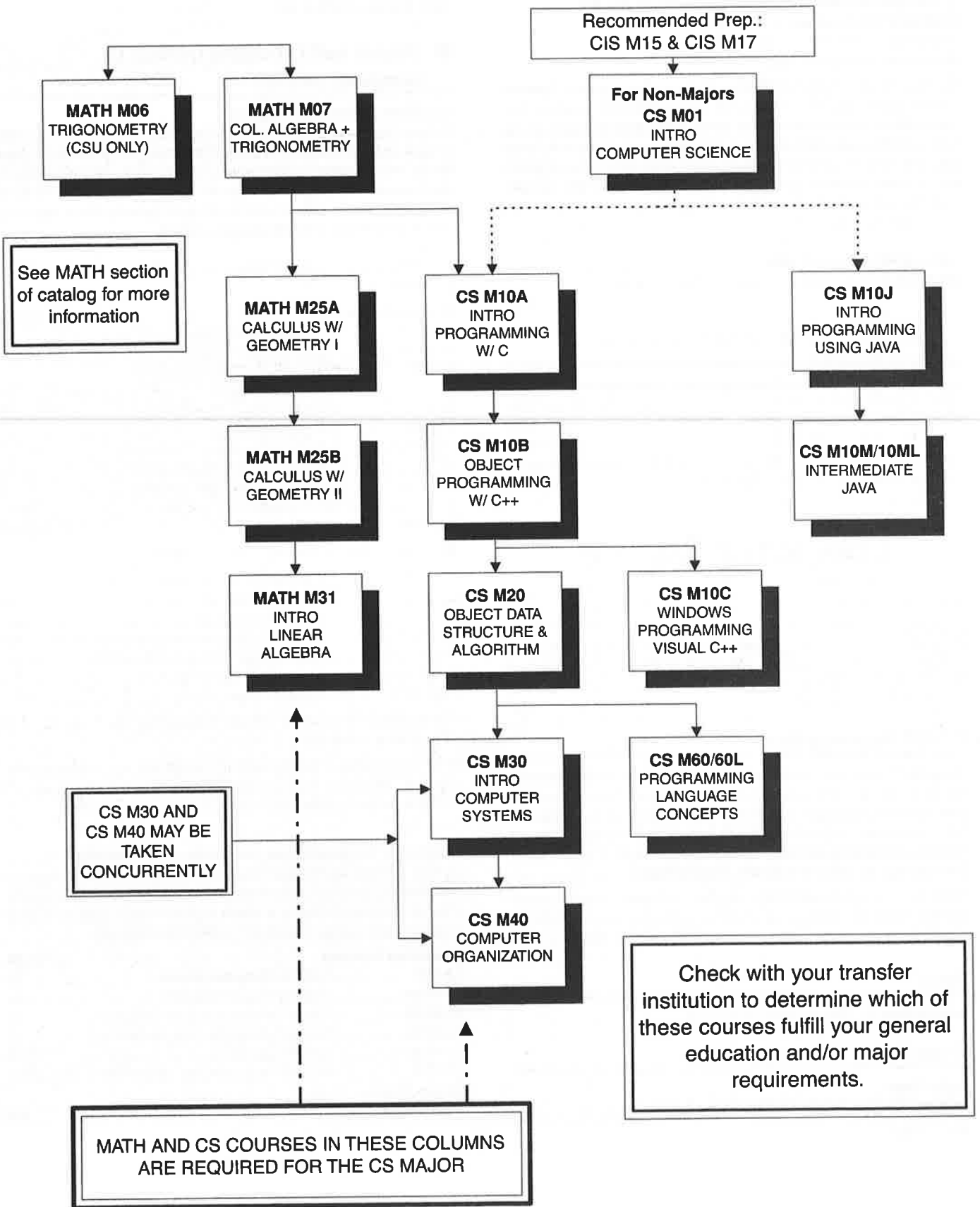
Prerequisite: CNSE M44 or CNSE M74 and CNSE M45 or CNSE M75

Recommended Preparation: More than 1 year of hands-on Windows 2000 networking experience

Class Hours: 1.5 lecture, 0.5 lab

Designed for students currently working in the field; provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows 2000 technologies. Includes how to provide secure access to local network users, remote users and remote offices, between private and public networks, and partners. Intended for students with more than one year of network administration experience in a Windows 2000 environment and prepares students for Microsoft exam 70-220. *Applies to Associate Degree.*

# Sequence of Computer Science Course at Moorpark College



**CNSE M77 -- 1.5 Units**

**MS Windows 2000 Network Management for the Technical Professionals 2 Units**

Prerequisite: CNSE M31 or CNSE M71

Class Hours: 2 lecture/0.5 lab

Provides the knowledge required by System Administrators, Network Administrators, and IT professionals who implement, manage and troubleshoot exiting network and server environments based on the Microsoft Windows 2000 platform. Intended for students with more than one year of network administration experience. Also supports the Microsoft Windows 2000 Certified Systems Administrator (MCSA) program and prepares students for Microsoft exam 70-218. *Applies to Associate Degree.*

**CNSE M80 -- 1 to 4 Units**

**Internship in Computer Systems Networking**

Prerequisite: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Computer Science

Computer Science is concerned with the design, modeling, analysis, and applications of computer-related systems. The Computer Science program at Moorpark College prepares students for further study in Computer Science. It also provides vocational training necessary to understand, design, implement, and use the software and hardware of digital computers and digital systems. See course sequence information and chart on previous page.

### Career Opportunities

Computer Programmer, Applications Engineer, Computer, Microprocessing Technologist, Naval Research Logistics, Process Control Programmer, Research Manager, Computer Service Technician, Computer Lab Technician, Computer Network Analyst Operational, Business Programmer, System Designer, Scientific Programmer, Forms Analyst, Software Analyst, Software Engineer, Systems Analyst

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

### Dean

Rene Rodriguez, Phone (805) 378-1572

### Faculty

**Full-Time**

Christine Aguilera, Martin Chetlen, Sheila Tan

**Part-Time**

John Allred, Thomas Becker, Robert Farrell, Spencer Miles, Craig Reinhart, Vish Vishnawath

**Counselors**

Edna Ingram, Letrisha Mai

### Degree and Certificate Options in Computer Science

**Associate in Science Degree**

To earn an Associate in Science Degree with a major in Computer Science, students complete 41-44 specified units, plus general education degree requirements (minimum total = 60 units). This major has a dual purpose: to prepare students for upper-division course work in Computer Science and to provide technical training for a variety of careers in business, industry, and government.

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

Required Courses	Units
CS M10A..... Programming with C/Lab.....	4.0
CS M10B..... Object-Oriented Prog/C++.....	4.0
CS M20..... Object-Oriented Data Structure & Algorithm Design.....	4.0
CS M30..... Assembly Lang & Digital Design.....	4.0
CS M40..... Computer Architecture.....	3.0
MATH M25A..... Calculus with Analytic Geometry I.....	5.0
MATH M25B..... Calculus with Analytic Geometry II.....	5.0
MATH M31..... Introduction to Linear Algebra.....	3.0
Units from List of RECOMMENDED COURSES.....	6.0-9.0
<b>TOTAL.....</b>	<b>41.0-44.0</b>

**Recommended Courses:** Choose 2 Courses

CS M10C..... Windows Prog/Using Visual C++.....	4.0
CS M10J..... Java Fundamentals.....	4.0
CS M50..... Files and Data Bases.....	3.0
CS M60/M60L..... Concepts of Programming Languages/Lab.....	4.0
MATH M25C..... Calculus with Analytic Geometry III.....	5.0
MATH M35..... Applied Differential Equations.....	3.0
PHIL M09..... Symbolic Logic.....	3.0

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

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

**Computer Programming Certificate of Completion**

To earn a Computer Programming Certificate of Completion, students complete 24 specified units designed for students who have already received an associate degree or above in other subject areas but plan to make a career change to computer software development.

Required Courses	Units
CS M01..... Intro to Computer Science.....	4.0
CS M10A..... Intro to Programming-C.....	4.0
CS M10B..... Object-Oriented Program Using C++.....	4.0
CS M10C..... Windows Program Using Visual C++.....	4.0
CS M10J..... Java Fundamentals.....	4.0
CS M20..... Object-Oriented Data Structures & Algorithm Design Program.....	4.0
<b>TOTAL.....</b>	<b>24.0</b>



### Sample Course Sequence

<u>First Semester</u>	
CS M01 .....	4.0
<u>Second Semester</u>	
CS M10A .....	4.0
<u>Third Semester</u>	
CS M10B .....	4.0
CS M10J .....	4.0
<u>Fourth Semester</u>	
CS M10C .....	4.0
CS M20 .....	4.0

*NOTE: The UC system allows credit for the first 6 courses taken in either Computer Information Systems, Computer Science or some combination.*

### Computer Science Courses

#### CS M01 -- 4 Units

##### Introduction to Computer Science

Prerequisite: None

Recommended Preparation: 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 M02 -- 3 Units

##### Introduction to UNIX and C

Prerequisite: None

Corequisite: CS M02L

Recommended Preparation: Familiarity with computer architecture and at least one high-level programming language

Class Hours: 3 lecture

Introduces UNIX operating system and the C programming language, including vi editor, C shell, shell scripts, and other UNIX utility programs as well as programming concepts and design in C. *Applies to Associate Degree. Transfer credit: CSU, UC*

#### CS M02L -- 1 Unit

##### Introduction to UNIX and C Laboratory

Prerequisite: None

Corequisite: CS M02

Class Hours: 3 lab

Provides hands-on work with Unix and C. Only offered credit/no-credit. *Applies to Associate Degree. Transfer credit: CSU, UC.*

#### CS M03 -- 3 Units

##### Introduction to Computer Hardware and Systems Software

Prerequisite: None

Recommended Preparation: CS M01

Class Hours: 3 lecture

Introduces computer hardware and systems software concepts from the users viewpoint, including computer organization, data representation, operating systems, and systems software design and use. Intended for non-computer science majors. *Applies to Associate Degree. Transfer credit: CSU*

#### CS M10A -- 4 Units

##### Introduction to Programming with C

Prerequisite: MATH M06 or MATH M07

Class Hours: 3 lecture, 3 lab

Introduction to computer programming languages. The basic components, syntax, and semantics of the C programming language are covered. Uses the C computer language to introduce basic programming concepts such as algorithms, data and control structures, debugging, documentation, and structured programming. *Applies to Associate Degree. Transfer credit: CSU; UC (CS M10A combines with CIS M16 or CS M01: maximum credit, 4 units). CAN: CSCI 16.*

#### CS M10B -- 4 Units

##### Object-Oriented Programming Using C++

Prerequisite: CS M10A

Class Hours: 3 lecture, 3 lab

In-depth understanding of the fundamentals of object-oriented programming methodology. Included are such concepts as encapsulation, classes, inheritance, parameterized classes, operator overloading, data hiding, polymorphism, and message passing. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: CSCI 18.*

#### CS M10C -- 4 Units

##### Windows Programming Using Visual C++

Prerequisite: 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 M10J -- 4 Units

##### Introduction to computer Programming Using Java Fundamentals

Prerequisite: MATH M06 or MATH M07

Recommended Preparation: CS M01

Class Hours: 3 lecture, 3 lab

An introduction to computer programming. The basic components, syntax, and semantics of the Java programming language are covered. Uses the Java computer language to introduce basic programming concepts such as algorithms, data and control structures, debugging, documentation, and object-oriented programming. *Applies to Associate Degree. Transfer credit: CSU; UC.*

#### CS M10M -- 3 Units

##### Intermediate Java

Prerequisite: CS M10J

Class Hours: 3 lecture

Clarifies the capabilities of Java. Examines the range of input/output classes, Java specific data structures such as Vectors and Hashtables, and Java thread issues including thread groups, thread states, thread synchronization, deadlock and monitors. Explores Java networking, demonstrates the advantages of built in class's types and content handlers, and examines RMI and serialization to bring out the advantages of using Java in a distributed environment. Also introduces the powerful feature of Java security and Java Database Connectivity (JDBC). Highlights Jini, Java Foundation Classes, and Java Beans. *Applies to Associate Degree. Transfer credit: CSU; UC.*

**CS M10S -- 3 Units****Java Servlets Programming**

Prerequisite: CS M10J or equivalent

Class Hours: 3 lecture

Provides knowledge of using Java servlets through practical application. Emphasizes database connections through Java Database Connectivity (JDBC) and introduces advanced server-side features like Java Server Pages (JSP) which allows the embedding of Java code directly into the HTML. *Applies to Associate Degree. Transfer credit: CSU, UC*

**CS M18 -- 3 Units****Computer Programming FORTRAN**Prerequisites: MATH M05 and MATH M06 or MATH M07

Corequisite: CS M18L

Class Hours: 3 lecture

Introduces the organization of computers using the FORTRAN language and basic programming concepts, including algorithms, data and control structures, debugging, program design, documentation, and structured programming. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: CSCI 4 (CS M18 & M18L)*

**CS M18L -- 1 Unit****Computer Programming Laboratory FORTRAN**

Prerequisite: None

Corequisite: CS M18

Class Hours: 3 lab

Provides hands-on experience in FORTRAN. Only offered credit/no-credit. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: CSCI 4 (CS M18 + M18L).*

**CS M19 -- 3 Units****Software Engineering with Ada**

Prerequisite: None

Corequisite: CS M19L

Recommended Preparation: Knowledge of at least one high-level language

Class Hours: 3 lecture

Introduces concepts in software engineering using Ada. Includes data abstraction and Ada's types, generics, exception handling, packages, tasking and parallel programming. *Applies to Associate Degree. Transfer credit: CSU; UC.*

**CS M19L -- 1 Unit****Software Engineering Laboratory with Ada**

Prerequisite: None

Corequisite: CS M19

Recommended Preparation: Knowledge of at least one high-level language

Class Hours: 3 lab

Provides hands-on experience with Ada. Only offered credit/no-credit. *Applies to Associate Degree. Transfer credit: CSU; UC.*

**CS M20 -- 4 Units****Object-Oriented Data Structure and Algorithm Design**

Prerequisite: 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. CAN: CSCI 24*

**CS M22A/B -- 0.5 to 3 Units Each****Independent Studies in Computer Science**

Prerequisite: A previous course in Computer Science

Class Hours: 0.5 to 3 as arranged

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

**CS M30 -- 4 Units****Introduction to Computer Systems**

Prerequisite: 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. CAN: CSCI 10*

**CS M40 -- 3 Units****Computer Organization**

Prerequisite: 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**

Prerequisite: None

Recommended Preparation: 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 data base 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 -- 3 Units****Concepts of Programming Languages**

Prerequisite: None

Corequisite: CS M60L

Recommended Preparation: Knowledge of at least one high-level language and CS M20

Class Hours: 3 lecture

Introduces basic concepts of programming languages, including syntax, BNF, scope of names, semantics, type checking, and storage management. Compares programming languages, such as Pascal, Ada, FORTRAN, and Lisp. *Applies to Associate Degree. Transfer credit: CSU; UC.*

**CS M60L -- 1 Unit****Concepts of Programming Languages Laboratory**

Prerequisite: None

Corequisite: CS M60

Recommended Preparation: Knowledge of at least one high-level language and CS M20

Class Hours: 3 lab

Provides hands-on experience with programming languages. Only offered credit/no-credit. *Applies to Associate Degree. Transfer credit: CSU; UC.*

**CS M80 -- 1 to 4 Units****Internship in Computer Science**Prerequisite: Completion of or concurrent enrollment in a course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Counseling

Counseling Services provides counseling classes that emphasize career development and student success. Also consider courses under College Strategies.

**Dean**

*Fabienne McPhail-Naples, Phone (805) 378-1448*

**Faculty****Full-Time**

Donna Proske Allyn, Denice Avila, Anitra Evans, Frank Bianchino, Chuck Brinkman, Donald Henderson, Edna Ingram, Mike Johnson, Letrisha Mai, Danita R. Redd, Ofelia Romero-Motlagh

**Part-Time**

Yvette Cruzalegui

**Counselors**

Danita Redd, Anitra Evans, Donna Proske Allyn, Ofelia Romero-Motlagh

**Counseling Courses****COUN M01 -- 1 Unit****Student Success**

Prerequisite: 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, successful relationships and campus student support resources. (Formerly PG M01) *Applies to Associate Degree. Transfer credit: CSU*

**COUN M02 -- 3 Units****Career Development**

Prerequisite: 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. (Formerly PG M02) *Applies to Associate Degree. Transfer credit: CSU.*

**COUN M02A -- 1.5 Units****CD- Choosing a Major and Career**

Prerequisite: 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, and career research, including the Internet. (Formerly PG M02A) [COUN M02A and M02B equals COUN M02]. *Applies to Associate Degree. Transfer credit: CSU.*

**COUN M02B -- 1.5 Units****CD- Job Search**

Prerequisite: None

Class Hours: 1.5 lecture

Reviews decision making process, labor market trends, career research, interviewing skills, resumé and cover letter writing, application completion, job search strategies, including the Internet. (Formerly PG M02B) [COUN M02A and M02B equal COUN M02]. *Applies to Associate Degree. Transfer credit: CSU.*

**COUN M03 -- 0.5 Unit****Orientation**

Prerequisite: None

Class Hours: 0.5 lecture

Introduces academic assessment to guide placement decisions, the College's programs and services, and educational planning with a counselor. Credit/no-credit only. *Applies to Associate Degree.*

**COUN M04 -- 1 Unit****Student Development in Higher Education**

Prerequisite: None

Recommended Preparation: 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. Develops personalized Student Education Plan (SEP). (Formerly PG M04). *Applies to Associate Degree. Transfer credit: CSU.*

**COUN M60AZ -- 1 to 3 Units Each**

**Topics in Counseling**

Prerequisite: To be determined

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Only offered credit/no-credit. *Does not apply toward a degree.*

**Developed topics include:**

**COUN M60A -- 1 Unit**

**Confident Test Taking**

Prerequisite: None

Class Hours: 1 lecture

Introduces problem solving approaches and relaxation techniques to apply during test situations. Develops positive self-image while taking tests. May be taken four (4) times for credit. *Does not apply toward a degree.*

**COUN M60B -- 0.5 Unit**

**Tools for Transfer**

Prerequisite: None

Recommended Preparation: 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 with information about timelines and application processes including essays for applications, applications for financial aid and scholarships, and resources in the Transfer Center, such as on-line articulation information. *Credit/no credit only. Applies to Associate Degree*

## Criminal Justice

Public concern with rising crime rates and the increasing role of law enforcement in public service work has contributed to the growth of criminal justice agencies throughout the nation. There is a broad range of employment opportunities for men and women in all components of the Criminal Justice System. This Criminal Justice Program offers an education to students in the varied aspects of law enforcement, court procedures and corrections. A foundation of knowledge is provided for those interested in becoming competitive candidates for these rewarding and challenging positions.

**Career Opportunities**

Municipal Police Officer, County Deputy Sheriff, State Traffic Officer (CHP), University/College Police Officer, Park Ranger (State/County), Group Supervisor/Counselor, Private Security/Loss Prevention, County Marshall, Court Bailiff, State Police Officer, Border Patrol Agent, Custodial Officer, Private Investigation

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

**Dean**

Judith Gerhart, Phone (805) 378-1402

**Faculty**

**Full-Time**

David Harrington, Leeann Mulville

**Part-Time**

Phil Andersen, John Hoos, James Murphy, Joseph Ruggiero, Michael Sayre, Michael Webb, Jim Whitley

**Counselor**

Michael Johnson

**■ Degree and Certificate Options in Criminal Justice (Occupational)**

**Associate in Science Degree**

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

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

Required Courses	Units
CJ M01 ..... Introduction to Criminal Justice .....	3.0
CJ M02 ..... Concepts of Criminal Law .....	3.0
CJ M03 ..... Community Relations .....	3.0
CJ M04 ..... Legal Aspects of Evidence .....	3.0
CJ M05 ..... Principles/Procedures of the Justice System .....	3.0
CJ M06 ..... Criminal Justice Report Writing .....	3.0
CJ M41 ..... Intro to Probation, Parole and Corrections.....	3.0
Two Courses from the Following 3-Unit Courses.....	6.0
CJ M10 ..... Patrol Procedures	
CJ M11 ..... Criminal Investigation	
CJ M14 ..... Juvenile Procedure	
CJ M18 ..... Narcotics Investigation	
CJ M19 ..... Vice Control	
<b>TOTAL .....</b>	<b>27.0</b>

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

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

**Sample Course Sequence**

First Semester

CJ M01 .....	3.0
CJ M02 .....	3.0

Second Semester

CJ M03 .....	3.0
CJ M05 .....	3.0

Third Semester

CJ M04 .....	3.0
CJ M41 .....	3.0
Course from Listed Options .....	3.0

Fourth Semester

CJ M06 .....	3.0
Second Course from Listed Options.....	3.0

## Criminal Justice Courses

### CJ M01 -- 3 Units

#### Introduction to Criminal Justice

Prerequisite: None  
Class Hours: 3 lecture

Introduces the history and philosophy of criminal justice in America, reviewing system recapitulation; sub-system identification; role expectations and interrelationships; crime, punishment and rehabilitation theories; and ethics, education and training issues. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: AJ 2*

### CJ M02 -- 3 Units

#### Concepts of Criminal Law

Prerequisite: None  
Class Hours: 3 lecture

Introduces historical development and philosophy of law, reviewing constitutional provisions; definitions; classification of crime and their application to the Criminal Justice System; legal research; and study of case law, methodology and concepts of law as a social force. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: AJ 4*

### CJ M03 -- 3 Units

#### Community Relations

Prerequisite: None  
Class Hours: 3 lecture

Explores the interrelationship and role expectations among the various agencies and the public, emphasizing the professional image of the Criminal Justice System and the development of positive relationships between the system and the public. Requires exploration of criminal justice practitioners and their agencies. *Applies to Associate Degree. Transfer credit: CSU; UC*

### CJ M04 -- 3 Units

#### Legal Aspects of Evidence

Prerequisites: CJ M01 and CJ M02  
Class Hours: 3 lecture

Introduces the origin, development, philosophy and constitutional basis of evidence, including constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights. *Applies to Associate Degree. Transfer credit: CSU. CAN: AJ 6*

### CJ M05 -- 3 Units

#### Principles and Procedures of the Justice System

Prerequisite: None  
Class Hours: 3 lecture

Introduces the role and responsibilities of each segment within the Criminal Justice System: law enforcement, judicial, and corrections. Reviews each 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

Prerequisite: None  
Class Hours: 3 lecture

Emphasizes observation and writing skills needed to record crime scenes, emergency response situations, and routine occurrences. Requires accurate, clear, concise, complete and acceptable standard written English appropriate for court presentation. Intended for criminal justice practitioners. *Applies to Associate Degree. Transfer credit: CSU*

### CJ M10 -- 3 Units

#### Patrol Procedures

Prerequisite: None  
Class Hours: 3 lecture

Introduces responsibilities, techniques, and methods of police patrol, including handling of complaints, mechanics of arrest, preliminary investigations, field note taking, and report writing. *Applies to Associate Degree. Transfer credit: CSU*

### CJ M11 -- 3 Units

#### Criminal Investigation

Prerequisites: CJ M01 and CJ M02  
Class Hours: 3 lecture

Introduces fundamentals of investigation including crime scene search and recording; collection and preservation of physical evidence; scientific aids and modus operandi; sources of information; interviews and interrogation; and follow-up and case preparation. *Applies to Associate Degree. Transfer credit: CSU. CAN: AJ 8.*

### CJ M14 -- 3 Units

#### Juvenile Procedure

Prerequisite: None  
Class Hours: 3 lecture

Focuses upon the organization, functions, and jurisdiction of juvenile agencies, including the processing and detention of juveniles; juvenile case disposition; and juvenile statutes and court procedures. *Applies to Associate Degree. Transfer credit: CSU*

### CJ M18 -- 3 Units

#### Narcotics Investigation

Prerequisite: None  
Class Hours: 3 lecture

Reviews identification of marijuana, opiates, dangerous drugs, hallucinogens, and their paraphernalia. Includes principles of identifying and dealing with the "user"; laws and court decisions relating to the offender; fundamentals of search and arrest strategies; report writing and court testimony; and prevention and control of drug abuse within society. *Applies to Associate Degree. Transfer credit: CSU*

### CJ M19 -- 3 Units

#### Vice Control

Prerequisite: None  
Class Hours: 3 lecture

Reviews the knowledge and skill needed to recognize, investigate, and control vice offenders, including gambling, prostitution, liquor, sex offender violations, vice law, and corresponding court procedures. *Applies to Associate Degree. Transfer credit: CSU*

**CJ M22A/B -- 1 to 3 Units Each**  
**Independent Studies in Criminal Justice**

Prerequisite: A previous course in Criminal Justice  
 Class Hours: 1 to 3 as arranged

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

**CJ M41 -- 3 Units**  
**Introduction to Probation, Parole and Corrections**

Prerequisite: None  
 Class Hours: 3 lecture

Introduces legal and practical aspects, practices, and procedures of probation, emphasizing an analysis of rehabilitation and classification criminology methods. *Applies to Associate Degree. Transfer credit: CSU*

**CJ M60AZ -- 1 to 3 Units Each**  
**Topics in Criminal Justice**

Prerequisites: To be determined  
 Class Hours: To be determined

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

**CJ M80 -- 1 to 4 Units**  
**Internship in Criminal Justice**

Prerequisite: Completion or concurrent enrollment in a course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**CJ M89AZ -- 0.5 to 3 Units Each**  
**Institutes in Law Enforcement**

Prerequisites: CJ M01, M02, M03, M04 and M05 (Core) or possession of P.O.S.T. Basic Certificate

Class Hours: As arranged

Series concentrates on specialized law enforcement technology designed for criminal justice personnel. Series only offered credit/no-credit. *Applies to Associate Degree.*

## Dance

People who study in the various specialties of dance (ballet, modern, jazz and tap) may decide on a professional career on stage, television or films. A large number become teachers, either in public school (K-12, community college or university), private school (pre-school and K-12, colleges) as well as public or private centers or studios. The dance program is designed for both the student who wishes to major in dance and the student seeking to experience dance technique classes. The grace, carriage and confidence one gains in dance as well as the physical agility and flexibility are beneficial in all aspects of life. Dance activity classes fulfill the Physical Education requirement for graduation.

### Career Opportunities

Actor/Actress, Agent, Arts and Studio Management, Arts Consultant, Chiropractor, Choreographer, Community Center Leader, Costumer, Dance Critic/Writer, Dance Historian, Dance Teacher, Dancer, Fitness Trainer, Lighting Designer, Masseuse, Movement Consultant, Movement Therapist, Physical Therapist, Recreation Specialist, Sports Trainer, Stage Manager

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

### Dean

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

### Faculty

#### Full-Time

Tracy Douglas

#### Part-Time

Rene Baum, Jill Chadroff, Moonea Choi, Avalon Garrett, Denise Gibson, Margaret Hyun, Joey Lettery, Linda Lewis, Lisa Lock, Sandra Patterson, Dennon Rawles, Sayhber Rawles, Elen Rosa

#### Counselors

Denice Avila, Don Henderson

### ■ Degree and Certificate Options in Dance

#### Associate in Arts Degree

To earn an Associate in Arts Degree with a major in Dance, students complete 27-39 specified units, plus general education degree requirements (minimum total = 60 units). This degree program provides training in four areas of technique: ballet, modern, jazz and tap. Integral parts of the curriculum are practical experience in concert performance and production work as well as a theoretical background in choreography and dance history and appreciation.

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

Required Courses	Units
DANC M01A..... Dance Appreciation .....	3.0
DANC M03..... Dance History .....	3.0
DANC M52..... Children's Dance Theatre .....	3.0
DANC M17, M51A or DANC M55 .....	1.5 or 3.0
Musical Dance Theater, Dance Performance or Ensemble	
Units from RECOMMENDED GROUPS .....	16.5-27.0
<b>TOTAL</b> .....	<b>27.0-39.0</b>

**Recommended Groups:** Complete ALL Units as Specified

**GROUP A** Select 4.5-6 Units from the Following:

DANC M10A..... Ballet I .....	1.5
DANC M10B..... Ballet II .....	1.5
DANC M10C..... Ballet III .....	1.5
DANC M10D..... Ballet IV .....	2.0
DANC M40..... Ballet Variations .....	2.0

**GROUP B** Select 3-6 Units from the Following:

DANC M11A..... Modern Jazz I .....	1.5
DANC M11B..... Modern Jazz II .....	1.5
DANC M11C..... Modern Jazz III .....	1.5
DANC M11D..... Modern Jazz IV .....	2.0
DANC M43..... Jazz Dance Roots .....	2.0

**GROUP C** Select 4.5-6 Unit from the Following:

DANC M12A..... Modern Dance I .....	1.5
DANC M12B..... Modern Dance II .....	1.5
DANC M12C..... Modern Dance III .....	2.0
DANC M12D..... Modern Dance IV .....	2.0
DANC M14A-D..... Choreography, Modern Dance .....	2.0

**GROUP D** Select 1.5-3 Units from the Following:

DANC M13A..... Tap I .....	1.5
DANC M13B..... Tap II .....	1.5
DANC M13C..... Tap III .....	1.5
DANC M13D..... Tap IV .....	2.0

**GROUP E** Select 3-6 Units from the Following:

DANC M20A/B/C..... Free Dance/Improvisation .....	1.5
DANC M30A/B..... Ballroom Dance .....	1.5
DANC M31A/B..... World Dance .....	1.5
DANC M32..... Swing Dance .....	1.5
DANC M33..... Western Line Dance .....	1.5
DANC M60A-Z..... Topics in Dance (as offered) .....	1.0 to 3.0
DANC M80..... Internship in Dance .....	1.0 to 4.0

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

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Most universities require an audition for level placement in technique.

## Dance Courses

### DANC M01A -- 3 Units

#### Dance Appreciation

Prerequisite: None  
Class Hours: 3 lecture

Examines dance through viewing dance performances and through lectures and discussions, focusing on the historical, cultural and artistic developments and factors that influence change in dance. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

### DANC M03 -- 3 Units

#### Dance History

Prerequisite: None  
Class Hours: 3 lecture

Introduces through a sweeping overview of tribal, ethnic, and folk-dance forms the wide-range activity of dance as it has existed throughout the world. Focuses on ballet from its origin in Renaissance Europe to the present as well as twentieth century modern and jazz dance, including the contemporary scene, which is international and eclectic. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

### DANC M10A -- 1.5 Units

#### Ballet I-Fundamentals

Prerequisite: None  
Class Hours: 1 lecture, 2 activity

Introduces basic ballet technique and terminology, including general principles of alignment, centering and posture. Requires exercises at the barre to develop flexibility, strength, control and coordination. Includes resilience and center practice of Port des Bras, simple adage and allegro movements. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

### DANC M10B -- 1.5 Units

#### Ballet II-Beginning

Prerequisite: DANC M10A  
Class Hours: 1 lecture, 2 activity

Introduces new movements and terminology as part of the basic ballet technique, both at the barre and in center, combining basic movements into adage and allegro patterns. Stresses heightened technical skills. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

### DANC M10C -- 1.5 Units

#### Ballet III-Intermediate

Prerequisite: DANC M10B  
Class Hours: 1 lecture, 2 activity

Introduces knowledge and development of intermediate technique both at the barre and in center, concentrating on the discipline of ballet form and the physical abilities necessary to execute movements. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

### DANC M10D -- 2 Units

#### Ballet IV-Advanced

Prerequisite: DANC M10C  
Class Hours: 1 lecture, 3 activity

Expands review of ballet, emphasizing analysis and application of kinesthetic principles to further develop skills, techniques, and physical capabilities. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

### DANC M11A -- 1.5 Units

#### Modern Jazz I-Fundamentals

Prerequisite: None  
Class Hours: 1 lecture, 2 activity

Introduces basic movement skills of modern jazz technique, emphasizing understanding and appreciation of jazz as an artistic dance form. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M11B -- 1.5 Units  
Modern Jazz II-Beginning**

Prerequisite: DANC M11A  
Class Hours: 1 lecture, 2 activity

Develops basic skills of modern jazz technique, emphasizing compositional forms and rhythms that lead to understanding and appreciation of jazz as an artistic dance form. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M11C -- 1.5 Units  
Modern Jazz III-Intermediate**

Prerequisite: DANC M11B  
Class Hours: 1 lecture, 2 activity

Continues introduction of modern jazz, emphasizing style and form as well as increased technical and choreographic skills. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M11D -- 2 Units  
Modern Jazz IV-Advanced**

Prerequisite: DANC M11C  
Class Hours: 1 lecture, 3 activity

Offers advanced review of modern jazz, emphasizing performance for style and form as well as increased technical and choreographic skills. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M12A -- 1.5 Units  
Modern Dance I-Fundamentals**

Prerequisite: None  
Class Hours: 1 lecture, 2 activity

Introduces modern dance as an art form. Reviews the fundamental techniques that develop flexibility, strength, control, coordination, endurance and form as well as the basic principles, evaluation and application of dance composition. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M12B -- 1.5 Units  
Modern Dance II-Beginning**

Prerequisite: DANC M12A  
Class Hours: 1 lecture, 2 activity

Develops basic modern dance skills and techniques, including simple improvisation and composition as well as the understanding of the principles of alignment and motion. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M12C -- 2 Units  
Modern Dance III-Intermediate**

Prerequisite: DANC M12B  
Class Hours: 1 lecture, 3 activity

Expands appreciation of dance as a creative art form. Focuses on modern dance techniques, emphasizing increased flexibility, strength, and coordination. Reviews dance phrase combinations by integrating rhythm, design, dynamics and motivation. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M12D -- 2 Units  
Modern Dance IV-Advanced**

Prerequisite: DANC M12C  
Class Hours: 1 lecture, 3 activity

Continues exploration of modern dance technique, emphasizing performance, composition and choreography. May be taken four (4) times for credit. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M13A -- 1.5 Units  
Tap I-Fundamentals**

Prerequisite: None  
Class Hours: 1 lecture, 2 activity

Introduces some history of tap as well as basic tap techniques and elementary dances, routines and rhythm structures. Develops motor coordination and rhythm. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M13B -- 1.5 Units  
Tap II-Beginning**

Prerequisite: DANC M13A  
Class Hours: 1 lecture, 2 activity

Expands tap dancing techniques, including music theory concepts and syncopated rhythms. Further develops motor coordination and rhythm and expands historical awareness. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M13C -- 1.5 Units  
Tap III-Intermediate**

Prerequisite: DANC M13B  
Recommended Preparation: DANC M11A and DANC M11B  
Class Hours: 1 lecture, 2 activity

Builds on the basic tap vocabulary and techniques introduced and explored previously in levels I (fundamental) and II (beginning). Applies musical theory concepts to the syncopated rhythms of tap dance, providing further development of motor coordination and rhythm. Explores the fusion of tap with other dance techniques. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M13D -- 2 Units  
Tap IV-Advanced**

Prerequisite: DANC M13C  
Recommended Preparation: DANC M11C and DANC M11D  
Class Hours: 1 lecture, 3 activity

Builds on the intermediate tap dance vocabulary and techniques presented in Tap III. Presents complicated rhythms and syncopations to develop a highly proficient degree of motor coordination and rhythm. Emphasizes the individual in choreographing for Tap Dance. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M14A -- 2 Units  
Choreography, Modern Dance-Fundamentals**

Prerequisite: DANC M12B  
Class Hours: 1 lecture, 3 activity

Introduces basic principles and practical applications of dance composition. Focuses on forms of expression; develops space, time and energy into dance; and integrates dance movement technique as a form of expression. Requires solo and small group choreography and improvisations. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*



**DANC M14B -- 2 Units****Choreography, Modern Dance-Beginning**

Prerequisite: Intermediate modern dance class

Class Hours: 1 lecture, 3 activity

Explores dance as a creative art form by integrating dance movement technique as a form of expression to communicate literal and nonliteral themes. Requires solo and small group choreography and improvisations. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M14C -- 2 Units****Choreography, Modern Dance-Intermediate**

Prerequisite: Intermediate modern dance class

Class Hours: 1 lecture, 3 activity

Expands dance as a creative art form, combining movement with the use of music and sound. Requires substantial solo work performed in a concert setting. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M14D -- 2 Units****Choreography, Modern Dance-Advanced**

Prerequisite: Advanced modern dance class

Class Hours: 1 lecture, 3 activity

Expands dance as a creative art form, combining movement with the use of music and sound. Requires substantial solo work performed in a concert setting. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M17 -- 3 Units****Musical Dance Theatre**

Prerequisite: None

Recommended Preparation: DANC M11A, DANC 11B

Class Hours: 9 lab

Introduces a compilation of dances choreographed for performance specific to the American musical in either a complete production of a single musical or as a revue of dance production numbers from two or more musicals. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M20A -- 1.5 Units****Free Dance/Improvisation I**

Prerequisite: None

Recommended Preparation: Concurrent enrollment in modern dance

Class Hours: 1 lecture, 2 activity

Encourages joy of movement, allowing unique and creative expressions in dance. May be taken four (4) times for credit. (Same course as THA M17.) *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M20B -- 1.5 Units****Free Dance/Improvisation II**

Prerequisite: DANC M20A

Class Hours: 1 lecture, 2 activity

Provides creative, free environment and encourages expressive dance movements for enjoyment, communication and performance. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M20C -- 1.5 Units****Free Dance/Improvisation III**

Prerequisite: A beginning dance class

Class Hours: 1 lecture, 2 activity

Encourages creation of appropriate movement responses to express ideas and feelings. Provides various stimulus situations to develop organic, spontaneous dance responses. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M22A/B -- 1 to 3 Units Each****Independent Studies in Dance**

Prerequisite: A previous course in Dance

Class Hours: 0.5 to 3 as arranged

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

**DANC M25 -- 1.5 Units****Adaptive Dance**

Prerequisite: None

Class Hours: 1 lecture, 2 activity

Introduces the basics of a variety of dance forms such as ballet, modern, jazz, tap, ballroom, and world dance including folk, line and square dance to students who are facing physical and cognitive challenges. Encourages responses to music, rhythm, and dance as an opportunity for self-expression of unique abilities and for the development of interpersonal relationships. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M30A -- 1.5 Units****Ballroom I**

Prerequisite: None

Class Hours: 1 lecture, 2 activity

Introduces history, music and fundamental practices of ballroom dancing. Includes basic steps, variations and styling techniques for the fox-trot, swing, waltz, cha-cha, tango, rumba, samba, mambo, polka and selected novelty dances. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M30B -- 1.5 Units****Ballroom II**

Prerequisite: DANC M30A

Class Hours: 1 lecture, 2 activity

Expands expertise in ballroom dancing by reviewing basic steps and increasing styling techniques for the fox-trot, swing, waltz, cha-cha, tango, rumba, samba, mambo, polka and selected novelty dances. Requires attendance at out-of-class dance. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M31A -- 1.5 Units****World Dance, Ethnic Folk Forms I**

Prerequisite: None

Class Hours: 1 lecture, 2 activity

Focuses on understanding and appreciation of ethnic dance skills. Includes experiences in Folk, Square, and Round dancing. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M31B -- 1.5 Units****World Dance, Ethnic Folk Forms II**

Prerequisite: DANC M31A

Class Hours: 1 lecture, 2 activity

Continues study of Folk, Square, and Ethnic dance skills. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M32 -- 1.5 Units****Swing Dance**

Prerequisite: None

Class Hours: 1 lecture, 2 activity

Introduces American Swing Dance in the 20th century, exploring dance vocabulary, dance courtesy, fundamentals of music related to dance and dance history. Includes vintage dance forms as well as current trends. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M33 -- 1.5 Units****Western Line Dance**

Prerequisite: None

Class Hours: 1 lecture, 2 activity

Introduces an overview of Western Line Dance from 1980 to the present, exploring movement theory, dance vocabulary, dance courtesy, fundamentals of music as they relate to dance, and history. Includes vintage dance forms as well as current trends. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M40 -- 2 Units****Ballet Variations**

Prerequisite: DANC M10B

Class Hours: 1 lecture, 3 activity

Continues development of technical skills with emphasis on developing artistic expression through exposure to classical and contemporary variations. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M43 -- 2 Units****Jazz Dance Roots**

Prerequisite: DANC M11C

Class Hours: 1 lecture, 3 activity

Explores the origins and influences of jazz and their effect on the styles and trends of the day. Reviews contributions from international dance companies and dance innovators, including Martha Graham, Jack Cole, Kathryn Dunham, Bob Fosse, Agnes DeMille and Jerome Robbins. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M51A -- 1.5 Units****Dance Performance/Production I**

Prerequisite: Beginning dance class

Recommended Preparation: Concurrent enrollment in dance class

Class Hours: 1 lecture, 2 activity

Introduces and then applies basic elements of production (staging, lighting, publicity, makeup, costumes, set design and construction) through participation in a staged event/dance. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M51B -- 1.5 Units****Dance Performance/Production II**

Prerequisite: DANC M51A

Recommended Preparation: Concurrent enrollment in dance class

Class Hours: 1 lecture, 2 activity

Requires practical involvement in the elements of dance production behind the scenes as well as on stage. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M51C -- 1.5 Units****Dance Performance/Production III**

Prerequisite: Beginning dance class

Recommended Preparation: Concurrent enrollment in another dance class

Class Hours: 1 lecture, 2 activity

Emphasizes practical experience of dance productions, concerts and demonstrations, emphasizing dance as a performing art. Reviews choreography, staging and the production elements of dance. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M51D -- 2 Units****Dance Performance/Production IV**

Prerequisite: Intermediate dance class

Recommended Preparation: Concurrent enrollment in dance class

Class Hours: 1 lecture, 3 activity

Offers practical experience in the many phases of dance productions, concerts and demonstrations. Focuses on dance performance with some review of choreography and staging. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M52 -- 3 Units****Children's Theatre**

Prerequisite: None

Recommended Preparation: DANC M20A or THA M17

Class Hours: 2 lecture, 4 activity

Offers practical experience in the rehearsal and performance of a children's theatre production. Includes both dramatic and movement-based components. May be taken four (4) times for credit. (Same course as THA M52.) *Applies to Associate Degree. Transfer credit: CSU.*

**DANC M55 -- 3 Units****Dance Ensemble**

Prerequisite: None

Class Hours: 9 activity

Focuses on learning repertory choreographed by students, faculty and/or guest artists. Culminates in rehearsal and performance in a formal concert environment. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**DANC M60AZ -- 1 to 3 Units****Topics in Dance**

Prerequisites: To be determined

Class Hours: To be determined

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

**Developed topics include:**

**DANC M60V -- 3 Units**

**Viewing Dance**

Prerequisite: None

Class Hours: 3 lecture

Views a variety of concert dances (live and video): ballet, modern, tap, jazz, and musicals. Encourages critical thinking and heightens appreciation of dance as art form. Choreographers could apply expanded viewpoints to future productions. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC-credit limitations pending*

**DANC M80 -- 1 to 4 Units**

**Internship in Dance**

Prerequisite: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Design

*See Courses in Art, Graphics, and Interior Design*

## Drafting

The Drafting Technology program prepares the student for careers related to mechanical drafting and design, engineering, structural and artistic architecture, and computer animation. Students will be trained in the use of computer aided design (using AutoCAD), as well as conventional drafting machines and instruments. Advanced students will have the opportunity to take 3D and animation courses using the world-renowned computer software 3-D Studio Max. They will then learn to prepare animated scenes for rendering using special effect lighting and surface materials.

### Career Opportunities

Drafter, Architectural Assistant, Construction Assistant, Construction Trades, Building Plan Reader, Civil Engineering Assistant

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

### Dean

Rene Rodriguez, Phone (805) 378-1572

### Faculty

**Full-Time**

Sunni Piquet

**Part-Time**

Tommie Craft, Jamie Crowley, Sylvia Sullivan, Erik Summers

**Counselors**

Edna Ingram, Letrisha Mai, Danita Redd

### ■ Certificate Options in Drafting Technology/CAD

**Drafting Technology/CAD Certificate of Completion**

To earn a Certificate of Completion in Drafting Technology/CAD, students complete 27 specified units.

Required Courses	Units
DRFT M02A..... ComputerAided Drafting I.....	3.0
DRFT M02B..... ComputerAided 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 <u>One</u> of the RECOMMENDED OPTIONS.....	9.0
<b>TOTAL</b> .....	<b>27.0</b>

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

<u>Architectural Option</u> (complete all specified units)	
DRFT M08..... Energy Conservation Code.....	3.0
DRFT M13..... Construction Materials.....	3.0
DRFT M20..... 3D Modeling.....	3.0
or	
<u>Civil Engineering Option</u> (complete all specified units)	
DRFT M06..... Building Site Drafting.....	3.0
DRFT M13..... Construction Materials.....	3.0
GIS M01..... Geographic Information Systems.....	3.0

### Sample Course Sequence

**Architectural Option:**

First Semester

DRFT M03A.....	3.0
DRFT M11.....	3.0
CIS M17 if need experience using Windows or NT.....	1.5

Second Semester

DRFT M03B.....	3.0
DRFT M02A.....	3.0

Third Semester

DRFT M02B.....	3.0
DRFT M08.....	3.0
DRFT M13.....	3.0

Fourth Semester

DRFT M04.....	3.0
DRFT M20.....	3.0

### Sample Course Sequence

**Civil Engineering Option:**

First Semester

DRFT M03A.....	3.0
DRFT M11.....	3.0
CIS M17 if need experience using Windows or NT.....	1.5

Second Semester

DRFT M03B.....	3.0
DRFT M02A.....	3.0

Third Semester

DRFT M02B.....	3.0
DRFT M06.....	3.0
DRFT M13.....	3.0

Fourth Semester

DRFT M04.....	3.0
GIS M01.....	3.0

**AutoCAD Certificate of Completion**

To earn a Certificate of Completion in AutoCAD, students complete 12 specified units.

**Required Courses**

	<b>Units</b>
DRFT M01..... Introduction to Drafting .....	3.0
DRFT M02A..... Computer-Aided Drafting I.....	3.0
DRFT M02B..... Computer-Aided Drafting II .....	3.0
DRFT M20..... 3D Modeling.....	3.0
<b>TOTAL .....</b>	<b>12.0</b>

*NOTE: These courses must be taken in sequential order (one each semester) since after DRFT M01, each is the prerequisite for the next.*

**Transfer Information**

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

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

**Drafting Courses**

**DRFT M01 -- 3 Units**

**Introduction to Drafting**

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces use and care of drafting equipment and instruments, lettering, theory of orthographic projection, pictorial drawings, sketches, and working drawings. *Applies to the Associate Degree. Transfer credit: CSU*

**DRFT M02A -- 3 Units**

**ComputerAided Drafting I**

Prerequisite: DRFT M01

Recommended Preparation: CIS M17 or experience using Microsoft Windows or NT

Class Hours: 2 lecture, 3 lab

Introduces AutoCAD (Computer-Aided Design software). Explores CAD drawing and editing concepts, principles, and commands while preparing technical drawings. May be taken two ((2) times for credit. *Applies to the Associate Degree. Transfer credit: CSU; UC (DRFT M02A and DRFT M02B combined: maximum credit, one course).*

**DRFT M02B -- 3 Units**

**ComputerAided Drafting II**

Prerequisite: DRFT M02A

Class Hours: 2 lecture, 3 lab

Introduces two-dimensional and three-dimensional drawings through exploration of intermediate and advanced functions. May be taken two (2) times for credit. *Applies to the Associate Degree. Transfer credit: CSU; UC (DRFT M02B and DRFT M02A combined: maximum credit, one course).*

**DRFT M03A -- 3 Units**

**Architectural Drafting I**

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces fundamentals of preparing architectural drawings, emphasizing use and care of drafting equipment and instruments, lettering, line work and dimensioning. Focuses on preparing various plan, elevation and sectional views as well as details, sketches, working drawings, orthographic and isometric drawings. Presents basic elements of building requirements and codes. May be taken two (2) times for credit. *Applies to the Associate Degree. Transfer credit: CSU*

**DRFT M03B -- 3 Units**

**Architectural Drafting II**

Prerequisite: DRFT M03A

Class Hours: 2 lecture, 3 lab

Introduces preparation and interpretation of architectural drawings and specifications, emphasizing wood frame construction and application of local planning ordinances, uniform building codes and architectural graphic standards. May be taken two (2) times for credit. *Applies to the Associate Degree. Transfer credit: CSU*

**DRFT M03C -- 3 Units**

**Architectural Drafting III**

Prerequisite: DRFT M03B

Class Hours: 2 lecture, 3 lab

Introduces preparation and interpretation of architectural drawings, emphasizing heavy timber, concrete, masonry, and steel construction. *Applies to the Associate Degree. Transfer credit: CSU*

**DRFT M04 -- 3 Units**

**Architectural CAD**

Prerequisites: DRFT M02B and DRFT M03

Class Hours: 2 lecture, 3 lab

Introduces development of architectural drawings, using computer aided drafting and three-dimensions for a walk-through effect. May be taken two (2) times for credit. *Applies to the Associate Degree. Transfer credit: CSU*

**DRFT M06 -- 3 Units**

**Building Site Drafting**

Prerequisite: DRFT M03A

Class Hours: 2 lecture, 3 lab

Introduces civil engineering drafting, including survey notation, graphic translation of survey notes, grading, site planning and utilities. *Applies to the Associate Degree. Transfer credit: CSU*

**DRFT M08 -- 3 Units**  
**Energy Conservation Code**

Prerequisite: None  
Class Hours: 3 lecture

Introduces requirements and necessary forms regarding Title 24 of the State Energy Code. *Applies to Associate Degree.*

**DRFT M09 -- 3 Units**  
**Fundamentals of Structural Design**

Prerequisites: MATH M01 and DRFT M01  
Class Hours: 3 lecture

Analyzes and designs complete structural calculations for a residential, commercial and industrial buildings. *Applies to Associate Degree. Transfer credit: CSU*

**DRFT M10 -- 3 Units**  
**Construction Cost Estimating**

Prerequisites: MATH M01 and DRFT M01  
Class Hours: 3 lecture

Introduces principles and practices for making quantity surveys and labor estimates on construction projects. Requires three (3) field trips. *Applies to the Associate Degree. Transfer credit: CSU*

**DRFT M11 -- 3 Units**  
**Building Codes**

Prerequisite: None  
Class Hours: 3 lecture

Introduces building codes related to structural, plumbing, heating, air conditioning, and electrical components of buildings constructed in Southern California. *Applies to Associate Degree.*

**DRFT M13 -- 3 Units**  
**Construction Materials**

Prerequisite: None  
Class Hours: 3 lecture

Explores use and application of building materials to the structural composition of modern residential, commercial and industrial buildings. *Applies to Associate Degree.*

**DRFT M14 -- 3 Units**  
**Construction Blueprint Reading**

Prerequisite: None  
Class Hours: 3 lecture

Focuses on reading construction drawings for typical buildings, including wood frame, masonry, concrete and steel construction used in residential, commercial and industrial projects. *Applies to the Associate Degree. Transfer credit: CSU*

**DRFT M20 -- 3 Units**  
**3D Modeling (Computer Animation)**

Prerequisite: None  
Class Hours: 2 lecture, 3 lab

Introduces 3D Studio Max Software, exploring 3D modeling and animation with spatial three-dimensional effects in a Windows NT networked environment. Explores creation, modeling, and modification of a fully mapped and rendered scene complete with lights, cameras, and backgrounds. Requires creation of a basic animation. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**DRFT M21 -- 3 Units**  
**Technical Animation (Computer Animation)**

Prerequisite: DRFT M20  
Class Hours: 2 lecture, 3 lab

Introduces advanced materials and environmental effects of advanced technical animations. Explores the use of motion controllers and track views for editing key frames, pivot points to link objects, Inverse Kinematics to create character animations, and special effects such as space warps, ripples, waves, wind and bombs. Requires creation of a fully mapped and rendered animation complete with lights, cameras, backgrounds, and special effects. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU.*

**DRFT M22A/B -- 1 to 3 Units Each**  
**Independent Studies in Drafting**

Prerequisite: A previous course in Drafting Technology  
Class Hours: 0.5 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 6 units. *Applies to Associate Degree. Transfer credit: CSU.*

**DRFT M30 -- 3 Units**  
**Mechanical Drawing**

Prerequisite: DRFT M01  
Class Hours: 2 lecture, 3 lab

Expands mechanical drawing skills, including complete working drawings; exploded view and assembly drawings; section views, screws and fasteners; and inking and lettering. *Applies to the Associate Degree. Transfer credit: CSU*

**DRFT M32 -- 3 Units**  
**Mechanical Blueprint Reading**

Prerequisite: None  
Class Hours: 3 lecture

Focuses on interpreting mechanical drawings typical of those found in mechanical field theory, including common types of projections, dimensioning principles, and machine standards. Requires creative sketching and blueprint interpretation. *Applies to Associate Degree.*

**DRFT M60A-Z -- 0.5 to 3 Units Each**  
**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**

Prerequisite: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**DRFT M89AZ -- 0.5 to 3 Units Each  
Institutes in Drafting Technology/CAD**

Prerequisite: None

Class Hours: As arranged

Short lecture series emphasizes acquisition of specialized drafting skills through application of appropriate activities. Series only offered credit/no-credit. *Applies to Associate Degree.*

## Economics

The major in economics leads to careers in business or government and offers valuable preparation for various professions including law and journalism. The study of economics provides the opportunity to build a solid foundation for graduate study in either economics or administration.

### Career Opportunities

Economist, Assessor, Financial Planner, Stock Broker, Securities Analyst, Management Trainee, Economic Development Coordinator

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

### Dean

Fabienne McPhail-Naples, Phone (805) 378-1446

### Faculty

#### Full-Time

Rex Edwards, Peter Gucciardo, Robert Herman

#### Part-Time

Deborah Froman, Basil Ibegbulam, Apollo Lupescer

#### Counselors

Susan Izumo, Michael Johnson

### Transfer Information

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

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

### Economics Courses

#### ECON M01 -- 3 Units

##### Principles of MicroEconomics

Prerequisite: None

Class Hours: 3 lecture

Introduces issues of economic policy, especially those related to the efficient use of scarce resources. Develops a method of thinking by investigating and applying the principles of economic inquiry to the consumption, production, and distribution of resources. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ECON 4. IGETC AREA 4*

#### ECON M02 -- 3 Units

##### Principles of MacroEconomics

Prerequisite: None

Class Hours: 3 lecture

Introduces issues of economic policy, related to levels of employment as well as prices and rate of economic growth. Expands application of principles of economic inquiry. Focuses on economic institutions, national income accounting, and policies that influence aggregate economic activity. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ECON 2. IGETC AREA 4*

#### ECON M04 -- 3 Units

##### Economic Development of the United States

Prerequisite: None

Class Hours: 3 lecture

Introduces the evolution of U.S. economic institutions as revealed by economic analyses and quantitative data as well as the application of economics to social change and economic problems. *Applies to the Associate Degree. Transfer credit: CSU; UC*

#### ECON M22A/B -- 1 to 3 Units Each

##### Independent Studies in Internship in Economics

Prerequisite: A previous course in Economics

Class Hours: 1 to 3 as arranged

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

#### ECON M30 -- 3 Units

##### Introduction to Business and Economics

Prerequisite: None

Recommended Prep: ENGL M02 or higher

Class Hours: 3 lecture

Examines basic concepts and functions of business and the application of economic principles to the operation of business. Explores supply and demand, global markets, ethics, entrepreneurship, management, human resources, marketing, accounting, finance, securities markets, and information technology through practical applications. (Same course as BUS M30.) *Applies to the Associate Degree. Transfer credit: CSU; UC*

#### ECON M60AZ -- 1 to 3 Units Each

##### Topics in Economics

Prerequisites: To be determined

Class Hours: To be determined

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

#### Developed topics include:

#### ECON M60A -- 3 Units

##### The USSR in Transition: The Economy

Prerequisite: None

Class Hours: 3 lecture

Explores economic reforms in the Soviet Union. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**ECON M80 -- 1 to 4 Units  
Internship in Economics**

Prerequisite: Completion or concurrent enrollment in a course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Education

Education courses provide an introduction to teaching as a career, exploring the philosophical as well as some of the practical implications of the profession. The courses build a strong foundation for future teachers.

### Career Opportunities

Teacher, Tutor, Learning Center Worker

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

### Dean

Victoria Bortolussi, Phone (805) 378-1405

### Faculty

**Full-Time**

Gwendolyn Alley, Tanya Burke

**Counselor**

Anitra Evans

### Transfer Information

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

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

### Education Courses

**EDU M02 -- 3 Units  
Introduction to Teaching**

Prerequisite: None

Recommended Preparation: ENGL M01A

Class Hours: 3 lecture

Designed to provide students with the fundamental knowledge and the understanding of the American educational enterprise, especially problems in urban multicultural schools. Concepts and methods from the fields of sociology, philosophy, and the politics of education are used to gain knowledge of, understand, and analyze the current conditions of American schools and to evaluate selected proposals/models for reform. A minimum of 20 hours of observation and participation in a multicultural school and community setting is required. *Applies to Associate Degree. Transfer credit: CSU; UC*

**EDU M03 -- 4 Units  
Teaching Field Experience**

Prerequisite: None

Corequisite: Completion of or concurrent enrollment in EDU M02

Recommended Preparation: ENGL M01A

Class Hours: 1 lecture; 9 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). It is the purpose of this class to provide 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. Must meet safety and health clearance standards for public school, field experience placement. May be taken a maximum of two (2) times for credit (Students repeating the course will be placed at a different grade level). *Applies to Associate Degree. Transfer credit: CSU; UC pending.*

## Electronics Technology

In today's world of high technology, many jobs and careers in business, industry, education and government require various degrees of familiarity with electronics, especially given the increased use of microcomputers in most areas. Even for those not pursuing a career in Electronics Technology it would prove beneficial to acquire some knowledge of electronics. This Electronics Technology program gives a foundation in electronics with an emphasis in communications and microcomputers.

### Career Opportunities

Automobile Electronics Technician, Communications Technician, Electronics Assembly Supervisor, Electronics Maintenance Technician, Electronics Metrology Technician, Electronics Troubleshooter, Field Service Representative, Instrumentation Technician, Numerical Control Technician, Test Equipment Technician, Computer Repair, Computer Technician, Electronics Assembly, Electronics Sales, Electronics Technician, Microwave Technician, Robotics Technician

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

**Dean**

Floyd Martin, Phone (805) 378-1459

**Faculty**

**Part-Time**

Mark Kopitz, Ben Mallard, Leonard Zakas, Patricia Zakas

**Counselors**

Edna Ingram, Danita Redd

**■ Degree and Certificate Options in Electronics Technology (Occupational)**

**Associate in Science Degree**

**Electronics Technology Certificate of Achievement**

To earn an Electronics Technology Certificate of Achievement and/or an Associate in Science Degree with a major in Electronics Technology, students complete 23 specified units; those seeking the degree also complete general education degree requirements (minimum total = 60 units).

Required Courses	Units
EL M10/M10L* ... Passive Circuits/Lab .....	4.0
EL M16/M16L ..... Analog Circuits/Lab .....	4.0
EL M17/M17L ..... Digital Circuits/Lab .....	4.0
EL M18 ..... PC Repair and Upgrade .....	3.0
EL M21 ..... Microprocessors and Microcomputers .....	2.0
EL M23 ..... PSpice: Circuit Analysis .....	2.0
EL M25 ..... LabVIEW: Data Acquisition/Instrument .....	2.0
EL M27 ..... Microcomputer Applications .....	2.0
<b>TOTAL</b> .....	<b>23.0</b>

\*Students with no prior electronics experience should consider taking EL M01/M01L prior to or concurrent with EL M10/EL M10L

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

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

**Sample Course Sequence**

First Semester	
EL M10/M10L .....	4.0
EL M16/M16L .....	4.0
Second Semester	
EL M17/M17L .....	4.0
EL M18 .....	3.0
Third Semester	
EL M21 .....	2.0
EL M23 .....	2.0
Fourth Semester	
EL M27 .....	2.0
EL M25 .....	2.0

**Associate in Science Degree in Network Engineering (Occupational)**

**Network Engineering Certificate of Achievement**

Network Engineering options offer a solid technical background that includes analog and digital electronics (EL: Electronics Technology), and DOS and Windows (CIS: Computer Information Systems). To earn a Network Engineering Certificate of Achievement or an Associate in Science Degree with a major in Network Engineering, students complete 30 specified units; those seeking the Degree also complete Moorpark College general education degree requirements (minimum total = 60 units).

Required Courses	Units
CIS M17..... Intro to Windows .....	1.5
CNSE M11 ..... Cisco Systems Computer Networking I .....	1.5
CNSE M20 ..... NetWare 5 Administration.....	2.0
CNSE M21 ..... NetWare 5 Advanced Administration .....	2.0
CNSE M23 ..... IntranetWare: Integrating Windows NT .....	2.0
EL M10/M10L ..... Passive Circuits/Lab .....	4.0
EL M16/M16L ..... Analog Circuits/Lab .....	4.0
EL M17/M17L ..... Digital Circuits/Lab.....	4.0
EL M18..... PC Repair and Upgrade .....	3.0
EL M21 ..... Microprocessors and Microcomputers.....	2.0
EL M23 ..... PSpice: Circuit Analysis .....	2.0
EL M27 ..... Microcomputer Applications.....	2.0
<b>TOTAL</b> .....	<b>30</b>

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

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

**Sample Course Sequence**

First Semester	
CIS M17.....	1.0
EL M10/M10L .....	4.0
EL M16/M16L .....	4.0
Second Semester	
EL M17/M17L .....	4.0
EL M18 .....	3.0
Third Semester	
L M21 .....	2.0
EL M23 .....	2.0
CNSE M11 .....	1.5
CNSE M20 .....	2.0
Fourth Semester	
EL M27 .....	2.0
CNSE M21 .....	2.0
CNSE M23 .....	2.0

**Electronics Technology Courses**

**EL M01 -- 3 Units**

**Introduction to Electronics**

Prerequisite: MATH M01 or one year of high school algebra  
Class Hours: 3 lecture

Introduces basic concepts and theory of electronics, including applications to business, science, industry and entertainment. Reviews electron theory to microcomputers, emphasizing passive and active devices, amplifiers, oscillators and digital circuits. *Applies to Associate Degree.*



**EL M01L -- 1 Unit**

**Introduction to Electronics Laboratory**

Prerequisite: Completion of or concurrent enrollment in EL M01  
Class Hours: 3 lab

Provides hands-on experience, emphasizing the practical use of electronic parts, circuit bread boarding and measurement equipment.

*Applies to Associate Degree.*

**EL M02 -- 3 Units**

**Introduction to Microprocessors**

Prerequisite: None  
Class Hours: 3 lecture

Introduces operation and application of the microprocessor, including numbering systems and basic logic building blocks; partitioning and architecture; interfacing and interface devices; the TTY, CRT, keyboard, and cassette loader; and programming and microprocessor applications. Course stresses 8080 microprocessor. *Applies to Associate Degree.*

**EL M08 -- 1.5 Units**

**PC Hardware for Novices**

Prerequisite: None  
Class Hours: 2.5 lecture, 1.5 lab for 8 weeks

Introduces the IBM compatible personal computer and how its individual features and components work as part of the complete system. Requires work with PC components, the Internet and basic DOS operations. May require a four-hour weekend field trip. May be taken two (2) times for credit. *Applies to Associate Degree.*

**EL M10 -- 3 Units**

**Passive Circuits**

Prerequisites: Previous experience in electronics or concurrent enrollment in EL M01/M01L  
Corequisite: EL M10L  
Class Hours: 3 lecture

Introduces main passive components of electronic circuits, including resistors, capacitors, and inductors. Reviews AC and DC circuits, noting their variation with temperature, current, and electronic environment as well as their reliability and manufacturing methods. *Applies to Associate Degree.*

**EL M10L -- 1 Unit**

**Passive Circuits Laboratory**

Prerequisite: None  
Corequisite: EL M10  
Class Hours: 3 lab

Provides hands-on experience, measuring AC and DC circuits, including electrical potential and currents (magnitude and phase) as a function of frequency and environmental factors (temperature, current, voltage humidity and aging) on passive devices. *Applies to Associate Degree.*

**EL M16 -- 3 Units**

**Analog Circuits**

Prerequisite: None  
Corequisites: EL M10/M10L, EL M16L or equivalent electronics work experience  
Class Hours: 3 lecture

Analyzes active electronic devices such as diodes, transistors, FETs and op-amps. Reviews DB, gain, frequency response and feedback. *Applies to Associate Degree.*

**EL M16L -- 1 Unit**

**Analog Circuits Laboratory**

Prerequisite: None  
Corequisite: EL M16  
Class Hours: 3 lab

Provides hands-on experience with building circuits through individual projects. *Applies to Associate Degree.*

**EL M17 -- 3 Units**

**Digital Circuits**

Prerequisites: EL M01/M01L or equivalent electronics work experience  
Corequisite: EL M17L  
Class Hours: 3 lecture

Introduces main digital logic functions (AND, OR and other gates; Flip-flops; counters; and decoders) and their applications (stopwatches, frequency counters, and digital oscilloscopes). *Applies to Associate Degree.*

**EL M17L -- 1 Unit**

**Digital Circuits Laboratory**

Prerequisites: EL M01/M01L or equivalent electronics work experience  
Corequisite: EL M17  
Class Hours: 3 laboratory

Provides hands-on experience building circuits through the design and construction of individual projects, such as digital clock, stopwatch, and hardware logic that control a microwave. Builds on individual needs. *Applies to Associate Degree.*

**EL M18 -- 3 Units**

**PC Repair and Upgrade**

Prerequisite: EL M08 or equivalent experience  
Class Hours: 2.5 lecture, 1.5 lab

Designed for those needing advanced knowledge and skills to repair/upgrade personal computers. Introduces major operating systems and uses DOS commands to demonstrate basic PC operations. Reviews history of computing, types of processors, motherboards, cache, floppy drives, hard drives, video cards, monitors, modems, printers and scanners, internal operations, alternative operating systems, programming internet options and networking. Provides option to prepare for national A+ Computer Repair Certification exams. Field trips may be required. May be taken two (2) times for credit. *Applies to Associate Degree.*

**EL M20 -- 3 Units**

**Communication Electronics**

Prerequisites: EL M16/M16L  
Class Hours: 3 lecture

Introduces modern communication devices and systems, covering analog and digital communications, antennas, transmission lines, fiber optics and microwaves as well as various modulation and demodulation techniques. *Applies to Associate Degree.*

**EL M20L -- 1 Unit**

**Communication Electronics Laboratory**

Prerequisites: EL M16/M16L  
Corequisite: EL M20  
Class Hours: 3 laboratory

Provides hands-on experience constructing, testing and troubleshooting principles of communication electronics. *Applies to Associate Degree.*

**EL M21 -- 2 Units**

**Microprocessors and Microcomputers**

Prerequisites: EL M17/M17L or equivalent electronics work experience  
Class Hours: 1 lecture, 3 lab

Introduces microprocessors and applications, including typical programming techniques, I/O functions and interface. Discusses the Intel (80x86) line of microprocessors and implements simple programs. *=Applies to Associate Degree.*

**EL M22A/B -- 0.5 to 3 Units Each**

**Independent Studies in Electronics**

Prerequisite: A previous course in Electronics Technology  
Class Hours: 0.5 to 3 as arranged

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

**EL M23 -- 2 Units**

**PSpice: Circuit Analysis**

Prerequisites: CIS M15 or CIS M17 and EL M10/M10L and EL M16/M16L or equivalent work experience  
Class Hours: 1 lecture, 3 lab

Provides computer simulation methods in electronics utilizing PSpice. Covers the basics of creating the circuits using all the passive devices (resistors, capacitors, inductors, transistors, FETs, operational amplifiers, etc.). Emphasizes AC network analysis, including passive filters and Fourier analysis. May be taken four (4) times for credit. *Applies to Associate Degree.*

**EL M24 -- 2 Units**

**Diagnostics, Trouble Shooting and Repair**

Prerequisites: EL M16/M16L and EL M17/M17L  
Class Hours: 1 lecture, 3 lab

Introduces basic procedures and methods used in troubleshooting typical electronic equipment. Emphasizes systematic approach applied to analog and digital circuits. Provides hands-on experience with troubleshooting principles. *Applies to Associate Degree.*

**EL M25 -- 2 Units**

**LabVIEW: Applications**

Prerequisites: CIS M17 and EL M8 or EL M18  
Class Hours: 1 lecture, 3 lab

Introduces object-oriented data-acquisition and process-control system, emphasizing practical applications such as temperature control and sound digitization. Allows individual access to software. LabVIEW short for Laboratory Virtual Instrument Engineering Workbench. *Applies to Associate Degree.*

**EL M27 -- 2 Units**

**Microcomputer Applications**

Prerequisites: EL M16/M16L and EL M21  
Class Hours: 1 lecture, 3 lab

Introduces modern applications of microcomputers in science, engineering, and industry, focusing mainly on hardware but also some software. Includes I/O procedures for the serial and parallel ports, RS232C, IEEE488, process control, measurement techniques, numeric control, and microprocessor development. *Applies to Associate Degree.*

**EL M28 -- 3 Units**

**Industrial Electronics**

Prerequisites: EL M17/M17L and EL M21  
Class Hours: 3 lecture

Introduces modern electronics in industry, covering electrical power systems, transformers, motors, actuators, and switches as well as various electronic circuits that control/actuate electromechanical devices such as power supplies, transducers, optoelectronic devices, computer control, and robotics. *Applies to the Associate Degree. Transfer Credit: CSU.*

**EL M28L -- 1 Unit**

**Industrial Electronics Laboratory**

Prerequisite: Concurrent enrollment in EL M28  
Class Hours: 3 lab

Provides hands-on experience with building, testing, and repairing modern industrial electronics circuits. Studies basic principles of process control through construction and operation of control electronics hardware. *Applies to the Associate Degree. Transfer credit: CSU*

**EL M29 -- 1 Unit**

**Industrial Seminar**

Prerequisites: EL M16/M16L and EL M17/M17L  
Class Hours: 1 lecture

Introduces various aspects of the electronics industry through series of guest lecturers. Topics include recent advancements in electronics, job placement, resume writing, job interviews, and working in the industrial environment. *Applies to Associate Degree.*

**EL M30 -- 3 Units**

**Broadcast Engineering Certification**

Prerequisites: EL M16/M16L and EL M17/M17L or equivalent electronics work experience  
Class Hours: 3 lecture

Introduces aspects of electronics, communications, regulations and engineering technology to pass the certification exam in broadcast engineering. Certification issued to those who pass test. *Applies to Associate Degree.*

**EL M31 -- 3 Units**

**Telephone and Wire Communication Certification**

Prerequisites: EL M16/M16L and EL M17/M17L or equivalent electronics work experience  
Class Hours: 3 lecture

Introduces aspects of electronics, communications, regulations and engineering technology to pass the certification exam in non-radiating technology given by the National Association of Radio and Telecommunications Engineers. Certification issued to those who successfully complete course. *Applies to Associate Degree.*

**EL M80 -- 1 to 4 Units**

**Internship in Electronics**

Prerequisite: Completion or concurrent enrollment in a course in the discipline.  
Class Hours: 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 Internship Office: Call (805) 378-1536. *May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

Electronics Technology

**EL M89AZ -- 0.5 to 3 Units Each  
Institutes in Electronics**

Prerequisite: None  
Class Hours: As arranged  
Short lecture series develops appropriate electronics abilities and skills, emphasizing specialized knowledge in a particular segment of electronics. Series only offered credit/no-credit. Applies to Associate Degree.

**American Vacuum Society**

Electronics students can receive technical information to solve electronics problems by using the technical information exchange of the American Vacuum Society (AVS) BBS. Call (805) 378-1400, ext. 1780 for the BBS telephone number. The BBS is on line 24 hours/day, 2400/1200 baud, N81.

**Engineering**

The field of engineering is a particularly broad one that offers several areas in which to specialize. The lower division course work described below provides basic preparation for any of these choices.

**Career Opportunities**

Mechanical Engineer, Chemical Engineer, Civil Engineer, Electrical Engineer, Water Quality Engineer, Nuclear Engineer, Environmental Engineer, Sanitary Engineer, Process Engineer, Hydraulic Engineer, Project Engineer, Geotechnical Engineer, Systems Engineer, Computer Engineer, Stationary Engineer, Aerospace Engineer, Biomedical Engineer, Industrial Engineer, Manufacturing Engineer, Metallurgical Engineer, Mining Engineer, Naval Engineer, Petroleum Engineer, Plastics Engineer, Astronautical Engineer, Structural Engineer, Traffic Engineer, Electronic Systems Engineer, Automotive Engineer, Robotics Engineer, Artificial Intelligence Engineer, Military Pilot

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

**Dean**

Floyd Martin, Phone (805) 378-1459

**Faculty**

**Part-Time**

Robert Ayer, Hadi Darejeh, Michael Mitchell

**Counselors**

Edna Ingram, Letrisha Mai

**Degree and Certificate Options in Engineering**

**Associate in Science Degree in Engineering**

To earn an Associate in Science Degree with a major in, students complete 46 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper division course work for advanced degrees in Engineering offered by four-year institutions. Since the course work in engineering is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in engineering. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

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 M16 or ENGR M20/M20L	
Engineering Statics/Strength of Materials or Electrical Engineering Fundamentals/Lab.....	4.0
MATH M25A..... Calculus with Analytic Geometry I.....	5.0
MATH M25B..... Calculus with Analytic Geometry II.....	5.0
MATH M25C..... Calculus with Analytic Geometry III.....	5.0
PHYS M20A/M20AL..... Mechanics of Solids and Fluids/Lab.....	5.0
PHYS M20B/M20BL..... Electricity and Magnetism/Lab.....	5.0
PHYS 20C/20CL... Wave Motion, Heat, Optics, Modern Physics/Lab..	5.0
<b>TOTAL</b> .....	<b>46.0</b>

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

**Sample Course Sequence**

<b>First Semester</b>	
CHEM M01A.....	6.0
ENGR M04.....	3.0
MATH M25A.....	5.0
<b>Second Semester</b>	
ENGR M12.....	3.0
MATH M25B.....	5.0
PHYS M20A/M20AL.....	5.0
<b>Third Semester</b>	
ENGR M16*.....	4.0
MATH M25C.....	5.0
PHYS M20B/M20BL.....	5.0
<b>Fourth Semester</b>	
ENGR M20/M20L*.....	4.0
PHYS M20C/M20CL.....	5.0

\* This degree requires either ENGR M16 or ENGR M20/M20L

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

## Engineering Courses

### ENGR M04 -- 3 Units

#### Engineering and Design/CAD

Prerequisite: DT M01 or one year of high school drafting  
Class Hours: 2 lecture, 3 lab

Introduces engineering as a profession by exploring systematic design techniques, written communication, and makeup of the various engineering programs. Requires extensive use of computer-aided drafting software and completion of design project. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 2*

### ENGR M12 -- 3 Units

#### Engineering Materials

Prerequisites: CHEM M01A and PHYS M20A/M20AL  
Class Hours: 3 lecture

Introduces engineering properties of materials, applying basic principles of the atomic and crystal structure of solids to the study of properties as well as to the selection and use of engineering materials. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 4*

### ENGR M16 -- 4 Units

#### Engineering Statics and Strength of Materials

Prerequisites: PHYS M20A/M20AL  
Class Hours: 4 lecture

Covers vector algebra, equivalent force systems, free body diagrams and equilibrium, structural mechanics, behavior of deformable solids, stress and strain tension, compression, flexure, torsion, beams, columns, statically indeterminate problems, multi-axial stresses, and theories of strength. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 8*

### ENGR M20 -- 3 Units

#### Electrical Engineering Fundamentals

Prerequisite: PHYS M20B  
Corequisites: ENGR M20L, MATH M35  
Class Hours: 3 lecture

Introduces theory and analysis of electrical circuits, including the operational amplifier, circuit theorems, dc circuits, forced and natural responses of simple circuits, sinusoidal steady state analysis and the use of a standard computer-aided circuit analysis program. Reviews power, energy, impedance, phasors, and frequency response. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 6 (ENGR M20 & M20L)*

### ENGR M20L -- 1 Unit

#### Electrical Engineering Fundamentals Laboratory

Prerequisite: PHYS M20BL  
Corequisite: ENGR M20  
Class Hours: 3 lab

Provides hands-on experience in passive and active electrical circuits, reinforcing electrical engineering concepts. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 6 (ENGR M20 & M20L)*

### ENGR M22A/B -- 0.5 to 3 Units Each

#### Independent Studies in Engineering

Prerequisite: A previous course in Engineering  
Class Hours: 0.5 to 3 as arranged

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

### ENGR M80 -- 1 to 4 Units

#### Internship in Engineering

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Engineering Technology

With emphasis on practical skills, the Engineering Technology courses provide training for technicians, engineers and other employees who need to upgrade their skills to remain current in high technology areas. Additional courses will be developed in response to the needs of industry.

### Career Opportunities

Laser Technician, Fiber Optic Technician, Fiber Optic Installer, ElectroOptic Technician, Research Technician, \*ElectroOptical Sales Specialist

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

### Dean

Floyd Martin, Phone (805) 378-1459

### Faculty

#### Full-Time

Clinton Harper

#### Part-Time

Hadi Darejeh

#### Counselor

Edna Ingram

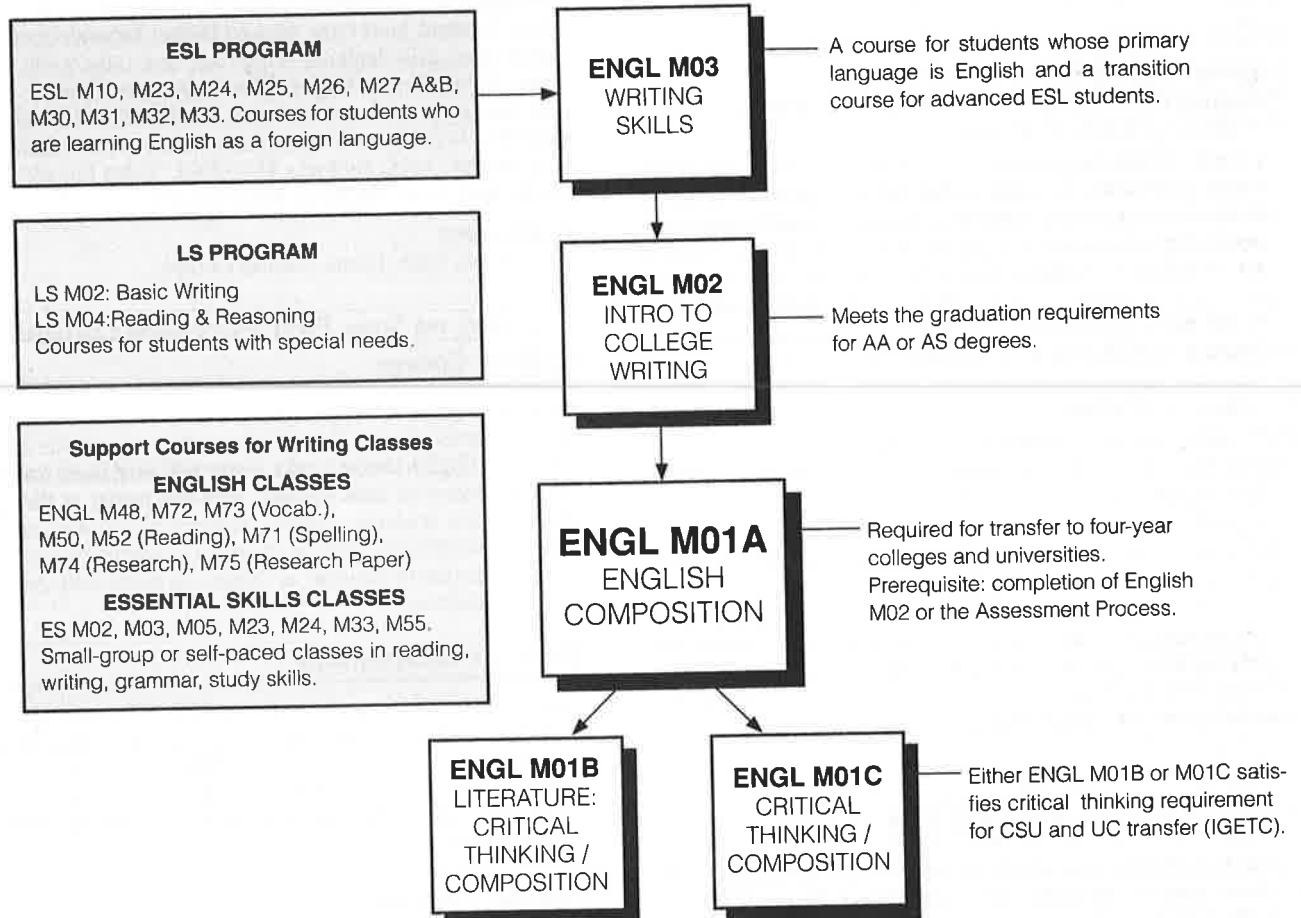
### Transfer Information

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

# Sequence of English Courses

To determine your best starting point in this course sequence, you should:

1. Attend a Planning, Assessment, Student Orientation (PAS) session.  
Call (805) 378-1428 to schedule an appointment.
2. Read the English Self-Placement Guide, available in the Assessment and Counseling offices and online at [http://www.moorparkcollege.edu/assess/english\\_test.html](http://www.moorparkcollege.edu/assess/english_test.html).
3. Meet with a counselor. Call (805) 378-1428 for an appointment.



## ADVANCED ENGLISH COURSES

ENGL M05 ..... Radio/Television Script Writing  
 ENGL M10A/B ..... Creative Writing  
 ENGL M11 ..... Report and Technical Writing  
 ENGL M13A/B ..... Major American Writers I & II  
 ENGL M14 ..... Study of Poetry  
 ENGL M15A/B ..... Survey of English Literature I & II  
 ENGL M17 ..... Shakespeare  
 ENGL M18 ..... The Modern American Novel  
 ENGL M19 ..... Introduction to the Short Story  
 ENGL M20 ..... Study of Drama  
 ENGL M21 ..... Contemporary Novels  
 ENGL M25 ..... Play Writing

ENGL M29A/B ..... Bible as Literature, Old & New Testaments  
 ENGL M30/31 ..... Masterpieces of World Literature I & II  
 ENGL M33 ..... Modern European Fiction  
 ENGL M40 ..... Children's Literature  
 ENGL M43 ..... American-Jewish Literature  
 ENGL M44 ..... Women in Literature  
 ENGL M45 ..... Hispanic-American Literature  
 ENGL M46 ..... African-American Literature  
 ENGL M47 ..... Magazine Editing  
 ENGL M60B ..... Short Stories of Isaac Bashevis Singer  
 ENGL M60C ..... Short Stories of Bernard Malamud

## Engineering Technology Courses

### ET M10 -- 2 Units

#### Introduction to Lasers and Fiber Optics

Prerequisite: MATH M03 or two years of high school algebra  
Class Hours: 1.5 lecture, 1.5 lab

Offers comprehensive introduction to theory, operation and applications of lasers, fiber optics and associated instrumentation. Emphasizes hands-on activities and practical applications. *Applies to Associate Degree.*

### ET M20 -- 2 Units

#### Introduction to Robotic Technology

Prerequisite: PHYS M10A or one year of high school physics  
Class Hours: 1.5 lecture, 1.5 lab

Introduces robotic technology, emphasizing hands-on, practical industrial applications. Includes mechanical and electrical aspects of robot design, interfaces and integration, sensors, computer control and programming, application case studies, robot economics and future trends. Provides on-campus robotics lab. Reviews more advanced topics such as underwater robotics, robotic rovers, robots in hazardous environments, machine vision, artificial intelligence, and medical applications. *applies to Associate Degree.*

### ET M80 -- 1 to 4 Units

#### Internship in Engineering Technology

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 3 to 16.5 work experience hours

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## English

The study of English offers a basic understanding of writing skills and an appreciation of literature. This exploration of the possibilities of language in the human experience is a vital foundation for all learning. The more practical skills offered by a study English effective reading, writing and thinking are useful tools, applicable to all classes and careers. *See a course sequence chart on the previous page.*

### Career Opportunities

Editor for House Publications, Copywriter, Journalist, Library Reference Worker, Television Writer, Technical Writer, Publicist, Researcher, Copy Editor, Program Developer, Civil Service Positions, Executive Assistant, Manager Trainee, Scenario Writer, Legal Aide, Report Writer, Proofreader, Novelist, Playwright, Biographer, Story Writer, Magazine Writer, Poet, Public Relations Worker

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

### Dean

Inajane Nicklas, Phone (805) 378-1443

(Moorpark College Catalog 2002-03)

## Faculty

### Full-Time

Barbara Baker, Jeffrey Baker, David Lischman, David Birchman, Gillian Dale, Bona Dillon, Hugo Ekback, Norman Garber, Anne Kairschner, Diana Lopez, Judith Ramos, Hart Schulz, Pamela Sheridan, Sydney Sims, Nils Slattum, Tracy Tennenhouse

### Part-Time

Sidney Adler, Gwendolyn Alley, Erland Anderson, Dale Alan Bailes, Kimmerly Brady, Jeffrey Brown, Marcella Casilli, Brian Coley, Jimmy Crawford, Janet Cross, Michael DeGees, Deborah Dixon, Patrick Egan, Kelly Faulkner, Shaista Gill, Beth Gillis-Smith, Bobbie Harris, Thomas Hughes, Jorai Hunter, John Hynes, Clive Leeman, Jerry Mansfield, Donna Marsh, Andrea Marzell, Jacqueline Meisel, Chris Murphy, James Nelesen, Lisa Pedicini, Mary Petersen, Linda Pohlman, Jeri Pollock, Mahta Rosenfeld, Sandra Rayl, Shant Shahojian, Melva Vlaming

### Counselors

Anitra Evans, Susan Izumo, Michael Johnson

## Deciding on Your First Moorpark College English Course

The English Self-Placement Guide, available from the Counseling Desk in the Administration Building, helps each student decide on the best entry-level English course to take, given individual needs and abilities. Effective placement saves students' time and money as they progress through their academic careers. Students can make a counseling appointment (805.378-1428) or attend an Orientation Session (schedule available in current Schedule of Classes) to receive help making this important decision.

## Transfer Information

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

## English Courses

### ENGL M01A -- 4 Units

#### English Composition

Prerequisite: ENGL M02 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. *Applies to the Associate Degree. Transfer credit: CSU; UC (ENGL M01A and ENGL M01AH combined: maximum credit, one course). CAN: ENGL 2. IGETC AREA 1A*

## English

**ENGL M01AH -- 4 Units****Honors: English Composition**

Prerequisite: 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. *Applies to the Associate Degree. Transfer credit: CSU; UC (ENGL M01AH and ENGL M01A combined: maximum credit, one course). CAN: ENGL 2; ENGL SEQ A (ENGL M01A+M01B). IGETC AREA 1.*

**ENGL M01B -- 3 Units****Literature: Critical Thinking/Composition**

Prerequisite: ENGL M01A

Class Hours: 3 lecture

Emphasizes critical thinking and writing skills in close textual analysis of issues and themes in fiction, poetry and drama as well as in non-fictional literature and literary criticism. Reviews deductive and inductive reasoning, recognition and avoidance of logical fallacies, and relationships between language and meaning. Emphasizes detailed critical analysis. *Applies to the Associate Degree. Transfer credit: CSU; UC (ENGL M01B and ENGL M02BH combined: maximum credit, one course). CAN: ENGL 4; ENGL SEQ A (ENGL M01A+M01B). IGETC AREAS 1B, 3*

**ENGL M01BH -- 3 Units****Honors Literature: Critical Thinking and Composition**

Prerequisite: ENGL M01A with grade of B or better

Class Hours: 3 lecture

Emphasizes critical thinking and writing skills in close textual analysis of issues and themes in fiction, poetry, and drama as well as in non-fictional literature and literary criticism. Reviews deductive, and inductive reasoning, recognition and avoidance of logical fallacies, and relationships between language and meaning. Emphasizes detailed critical analysis. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. *Applies to the Associate Degree. Transfer credit: CSU; UC (ENGL M01BH and ENGL M01B combined: maximum credit, one course). CAN: ENGL 4; ENGL SEQ A (ENGL M01A+M01B). IGETC AREA 1B*

**ENGL M01C -- 3 Units****Critical Thinking and Composition**

Prerequisite: ENGL M01A

Class Hours: 3 lecture

Develops work in advanced levels of critical thinking, reading, and writing. Focuses on the development of logical reasoning as well as analytical and argumentative writing skills. *Applies to the Associate Degree. Transfer credit: CSU; UC (ENGL M01C and ENGL M01CH combined: maximum credit, one course). IGETC AREA 1B*

**ENGL M01CH -- 3 Units****Honors: Critical Thinking and Composition**

Prerequisite: ENGL M01A with a grade of B or better

Class Hours: 3 lecture

Develops work in advanced levels of critical thinking, reading, and writing. Focuses on the development of logical reasoning as well as analytical and argumentative writing skills. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. *Applies to the Associate Degree. Transfer credit: CSU; UC (ENGL M01CH and ENGL M01C combined: maximum credit, one course). IGETC AREA 1B*

**ENGL M02 -- 3 Units****Intro to College Writing**

Prerequisite: None

Class Hours: 3 lecture

Introduces college-level writing, emphasizing clear central ideas, coherent development, reasoned conclusions, variety of sentence structures, and freedom from basic grammar and punctuation errors. Stresses college-level reading. *Applies to Associate Degree.*

**ENGL M03 -- 3 Units****Writing Skills**

Prerequisite: None

Class Hours: 3 lecture, 2 lab

Involves intensive practice in developing ideas, making clear statements and organizing information at the level of the paragraph. Emphasizes grammar, spelling, vocabulary building, sentence structure and composing strategies for short writings. Requires word processing in a computer lab. May be taken two (2) times for credit. *Does not apply toward a degree.*

**ENGL M05 -- 3 Units****Radio/Television Script Writing**

Prerequisite: ENGL M01A

Class Hours: 3 lecture

Develops skills in the analysis and preparation of news, commercials, program formats, public service announcements, and dramatic scripts including situation comedy, made-for-television movie, continuing dramatic series, and theatrically released motion picture. (Same course as RT M05.) *Applies to the Associate Degree. Transfer credit: CSU*

**ENGL M10A -- 3 Units****Creative Writing**

Prerequisite: ENGL M01A

Class Hours: 3 lecture

Workshop format. Concentrates on the techniques of writing fiction and poetry through the production of original works followed by discussion and analysis. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 6*

**ENGL M10B -- 3 Units****Creative Writing**

Prerequisite: ENGL M10A

Class Hours: 3 lecture

Introduces advanced study of literary forms, emphasizing prose and poetry through practice, discussion and analysis. May be taken two (2) times for credit. *Applies to the Associate Degree. Transfer credit: CSU; UC*

**ENGL M11 -- 3 Units**  
**Report and Technical Writing**

Prerequisite: ENGL M01A  
 Class Hours: 3 lecture

Provides extensive practice writing proposals, memoranda, letters, technical reports, and technical manuals. Demands complete and accurate writing, demonstrating situational analysis, appropriate structuring, careful research and documentation, and incorporation of data and graphics. *Applies to the Associate Degree. Transfer credit: CSU*

**ENGL M13A -- 3 Units**  
**Major American Writers I**

Prerequisite: ENGL M01A  
 Class Hours: 3 lecture

Introduces American writing from the colonial era to the end of the Civil War, emphasizing works of major writers in their literary, historical and cultural contexts. Includes such authors as Bradstreet, Taylor, Franklin, Poe, Melville and Whitman. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 14; ENGL SEQ C (ENGL M13A+M13B). IGETC AREA 3*

**ENGL M13B -- 3 Units**  
**Major American Writers II**

Prerequisite: ENGL M01A  
 Class Hours: 3 lecture

Introduces American writing from the post Civil War period to the present, emphasizing works of major writers in their literary, historical and cultural contexts. Includes such authors as Twain, James, Hemingway, Faulkner and Wright. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 16; ENGL SEQ C (ENGL M13A+M13B). IGETC AREA 3*

**ENGL M14 -- 3 Units**  
**Study of Poetry**

Prerequisite: ENGL M01A  
 Class Hours: 3 lecture

Introduces the study of poetry, emphasizing imagery, figurative language, symbolism, rhythm and diction. Examples drawn from American and British poetry. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

**ENGL M15A -- 3 Units**  
**Survey of English Literature I**

Prerequisite: ENGL M01A  
 Class Hours: 3 lecture

Surveys major works of British literature from the Anglo-Saxon period to the end of the 18 century in their literary, historical and cultural contexts. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 8; ENGL SEQ B (ENGL M15A+M15B). IGETC AREA 3*

**ENGL M15B -- 3 Units**  
**Survey of English Literature II**

Prerequisite: ENGL M01A  
 Class Hours: 3 lecture

Surveys major works of British literature from the romantic period to the present in their literary, historical and cultural contexts. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 10; ENGL SEQ B (ENGL M15A+M15B). IGETC AREA 3*

**ENGL M17 -- 3 Units**  
**Shakespeare**

Prerequisite: ENGL M01A  
 Class Hours: 3 lecture

Surveys several plays, including romantic comedies, histories, tragedies, and "problem plays". Discusses works of Shakespeare in their social context. Introduces the sonnets. Includes lectures, discussions, and critical papers. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

**ENGL M18 -- 3 Units**  
**The Modern American Novel**

Prerequisite: ENGL M01A  
 Class Hours: 3 lecture

Introduces representative novels by prominent American authors from the post-Civil War period to the present, emphasizes the unique literary contributions of major modern American novelists such as Crane, Chopin, James, Hemingway, Steinbeck, and Ellison. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

**ENGL M19 -- 3 Units**  
**Introduction to Short Story**

Prerequisite: ENGL M01A  
 Class Hours: 3 lecture

Introduces form and content of short stories, emphasizing critical reading and analysis of selected American and European literary examples. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

**ENGL M20 -- 3 Units**  
**Study of Drama**

Prerequisite: ENGL M01A  
 Class Hours: 3 lecture

Introduces the study of drama in its historical, cultural, and biographical context. Plays studies will range from ancient Greek tragedy to the Theatre of the absurd. Emphasis will be on analysis and developing sound critical judgment. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

**ENGL M21 -- 3 Units**  
**Contemporary Novels**

Prerequisite: ENGL M01A  
 Class Hours: 3 lecture

Reviews post-World War II novels, emphasizing their relevance, innovation, style, and literary value. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

**ENGL M22A/B -- 1 to 3 Units Each**  
**Independent Studies in English**

Prerequisite: A previous course in English  
 Class Hours: 1 to 3 as arranged

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



**ENGL M25A -- 3 Units****Play Writing**

Prerequisite: None

Recommended Preparation: THA M02A, THA M15A, ENGL M01A

Class Hours: 3 lecture

Develops writing skills for the theatre with possible opportunity for production. (Same course as THA M21A.) *Applies to the Associate Degree. Transfer credit: CSU*

**ENGL M25B -- 3 Units****Play Writing**

Prerequisite: ENGL M25A

Recommended Preparation: THA M02A, THA M15A, ENGL M01A

Class Hours: 3 lecture

Focuses on the development of advanced writing projects for the theater, with the possible opportunity for production. (Same course as THA M21B.) *Applies to the Associate Degree. Transfer credit: CSU*

**ENGL M29A -- 3 Units****The Bible as Literature (Old Testament)**

Prerequisite: None

Class Hours: 3 lecture

Introduces the 39 books of the Old Testament and the Old Testament Apocrypha through lecture, reading, and discussion. It 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 the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

**ENGL M29B -- 3 Units****The Bible as Literature (New Testament)**

Prerequisite: 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 the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

**ENGL M30 -- 3 Units****Masterpieces of World Literature I**

Prerequisite: ENGL M01A

Class Hours: 3 lecture

Surveys representative authors from the time of Homer to the Renaissance, with intensive study of selected masterpieces from the Ancient, Medieval, and Renaissance eras. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

**ENGL M31 -- 3 Units****Masterpieces of World Literature II**

Prerequisite: ENGL M01A

Class Hours: 3 lecture

Surveys representative authors for the 18<sup>th</sup> century to the Modern period, with intensive study of selected masterpieces from the 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup> centuries. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

**ENGL M33 -- 3 Units****Modern European Fiction**

Prerequisite: ENGL M01A

Class Hours: 3 lecture

Introduces major modern European fiction, including such authors as Dostoyevsky, Tolstoy, Flaubert, Camus, Hesse, Gogol, Gide, Babel, and Mann. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

**ENGL M40 -- 3 Units****Children's Literature**

Prerequisite: None

Recommended Preparation: ENGL M01A

Class Hours: 3 lecture

Introduces children's literature, focusing on its literary aspects. Includes discussion and literary analysis of the specific features, historical development, basic genres and kinds (fairy tale, fantasy, picture book, adventure story, and contemporary realistic fiction) of children's literature. Covers classics from the golden age of children's literature (1846 to 1908), 20. century picture books, poetry, and contemporary books for elementary and middle grade readers. *Applies to the Associate Degree. Transfer credit: CSU*

**ENGL M43 -- 3 Units****American-Jewish Literature**

Prerequisite: None

Recommended Preparation: ENGL M01A

Class Hours: 3 lecture

Introduces literature of American-Jewish authors with an emphasis on the 20. century. Discusses the works as literature and as a reflection of the Jewish experience in America. Includes works by such writers as Roth, Odets, Singer, Malamud, Bellow, Paley, Ozick, Goodman, Ginsberg, Rich, and others. Reviews essential literary terms and concepts necessary for meaningful discourse about literature. *Applies to Associate Degree. Transfer credit: CSU; UC IGETC AREA 3*

**ENGL M44 -- 3 Units****Women in Literature**

Prerequisite: ENGL M01A

Class Hours: 3 lecture

Explores images of women and perspectives on women's experience works chosen from a variety of genres: song and poetry; diaries, letters and essays; short stories and novels; and drama and film. Includes male as well as female authors and works of different historical periods and countries. *Applies to the Associate Degree. Transfer credit: CSU; UC IGETC AREA 3*

**ENGL M45 -- 3 Units****Hispanic-American Literature**

Prerequisite: ENGL M01A

Class Hours: 3 lecture

Offers cross-cultural analytical examination of Hispanic-American literature, emphasizing the influence of culture on each author's perception. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

*Latino/a  
Literature*

**ENGL M46 -- 3 Units****African American Literature**

Prerequisite: ENGL M01A

Class Hours: 3 lecture

Introduces historical and critical analysis of African American literature, emphasizing an understanding of the Black Experience as embodied in American writing. Includes readings from the 19. and 20. centuries. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

**ENGL M47 -- 2 Units Literary Magazine Publication**

Prerequisite: None

Corequisite: ENGL M47L

Recommended Preparation: ENGL M01A

Class Hours: 2 lecture

Provides instruction in editing and publication of *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. May be taken one (1) time for credit. *Applies to the Associate Degree. Transfer credit: CSU*

**ENGL M47L -- 1 Unit****Literary Magazine Publication Lab**

Prerequisite: Completion of or concurrent enrollment in ENGL M47

Recommended Preparation: ENGL M01A

Class Hours: 3 lab

Provides practical experience in editing and producing literary manuscripts for publication in *The Moorpark Review*, a creative arts magazine, and in other types of student writing projects in a variety of formats. May be taken two (2) times for credit. *Applies to the Associate Degree. Transfer credit: CSU*

**ENGL M48 -- 3 Units****Word Power**

Prerequisite: None

Class Hours: 3 lecture

Develops listening, speaking, reading, and writing vocabularies by developing word analysis and vocabulary expansion skills. Includes study of Greek and Latin roots, prefixes, suffixes, synonyms, antonyms, diction, word origins, contextual clues, and college-level and professional vocabularies. Focuses on individual progress. *Applies to the Associate Degree.*

**ENGL M50 -- 3 Units****Academic Reading and Study Skills**

Prerequisite: None

Class Hours: 3 lecture

Introduces academic reading skills, emphasizing comprehension, speed, study skills, vocabulary development, awareness of current events, goal setting, and time management. *Applies to Associate Degree.*

**ENGL M52 -- 3 Units****Speed and Power Reading**

Prerequisite: None

Class Hours: 3 lecture

Teaches college-level reading with an emphasis on speed, with a goal of 200-800 words per minute. Strategies to improve comprehension and retention, to adjust reading rates to the material, to increase vocabulary, to master study skills, and to think interactively with the reading material will be covered. *Applies to Associate Degree. Transfer credit: CSU.*

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**ENGL M60AZ -- 1 to 3 Units Each****Topics in English**

Prerequisites: To be determined

Class Hours: To be determined

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

**Developed topics include:****ENGL M60A -- 3 Units****The Poetry of Chaucer**

Prerequisite: ENGL M01A

Class Hours: 3 lecture

Introduces the major works of Chaucer, *The Canterbury Tales* and *Troilus and Criseide*, as well as minor poems. Examines Chaucer's language and literary techniques, in class discussion and critical essays. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**ENGL M60B -- 1 Unit****The Short Stories of Isaac Bashevis Singer**

Prerequisite: None

Recommended Preparation: ENGL M01A, M01B, M01C, or M43

Class Hours: 1 lecture

Examines universal themes (chaos and order, freedom and constraint, faith and skepticism, etc.) in the short stories of Isaac Bashevis Singer, Nobel Prize Laureate. Examines the relationship between form and meaning in these stories and provides practice in the use of various critical approaches for the analysis of the short story for both oral and written presentations. *Applies to Associate Degree. Transfer credit: CSU, pending. UC*

**ENGL M60C -- 1 Unit****The Short Stories of Bernard Malamud**

Prerequisite: None

Recommended Preparation: ENGL M01A, or M43

Class Hours: 1 lecture

Examines themes and style in the short stories of Bernard Malamud including the relationship between form and meaning in these stories. Provides practice in the use of various critical approaches for the analysis of the short story for both oral and written presentations. *Applies to Associate Degree. Transfer credit: CSU, pending. UC*

**ENGL M71 -- 1 Unit****Spelling**

Prerequisite: 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 toward a degree.*

**ENGL M72 -- 1 Units****Vocabulary Level I**

Prerequisite: 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 toward a degree.*

# Sequence of English as a Second Language (ESL) Courses

If English is not your first language, you may follow this sequence to develop proficiency in English. To determine the best level and classes for you, please take the ESL assessment, at a Planning, Assessment, Student Orientation (PAS) session.

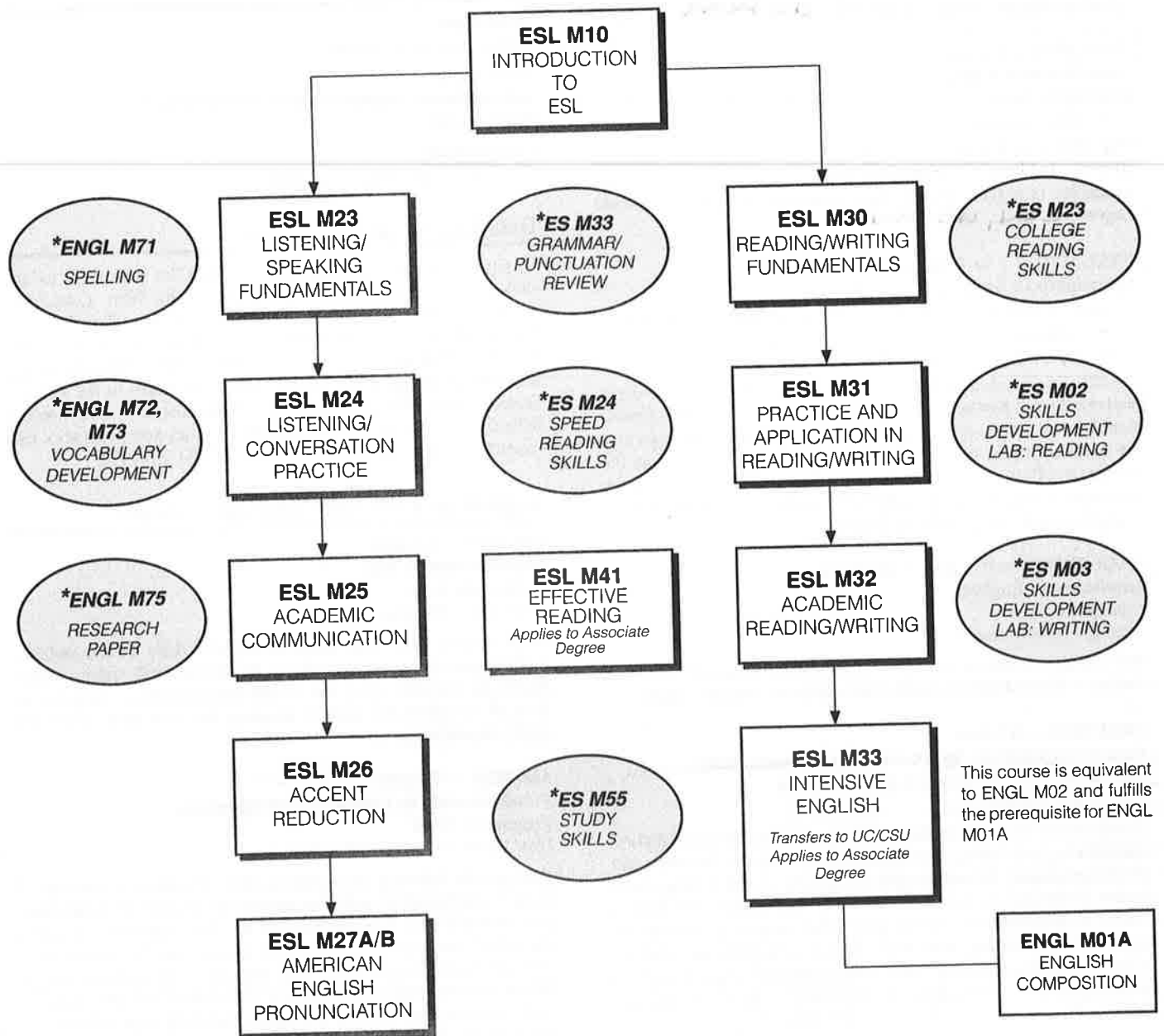
For details and assessment dates, or call (805) 378-1427.

## The 20 Series Courses Develop Skills in:

- Understanding spoken English
- Speaking English in various situations
- Pronunciation, Accent Reduction

## The 30 Series Courses Develop Skills in:

- Understanding and interpreting readings in English
- Writing paragraphs and essays



\* These .5 to 1 unit English and Essential Skills (ES) classes support the ESL classes.

**ENGL M73 -- 1 Unit  
Vocabulary Level 1**

Prerequisite: 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**

Prerequisite: 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 as LIB M01) *Applies to Associate Degree. Transfer credit: CSU. UC Pend*

**ENGL M75 -- 1 Unit  
The Research Paper**

Prerequisite: 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. CSU, UC Pend*

**ENGL M80 -- 1 to 4 Units  
Internship in English**

Prerequisite: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**ENGL M89AZ -- 0.5 to 3 Units Each  
Institutes in English**

Prerequisite: None  
Class Hours: As arranged

Series of special lectures and discussions on selected topics of interest in English. Offered credit/no-credit only. *Applies to Associate Degree.*

**ENGL M95 -- 3 Units  
Honors in English: Approaches to Literary Study**

Prerequisite: ENGL M01A with a grade B or better  
Class Hours: 3 lecture

Introduces the aims and methods of literary scholarship and criticism, emphasizing both literary and critical theory. Includes the terms and concepts necessary for meaningful discussions of and writing about fiction, poetry and drama. Studies three or four literary texts from a variety of contemporary critical approaches, preparing students for upper-division university-level work. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

## English as a Second Language

The English as a Second Language program prepares students for transfer-level courses and improves language facility in social and job situations. Being multi-lingual is an asset in the local and global job market. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536). See course sequence chart on previous page.

**Dean**

*Imajane Nicklas, Phone (805) 378-1443*

**Faculty****Full-Time**

Gillian Dale, Judith Ramos

**Part-Time**

Beth Batchelder, Stephen Bluestein, Patricia Della Corna, Monika Savic

**Counselors**

Chuck Brinkman, Michael Johnson

**Deciding on an ESL Course**

An English as a Second Language Assessment Test is available to help students determine which ESL courses are best for them. Consult the current semester's Schedule of Classes for the testing schedule or call the Assessment Office: (805) 378-1427. Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551). International Students needing information or help regarding residency rules and paperwork can contact the International Students Office: (805) 378-1414.

**English as a Second Language Courses****ESL M10 -- 4 Units****Introduction to ESL**

Prerequisite: None  
Class Hours: 4 lecture, 1 lab

Helps students from other countries adjust to daily life transactions, including social and work situations. Emphasizes skills and knowledge needed for everyday verbal and written communication. Requires an hour of individualized work in language lab each week. *Does not apply toward a degree.*

**ESL M23 -- 4 Units****Fundamentals in Listening and Speaking**

Prerequisite: None  
Class Hours: 4 lecture, 1 lab

Develops the listening and speaking skills of beginning students of English, emphasizing vocabulary acquisition, accurate pronunciation, and mastery of basic sentence structures. Requires participation in paired and small group conversations, word games, and class discussions. Includes responding to video clips, popular songs and radio news; lecture and note taking; role-playing; and student oral presentations. Brief writings and reading and grammar study supplement oral language practice. May be taken three (3) times for credit. *Does not apply toward a degree.*

**ESL M24 -- 4 Units****Listening and Conversation Practice**

Prerequisite: ESL M23

Class Hours: 4 lecture, 1 lab

Provides practice in intermediate level English speaking and listening skills, emphasizing pronunciation, vocabulary, American English speech patterns, sentence phrasing, syllabication, and idioms. Requires participation in paired, group, and class projects that improve comprehension and verbal expression, such as speeches, debates, and discussion of news clips. Includes reading, writing and grammar study to increase oral language proficiency. May be taken three (3) times for credit. *Does not apply toward a degree.*

**ESL M25 -- 4 Units****Academic Communication**

Prerequisite: ESL M24 or equivalent command of English listening and speaking skills

Class Hours: 4 lecture, 1 lab

Provides instruction in and practice of college-level academic listening and speaking skills, allowing effective comprehension needed for success in transfer-level academic college courses. Includes expansion of vocabulary-building, listening, and discussion skills, demonstrated through oral and written critiques and through individual and group activities. Includes practice with diverse presentations (live speakers, video, TV, drama, documentary, lecture and group discussion). *Does not apply toward a degree.*

**ESL M26 -- 3 Units****Accent Reduction**

Prerequisite: None

Class Hours: 3 lecture, 1 lab

Emphasizes minimizing accents and mastering American English pronunciation. Includes speech diagnosis, introduction to the American English language, dynamics of sound formation, phonetic alphabet usage, intonation, stress, interpretation of a range of spoken and printed materials, vocabulary acquisition, and the development of a lifelong spoken language improvement plan. Lab includes both teacher-supervised oral exercises and student practice of material on both audio and videotapes. Learning tapes model speech patterns, and blank tapes record speech production. *Does not apply toward a degree.*

**ESL M27A -- 2 Units****American English Pronunciation (A-M)**

Prerequisite: None

Class Hours: 2 lecture

Develops accurate verbal communication, correct spelling and enlarged vocabulary through intensive and individualized instruction in English phonics. Students practice a simplified alphabet of 21 sounds (A to M) to produce appropriately articulated American English speech. *Does not apply toward a degree.*

**ESL M27B -- 2 Units****American English Pronunciation (N-Z)**

Prerequisite: None

Class Hours: 2 lecture

Develops accurate verbal communication, correct spelling and enlarged vocabulary through intensive and individualized instruction in English phonics. Students practice a simplified alphabet of 21 sounds (N to Z) to produce appropriately articulated American English speech. *Does not apply toward a degree.*

**ESL M30 -- 4 Units****Reading and Writing Fundamentals**

Prerequisite: ESL M23 or appropriate score on ESL assessment test

Class Hours: 4 lecture, 1 lab

Offers practice in beginning level English reading and composition skills to students whose native language is not English but who have gained some fluency in spoken English. Uses newspapers, grocery ads, magazines and beginning texts. Introduces basic English syntax and sentence structure, spelling, phonics, present/past/future tenses, as well as paragraph writing and revising. May be taken three (3) times for credit. *Does not apply toward a degree.*

**ESL M31 -- 4 Units****Practice/Application in Reading and Writing**

Prerequisite: ESL M30 or appropriate score on ESL assessment test

Class Hours: 4 lecture, 1 lab

Offers practice in intermediate reading and writing to strengthen and improve English vocabulary, reading comprehension and writing. Requires readings at the college-level and compositions based on world events, readings and personal experience. May be taken three (3) times for credit. *Does not apply toward a degree.*

**ESL M32 -- 4 Units****Academic Reading and Writing**

Prerequisite: ESL M31 or appropriate score on ESL assessment test

Class Hours: 4 lecture, 1 lab

Offers practice in advanced English reading and composition skills to strengthen vocabulary, comprehension and critical analysis of cross-cultural, college-level reading selections. Requires multi-paragraph essays and college essay-question responses. May be taken three (3) times for credit. *Does not apply toward a degree.*

**ESL M33 -- 3 Units****Intensive English**

Prerequisite: ESL M32

Class Hours: 3 lecture

Provides the frameworks for and practice in expository writing. Includes discussion of brief varied readings (models) and presenting ideas in writing through diverse rhetorical types (classification, comparison-contrast, causal analysis). Introduces modes of critical thinking and writing (outline, summary, synthesis, and critique), including use of computer lab and one-to-one work with instructor. Introduces library and on-line research techniques. *Applies to Associate Degree. Transfer credit: CSU; UC*

**ESL M41 -- 4 Units****Effective Reading**

Prerequisite: ESL M31 or ESL M32

Class Hours: 4 lecture, 1 lab

Designed for students whose native language is not English. Provides guidance and practice in reading for academic courses. Develops techniques to improve comprehension and speed and to increase vocabulary. Reviews and applies grammatical constructs needed for advanced material to reading selections. Includes short written assignments. *Applies to Associate Degree.*

# Environmental Science

Environmental Science is a multidisciplinary field covering the physical, biological, economical, and legal aspects of the environment.

## Career Opportunities

Field Technician, Hazardous Waste Management, Drinking & Waste Water Laboratory Technician, Air Quality Enforcement, Environmental Testing and Auditing, Consulting Firms

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

## Dean

Floyd Martin, Phone (805) 378-1459

## Faculty

### Full-Time

Muthena Naseri

### Part-Time

Kevin Gieschen, Dagmar Gloutak, Mohammad Khorasgarian

### Counselors

Michael Johnson, Letrisha Mai

## ■ Degree Option in Environmental Studies

### Associate in Arts Degree in Environmental Studies

To earn an Associate in Arts Degree with a major in Environmental Studies, students complete 37 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upperdivision course work for advanced degrees in Environmental Studies offered by four-year institutions. Since the course work in environmental studies is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in environmental studies. In addition, earning this degree 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
ANTH M02..... Cultural Anthropology.....	3.0
CHEM M12..... Introductory Chemistry I.....	5.0
ECON M01..... Principles of MicroEconomics.....	3.0
ENSC M01/M01L..... Environmental Science/Lab.....	4.0
ENSC M02..... Environment and Human Interactions.....	4.0
GEOL M02..... Physical Geology.....	3.0
GEOL M02L..... Physical Geology Lab.....	1.0
MATH M15..... Introductory Statistics.....	5.0
MATH M16A..... Applied Calculus I.....	3.0
MATH M16B..... Applied Calculus II.....	3.0
POLS M03..... American Government and Politics.....	3.0
<b>TOTAL.....</b>	<b>37.0</b>

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

## Sample Course Sequence

### First Semester

ECON M01.....	3.0
ENSC M01/M01L.....	4.0
POLS M03.....	3.0

### Second Semester

ENSC M02.....	4.0
MATH M15.....	5.0

### Third Semester

CHEM M12.....	5.0
MATH M16A.....	3.0

### Fourth Semester

ANTH M02.....	3.0
GEOL M02.....	3.0
GEOL M02L.....	1.0
MATH M16B.....	3.0

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

## ■ Degree Option in Environmental Science

### Associate in Science Degree in Environmental Science

To earn an Associate in Science Degree with a major in Environmental Science, students complete 56 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upperdivision course work for advanced degrees in Environmental Science offered by four-year institutions. Since the course work in environmental science is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in environmental science. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses	Units
BIOL M02A..... General Biology I.....	4.0
BIOL M02B..... General Biology II.....	4.0
CHEM M01A..... General Chemistry I.....	6.0
CHEM M01B..... General Chemistry II.....	6.0
ECON M01..... Principles of MicroEconomics.....	3.0
ENSC M01/M01L..... Environmental Science/Lab.....	4.0
ENSC M02..... Environment and Human Interactions.....	4.0
MATH M25A..... Calculus with Analytic Geometry I.....	5.0
MATH M25B..... Calculus with Analytic Geometry II.....	5.0
MATH M25C..... Calculus with Analytic Geometry III.....	5.0
PHYS M20A/M20AL..... Mechanics of Solids and Fluids/Lab.....	5.0
PHYS M20B/M20BL..... Electricity and Magnetism/Lab.....	5.0

**Sample Course Sequence**

<u>First Semester</u>	
CHEM M01A.....	6.0
ECON M01.....	3.0
ENSC M01/M01L.....	4.0
<u>Second Semester</u>	
CHEM M01B.....	6.0
ENSC M02.....	4.0
MATH M25A.....	5.0
<u>Third Semester</u>	
BIOL M02A.....	4.0
MATH M25B.....	5.0
PHYS M20A/M20AL.....	5.0
<u>Fourth Semester</u>	
BIOL M02B.....	4.0
MATH M25C.....	5.0
PHYS M20B/M20BL.....	5.0

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

**■ Degree Option in Environmental Technology (Occupational)**

**Associate in Science Degree**

To earn an Associate in Science Degree with a major in Environmental Science, students complete 47 specified units, plus general education degree requirements (minimum total = 60 units). These requirements were specified by a Moorpark College Industrial Advisory committee of working professionals in the environmental field and will be reviewed annually. Graduates of this program are prepared to provide technical support to engineers, scientists and other professionals.

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

<b>Required Courses</b>	<b>Units</b>
CHEM M12..... Introductory Chemistry I.....	5.0
CHEM M13..... Introductory Chemistry II.....	5.0
CIS M28..... Microsoft Office.....	3.0
Or GIS M01..... Intro. To Mapping & GID.....	3.0
EL M01/M01L..... Introduction to Electronics/Lab.....	4.0
ENGL M11..... Report and Technical Writing.....	3.0
Or BUS M28..... Business English.....	3.0
ENSC M01/M01L..... Environmental Science/Lab.....	4.0
ENSC M02..... Environment and Human Interactions.....	4.0
ENSC M04..... Environmental Regulations.....	1.5
ENSC M05..... Environmental Sampling/Instrumentation.....	1.5
GEOL M01..... Introductory Geology.....	3.0
Or GEOL M02..... Physical Geology.....	3.0
HED M01..... Health and Society.....	2.0
MATH M15..... Introductory Statistics.....	5.0
PHYS M01..... Descriptive Physics.....	3.0
SPCH M01..... Introduction to Speech.....	3.0
<b>TOTAL.....</b>	<b>47.0</b>

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

Also Recommended: CA Drivers License P with Hazardous Materials endorsement and Red-Cross approved CPR course

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

**Certificate of Achievement in Environmental Technology**

To earn a Certificate of Achievement in Environmental Technology, students complete 27-28 specified units as noted below:

<b>Required Courses</b>	<b>Units</b>
CIS M28..... Microsoft Office.....	3.0
Or GIS M01..... Intro. To Mapping & GID.....	3.0
EL M01/M01L..... Introduction to Electronics/Lab.....	4.0
ENSC M01/M01L..... Environmental Science/Lab.....	4.0
ENSC M02..... Environment & Human Interactions.....	4.0
ENSC M04..... Environmental Regulations.....	1.5
ENSC M05..... Environmental Sampling/Instrumentation.....	1.5
GEOL M01..... Introductory Geology.....	3.0
Or GEOL M02..... Physical Geology.....	3.0
MATH M09..... Pre-Algebra.....	3.0
FT R65 at Oxnard College.....	3.0
Safety/Emergency Response <u>or</u> HAZWOPER 40 hour safety training	
<b>TOTAL.....</b>	<b>27.0</b>

**Environmental Science Courses**

**ENSC M01 -- 3 Units  
Environmental Science**

Prerequisite: None  
Class Hours: 3 lecture

Provides students with understanding of the natural processes operating in the world with the fundamental laws of physics and chemistry controlling these processes. Emphasis is on the interrelationships between humans and their environment and on the impact of technology on the quality of the global environment. Energy, air, water, and noise pollution, measurement, and controls are discussed. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

**ENSC M01L -- 1 Unit  
Environmental Science Lab**

Prerequisite: ENSC M01 or  
Corequisite: ENSC M01  
Class Hours: 3 lab

Clarifies environmental concepts presented in ENSC M01. Requires four field trips: utility plant, waste-water treatment facility, recycling/recovery center and college nature center. Stresses scientific method, elements of statistics and sample, and the completion of a research-based oral presentation. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

**ENSC M02 -- 4 Units  
Environment and Human Interactions**

Prerequisite: None  
Class Hours: 3 lecture, 3 lab

Introduces biological principles governing ecosystems, referencing major world biomes and major CA plant communities. Reviews basic concepts and toxicological terminology associated with urban environmental issues, including environmental health. Emphasizes the impact of world demography and population dynamics. Requires field trips. (Biological Science credit). *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

**ENSC M03 -- 3 Units****Energy Resources and Conservation**

Prerequisite: None

Class Hours: 3 lecture

Surveys current energy resources, physics of energy and environmental utilization, alternate methods of energy generation and various energy conservation methods. Emphasizes practical application relevant to today's economy and technology. *Applies to the Associate Degree. Transfer credit: CSU*

**ENSC M04 -- 1.5 Units****Environmental Regulations**

Prerequisite: None

Class Hours: 1.5 lecture

Introduces current laws and regulations governing air and water pollution, solid waste, hazardous material, and pesticides. Reviews federal, state, and local regulation as well as appropriate regulatory agencies. May be taken four (4) times for credit. *Applies to the Associate Degree.*

**ENSC M05 -- 1.5 Units****Environmental Sampling and Instrumentation**

Prerequisite: None

Class Hours: 4.5 lab

Introduces instrumentation used to collect and monitor environmental field data, including hand-on operation, calibration, and basic maintenance of instruments. Includes sampling procedures and data collection from automatic recording devices. *Applies to the Associate Degree. Transfer credit: CSU.*

**ENSC M06 -- 3 Units****Water Science**

Prerequisite: None

Class Hours: 3 lecture

Introduces basic physical, chemical, and biological properties of water as well as wastewater treatment properties, including coagulation, sedimentation, filtration, disinfection, anaerobic digestion, and softening. Emphasizes California Code of Regulations for water standards. Prepares students for California Department of Health Services Operator Certification Examinations, grades 1 & 2. Requires field trips. *Applies to the Associate Degree. Transfer credit: CSU.*

**ENSC M20 -- 3 Units****Environmental Systems**

Prerequisite: None

Class Hours: 2 lecture, 3 activity/lab

Introduces geographic and geologic concepts; soils (types, textures and structure); basic rock types; elements of weather and oceanic influences, including tides and currents. Provides firsthand experience in collecting, measuring, interpreting and reporting field data. Requires field trip to a selected environment (e.g., deserts of Death Valley or Baja, Mexico), plus 32 hours of pre and post-trip lectures. *Applies to Associate Degree. Transfer credit: CSU*

**ENSC M22A/B -- 0.5 to 3 Units Each****Independent Studies in Environmental Science**

Prerequisite: A previous course in Environmental Science

Class Hours: 0.5 to 3 as arranged

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

**ENSC M60A-Z -- 0.5 to 3 Units Each****Topics in Environmental Science**

Prerequisites: To be determined

Class Hours: To be determined

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

**Developed topics include:****ENSC M60A -- 1 Unit****The Desert Biome**

Prerequisite: None

Class Hours: 3 lab

Introduces the desert biome, reviewing geographic features, adaptation of fauna and flora, and effect of human impact. Requires six-day field trip to selected deserts. *Applies to Associate Degree. Transfer credit: CSU.*

**ENSC M60B -- 1 Unit****The Urban Environment**

Prerequisite: None

Class Hours: 3 lab

Examines the historical development, shapes, requirements, and contributions of cities to human culture. Requires field trips to three major metropolitan areas in California (Los Angeles, Santa Barbara and San Diego). *Applies to Associate Degree. Transfer credit: CSU.*

**ENSC M60C -- 1 Unit****The Redwoods**

Prerequisite: None

Class Hours: 3 lab

Reviews world forests, especially the California Coast Redwood Forest. Requires six-day field trip to the Redwood National Park as well as pre- and post-trip preparation and evaluation. *Applies to Associate Degree. Transfer credit: CSU.*

**ENSC M60D -- 0.5 Unit****Microscale Chemistry Lab**

Prerequisite: None

Class Hours: 1.5 lab

Provides hands-on experience with general and organic chemistry on microscale level. Lab activities explore physical properties (density, refraction index), solvent extraction, acid base titrations, and gas chromatography. May require field trips. *Applies to Associate Degree. Transfer credit: CSU.*



**ENSC M60E -- 0.5 Unit  
Microscale Chemistry**

Prerequisite: None  
Class Hours: 0.5 lecture

Uses microscale strategies for demonstrations and experiments in general and organic chemistry such as those involving density, boiling point, acid-base titration, and soils organic matter. Emphasizes value of using microscale techniques to reduce pollution and waste disposal while increasing safety and facility utilization. *Applies to Associate Degree. Transfer credit: CSU.*

**ENSC M80 -- 1 to 4 Units  
Internship in Environmental Science**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Essential Skills

Essential Skills classes offer specific information and techniques that can help improve student success in all college classes, in the job market, and in the society. These courses are graded credit/no-credit only. The units do not apply toward a degree. For more information, contact The Learning Center (TLC, L-222; 805.378-1556). Also consider Learning Skills, Personal Growth and College Strategies classes.

### Dean

*Imajane Nicklas, Phone (805) 378-1443*

### Faculty

**Part-Time**

Jeanette Hosek, Sandra Schulman

**Counselor**

Danita Redd

### Essential Skills Courses

**ES M02 -- 0.5 to 1.5 Units  
Skills Development Laboratory Reading**

Prerequisite: None  
Class Hours: 1.5 to 3.0 lab

Provides intensive work developing reading skills. Includes teaching and tutorial assistance as well as use of multimedia materials and computer-aided instruction. Offered credit/no-credit only. May be taken four (4) times for credit. *Does not apply toward a degree.*

**ES M03 -- 0.5 to 1.5 Units  
Skills Development Laboratory Writing**

Prerequisite: None  
Class Hours: 1.5 to 3.0 lab

Provides intensive work developing writing skills. Includes teaching and tutorial assistance as well as use of multimedia materials and computer-aided instruction. Offered credit/no-credit only. May be taken four (4) times for credit. *Does not apply toward a degree.*

**ES M04 -- 0.5 to 1.5 Units  
Skills Development Laboratory Mathematics**

Prerequisite: None  
Class Hours: 1.5 to 3.0 lab

Provides intensive work developing basic math and computing skills. Includes teaching and tutorial assistance as well as use of multimedia materials and computer-aided instruction. Offered credit/no-credit only. May be taken four (4) times for credit. *Does not apply toward a degree.*

**ES M05 -- 0.5 to 1.5 Units  
Skills Development Laboratory Study Skills**

Prerequisite: None  
Class Hours: 1.5 to 3.0 lab

Provides intensive work developing effective study skills. Reviews effective test-taking as well as test anxiety and stress reduction techniques. Includes teaching and tutorial assistance as well as use of multimedia materials and computer-aided instruction. Offered credit/no-credit only. May be taken four (4) times for credit. *Does not apply toward a degree.*

**ES M23 -- 1 Unit  
College Reading Skills**

Prerequisite: None  
Class Hours: 1 lecture

Offers intensive group instruction to develop and improve college reading skills using textbooks. Offered credit/no-credit only. *Does not apply toward a degree.*

**ES M24 -- 1 Unit  
Speed Reading Skills**

Prerequisite: None  
Class Hours: 1 lecture, 1 lab

Introduces speed reading techniques, using speed-reading software in the campus Open Access Labs. Includes individualized needs assessment. Offered credit/no-credit only. *Does not apply toward a degree.*

**ES M33 -- 1 Unit  
Grammar/Punctuation Review**

Prerequisite: None  
Class Hours: 1 lecture, 1 lab

Reviews rules and conventions of English grammar and punctuation, emphasizing the ability to write clear, concise, correct sentences and to join them coherently in paragraphs. Offered credit/no-credit only. *Does not apply toward a degree.*

**ES M55 -- 1 Unit  
College Study Skills**

Prerequisite: None  
Class Hours: 1 lecture

Offers instruction to develop and improve college study skills, such as time management, note-taking and test-taking strategies. Offered credit/no-credit only. *Does not apply toward a degree.*

## Exotic Animal Training and Management

This program offers preparation for students interested in entering the expanding animal care industry. The increasing importance of zoos and wildlife education to the efforts of conservation as well as the use of animals in various entertainment fields present many career options to graduates of this curriculum. Entry-level positions exist in zoos, oceanariums, animal parks, government facilities, and the entertainment field.

### Career Opportunities

Zoo Keeper, Animal Trainer, Environmental Enrichment Technician, Conservation/Wildlife Educator, Humane Officer, Animal Handler, Veterinary Assistant, Kennel Worker, Animal Control Officer

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

### Dean

Brenda Shubert, Phone (805) 378-1515

### Faculty

#### Full-Time

James Peddie, Gary Wilson, Brenda Woodhouse

#### Part-Time

Kristin Buckley-O'Hara, Dorothy Hawkinson, Brenda Keefer, Kristin Romero, Cynthia Wilson, Nancy Hollenbeck (Santa Barbara Zoo), Francine Wood (Los Angeles Zoo).

#### Counselor

Chuck Brinkman

#### America's Teaching Zoo Staff

Michlyn Hines, Mara Rodriguez, Holly Tumas, Cindy Wilson

### 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](http://www.moorparkcollege.edu).

### Qualifying Requirements

1. \*Prerequisite college-level courses for application to the EATM Program are:

<b>Required Course</b>	<b>Units</b>
<u>Language/Rationality</u>	
ENG M01A..... English Composition .....	3.0
<u>Math Competency</u>	
MATH M01 or higher** .. Elementary Algebra.....	5.0
<u>Biological Science</u>	
ZOO M01 or BIO M01 ..... General Zoology or Principles of Biology .....	5.0
<u>Humanities or Communication</u>	
SPCH M01 ..... Introduction to Speech .....	3.0
<u>Health Education</u>	
HED M05..... Safety and First Aid.....	3.0

- \*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) All 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 scheduled throughout the Spring Semester. Applicants from other countries are encouraged to attend, but attendance is not mandatory. The applicant is encouraged to invite anyone they choose to also attend this meeting.

### Required General Education Courses

Due to the time requirements of the program and because many of the occupational opportunities in the animal field require a Bachelor's degree, it is strongly recommended that all applicants complete as many transferable general education requirements as possible prior to entering the program. The following courses meet the remaining Moorpark College general education requirements for the EATM Associate in Science degree.

<b>Required Courses</b>	<b>Units</b>
Physical Science Intro to Chemistry course (or General Chemistry) .....	5.0
American History/Institution, U.S. History or US Government .....	3.0
Fine/Performing Arts, Beginning Acting or Photography .....	3.0
Physical Education (Course of Choice) .....	1.5

To take maximum advantage of the unique opportunity with exotic animals that EATM offers, the applicant is encouraged to obtain a broad base of experience in caring for both domestic and exotic animals in a variety of job/volunteer situations, prior to applying.

**Program Requirements and Ethical Expectations**

The EATM program prepares the student for employment in the animal industry, which often involves working with dangerous animals. During this course of study, the student will work with dangerous animals at the college's teaching zoo, as well as other animal facilities. Therefore, students enrolled in the EATM program are expected to strictly adhere to the rules and regulations of the program in order to ensure the safety of the students, animals, staff, and public. Furthermore, all students are expected to maintain the highest personal and ethical standards of conduct consistent with professional standards as perceived by the program faculty and professional personnel at the facilities where students perform internships. Any information indicating that such standards are not maintained is subject to review by members of the faculty, which may recommend student dismissal to the college administration.

For successful completion of the EATM program, a minimum grade of C is necessary in all courses required for the major. Because much of the EATM program is sequential in nature, a minimum grade of C in each required course must be obtained before continuing to the next semester.

**Performance Standards**

In compliance with the 1990 American with Disabilities Act, the EATM Program does not discriminate against qualified applicants with disabilities. These performance standards, reflected in specific EATM course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The EATM Faculty in conjunction with the Moorpark College Health Services and community animal facilities will determine, on an individual basis, whether the necessary accommodations or modifications can reasonably be made.

**Critical Thinking** - ability sufficient for safe judgment: calculating, reasoning, analyzing, prioritizing, and synthesizing data. Examples: identify cause effect relationships in animal behavior, and safety decisions.

**Interpersonal** - the ability sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds: function effectively under stress. Example: Establish rapport with the public, effectively interacting and working as a member of a team.

**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 over-head objects. Example: running to capture an escaped animal, shifting animal cages in overhead storage areas.

**Motor Skills** - gross and fine motor abilities sufficient to provide safe and effective animal care. Examples: dexterity ranges from restraining a small bird or lizard to being able to stack bales of hay.

**Hearing** - ability sufficient to monitor and assess animal behavior and health needs and to heed emergency signals. Example: animal behavioral changes are frequently accompanied by vocalization, must be able to recognize these changes, hear cries for help

**Visual** - ability sufficient for observation and visual assessment in well-lit and dimly lit areas. Examples: Observe animal responses and changes in condition, do a positive cage count of animals in varying conditions.

**Tactile** - ability sufficient for safe and humane handling of various size animal. Example: appreciation for the strength necessary for controlling a camel versus that for handling a rat, able to palpate the pulse rate of an animal.

**Travel Expectations**

Each EATM student is responsible for his or her own transportation and travel expenses. A portion of the curriculum 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 in Science Degree in EATM Certificate of Achievement in EATM**

EATM classes are only open to students enrolled in the EATM program by the Application and Enrollment Procedure discussed above. Students completing the program prerequisites, the general education requirements, and the required courses receive an Associate in Science degree in Exotic Animal Training and Management. Specialized elective options are also available. A Certificate of Achievement is awarded for the successful completion of the program prerequisites and the required core courses. To earn a Certificate of Achievement or an Associate in Science Degree with a major in EATM, students complete 60 specified units; those seeking the A.S. 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 W1	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 M16..... Production and Performance (2x).....	2/2
EATM M21A..... Animal Training I.....	1.0
EATM M21AL..... Animal Training I Lab.....	2.0
EATM M21B..... Animal Training II.....	1.0
EATM M21BL..... Animal Training II Lab.....	2.0
EATM M23A..... Elementary Veterinary Procedures I.....	4.0
EATM M23AL..... 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
<b>TOTAL.....</b>	<b>60.0</b>

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

\*EATM program admission is not a prerequisite for the Animal Science courses. These Animal Science courses are required for successful completion of the EATM program and may be completed either during or prior to the program. Refer to ANSC Course Descriptions in this List of Courses.

**Sample Course Sequence**

\*Animal Science courses may be taken prior to enrollment in the program.

First Semester

ANSC M02*.....	2.0
ANSC M07*.....	3.0
ANSC M07L*.....	0.5
ANSC M08*.....	3.0
EATM M01A.....	1.0
EATM M01AL.....	4.0
EATM M02A.....	1.0
EATM M15A.....	1.0
EATM M15AL.....	1.0

Winter Interim

EATM M02B.....	0.5
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Second Semester

ANSC M03*.....	2.0
ANSC M04*.....	3.0
ANSC M04L*.....	0.5
ANSC M06*.....	3.0
EATM M01B.....	1.0
EATM M01BL.....	4.0
EATM M02C.....	1.5
EATM M15B.....	1
EATM M15BL.....	1.0

Summer Session

EATM M02D.....	3.0
EATM M16.....	2.0
EATM M21A.....	1.0
EATM M21AL.....	2.0
EATM M30A.....	0.5

Third Semester

ANSC M08.....	3.0
EATM M02E.....	3.0
EATM M21B.....	1.0
EATM M21BL.....	2.0
EATM M23A.....	4.0
EATM M23AL.....	1.0
EATM M30B.....	0.5
Elective:	
EATM M46.....	3.0

Fourth Semester

EATM M02F.....	1.5
EATM M16.....	2.0
EATM M30C.....	0.5
EATM M30D.....	2.0
Electives:	
EATM M21P.....	1.0
EATM M23B.....	3.0

**Specialized Elective Options**

The following 2 options provide additional preparation in a specialized area of the animal industry. These options are elective and are not required for the degree or certificate.

**1. Elective 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 courses:

EATM M21P..... Animal Training Practicum.....	1.0
EATM M23B..... Elementary Veterinary Procedures II.....	3.0

**2. Elective 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 courses:

EATM M23B..... Elementary Veterinary Procedures II.....	3.0
EATM M46..... Wildlife Education.....	3.0

**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**

Prerequisite: Admission to EATM Program

Corequisites: EATM M01AL and ANSC M02

Class Hours: 1 lecture

Introduces basic zoo-keeping practices used in the husbandry of domestic and non-domestic animals. Include safety, emergency, sanitation, and handling procedures as well as environmental enrichment, teamwork concepts, zoo handling, and record keeping. Formerly EATM M11A. Applies to the Associate Degree.

**EATM M01A -- 4 Units  
Animal Care and Handling I Lab**

Prerequisite: Admission to EATM Program  
Corequisite: EATM M01A and ANSC M02  
Class Hours: 12 lab

Provides application of the theory and principles from EATM M01A to the care and handling of the America's Teaching Zoo animal collection. Develops essential zoo keeping skills through this "hands-on" approach. May be taken a maximum to two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU, pending.*

**EATM M01B -- 1 Unit  
Animal Care and Handling II**

Prerequisite: EATM M01A  
Corequisite: EATM M01BL and ANSC M03  
Class Hours: 1 lecture

Introduces basic zoo-keeping practices used in the husbandry of domestic and non-domestic animals. Includes restraint, handling, enrichment, and identification methods. Discusses enclosure design, construction, maintenance, and problem-solving techniques as well as specialized care practices of select animal groups. Formerly EATM M11C. *Applies to Associate Degree.*

**EATM M01BL -- 4 Units  
Animal Care and Handling II Lab**

Prerequisite: EATM M01A  
Corequisite: EATM M01B  
Class Hours: 12 lab

Provides application of the theory and principles from EATM M01B to the care and handling of the America's Teaching Zoo animal collection. Develops essential zoo keeping skills through this hands-on approach. May be taken for a maximum of two (2) times for credit. *Applies to Associate Degree.*

**EATM M02A -- 1 Unit  
Zoo Work Skills – First Year #1**

Prerequisite: 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  
Zoo Work Skills – First Year WI**

Prerequisite: 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  
Zoo Work Skills – First Year #2**

Prerequisite: 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  
Zoo Work Skills – Second Year SS**

Prerequisite: 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  
Zoo Work Skills – Second Year #1**

Prerequisite: 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  
Zoo Work Skills – Second Year #2**

Prerequisite: 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**

Prerequisite: Admission to EATM Program

Corequisite: EATM M15AL

Class Hours: 1 lecture

Instructs the student in the use of live animals for educational presentations in zoos and other situations. Includes public speaking, environmental education, interpretation techniques, and the handling of animals for presentations. Formerly part of EATM M15. *Applies to Associate Degree.*

**EATM M15AL -- 1 Unit**

**Wildlife Education I Lab**

Prerequisite: Admission to EATM Program

Corequisite: EATM M15A

Class Hours: 3 lab

Provides the student with the opportunity to develop public speaking skills, interpretation techniques, and animal handling skills appropriate for educational presentations in zoos and other situations. Requires making presentations to both large and small audiences and conducting tours of the teaching zoo. May be taken for a maximum of two (2) times for credit. *Applies to Associate Degree.*

**EATM M15B -- 1 Unit**

**Wildlife Education II**

Prerequisite: EATM M15A

Corequisite: EATM M15BL

Class Hours: 1 lecture

Reviews the use of live animals for educational presentations in zoos and other situations. Includes adapting presentations to different audiences, production techniques, public relations issues, and the use of trained animals for presentations. Formerly part of EATM M15. *Applies to Associate Degree.*

**EATM M15BL -- 1 Unit**

**Wildlife Education II Lab**

Prerequisite: EATM M15AL

Corequisite: EATM M15B

Class Hours: 3 lab

Develops wildlife education skills, including interpretation and animal handling techniques. Requires the design and presentations of shows to a variety of audiences and the conducting of tours of the teaching zoo. May be taken a maximum of two (2) times for credit. *Applies to Associate Degree.*

**EATM M16 -- 2 Units**

**Production and Performance**

Prerequisite: EATM M15B and EATM M15BL

Class Hours: 6 lab

Provides a range of supervised wildlife education production and performance activities involving presentations with live animals. Stresses performance rehearsing and animal handling in preparation for a public performance. Requires presentations to a variety of audiences in a variety of settings. Applies the basic elements of production (staging, publicity, script development, set design and construction) and performance (safety considerations, animal handling, and voice techniques). May be taken a maximum of four (4) times for credit. *Applies to Associate Degree.*

**EATM M21A -- 1 Unit**

**Animal Training I**

Prerequisites: EATM M01B, ANSC M04 or PSY M12

Corequisite: EATM M21AL

Class Hours: 1 lecture

Introduces basic techniques of animal training, including applying operant conditioning theory, record keeping, and developing a training plan. Includes the history of animal training, reasons for training animals, factors affecting training success, shaping of new behaviors, and reinforcement schedules. *Applies to Associate Degree.*

**EATM M21AL -- 2 Units**

**Animal Training I Lab**

Prerequisite: EATM M01BL, ANSC M04L or PSY M12L

Corequisite: EATM M21A

Class Hours: 6 lab

Develops basic animal training techniques through hands-on work with animals at the teaching zoo. Requires behavioral observations, development of training plans, maintenance of training records, and shaping the behavior of one or more animals. Formerly EATM M21L. *Applies to Associate Degree.*

**EATM M21B -- 1 Unit**

**Animal Training II**

Prerequisite: EATM M21A

Corequisite: EATM M21BL

Class Hours: 1 lecture

Presents advanced techniques of animal training, including husbandry training, training groups of animals, dealing with aggression, and training for film work. Includes protected contact training, problem solving, and etiquette on a movie set. *Applies to Associate Degree.*

**EATM M21BL -- 2 Units**

**Animal Training II Lab**

Prerequisite: EATM M21AL

Corequisite: EATM M21B

Class Hours: 6 lab

Develops skills needed to train husbandry behaviors through hands-on work with animals at the teaching zoo. Applies problem-solving techniques to behavioral problems. May be taken a maximum of two (2) times for credit. *Applies to Associate Degree.*

**EATM M21P -- 1 Unit**

**Animal Training Practicum**

Prerequisite: EATM 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 America's Teaching Zoo. Requires developing training plans, working cooperatively with co-trainers, and addressing training problems as necessary. May be taken (four) 4 times for credit. *Applies to the Associate Degree.*  
*Transfer credit: CSD*

**EATM M22A/B -- 1 to 3 Units Each  
Independent Studies in Exotic Animal Training and Management**

Prerequisite: A previous EATM course  
Class Hours: 1 to 3 as arranged

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

**EATM M23A -- 4 Units  
Elementary Veterinary Procedures I**

Prerequisite: EATM M01B, ANSC M03, ANSC M06  
Corequisite: EATM M23AL  
Class Hours: 4 lecture

Introduces the science of veterinary medicine as it applies to domestic and non-domestic animals, birds, and reptiles. Emphasizes a practical organ system by organ system approach to the recognition, diagnosis, treatment and nursing care as related to the various disease processes involved with these systems. May be taken one (1) time for credit. *Applies to the Associate Degree. Transfer credit: CSU*

**EATM M23AL -- 1 Unit  
Elementary Veterinary Procedures Laboratory**

Corequisite: EATM M23A  
Class Hours: 3 lab

Provides practical application of the science of veterinary medicine as it applies to domestic and non-domestic animals, birds, and reptiles. Provides practice of veterinary procedures relative to a practical organ system by organ system approach to the diagnosis, treatment and nursing care as related to the various disease processes. May be taken one (1) time for credit. *Applies to Associate Degree.*

**EATM M23B -- 3 Units  
Elementary Veterinary Procedures II**

Prerequisite: EATM M23A and EATM 23AL  
Class Hours: 3 lecture

Introduces laboratory diagnostic aids, nursing care for domestic and non-domestic animals, disease processes and mechanisms, reproduction and newborn care, and the process of death. Emphasizes practical approaches to the application of the material. May be taken one (1) time for credit. *Applies to the Associate Degree. Transfer credit: CSU*

**EATM M30A -- 0.5 Unit Zoo Days 1**

Prerequisite: Successful completion of a previous EATM course  
Class Hours: 1.5 lab

An independent project in zoo keeping with three 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**

Prerequisite: Successful completion of a previous EATM course  
Class Hours: 1.5 lab

An independent project in zoo keeping with three days at the Los Angeles Zoo and two days at the Santa Barbara Zoo. *Applies to Associate Degree.*

**EATM M30C -- 0.5 Unit  
Zoo Days III**

Prerequisite: 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**

Prerequisite: 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 M46 -- 3 Units  
Wildlife Education**

Prerequisite: EATM M15AL  
Corequisite: EATM M15B  
Class Hours: 2 lecture, 3 lab

Requires design, development and implementation of wildlife education programs for audiences of various ages, cultural orientations, and developmental levels. Involves gathering information on environmental and conservation issues and incorporating this material into educational presentations. May be taken two (2) times for credit. *Applies to Associate Degree.*

**EATM M60 A-Z -- 1 to 3 Units Each  
Topics in Exotic Animal Training and Management**

Prerequisites: To be determined  
Class Hours: To be determined

Each course allows in-depth exploration of topics in this field. When offered, each course is announced in the semester's Schedule of Classes. *Applies to Associate Degree. Transfer credit: CSU.*

**EATM M60Z -- 1.5 Units  
Animal Training for Zoo Professionals**

Prerequisite: None  
Class Hours: 1 lecture, 1.5 lab

Designed for zoo keepers and other zoo personnel. Provides instruction and hands-on experience in the basics of training zoo animals and techniques for utilizing trained behavior for educational purposes. May be taken a maximum of two (2) times for credit. *Applies to Associate Degree.*

**EATM M80 -- 1 to 4 Units  
Internship in Exotic Animal Training and Management**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## French

A study of the French language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, library services, and the publishing business.

### Career Opportunities

Translator, Diplomatic Office, Tutor, Editor, ForeignExchange Trader, Foreign Clerk, Foreign Service Officer

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

### Dean

Imajane Nicklas, Phone (805) 378-1443

### Faculty

#### Part-Time

Marie Agel, Sami Dagher, Samuel Pessah, Adriene Tufenkjian

#### Counselors

Anitra Evans, Susan Izumo, Ofelia RomeroMotlagh

### Transfer Information

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

### French Courses

#### FREN M01 -- 4 Units

##### Elementary French I

Prerequisite: None

Class Hours: 4 lecture, 1 lab as arranged

Introduces the French language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. Requires individualized work in the language lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: FREN 2; FREN SEQ A (FREN M01+M02). IGETC Foreign Language, UC only.*

#### FREN M02 -- 4 Units

##### Elementary French II

Prerequisite: FREN M01 or 2 years of high school French

Class Hours: 4 lecture, 1 lab as arranged

Expands basic principles of grammar and pronunciation, developing the ability to understand and to express French in oral and written form. Requires individualized work in the language lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: FREN 4; FREN SEQ A (FREN M01+M02). IGETC Foreign Language, UC only.*

#### FREN M03 -- 4 Units

##### Intermediate French I

Prerequisite: FREN M02 or 3 years of high school French

Class Hours: 4 lecture, 1 lab as arranged

Expands study of basic grammar and composition, emphasizing ease of reading and mastery of speaking and writing. Requires individualized work in the language lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: FREN 8; FREN SEQ B (FREN M03+M04). IGETC AREA 3; Foreign Language, UC only.*

#### FREN M04 -- 4 Units

##### Intermediate French II

Prerequisite: FREN M03 or 4 years of high school French

Class Hours: 4 lecture, 1 lab as arranged

Emphasizes grammar review, vocabulary development, oral and written expression, and study of representative literary works. Requires individualized work in language lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: FREN 10; FREN SEQ B (FREN M03+M04). IGETC AREA 3; Foreign Language-UC only.*

#### FREN M22A/B -- 1 to 3 Units Each

##### Independent Studies in French

Prerequisite: A previous course in French

Class Hours: 1 to 3 as arranged

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

#### FREN M31A -- 3 Units

##### Beginning Conversational French

Prerequisite: None

Class Hours: 3 lecture

Provides basic understanding and use of French in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. May be taken two (2) times for credit. *Applies to Associate Degree.*

#### FREN M31B -- 3 Units

##### Intermediate Conversational French

Prerequisite: FREN M31A

Class Hours: 3 lecture

Expands introduction and use of French for non-native speakers, emphasizing intermediate grammar and principles of usage. May be taken two (2) times for credit. *Applies to Associate Degree.*

#### FREN M60AZ -- 1 to 3 Units Each

##### Topics in French

Prerequisites: To be determined

Class Hours: To be determined

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



**Developed topics include:****FREN M60A -- 3 Units  
Advanced Studies in French**

Prerequisite: FREN M04  
Class Hours: 3 lecture

Expands knowledge, potential and advanced use of French through individual and group writing, as well as through oral discussion based on a variety of written works. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**FREN M80 -- 1 to 4 Units  
Internship in French**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Geographic Information Systems

Geographic Information Systems is a new technology of computer mapping that records, stores, 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 Services Center (Campus Center, 805.378-1536).

**Dean**

*Floyd Martin, Phone (805) 378-1459*

**Faculty****Full-Time**

Andrea Ehrgott

**Counselor**

Chuck Brinkman

**Transfer Information**

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

**Geographic Information Systems Courses****GIS M01 -- 3 Units****Introduction to Mapping and GIS**

Prerequisite: None  
Class Hours: 3 lecture

Introduces basic cartographic principles, including map types, scales, projections, coordinate systems as well as Geographic Information Systems (GIS) technology and software. Provides hands-on experience with the retrieval and application of data in business or academic areas. Covers GIS concepts of raster/vector conversions, thematic mapping, geocoding and data acquisition as well as various applications (resource management, business marketing, site selection and crime analysis). *Applies to Associate Degree. Transfer credit: CSU; UC*

## Geography

Geography is the study of place and space; it is the description of land, sea, and air, and the distribution of plant and animal life including humans and their activities. The most rapidly increasing area of employment for people trained in geography is planning, at all levels: local, regional, and national. A background in geography is an asset in education, travel, recreation, industry, and international commerce.

**Career Opportunities**

Climatologists, Conservationists, Economic Geographer, Research Marketing Analyst, Resource Planning Analyst, Environmental Impact Analyst, Cartographer, Demographer, GIS Technicians, Political Geographer, Public Administrators, Spatial Data Analysts

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

**Dean**

*Floyd Martin, Phone (805) 378-1459*

**Faculty****Full-Time**

Andrea Ehrgott

**Part-Time**

Monem Abdel-Gawad, Gilbert Dewart, K. Duret, Greg Hargleroad, John Menory

**Counselors**

Letrisha Mai

**Degree Option in Geography**

**Associate in Science Degree**

To earn an Associate in Science Degree with a major in Geography, students complete 24 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper division course work for advanced degrees in Geography offered by four-year institutions. Since the course work in geography is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in geography. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

<b>Required Courses</b>	<b>Units</b>
GEOG M01 ..... The Physical Environment .....	3.0
GEOG M01L ..... Physical Environment Lab .....	1.0
GEOG M02 ..... Cultural Environment .....	3.0
GEOG M03 ..... World Regional Geography .....	3.0
GEOG M05 ..... Intro to Meteorology .....	3.0
GEOG M10 ..... Geography of California .....	3.0
GIS M01 ..... Intro to Mapping and GIS .....	3.0
MATH M15 ..... Introductory Statistics .....	5.0
<b>TOTAL</b> .....	<b>24.0</b>

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

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

**Geography Courses**

**GEOG M01 -- 3 Units**

**Our Physical Environment**

Prerequisite: None  
Class Hours: 3 lecture

Introduces physical elements of weather, climate, landforms, vegetation, soils, hydrography, and the effects of the earth's interior structure. Emphasizes the interrelationships between people and their physical environment. Requires field trips. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GEOG 2; GEOG 6 (GEOG M01+M01L). IGETC AREA 5*

**GEOG M01L -- 1 Unit**

**Physical Environment Lab**

Prerequisite: Completion of or concurrent enrollment in GEOG M01  
Class Hours: 3 lab

Introduces earth-sun relations as well as map and air photo reading and interpretation. Provides hands-on practice in landscape description, measurement and analysis. Requires written reports. Requires local field trips. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GEOG 6 (GEOG M01 + M01L). IGETC AREA 5*

**GEOG M02 -- 3 Units**  
**Cultural Environment**

Prerequisite: None  
Class Hours: 3 lecture

Introduces basics of geography, including its objectives, main divisions, and basic principles. Emphasizes social and cultural relationships with the environment. Involves analysis of current world problems as well as urban and rural fieldwork. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GEOG 4. IGETC AREA 4*

**GEOG M03 -- 3 Units**  
**World Regional Geography**

Prerequisite: None  
Class Hours: 3 lecture

Surveys world geography, emphasizing the regions, people, and economic activities characteristic of the major political areas of the world. Explores how world affairs are affected by the way humans occupy the earth. *Applies to the Associate Degree. Transfer credit: CSU; UC (GEOG M03 and GEOG M03H combined: maximum credit, one course). IGETC AREA 4*

**GEOG M03H -- 3 Units**  
**Honors: World Regional Geography**

Prerequisite: None  
Class Hours: 3 lecture

Provides an honors level survey of world geography, emphasizing the regions, people, and economic activities characteristic of the major political areas of the world. Explores how world affairs are affected by the way humans occupy the earth. *Applies to the Associate Degree. Transfer credit: CSU; UC (GEOG M03H and GEOG M03 combined: maximum credit, one course). IGETC AREA 4*

**GEOG M04 -- 3 Units**  
**Resource Utilization**

Prerequisite: None  
Class Hours: 3 lecture

Introduces physical and cultural factors influencing the location of economic activities; analysis of the principal economic production systems involved with agriculture, foodstuffs, resources and industrialization; and contemporary problems of international economic power struggles. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

**GEOG M05 -- 3 Units**  
**Introduction to Meteorology**

Prerequisite: None  
Class Hours: 3 lecture

Introduces meteorological phenomena, including atmospheric circulation and behavior, 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 the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

**GEOG M05L -- 1 Unit**

**Introduction to Meteorology Laboratory**

Prerequisite: Completion of or concurrent enrollment in GEOG M05  
Class Hours: 3 lab

Emphasizes hands-on experience with meteorological observation, cloud identification, instrumentation, interpretation of weather charts and data, weather system identification and analysis. Requires field trips. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

**GEOG M06 -- 2 Units**

**Map Use and Interpretation**

Prerequisite: None  
Class Hours: 2 lecture

Introduces map reading, analysis, and interpretation, including history and practical use of maps, map projections, and aerial photography. *Applies to the Associate Degree. Transfer credit: CSU; UC.*

**GEOG M07 -- 3 Units**

**The Human Impact**

Prerequisite: None  
Class Hours: 3 lecture

Introduces historical review of human modifications of the natural environment, including vegetation, animal life, soils, landforms, water and atmosphere. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

**GEOG M10 -- 3 Units**

**Geography of California**

Prerequisite: None  
Class Hours: 3 lecture

Reviews human involvement with various California landscapes, including the state's historical settlement, resource utilization and physical environment. Requires field trips on local land use patterns. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

**GEOG M22A/B -- 0.5 to 3 Units Each**

**Independent Studies in Geography**

Prerequisite: A previous course in geography  
Class Hours: 1 to 3 as arranged

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

**GEOG M60AM -- 1 to 3 Units Each**

**Topics in Physical Geography**

Prerequisite: Prior course in geography  
Class Hours: To be determined

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

**Developed topics include:**

**GEOG M60A -- 3 Units**

**Volcanism and Human Activity**

Prerequisite: None  
Class Hours: 3 lecture

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

**GEOG M60B -- 3 Units**

**Glacial Landscapes**

Prerequisite: None  
Class Hours: 3 lecture

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

**GEOG M60C -- 3 Units**

**Regional Geomorphology**

Prerequisite: None  
Class Hours: 3 lecture

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

**GEOG M60NZ -- 1 to 3 Units Each**  
**Topics in Cultural Geography**

Prerequisite: Prior course in Geography  
Class Hours: To be determined

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

**Developed topics include:**

**GEOG M60N -- 3 Units**

**Landscape Analysis**

Prerequisite: None  
Class Hours: 3 lecture

Introduces procedures of field examination and data collection in areas such as settlement patterns, population changes and land use. Reviews the observation, mapping and analysis of landscapes affected by human activity. Requires field trips. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**GEOG M80 -- 1 to 4 Units**

**Internship in Geography**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

# Geology

This program presents a study of the earth and its physical, chemical and biological forces at work.

## Career Opportunities

Field Geologist, Mining Geologist, Engineering Geologist, Researcher, Consultant, Librarian, Park Naturalist, Geological Technician, Technical Writer/Editor, Laboratory Research Worker, Aero-geologist, Map Editor, Paleontologist, Museum Curator, Environmental Geologist, Oil Geologist, Hydrologist, Geophysicist, Waste Management, Planetary Geologist

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

## Dean

Floyd Martin, Phone (805) 378-1459

## Faculty

### Full-Time

Roberta Harma

### Part-Time

Monem Abdel-Gawad, Terry Davis, Gilbert Dewart, Karen Savage, Gerald Simila

### Counselors

Chuck Brinkman, Susan Izumo

## Degree Option in Geology

### Associate in Science Degree

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

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

### Required Courses

	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 M15 or MATH M25C.....	5.0
Introductory Statistics or Calculus/Analytic Geometry III	
MATH M25A..... Calculus with Analytic Geometry I.....	5.0
MATH M25B..... Calculus with Analytic Geometry II.....	5.0
PHYS M10A/M10AL or PHYS M20A/M20AL.....	5.0
General Physics/Lab or Mechanics of Solids and Fluids/Lab	
PHYS M10B/M10BL or PHYS M20B/M20BL.....	5.0
General Physics/Lab or Electricity and Magnetism/Lab	
<b>TOTAL</b> .....	<b>48.0</b>

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

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

## Sample Course Sequence

### First Semester

CHEM M01A.....	6.0
GEOL M02.....	3.0
GEOL M02L.....	1.0

### Second Semester

CHEM M01B.....	6.0
MATH M15 or MATH M25C.....	5.0

### Third Semester

GEOL M03.....	3.0
MATH M25A.....	5.0
PHYS M10A/M10AL or PHYS M20A/20AL.....	5.0

### Fourth Semester

GEOL M04.....	4.0
MATH M25B.....	5.0
PHYS M10B/M10BL or PHYS M20B/M20BL.....	5.0

## Geology Courses

### GEOL M01 -- 3 Units

#### Introductory Geology

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces the composition, structure, and modification of earth and its physical systems. Includes identifying common rocks, minerals, physical processes and geologic structures in the lab and in the field. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

### GEOL M02 -- 3 Units

#### Physical Geology

Prerequisite: None

Class Hours: 3 lecture

Introduces materials and structure of the earth, origin and development of land forms as well as the principles and processes of geology including erosion and sedimentation, volcanic, glacial and earthquake activity. Focuses on global tectonics. *Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GEOL 2 (GEOL M02+M02L); CAN GEOL 6 (GEOL M02 only). IGETC AREA 5*

**GEOL M02L -- 1 Unit  
Physical Geology Lab**

Prerequisite: None  
Corequisite: GEOL M02  
Class Hours: 3 lab

Provides hands-on experience in direct observation and scientific analysis of geologic data. Emphasizes mineral and rock formation and identification; topographic and geologic map interpretation; and laboratory and field observation and interpretation. Requires field trips. *Applies to the Associate Degree. Transfer credit: CSU; UC; CAN: GEOL 2 (GEOL M02+M02L); IGETC AREA 5*

**GEOL M03 -- 3 Units  
Earth History**

Prerequisite: None  
Class Hours: 3 lecture

Introduces geologic history of the earth and evolution of life revealed by fossil and rock records. Reviews elementary problems in paleontology, stratigraphy, and earth systems. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5.*

**GEOL M04 -- 4 Units  
Mineralogy**

Prerequisites: GEOL M02, GEOL M02L and CHEM M12  
Class Hours: 2 lecture, 6 lab

Introduces principles of rock forming mineralogy, emphasizing crystallography, mineral chemistry, physical properties, occurrence, origin, and associations of common minerals. May require field trips. *Applies to the Associate Degree. Transfer credit: CSU; UC.*

**GEOL M05 -- 3 Units  
The World Ocean**

Prerequisite: None  
Class Hours: 3 lecture

Introduces the geological, physical and chemical characteristics of the ocean. Reviews formation of the ocean basins, ocean currents, waves, tides, beaches, chemistry and marine pollution. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

**GEOL M21 -- 3 Units  
Geology of California**

Prerequisite: None  
Class Hours: 3 lecture

Focuses on geologic provinces of California including topography, structure, geologic history, lithology and mineral resources. Requires field trips. *Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

**GEOL M22A/B -- 0.5 to 3 Units Each  
Independent Studies in Geology**

Prerequisite: A previous course in geology  
Class Hours: 0.5 to 3 as arranged

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

**GEOL M41 -- 3 Units  
Geology of the National Parks and Monuments**

Prerequisite: None  
Class Hours: 3 lecture

Introduces physical and historical geology of the national parks and monuments in western America. Requires field trips. *Applies to the Associate Degree. Transfer credit: CSU*

**GEOL M51 -- 1 to 3 Units  
Field Geology**

Prerequisite: A previous course in Geology  
Class Hours: 39 lab

Reviews field studies and geologic processes exemplified in specific localities. May be taken two (2) times for credit. *Applies to the Associate Degree. Transfer credit: CSU*

**✓ GEOL M61 -- 3 Units  
Geologic Hazards**

Prerequisite: None  
Class Hours: 3 lecture

Introduces geologic hazards to environment, including landslides, earthquakes and floods. Emphasizes local conditions. May require field trips. *Applies to the Associate Degree. Transfer credit: CSU; UC*

**GEOL M80 -- 1 to 4 Units  
Internship in Geology**

Prerequisite: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## German

A study of the German language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, library services, and the publishing business.

### Career Opportunities

Translator, Diplomatic Office, Tutor, Editor, Foreign Exchange Trader, Foreign Clerk, Foreign Service Officer

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

### Dean

Inajane Nicklas, Phone (805) 378-1443

### Faculty

#### Part-Time

Jane Chapman, Andrea Fuchs

**Counselors**

Anitra Evans, Susan Izumo, Ofelia RomeroMotlagh

**Transfer Information**

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

**German Courses****GERM M01 -- 4 Units****Elementary German I**

Prerequisite: None

Class Hours: 4 lecture, 1 lab as arranged

Introduces German language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. Requires individualized work in the lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GERM 2; GERM SEQ A (GERM M01+M02). IGETC Foreign Language, UC only*

**GERM M02 -- 4 Units****Elementary German II**

Prerequisite: GERM M01 or 2 years of high school German

Class Hours: 4 lecture, 1 lab as arranged

Further explores German language and culture, emphasizing people and history, as well as speaking and writing proficiency. Requires individualized work in the language lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GERM 4; GERM SEQ A (GERM M01+M02). IGETC Foreign Language, UC only*

**GERM M03 -- 4 Units****Intermediate German I**

Prerequisite: GERM M02 or 3 years of high school German

Class Hours: 4 lecture, 1 lab as arranged

Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the language lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GERM 8; GERM SEQ B (GERM 3+4). IGETC AREA 3; Foreign Language, UC only*

**GERM M04 -- 4 Units****Intermediate German II**

Prerequisite: GERM M03 or 4 years of high school German

Class Hours: 4 lecture, 1 lab as arranged

Expands intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the language lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GERM 10. GERM SEQ B (GERM 3+4). IGETC AREA 3; Foreign Language, UC only*

**GERM M22A/B -- 1 to 3 Units Each****Independent Studies in German**

Prerequisite: A previous course in German

Class Hours: 1 to 3 as arranged

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

**GERM M31A -- 3 Units****Beginning Conversational German**

Prerequisite: None

Class Hours: 3 lecture

Provides basic understanding and use of German in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. May be taken two (2) times for credit. *Applies to the Associate Degree.*

**GERM M31B -- 3 Units****Intermediate Conversational German**

Prerequisite: GERM M31A

Class Hours: 3 lecture

Expands introduction and use of German for non-native speakers, emphasizing intermediate grammar and principles of usage. May be taken two (2) times for credit. *Applies to the Associate Degree.*

**GERM M80 -- 1 to 4 Units****Internship in German**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

# Graphics

The Graphics program is designed to prepare students for free-lance careers and/or entrylevel employment in advertising agencies; printing and publishing firms; television and motion picture studios; advertising departments of large companies; commercial art studios; and desktop publishing, production art, graphics photography, electronic pre-press or offset printing and bindery operations. Students learn to draw, paint, plan, design; to think two and three-dimensionally; and to satisfy art directors and clients.

## Career Opportunities

Advertising Artist, Illustrator, Designer, Graphic Artist, Mural Artist, Type Designer, Graphic Arts Technician, Showcard Artist, Desktop Publisher, Production Artist, Process Camera Operator, Sign Painter, Silk Screen Artist, Sketch Artist, Title Designer, Stencil Maker, Commercial Artist, PasteUp Camera Artist, Electronic Prepress, Stripper/Platemaker, Press Operator, Computer Technician

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

## Dean

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

## Faculty

### Full-Time

John GrzywaczGray, Svetlana Kasalovic, Sexton Stewart

### Part-Time

Sol Dember, Nancy Haberman, Susan Gardner, Joseph Martin, Kerry Mehle, Douglas Sutherland, Leland Swindel, Sueann Valentine-Wheeler

### Counselors

Denice Avila, Don Henderson

## Degree and Certificate Options in Graphics (Occupational)

### Associate in Science Degree in Graphics

To earn an Associate in Science Degree with a major in Graphics, students complete 33-40 specified units, plus general education degree requirements (minimum total = 60 units). This program prepares students for careers in the creative and print technology aspects of Graphics, providing three specialization options: Graphic Design, Print Technology and Desktop Publishing.

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

Required Courses	Units
GR M10..... Intro to Graphics.....	3.0
GR M20..... Macintosh and IBM Operating Systems.....	2.0
GR M30..... Production Art Techniques.....	3.0
Units from <u>One</u> of the RECOMMENDED OPTIONS.....	24.0-31.0
<b>TOTAL</b> .....	<b>33.0-40.0</b>

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

### Graphic Design Option (complete all 32 specified units)

ART M04A..... Color and Design .....	3.0
ART M12A..... Drawing and Composition.....	3.0
GR M24A..... Desktop Publishing I.....	3.0
GR M26..... Computer-Assisted Illustration (Macintosh) .....	3.0
GR M27..... Electronic and Digital Photography.....	3.0
GR M31..... Graphic Design I.....	2.0
GR M32..... Graphic Design II.....	3.0
GR M33..... Advertising Design.....	2.0
GR M34..... Lettering and Typography.....	2.0
GR M40..... Beginning Illustration.....	3.0
GR M90..... Portfolio.....	2.0
PHOT M01..... Beginning Photography.....	3.0

OR

### Print Technology Option

#### (complete all 24 specified units)

GR M24A..... Desktop Publishing I.....	3.0
GR M24B..... Desktop Publishing II.....	3.0
GR M25..... Computer Publications Design (Macintosh) .....	3.0
GR M27..... Electronic and Digital Photography.....	3.0
GR M71..... Offset Printing I.....	3.0
GR M72..... Offset Printing II.....	3.0
GR M75..... Process Camera I.....	3.0
GR M85..... Estimating and Scheduling.....	3.0

OR

### Desktop Publishing Option

#### (complete all 31 specified units)

ART M04A..... Color and Design .....	3.0
ART M12A..... Drawing and Composition.....	3.0
CIS M60D..... Webpage Design w/HTML.....	1.0
GR M24A..... Desktop Publishing I.....	3.0
GR M24B..... Desktop Publishing II.....	3.0
GR M25..... Computer Publications Design (Macintosh) .....	3.0
GR M26..... Computer-Assisted Illustration (Macintosh) .....	3.0
GR M27..... Electronic and Digital Photography.....	3.0
GR M31..... Graphic Design I.....	2.0
GR M34..... Lettering and Typography.....	2.0
GR M70..... Reproduction Process.....	2.0
GR M75..... Process Camera I.....	3.0

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

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

### Associate in Science Degree in Computerized Composition

To earn an Associate in Science Degree with a major in Computerized Composition, students complete 25-32.5 specified units, plus general education degree requirements (minimum total = 60 units). This program prepares the students for various careers in the expanding computer graphics and composition industry. The curriculum emphasizes business, operational and technical skills for those students desiring to enter into sales, sales support or service for the computer graphics industry.

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

Required Courses	Units
CIS M15..... Intro to the Personal Computer.....	1.5
CIS M16..... Intro to Information Systems .....	3.0
CIS M16L..... CIS Introduction Lab .....	1.0
GR M10..... Intro to Graphics.....	3.0
Units from <u>one</u> of the RECOMMENDED OPTIONS.....	16.5-24.0
<b>TOTAL</b> .....	<b>25.0-32.5</b>

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

**Sales (complete all 18 specified units)**

BUS M30..... Intro to Business and Economics .....	3.0
BUS M35..... Sales Techniques .....	3.0
BUS M37..... Marketing .....	3.0
BUS M39..... Business Communications .....	3.0
GR M30..... Production Art Techniques .....	3.0
GR M75..... Process Camera I.....	3.0
<u>OR</u>	

**Application Specialist (complete all 16.5 specified units)**

BUS M39..... Business Communication Techniques .....	3.0
CIS M17..... Intro to Windows .....	1.5
GR M24A..... Desktop Publishing I.....	3.0
GR M24B..... Desktop Publishing II .....	3.0
GR M71..... Offset Printing I.....	3.0
GR M75..... Process Camera I.....	3.0
<u>OR</u>	

**Field Service Engineer (complete all 24 specified units)**

CS M01/M01L..... Intro to Computer Science/Lab .....	4.0
CS M10A/M10AL..... Computer Programming with C/Lab .....	4.0
EL M10/M10L..... Passive Circuits/Lab .....	4.0
EL M16/M16L..... Analog Circuits/Lab .....	4.0
EL M17/M17L..... Digital Circuits/Lab.....	4.0
EL M21..... Microprocessors and Microcomputers .....	2.0
EL M24..... Diagnostics, Trouble Shooting & Repair.....	2.0

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

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

**Certificate of Achievement in Computer Graphics**

To earn a Certificate of Achievement in Computer Graphics, students complete the 33 specified units.

Required Courses	Units
ART M01C..... Art History.....	3.0
ART M04A..... Color and Design.....	3.0
ART M12A..... Drawing and Composition.....	3.0
GR M10..... Intro to Graphics.....	3.0
GR M20..... Macintosh and IBM Operating Systems .....	2.0
GR M23..... Intro to Computer Graphics (Macintosh) .....	3.0
GR M25..... Computer Publications Design (Macintosh) .....	3.0
GR M26..... Computer-Assisted Illustration (Macintosh) .....	3.0
GR M27..... Electronic and Digital Photography.....	3.0
GR M31..... Graphic Design I .....	2.0
GR M70..... Reproduction Process.....	2.0
PHOT M01A..... Beginning Photography.....	3.0
<b>TOTAL</b> .....	<b>33.0</b>

**Certificate of Achievement in Desktop Publishing**

To earn a Certificate of Achievement in Desktop Publishing, students complete 19 specified units.

Required Courses	Units
GR M10..... Intro to Graphics .....	3.0
GR M20..... Macintosh and IBM Operating System.....	2.0
GR M24A..... Desktop Publishing I.....	3.0
GR M25..... Computer Publications Design (Macintosh) .....	3.0
GR M26..... Computer-Assisted Illustration (Macintosh) .....	3.0
GR M27..... Electronic and Digital Photography.....	3.0
GR M31..... Graphic Design I .....	2.0
<b>TOTAL</b> .....	<b>19.0</b>

**Certificate of Achievement in Print Technology**

To earn a Certificate of Achievement students complete 32 specified units. This program prepares students for various occupations in the offset lithography industry, emphasizing basic and advanced skills in preparatory and production techniques.

Required Courses	Units
GR M10..... Intro to Graphics.....	3.0
GR M20..... Macintosh and IBM Operating Systems .....	2.0
GR M23..... Computer Graphics (Macintosh) .....	3.0
GR M24A..... Desktop Publishing I.....	3.0
GR M24B..... Desktop Publishing II .....	3.0
GR M27..... Electronic and digital Photography .....	3.0
GR M30..... Production Art Techniques .....	3.0
GR M71..... Offset Printing I.....	3.0
GR M72..... Offset Printing II .....	3.0
GR M75..... Process Camera I.....	3.0
GR M85..... Estimating and Scheduling.....	3.0
<b>TOTAL</b> .....	<b>32.0</b>

**Graphics Courses**

**GR 10 -- 3 Units**

**Introduction to Graphics**

Prerequisite: None  
Class Hours: 3 lecture

Introduces advertising, printing, and the history of graphics. Provides practical applications in design, desktop publishing, camera, and various printing processes. Reviews employment trends and opportunities. Field trips will be required. *Applies to Associate Degree. Transfer credit: CSU*

**GR M20 -- 2 Units**

**Macintosh and IBM Operating Systems**

Prerequisite: None  
Class Hours: 1 lecture, 3 lab

Introduces basic theory and entry-level skills on multiple computer publishing platforms. Emphasizes operating systems, typography, True Type/Postscript Levels, and printing to Postscript. Provides practical applications in creating text and bitmapped graphics using applets of each operating system. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*



**GR M22A/B -- 1 to 3 Units Each  
Independent Studies in Graphics**

Prerequisite: A previous course in Graphics  
Class Hours: 1 to 3 as arranged

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

**GR M23 -- 3 Units  
Introduction to Computer Graphics (Macintosh)**

Prerequisite: 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.*

**GR M24A -- 3 Units  
Desktop Publishing I**

Prerequisite: GR M20  
Class Hours: 2 lecture, 3 lab

Introduces fundamentals and basic operating procedures of Adobe InDesign page layout and graphic software. Emphasizes practical application of InDesign on the PC platform including layout, typography and publication design. Requires creation of digital files for film output and camera-ready artwork for the reproduction process. Includes scanning graphic images for the printing process and PowerPoint presentations. *Applies to Associate Degree.*

**GR M24B -- 3 Units  
Desktop Publishing II**

Prerequisite: GR M24A  
Class Hours: 2 lecture, 3 lab

Introduces advanced techniques in the production of commercial publications such as business packages, business forms, newsletters and product sheets. Emphasizes production variations and professional problem-solving skills. Includes basics of scanning, imaging to film, digital and off-press color, proofing techniques and special requirements for the printing processes. *Applies to Associate Degree.*

**GR M25 -- 3 Units  
Computer Publications Design (Macintosh):  
Quark Express**

Prerequisite: GR M23  
Class Hours: 2 lecture, 3 lab

Introduces principles of publication design using Quark Xpress. Explores informational graphics and design alternatives, emphasizing effective and efficient communication of information. Covers software, type, graphic elements, screens, photographs, illustrations, templates, style sheets, spot color and process color separations. Requires production of newsletter and other publications. *Applies to Associate Degree.*

**GR M26 -- 3 Units  
Computer Assisted Illustration (Macintosh): Illustrator**

Prerequisite: GR M23  
Class Hours: 2 lecture, 3 lab

Introduces principles of design and computer illustration using Macintosh Computer and appropriate software. Emphasizes organization of visual material, including design concepts, typography, space, shape, line, and texture. Stresses creativity. *Applies to Associate Degree.*

**GR M27 -- 3 Units  
Electronic and Digital Photography**

Prerequisite: A course in the discipline  
Class Hours: 2 lecture, 3 lab

Focuses on Adobe Photoshop for photography, computer graphics, illustration and graphic design. Includes appropriate techniques for scanning negatives, transparencies, reflective materials, type effects, color correction, selection techniques, special effects, channel calculations, adjustment layers, output devices and clipping paths/groups. Clarifies relationship between traditional film-based photography and digital techniques. May be taken two (2) times for credit. (Same course as PHOT M06, formerly PHOT M601.) *Applies to Associate Degree.*

**GR M30 -- 3 Units  
Production Art Techniques**

Prerequisite: None  
Class Hours: 2 lecture, 3 lab

Introduces mechanical and electronic applications of production art techniques for graphic reproduction. Emphasizes principles of design, including the creation of rough, comprehensives, camera-ready art and the use of overlay materials. Explores electronic methods of production art as well as digital and film color proofing techniques. *Applies to Associate Degree. Transfer credit: CSU*

**GR M31 -- 2 Units  
Graphic Design I**

Prerequisite: None  
Class Hours: 1 lecture, 3 lab

Introduces conceptual, production, and visual design methods, emphasizing commercial art. Provides hands-on production experience. *Applies to Associate Degree. Transfer credit: CSU*

**GR M32 -- 3 Units  
Graphic Design II**

Prerequisite: completion of 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**

Prerequisite: GR M32  
Class Hours: 1 lecture, 3 lab

Introduces advertising layouts and their translation into camera ready artwork, including rendering, type specifications and figure indication. Includes developing and executing comprehensive presentations, flat ads, packaging, posters and point of sale displays. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**GR M34 -- 2 Units****Lettering and Typography**Prerequisite: completion of 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**Prerequisite: Completion of or concurrent enrollment in ART M12A

Class Hours: 2 lecture, 3 lab

Introduces pen and ink, watercolor, collage and colored pencil techniques as principal means of self-expression. Analyzes topical themes and individual story lines as potential subject matter for weekly drawings. *Applies to Associate Degree. Transfer credit: CSU*

**GR M41 -- 3 Units****Intermediate Illustration**

Prerequisite: GR M40

Class Hours: 2 lecture, 3 lab

Introduces advanced studies in pen and ink, watercolor washes and mixed media, exploring individual style appropriate to magazine, newspaper and book illustration. *Applies to Associate Degree. Transfer credit: CSU*

**GR M42 -- 3 Units****Advanced Illustration**

Prerequisite: GR M41

Class Hours: 2 lecture, 3 lab

Emphasizes development of individual style through advanced illustration techniques. Requires individual projects. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**GR M50 -- 3 Units****Airbrush Techniques for Advertising & Industry**Prerequisite: GR M10 or GR M40 or suitable portfolio

Class Hours: 2 lecture, 3 lab

Introduces airbrush techniques for advertising, commercial art and industrial use. Emphasizes preparing illustrations and retouching black and white photographs as well as appropriate equipment maintenance. Provides critique of all production assignments. Requires access to an airbrush for the duration of the class. *Applies to Associate Degree.*

**GR M51 -- 3 Units****Airbrush Techniques for Advertising & Industry (Advanced)**

Prerequisite: GR M50

Class Hours: 2 lecture, 3 lab

Introduces advanced techniques and treatments for producing full color art illustrations and color photo retouching, using transparent dyes, transparent colors and opaque designer colors. Emphasizes practical tips for producing acceptable commercial and industrial illustrations. Provides classroom demonstrations and project critiques. Requires access to an airbrush for the duration of the class. *Applies to Associate Degree.*

**GR M52 -- 3 Units****Airbrush Painting**

Prerequisite: GR M50

Class Hours: 2 lecture, 3 lab

Provides specialized training in a variety of common airbrush techniques in both black and white and color. Emphasizes commercial, industrial and high tech applications and presentations. *Applies to Associate Degree.*

**GR M60AZ -- 1 to 3 Units Each****Topics in Graphics**

Prerequisite: To be determined

Class Hours: To be determined

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

**Developed topics include:****GR M60A -- 1 Unit****Airbrush Practice**

Prerequisite: A previous airbrush course

Class Hours: 3 lab

May be taken four (4) times for credit.

**GR M60B -- 1 to 3 Units****Computer Graphics Practice**Prerequisites: GR M30 and GR M31 or GR M32

Class Hours: 39 lab as arranged

May be taken four (4) times for credit.

**GR M60G -- 3 Units****Creating Background Illustration Scenes for Animation**

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces special techniques and use of color to produce final background scenes, using various subjects, effects, and media. Emphasizes special effects for television, movies and commercials. May be taken three (3) times for credit.

**GR M70 -- 2 Units****Reproduction Process**Prerequisites: GR 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.*

**GR M71 -- 3 Units****Offset Printing I**

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Provides theory and practice in small lithographic press operation and stripping/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 M72 -- 3 Units**

**Offset Printing II**

Prerequisite: GR M71

Class Hours: 2 lecture, 3 lab

Emphasizes skills needed for entry-level positions within the printing industry, including stripping, platemaking, and press operation and adjustment. *Applies to Associate Degree. Transfer credit: CSU*

**GR M73 -- 2 Units**

**Screen Printing I**

Prerequisite: None

Class Hours: 1 lecture, 3 lab

Introduces screen-printing and its artistic and commercial application. Includes preparation of various screen-printing stencil methods, preparation and care of screens, and use of transparent and opaque inks. *Applies to Associate Degree. Transfer credit: CSU*

**GR M74 -- 2 Units**

**Screen Printing II**

Prerequisite: GR M73

Class Hours: 1 lecture, 3 lab

Introduces advanced techniques for utilizing photo screen-printing singly or in combination with other stencil methods. Includes instruction and practice of the process camera and its application to screen-printing; basic line photography and contact printing; and single and multicolor printing and posterization techniques. Explores special printing on various surfaces. *Applies to Associate Degree. Transfer credit: CSU*

**GR M75 -- 3 Units**

**Process Camera I**

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces characteristics of photographic materials and use of a gallery camera for the production of line negatives. Includes instruction and practice in darkroom techniques, use of filter, contact printing, color proofing, posterization techniques and the diffusion transfer process. *Applies to Associate Degree. Transfer credit: CSU*

**GR M76 -- 3 Units**

**Process Camera II**

Prerequisite: GR M75

Class Hours: 2 lecture, 3 lab

Introduces advanced theory and practice on the gallery camera. Emphasizes halftone photography, including rescreening, duo-tones, dot manipulation techniques, and halftones for the PMT process. *Applies to Associate Degree. Transfer credit: CSU*

**GR M80 -- 1 to 4 Units Each**

**Internship in Graphics**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitation*

**GR M85 -- 3 Units**

**Estimating and Scheduling**

Prerequisites: GR M21 and GR M75 and GR M71

Class Hours: 3 lecture

Introduces establishing estimates and printing costs through price catalogs and budgeted hourly rates. Uses traditional and computer estimating software. *Applies to Associate Degree. Transfer credit: CSU*

**GR M90 -- 2 Units**

**Portfolio**

Prerequisite: 6 units in Graphics program, including GR M75

Class Hours: 1 lecture, 3 lab

Develops professional presentation of artwork that demonstrates graphic design potential as well as variety of experience. Includes self-promotional concept, resume, and cover letter needed to secure employment. *Applies to Associate Degree. Transfer credit: CSU*

## Health Education

The objective of the Health Education major is the development and education of students in preparation for professional careers in a variety of health fields. The curricula, based upon a foundation in the liberal arts and the natural and behavioral sciences, are directed to special preparation for the various activities in the specific health fields.

### Career Opportunities

Athletic Trainer, Hospital Administrator, Health Education Teacher, Community Health Educator, Public Health Administrator, Health Officer, Fitness Instructor, School Health Coordinator, Health Research/Statistician

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

### Dean

Tim McGrath, Phone (805) 378-1445

### Faculty

**Full-Time**

James Bittner, Ronald Halleran, Delbert Parker, Nancy Stewart

**Part-Time**

Don Brockett, Leslie Daily, Katherine Holland-Dichter, Paul Keysaw, Vance Manakas, Pauletta Matsui, Sandra Patterson, George Ragsdale

**Counselors**

Michael Johnson, Donna Proske Allyn

### Transfer Information

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

## Health Education Courses

### HED M01 -- 2 Units

#### Health and Society

Prerequisite: None

Class Hours: 2 lecture

Introduces major health concepts that contribute to healthful living, including personal fitness, mental health, personal relationships, harmful substances, environmental health, communicable diseases, chronic and degenerative disease, reproduction and contraception, and consumer health. *Applies to Associate Degree. Transfer credit: CSU; UC (HED M01, M02 and M07 combined: maximum credit, one course). (HED M01, M02 and M07 combined, maximum credit, one course).*

### HED M02 -- 2 Units

#### Women's Health

Prerequisite: None

Class Hours: 2 lecture

Focuses on nature and function of women's health in our society. Introduces major female health problems, emphasizing both the individual's and the community's role in understanding medical advances and implementing their effects. *Applies to Associate Degree. Transfer credit: CSU; UC (HED M02, M01, M07 combined: maximum credit, one course).*

### HED M03 -- 3 Units

#### Nutrition, Fitness and Stress Management

Prerequisite: None

Class Hours: 3 lecture

Offers an integrated approach to good health and physical fitness through the study of basic principles of exercise, nutrition and human behavior. Applies specific topics of current concern such as maintaining healthy weight, prevention of heart disease and stress management. Stresses incorporating healthful habits and techniques into one's daily life. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU*

### HED M05 -- 3 Units

#### Safety and First Aid

Prerequisite: None

Class Hours: 3 lecture

Introduces procedures for assisting in emergency first aid situations. Successful course completion qualifies student for the American Red Cross Standard First Aid certificate and the Adult Cardiopulmonary Resuscitation card (Adult CPR card). *Applies to Associate Degree. Transfer credit: CSU; UC*

### HED M06 -- 3 Units

#### Prevention and Treatment of Athletic Injuries

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces basic concepts, skills and practices for the athletic trainer, including medical aspects of athletic training, athletic therapy, modalities, strength, conditioning, rehabilitation and diagnostic techniques. Provides hands-on experience responding to the athletically injured. Does **NOT** fulfill PE/Health requirement for Associate Degree. *Applies to Associate Degree. Transfer credit: CSU; UC.*

### HED M07 -- 3 Units

#### Personal Health

Prerequisite: None

Class Hours: 3 lecture

Introduces components and skills of health and wellness, reviewing positive behavioral changes and their effect on life. Emphasizes self-responsibility based on self-analysis and assessment. *Applies to Associate Degree. Transfer credit: CSU; UC (HED M07, M01 and M02 combined: maximum credit, one course).*

### HED M10A -- 0.5 Unit

#### Alcohol Awareness Seminar

Prerequisite: None

Class Hours: 0.5 lecture

Examines the physical, psychological and social effects of alcohol use and abuse including history, case studies, and treatment modes. Emphasizes local information and resources. *Applies to Associate Degree. Transfer credit: CSU*

### HED M10B -- 0.5 Unit

#### AIDS Seminar

Prerequisite: None

Class Hours: 0.5 lecture

Introduces full range of information on AIDS, including prevention, testing, counseling, support groups, and medical care. Uses speakers and film to enhance discussion. Reviews local services. *Applies to Associate Degree. Transfer credit: CSU*

### HED M10C -- 0.5 Unit

#### Women's Health Issues

Prerequisite: None

Class Hours: 0.5 lecture

Emphasizes importance of women's participation in own health care, since present decisions affect future health and wellness. Reviews specific health issues for discussion and application. *Applies to Associate Degree. Transfer credit: CSU*

### HED M10D -- 0.5 Unit

#### Weight Management

Prerequisite: None

Class Hours: 0.5 lecture

Examines causes and effects of being overweight, including physiological, social, and cultural issues. Emphasizes nutrition, exercise and lifestyle changes as means to weight management. *Applies to Associate Degree. Transfer credit: CSU*

### HED M10E -- 0.5 Unit

#### Athletic Injuries Seminar

Prerequisite: None

Class Hours: 0.5 lecture

Examines medical aspects of athletic injury management, including prevention, first-aid, treatment, evaluation and reconditioning. *Applies to Associate Degree. Transfer credit: CSU*

**HED M10F -- 0.5 Unit  
Stress Management**

Prerequisite: None  
Class Hours: 0.5 lecture

Examines physical, emotional, cognitive, and behavioral aspects of stress, including sources, symptoms, physiology of the stress response, burnout, and effective coping strategies such as induction of the relaxation response. *Transfer credit: CSU*

**HED M10G -- 0.5 Unit  
Cardiopulmonary Resuscitation**

Prerequisite: None  
Class Hours: 0.5 lecture

Teaches proficiency in blocked airway management and basic cardiopulmonary resuscitation techniques in adult, child and infant situations. Procedures applicable to individuals with cardiovascular disease but also to those suffering from sudden death due to drowning, electrocution, sensitivity reaction, asphyxia, drug overdose, heart attack and anesthesia idiosyncrasy. Reviews early warning signs, risk factors and prevention of heart disease. May be taken four (4) times for credit. (Only 0.5 unit total may be applied to health requirement). *Applies to Associate Degree. Transfer credit: CSU*

**HED M10H -- 0.5 Unit  
Domestic Violence / Issues and Information**

Prerequisite: None  
Class Hours: 0.5 lecture

Introduces definition of domestic violence and abuse, including review of behavioral characteristics of domestic violence, interplay of power and control in a relationship, cycle of violence, and social and legal resources available. *Applies to Associate Degree. Transfer credit: CSU*

**HED M10J -- 0.5 Unit  
Date Rape/Self Defence**

Prerequisite: None  
Class Hours: 0.5 lecture

Emphasizes recognition of the sexual, physical, and psychological abuse possible in dating relationships. Reviews elements of a health relationship, appropriate communication strategies, risks and vulnerabilities in dating relationships, and self-defense tactics. *HED formerly HE. Applies to Associate Degree. Transfer credit: CSU*

*Deleted from  
curr F102*

**HED M10K -- 0.5 Unit  
Smoking and Your Health**

Prerequisite: None  
Class Hours: 0.5 lecture

Examines the primary and secondary effects of tobacco use (smoking and chewing) and reviews ways to stop its use. *Applies to Associate Degree. Transfer credit: CSU*

**HED M10M -- 0.5 Unit  
Healthful Eating**

Prerequisite: None  
Class Hours: 0.5 lecture

Examines basic elements of nutrition and offers techniques and strategies for healthy eating. Includes cooking demonstrations. *Applies to Associate Degree. Transfer credit: CSU*

**HED M10N -- 0.5 Unit  
Men's Health**

Prerequisite: None  
Class Hours: 0.5 lecture

Explores connections between the way men live their lives (exercise, nutrition, stress) and the quality of their health. Emphasizes need for men to participate in own health care, since present decisions affect future health and wellness. *Applies to Associate Degree. Transfer credit: CSU*

**HED M10P -- 0.5 Unit  
Fitness for Life**

Prerequisite: None  
Class Hours: 0.5 lecture

Introduces key concepts in physical fitness, developing practical tools to assess personal levels of fitness and to create successful exercise programs in injury-free environments. Reviews consumer tips for health and fitness industry. *Applies to Associate Degree. Transfer credit: CSU*

**HED M10Q -- 0.5 Unit  
Health and Sexuality**

Prerequisite: None  
Class Hours: 0.5 lecture

Introduces health and human sexuality, including review of basic sexual anatomy, physiology of sexual response, sexually transmitted diseases, common impediments to healthy sexual functioning, sexual enhancement, and communication skills for achieving greater intimacy. *Applies to Associate Degree. Transfer credit: CSU*

**HED M10R -- 0.5 Unit  
Diabetes Awareness**

Prerequisite: None  
Class Hours: 0.5 lecture

Overview of various aspects of diabetes, with and emphasize on diabetes nutrition. Will increase the understanding of diabetes and recognize and remove the roadblocks that prevent better control and provide skills to cope with everyday life. *Provider number CEP2811 for 7.5 contact hours. Applies to Associate Degree. Transfer credit: CSU*

**HED M10S -- 0.5 Unit  
Sports Nutrition**

Prerequisite: None  
Class Hours: 0.5 lecture

Basic overview of sports nutrition for athletes and non-athletes. Designed to introduce student to various aspects of nutrition which may include proper hydration, ergogenic aids, ideal body composition and fueling for optimal performance. Current trends in sports nutrition for both the individual and the coach will be covered. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 7.5 contact hours. Applies to Associate Degree. Transfer credit: CSU*

**HED M10T -- 0.5 Unit  
Nutrition and Cancer Prevention**

Prerequisite: None  
Class Hours: 0.5 lecture

Provides an overview of various aspects of cancer prevention through nutrition. Increases the understanding of the role that healthy food choices and physical activity play in reducing the risk of cancer. *Provider number CEP2811 for 7.5 contact hours. Applies to Associate Degree. Transfer credit: CSU.*

**HED M22A/B -- 1 to 3 Units Each****Independent Studies in Health Education**

Prerequisite: A previous course in Health Education

Class Hours: 1 to 3 as arranged

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

**HED M60AZ -- 0.5 to 3 Units Each****Topics in Health Education**

Prerequisite: To be determined

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. *Applies to Associate Degree. Transfer credit: CSU.*

**HED M80 -- 1 to 4 Units****Internship in Health Education**Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Health Sciences

A Health Science career represents excellent employment opportunities in the everexpanding fields of health services and research.

**The Learning Community Institute in Health Sciences**

The Learning Community Institute in Health Sciences offers students the opportunity to connect solid academic learning experiences to real-life career applications through internships and career information incorporated into the courses. This Institute offers a planned educational pathway that leads to a career or educational goal. See the Schedule of Classes for information on current offerings or call Lupe Aldana at (805) 378-1400, ext. 1632 for more information.

**Career Opportunities**

Dentist, Environmental/Occupational and Public Health Care Administration, Health Information Technology, Health Science Technologies, Nurse Practitioner, Pharmacist, Physician, Physician Assistant, Physical Therapy, Occupational Therapy, Radiologic Technologist, Registered Nurse, Veterinarian

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

**Dean**

Brenda Shubert, Phone (805) 378-1515

**Faculty****Full-Time**

Guadalupe Aldana, Patricia Burkard, Shara Chess, Beatrice Epping, Carol Higashida, Kimberly Hoffmans, Karen Jensen, Priscilla Lee, Linda Loiselle, Jo Ann Moore

**Part-Time**

Pat Brown, Denise Byrne, Shirley Collins, Donna Chivaroli, Mavin Friedman, Michelle Grimaldi, Dorris Herron-Vines, William Jones, Sandra Joseph, Terry Kipp, Mark Komins, Jamee Maxey-D'Angelo, Carolyn McKinney, Sherry Nantrou, Connie Tiu, Julianne Walker

**Counselors**

Frank Bianchino, Danita Redd

**Clinical Joint Appointments**

Danielle Capuano (Pleasant Valley Hospital)  
 Jessie Locquiao (St. John Medical Center)  
 Terry Sharokh-Far (Simi Valley Hospital)  
 Michael Richardson (Holy Cross Medical Center)  
 Karen Ruballo (Kaiser Permanente, Panorama City)  
 Gisho Tatsutani (Providence St. Joseph Medical Center)  
 Eric White (Los Robles Regional Medical Center)

## Associate in Science Degrees and Certificate Programs

### Health Information Technology

Health Information Technology (HIT) is a regional associate degree program jointly offered by Moorpark College and Santa Barbara City College. Health Information Technology prepares you for a career working in health care and other settings where health information is used. Health Information Technologists (also referred to as medical record technicians) perform computer and manual technical and organizational activities with medical records: securing, analyzing, integrating and managing health care information.

The HIT Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA).

Upon successful completion of the program and degree requirements you are eligible to graduate from Moorpark College with an Associate Degree in Health Information Technology and apply for writing the national qualifying exam for certification as a Registered Health Information Technician (RHIT), formerly known as Accredited Record Technician (ART).

**Distance Learning**

Courses in the Health Information Technology (HIT) program are offered through distance learning. Rather than attend a class at set times each week, students may meet in small study groups online in a chat room, at times convenient for the majority of the group members. A student facilitator, selected by the group, will moderate discussion sessions, in which course content, exercises and assignments will be discussed. Other learning activities will include required readings, audio/video tapes, computer activities, written exercises, exams, site visits and professional practice activities.

**Qualifying Requirements**

Qualify for MATH M03 -Intermediate Algebra or complete MATH M01 - Elementary Algebra; Complete ENGL M02 - Intro to College Writing or complete the English assessment process.

**Enrollment Process**

To begin the Health Information Technology Program, enroll in HIT 101-Introduction to Health Information Management. Registration is available online (<http://online.sbccc.net>), by mail, or on-site at Santa Barbara City College. Schedule an appointment with a health science counselor to plan your program of study. If you live outside the region, please send unofficial transcripts to a health science counselor for assistance in planning your program of study. To make a counseling appointment at Moorpark College, call (805) 378-1428.

Students must submit college applications to both Moorpark College and Santa Barbara City College.

**Financial Aid**

Financial aid collaboration agreements have been made between all the Community Colleges in the Tri-Counties Region (Cuesta, Allen Hancock, Santa Barbara, Ventura, Oxnard, Moorpark, College of the Canyons and Antelope Valley College). Students may meet financial aid eligibility requirements by combining the units taken at the participating colleges.

**Program of Study**

There is an online orientation session for each course. During this session the student will gain an understanding of the program of study, the course requirements, and become a member of a study group.

The course work required for the Associate in Science Degree in Health Information Technology at Moorpark College is as follows:

<b>Required Courses</b>	<b>Units</b>
* ENGL M01A..... English Composition .....	4.0
* ANPH M01..... Intro to Human Anatomy and Physiology ( no lab required).....	5.0
<i>or</i>	
* ANAT M01..... General Human Anatomy .....	4.0
<i>and</i>	
* PHSO M01..... Human Physiology.....	5.0
BUS M31..... Introduction to Management .....	3.0
<u>Physical Science</u>	
Course of Choice.....	3.0
<u>Fine or Performing Arts</u>	
Course of Choice.....	3.0
<u>American History and Institutions</u>	
Recommend: * History M05 .....	3.0
<u>Social Science</u>	
Recommend : *Psychology M01 .....	3.0
(This course may be taken on campus or online)	
<u>Communication &amp; Analytical Thinking</u>	
CIS M16: Intro to Information System .....	3.0
<u>PE and Health Information</u>	
One course in Health (2 units)	
One course in Physical Activity (1.5 units).....	3.5

- These courses are part of the Health Science Institute (HSI). The HSI is a learning community presenting coordinated courses designed for students interested in a career in Health Care and taught with a Health Science focus. Please select courses in the Schedule of Classes designated as part of the Health Science Institute.

- Licensing/Graduation Requirements: Graduation from the HIT Program with an Associate Degree is required to be eligible to sit for the National Certification exam to earn the Registered Health Information Technology (RHIT) Credential.

**Required Health information Technology (HIT) and Health Science (HS) Courses in suggested sequence:**

These distance learning courses are offered through Moorpark College (HS courses \*) and Santa Barbara City College (HIT courses \*\*). Counselors will assist you in developing a full time schedule, which will include the above requirements.

<b>Required Courses</b>	<b>Units</b>
<u>1st Semester - Year One</u>	
HIT 101**..... Introduction to Health Information System .....	3.0
HIT M102**..... Legal Aspects of Health Care .....	2.0
<u>2nd Semester - Year One</u>	
HIT 220**..... Statistical Applications in Health Care .....	2.0
HIT 230**..... Alternative Delivery System .....	2.0
HS M19*..... Medical Terminology .....	3.0
<u>3rd Semester - Year Two</u>	
HIT 200**..... Clinical Classification Systems ICD-9-CM.....	3.0
HIT 240**..... Clinical Quality Assessment and Improvement ....	3.0
HS M23*..... Pharmacology for Allied Health .....	2.0
HIT M250..... Data Quality and Reimbursement	3.0
<u>4th Semester - Year Two</u>	
HIT 210**..... Clinical Classification Systems: CPT Coding.....	3.0
HIT 240**..... Clinical Quality Assessment & Improvement.....	3.0
HIT 275**..... Professional Direct Practice.....	3.0
*Offered by Moorpark College	
**Offered by Santa Barbara City College	

**Registration/ Textbook**

Moorpark College Health Science course registration information is available online at <http://moorparkcollege.edu>. Click on Online Courses. Students can register by telephone with STAR registration or onsite. Health Science course textbooks are available at <http://www.moorparkcollege.edu/books>. Email your instructor before class begins to get instructions on the class.

Santa Barbara City College Health Information Technology course registration and textbook ordering are available onsite, by mail, or online at <http://online.sbccc.net>

**Continuing Education**

Individual Health Information Technology and Health Science courses may also be taken for continuing education (CEUs) or as a refresher .

## Certificate Programs in Health Information Technology

### Medical Coding Specialist

Medical Coding Specialist is a regional certificate program jointly offered by Moorpark College and Santa Barbara City College. This one-year certificate program prepares the graduate for a position as a coder in an acute care hospital, clinic, physician's office, long-term care facility and other health care settings. The Medical Coding Specialist Certificate of Completion, along with relevant work experience, qualifies the graduate for the national certification examination.

### Distance Learning

Courses in the Medical Coding Program are offered through distance learning. The Distance Learning procedures are the same as the Health Information Technology degree program outlined above. A computer applications course, the only course in the program of study that is not offered online, may be taken at the local community college.

### Enrollment Process

The Enrollment Process is the same for both the Health Information Technology degree and certificate programs, please refer to the Health Information Technology enrollment process, above.

Students must submit college applications to both Moorpark College and Santa Barbara City College.

### Orientation

Online Orientation sessions for HIT and HS courses are offered each semester. The course requirements and study group assignments are made during the orientation session.

*Prerequisite: Anatomy and Physiology (a lab is not required)*

### Program of Study

#### Required Courses

	Units
<i>Fall Semester - Year One</i>	
HIT 101** ..... Introduction to Health Information System .....	3.0
HIT 200** ..... Clinical Classification Systems ICD-9-CM.....	3.0
HS M23* ..... Pharmacology for Allied Health .....	2.0
HS M25* ..... Basic Pathophysiology (Prerequisite) .....	3.0
CIS M28* ..... Microsoft Office .....	3.0

#### *Spring Semester - Year Two*

HIT 205** ..... Advanced Clinical Classification System .....	3.0
HIT 210** ..... Clinical Classification Systems: CPT Coding.....	2.0
HIT 250** ..... Data Quality Assessment and Reimbursement.....	3.0
HS M19* ..... Medical Terminology .....	3.0

\*Offered by Moorpark College

\*\*Offered by Santa Barbara City College

### Registration/ Textbook

Moorpark College HS course registration information is available online at <http://moorparkcollege.edu>. Click on Online Courses. Students can register by telephone with STAR registration or onsite. HS textbooks are available at <http://www.moorparkcollege.edu/books>.

Santa Barbara City College HIT Course registration and textbook ordering are available onsite, by mail, or online at <http://online.sbccc.net>.

### Medical Reimbursement Specialist

Medical Reimbursement Specialist is a regional certificate program jointly offered by Moorpark College and Santa Barbara City College. This one-year certificate program prepares the graduate for a position as a coder or reimbursement specialist in an acute care hospital, clinic, physician's office, long-term care facility and other health care settings. The Medical Reimbursement Specialist Certificate of Completion, along with relevant work experience, qualifies the graduate for the national certification examination.

### Distance Learning and Enrollment Processes

The distance learning, enrollment processes and orientation requirements are the same for both the Health Information Technology Degree and Certificates. Refer to the Health Information Technology section above regarding the distance learning and enrollment process.

### Program of Study

#### Required Courses

	Units
<i>Fall Semester - Year One</i>	
HIT 101** ..... Introduction to Health Information System .....	3.0
HIT 150** ..... Medical Insurance Billing .....	3.0
HIT 200** ..... Clinical Classification Systems ICD-9-CM.....	3.0
HS M21* ..... Introduction to US Health Care System.....	3.0

#### *Spring Semester - Year Two*

HIT 210** ..... Clinical Classification Systems: CPT Coding.....	3.0
HIT 250** ..... Data Quality Assessment and Reimbursement.....	3.0
HS M19* ..... Medical Terminology .....	3.0
CIS M28* ..... Microsoft Office .....	3.0
ACCT 110** ..... Bookkeeping.....	4.0

\*Offered by Moorpark College

\*\*Offered by Santa Barbara City College

### Registration/Textbook

Moorpark College HS course registration information is available online at <http://moorparkcollege.edu>. Click on Online Courses. Students can register by telephone with STAR registration or onsite. HS textbooks are available at <http://www.moorparkcollege.edu/books>.

Santa Barbara City College HIT Course registration and textbook ordering are available onsite, by mail, or online at <http://online.sbccc.net>.

### Nursing Science

The nationally accredited Associate Degree in Nursing (ADN) is intended to develop the necessary knowledge and skill basic to the function of registered nurses in the direct care of patients. The nursing program is accredited by the *California State Board of Registered Nursing* and by the *National League of Nursing*.

### Application Procedure

The application period for receipt by the Nursing counselors of all applicant information and transcripts is September 1 - October 15 and February 1 - March 15.

### Enrollment Process

- Upon meeting the qualifying requirements ( Step 1) and the Prerequisite Science Courses (Step 3) with a C or better and an overall GPA of 2.5 or better, students may submit an application to a Nursing Counselor from September 1 to October 15 or February 15 to March 15 of each year. All official College and High School transcripts must be submitted with the application.



- Because the program is impacted, there will be a random selection of qualified applicants, a number will be assigned to each applicant, and the applicant's name will be placed on a waiting list. Each student's number will indicate his/her place in "LINE" to enter the program. Applicants are admitted to the nursing program by number order.
- There will be alternates selected for each admission class to serve on standby for admission until the end of the first week of class. If not admitted, these alternates will be first admissions into the next class.
- The Health Science Department will contact applicants regarding acceptance/admission.
- 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:**

**Prerequisites to Required Science Course**

<u>Required Courses</u>	<u>Units</u>
MATH M01*..... Elementary Algebra or higher*	5.0
CHEM M12..... Intro to Chemistry or HS Chemistry	4.0
BIOL M02A..... General Biology	4.0

\*Please note MATH M05 is required to transfer for the Bachelor of Science in Nursing Degree.

**STEP 3:**

**Prerequisites Courses for Application to ADN Program**

<u>Required Courses</u>	<u>Units</u>
**ANAT M01 and **PHSO M01.....	9.0
General Anatomy <u>and</u> Human Physiology	
OR	
ANPH M01 and ANPH M01L.....	5.0
Intro to Human Anatomy/Physiology <u>and</u> Lab (For the AS Degree; this combined course may not be acceptable for transfer to some accepting institutions.	
MICR M01**..... Principles of Microbiology	5.0
HS M16A..... Basic Skills for Health Care Provider or Current CNA.....	1.0
ENGL M01A**..... English Composition	4.0

All courses in the nursing major must be completed with a Grade of C or better.

**STEP 4:**

**Required general education courses for licensure**

These courses must be taken prior to the last semester of the ADN Program. These courses are necessary to be eligible to take the Licensing Examination (NCLEX) to become an RN.

<u>Required Courses</u>	<u>Units</u>
ENGL M01**..... Freshman Composition	4.0
PSY M01**..... Introduction to Psychology	3.0
SPCH M01**..... Introduction to Speech	3.0
SOC M01 ** or ANTH M02.....	3.0
Intro to Sociology or Cultural Anthropology	

**Required general education courses for associate degree**  
The following courses are necessary for the Associate Degree and must be completed prior to graduation.

<u>Recommended Course</u>	<u>Units</u>
<u>Fine or Performing Arts</u>	
Course of Choice.....	3.0
<u>American History/Institutions</u>	
**HIST M05.....	3.0
<u>Humanities</u>	
**SPCH M01 or **HS M17 Health Care Ethics.....	3.0
<u>Communication and Analytical Thinking</u>	
**ENGL M01B or PHIL M07.....	3.0
<u>Physical Science</u>	
CHEM M01 (need for transfer to BSN ) or CHEM M12.....	5.0 or 6.0
<u>Physical Education</u>	
Course of choice.....	1.5

\*\*These courses are part of the Health Science Institute (HSI). The HSI is a learning community presenting coordinated courses designed for students interested in a career in health care and taught with a Health Science focus. Please select courses in the Schedule of Classes designated as part of the Health Science Institute.

**Nursing Course Sequence**

<u>Required Courses</u>	<u>Units</u>
<u>First Semester</u>	
NS M01..... Beginning Nursing Science I.....	4.0
NS M01L..... Beginning Clinical Nursing Lab I.....	4.0
NS M11..... Skills Lab (elective).....	(1)
<u>Second Semester</u>	
NS M02..... Maternal Child and Gynecological Nursing.....	5
NS M02L..... Maternal Child & Gynec. Clinical Nursing Lab ....	4.5
NS M12..... Skills Lab (elective).....	(1)
<u>Third Semester</u>	
NS M03..... Intermediate Nursing Science II.....	5
NS M03L..... Intermediate Clinical Nursing Lab I.....	5
NS M13..... Skills Lab (elective).....	(1)
<u>Fourth Semester</u>	
NS M04..... Advanced Nursing Science.....	4
NS M04L..... Advanced Clinical Nursing Lab.....	5
NS M14..... Skills Lab (elective).....	(1)

**Program Requirements**

After students have been admitted, the following requirements must be met:

- A Physical Exam documented on the Moorpark College Nursing Health Appraisal form, which considers the student free from communicable diseases and ability to function in a hospital setting.
- Proof of Immunity to Rubeola, Mumps, Rubella, Hepatitis B, Varicella
- Evidence of physical and emotional fitness upon admission throughout the program is expected and is subject to the medical opinion of the college physician and to the medical opinion or policy of hospitals or agencies used as clinical sites.

- Current Cardiopulmonary Resuscitation C certification, CPR for Health Care Provider or CPR for Professional/Rescuer renewable every two years either *HS 18* or Red Cross Certificate: *CPRC*.
- Malpractice Insurance paid as part of registration fees.
- Fire Safety Card (Los Angeles County).

**Ethical Expectations**

All students admitted to the Nursing program are expected to maintain the highest personal and ethical standards of conduct consistent with professional standards as perceived by the faculty and professional personnel in the agencies used as extended campus sites. Any 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](http://www.rn.ca.gov))

**Performance Standards**

In compliance with the 1990 American with Disabilities Act, the Health Sciences Department does not discriminate against qualified applicants with disabilities. These performance standards, reflected in specific nursing course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The Nursing Faculty in conjunction with the community clinical facilities will determine, on an individual basis, whether the necessary accommodations or modifications can reasonably be made.

- *Critical Thinking* - ability sufficient for safe clinical judgment: calculating, reasoning, analyzing, prioritizing, synthesizing data. Examples: identify cause effect relationships in clinical situations, develop nursing care plans.
- *Interpersonal* - in providing nursing care, the abilities sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds: function effectively under stress. Example: Establish rapport with diverse clients and effectively interacting with colleagues as part of the health care team.
- *Communication* - abilities sufficient for effective verbal and written interactions. Examples: Explain diagnostic treatment procedures, health teaching, document and interpret actions and client responses.
- *Mobility* - physical abilities sufficient to move from room to room, maneuver in small spaces and reach overhead equipment. Examples: Move around clients' rooms, equipment/machines, workspaces, and diagnostic/ treatment areas; administer emergency/CPR procedures.
- *Motor Skills* - gross and fine motor abilities sufficient to provide safe and effective care. Examples: Calibrate, move and use equipment/machines; lift, position and transfer clients.
- *Hearing* - ability sufficient to monitor and assess health needs. Examples: Hear monitor alarm, emergency signals, auscultatory sounds, cries for help.
- *Visual* - ability sufficient for observation and visual assessment in well lit and dimly lit areas. Examples: Observe client responses and changes in condition.

- *Tactile* - ability sufficient for physical assessment and positioning. Examples: Perform palpation functions of physical examination and/or those related to intervention, e.g., insertion of needle, positioning.

**Travel Expectations**

The clinical sites extend from northern Ventura County to northwestern portions of the San Fernando Valley, within an approximate 40mile radius from Moorpark College. Each student is responsible for his or her own transportation.

**Program Completion**

For successful completion of the nursing program, a minimum grade of C (75%) is necessary in all courses required for the major.

**Program Costs**

Costs incurred by nursing students include, but are not limited to: Physical examination, immunizations, uniforms, equipment, materials fees, Association dues, and licensure application fees.

**Advanced Placement**

Opportunities for advanced placement are based on space available to: Licensed Vocational Nurses, others with Health Care credentials, transfer nursing students from accredited colleges and readmission applicants.

Candidates must schedule an appointment with the Nursing Counselor and complete the application for advanced placement. All advanced placement applicants must meet the ADN program prerequisites and course requirements.

*Advanced placement applicant students are not accepted or readmitted into the last semester of the nursing program.*

Graduate nurses lacking California licensure requirements may be admitted to complete any needed courses as specified by the California Board of Registered Nursing.

**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:**

PHSO M01 .....	Human Physiology.....	5.0 units
MICR M01 .....	Principles of Microbiology .....	5.0 units

**Nursing Courses:**

NS M03.....	Intermediate Nursing Science II .....	5.0 units
NS M03L .....	Intermediate Nursing Science Clinical Lab II .....	5.0 units
NS M04.....	Advanced Nursing Science .....	5.0 units
NS M04L.....	Advances Nursing Science Lab.....	4.0 units
<b>Total Units</b> .....		<b>29.0</b>

## Transfer for Bachelor of Science Degree Nursing (BSN)

Students wishing to apply for admission to a Bachelor's Degree in Nursing program may:

- Complete the *Moorpark College Associate Degree in Nursing* and apply for transfer to an accepting institution.
- or
- Satisfy the transferable lower division science and general education requirements and apply to a BSN program.

The accepting institution determines transferable courses.

Generally acceptable courses are ANAT M01; ANTH M02; BIOL M02A/2B; CHEM M01A/1B, M08, M09; ENGL M01A; MICRO M01; NTS M01; PHYS M10A/10AL, M10B/10BL; PSY M01A/01B, M07; SOC M01.

### Continuing Education

*Moorpark College has been approved by the Board of Registered Nursing as a Continuing Education Provider (number CEP 02811).*

The Board of Registered Nursing recognizes academic courses for continuing education credit with one (1) academic semester unit equaling fifteen (15) continuing education hours. The course content must be relevant to the practice of nursing and related to the scientific knowledge or technical skills required for the practice of nursing or be related to direct and/or indirect client care at a level above that which is required for licensure. These courses are identified in the college catalog and schedule of classes as "Provider" approved by the California Board of Registered Nursing CEP 02811 and lists the number of contact hours for each course. Courses may be taken for credit/no credit or a letter grade. (*Transcripts document proof of attendance*). After completion of 12 units in residence at Moorpark College, students who hold a current California license as a Registered Nurse or a Radiologic Technologist and are presently enrolled and in good standing at Moorpark College may petition through the Nursing Counselor for units of credit through the appropriate Nursing program applicable toward an associate degree.

### ■ Radiologic Technology

The Associate Degree in Radiologic Technology (ADRT) is intended to develop the necessary knowledge and skill basic to the function of a Radiographer in performing diagnostic x-ray procedures in hospital or other health care settings.

The radiography program is accredited by the *Joint Review Committee of Education in Radiologic Technology*, and by the *California Department of Health*. Radiography students must complete or be enrolled in all general education and required Radiologic Technology courses to be eligible to take the California and National Licensing Exams administered during the last semester of the program.

#### Application Procedure

The application period for receipt of applicant information and transcripts by the 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 to Required Science Courses

<u>Required Courses</u>	<u>Units</u>
MATH M01 ..... Elementary Algebra or higher .....	4.0
BIOL M01 ..... Principles of Biology .....	4.0

##### STEP 3:

#### Prerequisites Courses for Application to the Radiologic Technology Program

<u>Required Courses</u>	<u>Units</u>
**ANAT M01 and **PHSO M01 .....	9.0
General Anatomy <u>and</u> Human Physiology	
<u>OR</u>	
ANPH M01 and ANPH M01L .....	5.0
Intro to Human Anatomy/Physiology <u>and</u> Lab	
(For the AS Degree; this combined course may not be acceptable for transfer to some accepting institutions.	
HS M19..... Medical Terminology .....	3.0
PHSC M01 ..... Principles of Physical Science .....	3.0
And	
PHYS M01L ..... Principles of Physical Science Lab .....	1.0
Or	
PHYS M10A ..... General Physics .....	4.0
And	
PHYS M10AL ..... General Physics I Lab.....	1.0
HS M16A..... Basic Skills for Health Care Provider or	
Current CNA.....	1.0
ENGL M01A** ..... English Composition .....	4.0

*All courses in the radiologic technology major must be completed with a Grade of C or better.*

##### STEP 4:

#### Required general education courses

These courses are necessary for the Associate Degree and must be completed prior to graduation.

<u>Recommended Course</u>	<u>Units</u>
<u>Fine or Performing Arts</u>	
Course of choice.....	3.0
<u>American History &amp; Institutions</u>	
**History M05 .....	3.0
<u>Social and Behavior Science</u> .....	3.0
**PSY M01 <u>or</u> SOC M01 <u>or</u> **ANTH M02	
<u>Humanities</u> .....	3.0
**SPCH M01 or **HS M17 Health Care Ethics	
<u>Communication and Analytical Thinking</u> .....	3.0
**MATH M03 or **ENGL M01B or PHIL M07	
<u>Computer Literacy</u>	
CIS 15 Intro to Computer .....	1.5
<u>Physical Education</u>	
Course of choice .....	1.5

\*\*These courses are part of the Health Science Institute (HSI). The HSI is a learning community presenting coordinated courses designed for students interested in a career in health care and taught with a Health Science focus. Please select courses in the Schedule of Classes designated as part of the Health Science Institute.

**Enrollment Process**

- Upon meeting the qualifying requirements ( Step 1) and the Prerequisite Science Courses (Step 3) with a C or better and an overall GPA of 2.5 or better students may submit 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 to 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.

- 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 Rubeoila, Mumps, Rubella, Hepatitis B, Varicella.
- Evidence of physical and emotional fitness upon admission and throughout the program is expect ed 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 18* or Red Cross Certificate: *CPRC*.
- Malpractice Insurance paid as part of registration fees.#

**Radiography Course Sequence**

**Required Courses**

	<b>Units</b>
<i>Summer Session #1</i>	
RADT M10..... Intro to Radiologic Technology .....	1.5
RADT M10 L..... Intro to Radiologic Technology Lab I .....	1.5
HS M16A..... Basic Skills for Health Care Providers .....	1.0
HS M19..... Medical Terminology .....	3.0
<i>Fall Semester</i>	
RADT M01A..... Fundamentals of Radiographic Practice I.....	3.0
RADT M01AL..... Fundamentals Clinical Lab I.....	5.0
RADT M01B..... Principles of Radiation Interaction and Radiographic Technique I.....	3.0
RADT M11..... Radiography Skills Lab I.....	1.0
<i>Spring Semester</i>	
RADT M02A..... Fundamentals of Radiographic Practice II.....	3.0
RADT M02AL..... Fundamentals Clinical Lab II .....	5.0
RADT M02B..... Principles of Radiation I Protection and Radiographic Technique II.....	3.0
RADT M12..... Radiography Skills Lab II.....	1.0
<i>Summer Session #2</i>	
RADT M49..... Radiographic Summer Practicum .....	4.5
RADT M15..... Venipuncture for Diagnostic Imaging.....	1.0
<i>Fall Semester</i>	
RADT M03A..... Intermediate Radiographic Practice .....	2.0
RADT M03AL..... Intermediate Clinical Lab .....	8.0
RADT M03B..... Radiographic Pathology .....	3.0
RADT M13..... Radiography Skills Lab III.....	1.0
<i>Spring Semester</i>	
RADT M04A..... Advanced Radiographic Practice .....	3.0
RADT M04AL..... Advanced Clinical Lab .....	8.0
RADT M14..... Radiography Skills Lab III.....	1.0

**Program Requirements**

After students have been admitted, the following requirements must be met:

**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.arrt.org](http://www.arrt.org)

**Performance Standards**

In compliance with the 1990 American with Disabilities Act, the Health Sciences Department does not discriminate against qualified Radiologic Technology applicants with disabilities. These performance standards, reflected in specific Radiologic Technology course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The 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 causeeffect 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 40mile radius from Moorpark College. Each student is responsible for his or her own transportation.

**Program Completion**

For successful completion of the Radiologic Technology program, a minimum grade of C (75%) is necessary in all courses required for the major.

**Program Costs**

Costs incurred by radiologic technology students include, but are not limited to: Physical examination, immunizations, uniforms, equipment, materials fees, radiation badge monitoring, Association dues, and examination application.

**Advanced Placement**

Opportunities for advanced placement based on space are available to Limited Permit X-Ray Technicians, transfer students from accredited colleges or programs, and readmission applicants. Limited Permit X-Ray Technicians may be admitted to Advanced Placement Level I Spring semester after passing the RADT M01B Challenge Exam or successful completion of RADT M01B fall semester. For others, there are several options available depending on the qualifications and needs of the applicant. Please review the Credit by Examination Policy discussed in the Academic Policies section of this catalog.

**Transfer for Bachelor of Science Degree Radiography Technology (BSRT)**

Students wishing to apply for admission to a program leading to a Bachelor's Degree in Radiologic Technology may do the following: 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; MATH M07; PHSO M01; PHYS M10A/10AL, M10B/10BL.

**Health Science: Certificate Programs**

**■ Certified Nurse Assistant**

The Certified Nurse Assistant (CNA) functions as an entry-level health care team member and provider of care. Upon completion of this one semester certification program, the student is eligible to complete the Certified Nurse Assistant examination. This program focuses on the responsibilities of the Certified Nurse Assistant as set forth in Title 22: California Code of Regulations, Division 5, Chapter 2.5

<b>Course</b>	<b>Units</b>
HS M16A..... Basic Skills Lab/Health Care Provider .....	1.0
HS M16B..... Certified Nurse Assistant .....	3.0
HS M16BL..... Certified Nurse Assistant - Clinical Lab .....	2.0

**Certified Nurse Assistant Program Requirements**

In order to enter the hospital setting in HS M16BL, the Certified Nurse Assistant Clinical Lab, the following requirements must be met:

- Physical Exam documented on the Moor park College Nursing 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
- Current Cardiopulmonary Resuscitation C certification, CPR BLSC Health Care Provider or CPR for Professional Rescuer renewable every one to two years.
- Malpractice Insurance paid as part of registration fees
- Fingerprints either rolled either by local law enforcement or live scan
- Current valid social security card for licensure

**■ Certified Home Health Aide**

The Home Health Aide is an expansion of the educational preparation of the Certified Nurse Assistant. This health care role cares for a client in the home-care setting versus the acute and long-term setting. The clinical component is designed to prepare the CNA to function as an entry-level health care team member in a home health agency.

Prerequisite: HS M16B and HS M16BL (successful completion) or certified CNA

<b>Course</b>	<b>Units</b>
HS M16C..... Home Health Aide (prerequisite CNA) 1.5	
HS M16CL..... Home Health Aide Clinical Lab.....	0.5

**Certified Home Health Aide Program Requirements**

In order to enter the hospital setting in HS M16CL, the Home Health Aide Clinical Lab, the following requirements must be met:

- 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, CPR BLSC Health Care Provider or CPR for Professional Rescuer renewable every one to two years.
- Malpractice Insurance paid as part of registration fees.
- Fingerprints either rolled by local law enforcement of live scan.
- Current valid social security card.

**Emergency Medical Technician I**

The Emergency Medical Technician (EMT) functions as an entry-level emergency health care team member and provider of emergency care. Upon completion of this one semester certification program, the student is eligible for the 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 B .....	4.0
HS M24L..... Emergency Medical Technician B Lab .....	1.0
HS M19..... Medical Terminology .....	3.0

**Emergency Medical Technician Program Requirements**

After students have enrolled the following requirements must be met:

- 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.*
- Malpractice Insurance paid as part of registration fees.

**Pre-professional Programs**

- Dental, Medical, Physical Therapy, Veterinary.
- Moorpark College offers courses which generally meet the basic education requirements for professional schools. These schools generally require a Bachelor's Degree for admission. Students are advised to determine and 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/B recommended); PHYS M10A/ M10AL, M10B/M10BL. For veterinary school the requirements are: BIOL M02A; CHEM M01A, M01B; ENGL M0 1A, M01B; MATH M 15; PHYS M10A/M10AL; ZOO M01; (Additional lower-division Chemistry after transfer), 8 units of Humanities/Social Sciences.
- The California dental schools are Loma Linda University; University of California: Los Angeles, San Francisco; University of Pacific; University of Southern California.
- The California medical schools are Loma Linda University; Stanford University; University of California: Davis, Irvine, Los Angeles, San Diego, San Francisco; University of Southern California.
- The California programs in Physical Therapy are California State University at Long Beach, Northridge and Sacramento; and California State University Fresno. UCSF jointly with San Francisco State, Loma Linda, Mount St. Mary's, Samuel Merritt, University of the Pacific, USC, Western University.
- The California veterinary school is University of California, Davis.

**Health Science Institute Paths**

The Health Science Institute offers four paths to prepare for the major. Each path has a core of required courses.

**Pre-professional Transfer Associate Degrees**

These two paths are for the student who plans to meet the general education, math and science requirements for transfer for a bachelor degree preparatory to professional education.

PATH #1: Pre-dentistry, Premedicine, Prepharmacy, Preveterinary Medicine.

PATH #2: Prenursing, Preoccupational Therapy, Prephysical Therapy, Preradiologic Technology

**Career Transfer Associate Degrees**

This path is for the student who plans to obtain the Associate Degree in Health Information Technology, Nursing or Radiologic Technology in preparation for transfer for the Bachelor's degree.

PATH #3: Associate Degree Nursing Science Transfer, Associate Degree Radiologic Technology/Transfer Associate Degree Health Information Technology

**Non-transfer Career Degree**

This path is for the student to complete the minimal requirement for the Associate Degree with no plans to transfer.

PATH #4: Associate Degree Nursing Associate Degree Radiologic Technology Associate Degree Health Information Technology

**Important Notes for HSI Students:**

- The total required units in each major is found by adding the units of the Path Core Courses to the additional units required in the particular major.
- Courses in the major may be used to fulfill many of the general education requirements. Please see a HSI counselor for advice on course selection and additional information.
- Course work, in addition to that shown in these associate degree programs, may be needed, based on the intended four-year transfer.
- Additional upper division course work WILL be needed after transfer.
- THE A. A. OR A.S. DEGREE REQUIRES GENERAL EDUCATION UNITS IN ADDITION TO THE MAJOR UNITS.

**HSI Associate Degree Paths 1-4**

**HSI Path #1**

Majors within this path: Pre-dentistry, Pre-medicine, Pre-pharmacy, Pre-veterinary Medicine.

Other related career paths: Osteopathic Medicine, Podiatric Medicine, Chiropractic Medicine, and Optometry.

**Required Courses**

Required Courses	Units
HS M20..... Introduction to Health Sciences .....	2.0
CHEM M01A..... General Chemistry I .....	6.0
CHEM M01B..... General Chemistry II.....	6.0
BIOL M02A..... General Biology I .....	4.0
BIOL M02B..... General Biology II .....	4.0
ENGL M01A..... English Composition .....	4.0
ENGL M01C..... Critical Thinking and Composition .....	3.0
Units from <u>One</u> of the RECOMMENDED OPTIONS .....	18.0-28.0
<b>TOTAL</b> .....	<b>46.0-56.0</b>

Health Sciences

**Recommended Options:** choose one of the following:

**Pre-Dentistry AA Option (complete all 26 specified units)**

MATH M07.....	College Algebra and Trigonometry .....	5.0
MATH M15.....	Introductory Statistics .....	5.0
MATH M16A.....	Applied Calculus I .....	3.0
PHYS M10A.....	General Physics I.....	4.0
PHYS M10AL.....	General Physics I Laboratory .....	1.0
PHYS M10B.....	General Physics II .....	4.0
PHYS M10BL.....	General Physics II Laboratory .....	1.0
PSY M01A.....	Introduction to Psychology.....	3.0

OR

**Pre-Medical/Pre-Pharmacy AA Option (complete all 26 specified units)**

MATH M07.....	College Algebra and Trigonometry .....	5.0
MATH M15.....	Introductory Statistics .....	5.0
MATH M16A.....	Applied Calculus I .....	3.0
PHYS M10A.....	General Physics I.....	4.0
PHYS M10AL.....	General Physics I Laboratory .....	1.0
PHYS M10B.....	General Physics II .....	4.0
PHYS M10BL.....	General Physics II Laboratory .....	1.0
ENGL M01B.....	Literature: Critical Thinking/Composition .....	3.0

OR

**Pre-Medical/Pre-Pharmacy AS Option (complete all 28 specified units)**

MATH M25A.....	Calculus with Analytic Geometry I .....	5.0
MATH M25B.....	Calculus with Analytic Geometry II.....	5.0
MATH M25C.....	Calculus with Analytic Geometry III .....	5.0
PHYS M20A.....	General Physics I.....	4.0
PHYS M20AL.....	General Physics I Laboratory .....	1.0
PHYS M20B.....	General Physics II .....	4.0
PHYS M20BL.....	General Physics II Laboratory .....	1.0
ENGL M01B.....	Literature: Critical Thinking/Composition .....	3.0

OR

**Pre-Veterinary Medicine AA Option (complete all 18 specified units)**

MATH M07.....	College Algebra and Trigonometry .....	5.0
MATH M16A.....	Applied Calculus I .....	3.0
PHYS M10A.....	General Physics I.....	4.0
PHYS M10AL.....	General Physics I Laboratory .....	1.0
PHYS M10B.....	General Physics II .....	4.0
PHYS M10BL.....	General Physics II Laboratory .....	1.0

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

**HSI Path #2**

Majors within this path are Pre-Nursing Transfer, Pre-Occupational Therapy, Pre-Physical Therapy, Pre-Radiologic Technology Transfer. Other related career paths include Public Health, Dental Hygienist, Health Care Manager, Medical Records Technologist, Nutritionist/Dietitian, Physician Assistant, Human Performance/Sports Medicine

Required Courses	Units	
HS M20.....	Introduction to Health Science.....	2.0
BIOL M02A.....	General Biology I .....	4.0
MATH M07.....	College Algebra and Trigonometry.....	5.0
ANAT M01.....	General Human Anatomy.....	4.0
PHSO M01.....	Human Physiology.....	5.0
ENGL M01A.....	English Composition .....	3.0
PSY M01A.....	Introduction to Psychology.....	3.0
SOC M01* or ANTH M02.....	.....	3.0
Intro to Sociology or Cultural Anthropology		
SPCH M01 or SPCH M02**.....	.....	3.0
Intro to Speech or Elements of Public Speaking		
Units from <u>One</u> of the RECOMMENDED OPTIONS.....	10.0-35.0	
<b>TOTAL</b> .....	<b>42.0-67.0</b>	

\* Must be SOC M01 for the Pre-physical Therapy Option.  
\*\*Must be SPCH M02 for transfer to USC.

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

**Pre-Nursing Transfer AS Option (complete all 15 specified units)**

MICR M01.....	Principles of Microbiology .....	5.0
CHEM M12*.....	Introductory Chemistry I .....	5.0
CHEM M13*.....	Introductory Chemistry II.....	5.0

\* (For UCLA CHEM 1A & 1B may be substituted)

OR

**Pre-Occupational Therapy AA Option (complete all 28-29 specified units)**

ENGL M01B.....	Literature: Critical Thinking/Composition .....	3.0
ENGL M01C.....	Critical Thinking and Composition .....	3.0
CHEM M12.....	Introductory Chemistry I .....	5.0
MATH M15.....	Introductory Statistics .....	5.0
PHYS M01.....	Descriptive Physics .....	3.0
PHYS M01L.....	Descriptive Physics Laboratory .....	1.0
PSY M01A.....	Introduction to Psychology.....	3.0
PSY M08.....	Abnormal Psychology .....	3.0

One of the Following Art Classes ..... 2.0 or 3.0

ART M08A.....	Beginning Ceramics (3 units)	
ART M09A.....	Ceramic Design (3 units)	
ART M14A.....	Silk-Screen-Serigraph Printmaking (2 units)	
ART M23.....	Beginning Stained Glass Design (3 units)	

OR

**Pre-Physical Therapy AA Option (complete all 35 specified units)**

CHEM M01A.....	General Chemistry I .....	6.0
CHEM M01B.....	General Chemistry II.....	6.0
MATH M07.....	College Algebra/Trigonometry.....	5.0
MATH M15.....	Introductory Statistics .....	5.0
MATH M16.....	Applied Calculus I .....	3.0
PHYS M10A.....	General Physics I .....	4.0
PHYS M10AL.....	General Physics I Laboratory .....	1.0
PHYS M10B.....	General Physics II .....	4.0
PHYS M10BL.....	General Physics II Laboratory .....	1.0

OR

**Pre-Radiologic Technology Transfer AA Option (complete all 10 specified units)**

PHYS M10A.....	General Physics I.....	4.0
PHYS M10AL.....	General Physics I Laboratory.....	1.0
PHYS M10B.....	General Physics II.....	4.0
PHYS M10BL.....	General Physics II Laboratory .....	1.0

**Pre-Nutritionist/Dietitian**

NTS M01..... Nutritional .....	3.0
HED M03..... Nutrition Fitness Stress Management.....	3.0
NTS M80..... Internship in Nutritional Science.....	1.0 to 4.0
NTS M22 A/B..... Independent Studies in Nutrit. Science .....	1.0 to 3.0

**HSI Path #3**

Majors within this path are Nursing Science AS and Transfer, Radiologic Technology AS and Transfer

**Required Courses**

	<b>Units</b>
HS M16A..... Basic Skills for the Health Care Provider.....	1.0
BIOL M02A..... General Biology I .....	4.0
MATH M07*..... College Algebra and Trigonometry .....	5.0
ANAT M01..... General Human Anatomy.....	4.0
PHYS M01..... Human Physiology.....	5.0
ENGL M01A..... English Composition .....	4.0
CHEM M12..... Introductory Chemistry I .....	5.0
Units from <u>One</u> of the RECOMMENDED OPTIONS.....	50.5-67.0
<b>TOTAL</b> .....	<b>77.5-94.0</b>

\* Most common transfer requirement, refer to transfer institution catalog.

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

**Nursing Science AS and Transfer Option**  
(complete all specified units)

MICR M01..... Principles of Microbiology .....	5.0
PSY M01A..... Introduction to Psychology.....	3.0
SOC M01 or ANTH M02 .....	3.0
Intro to Sociology or Cultural Anthropology	
SPCH M01..... Introduction to Speech .....	3.0
Required Nursing Science Courses (see p. 141) .....	36.5
OR	

**Radiologic Technology AS and Transfer Option**  
(complete all units)

PHYS M10A..... General Physics I.....	4.0
PHYS M10AL..... General Physics I Laboratory.....	1.0
PHYS M10B..... General Physics II .....	4.0
PHYS M10BL..... General Physics II Laboratory .....	1.0
Required Radiologic Technology Courses (see p. 143) .....	57.0

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

**HSI Path #4 (Degree Granting Path)**

Majors within this path are Health Information Technology, Nursing Science, Radiologic Technology.

**Required Courses**

	<b>Units</b>
HS M16A..... Basic Skills for the Health Care Provider.....	1.0
MATH M01..... Elementary Algebra.....	5.0
ANPH M01..... Intro to Human Anatomy and Physiology .....	3.0
ANPH M01L..... Intro to Human Anatomy/Physiology Lab .....	2.0
ENGL M01A..... English Composition .....	4.0
Units from <u>One</u> of the RECOMMENDED OPTIONS.....	55.5-64.0
<b>TOTAL</b> .....	<b>69.5-78.0</b>

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

**HIT (Health Information Technology) Option**

Does not need

HS M16A..... Basic Skills for health Care Provider .....	1.0
CIS M16..... Intro to Information Systems .....	3.0

**Nursing Science AS Option**

(complete all specified units)

BIOL M01..... Principles Biology .....	4.0
MICR M01..... Principles of Microbiology .....	5.0
PSY M01A..... Introduction to Psychology.....	3.0
SOC M01 or ANTH M02 .....	3.0
Intro to Sociology or Cultural Anthropology	
SPCH M01..... Introduction to Speech .....	3.0
Required Nursing Science Courses (see p. 141) .....	36.5
OR	

**Radiologic Technology AS Option**  
(complete all units)

PHYS M10/M10L or PHSC M01/M01L.....	4.0
Radiation Physics/Lab or Principles of Physical Sciences/Lab (Any college physics)	
HS M19..... Medical Terminology .....	3.0
CIS M15..... Intro. To Computers.....	1.5
Required Radiologic Technology Courses (see p. 143) .....	57.0

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

**Health Science Courses**

**HS M14 -- 3 Units**

**Spanish for Health Care Professionals**

Prerequisite: None

Recommended Preparation: SPAN M01

Class Hours: 3 lecture

Provides those in the health sciences with entry-level communication skills needed to provide care for Spanish-speaking clients. Provides practice of conversational skills based on different themes related to providing health care. (Same course as SPAN M14). *Applies to Associate Degree. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU*

**HS M15 -- 3 Units**

**Pharmacology**

Prerequisite: None

Class Hours: 3 lecture

Introduces mechanisms and uses of currently available drugs, establishing foundation for understanding future developments in drug therapy and for administering drugs more efficiently and safely. Applies drug information and mathematical calculations in clinical setting. Repeatable to monitor constantly changing pharmaceutical approaches and resultant practical implications. May be taken four (4) times for credit. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU*

**HS M16A -- 1 Unit**

**Basic Skills for the Health Care Provider**

Prerequisite: None

Class Hours: 0.5 lecture, 2 lab

Introduces basic client care skills for entering a career in Health Care Industry or for providing home care. Focuses on principles/practices of safe and effective care in evolving multicultural environment. Integrates communication, caring, safety, documentation, ethics, and legal accountability with effective client care. May be taken two (2) times for credit. *Applies to Associate Degree.*



**HS M16B -- 3 Units****Certified Nurse Assistant**

Prerequisites: Current Cardiopulmonary Resuscitation CPR BLSC Health Care Provider or CPR for Professional Rescuer or HS M18 and HS M16A; Recent health examination including medical history and physical examination; PPD skin test or chest x-ray; written medical verification of absence of potentially harmful health condition. Fingerprints on live scan. Current valid social security card for licensure.

Class Hours: 3 lecture

Prepares students for certification by the State of California as an entry-level, health-care team member, focusing on responsibilities of the Certified Nurse Assistant set forth in Title 22: California Code of Regulations, Division 5, Chapter 2.5. Includes professionalism; ethics; confidentiality; communication and interpersonal skills; infection control; safety and emergency procedures; body mechanics; medical and surgical asepsis; weights and measurements; and basic patient care skills and procedures. *Applies to Associate Degree.*

**HS M16BL -- 2 Units****Certified Nursing Assistant Clinical Lab**

Prerequisites: HS M16A; Recent health examination including medical history and physical examination; PPD skin test or chest x-ray; written medical verification of absence of potentially harmful health condition.

Corequisite: HS M16B

Class Hours: 6.5 lab

Prepares students for certification by the State of California as an entry-level-health-care team member. Focuses on the role and responsibilities of the Certified Nurse Assistant set forth in Title 22: California Code of Regulation, Division 5, Chapter 2.5. Includes practical application of professionalism; ethics; confidentiality; communication and interpersonal skills; infection control; safety and emergency procedures; body mechanics; medical and surgical asepsis; weights and measurements; and basic patient care skills and procedures. *Applies to Associate Degree.*

**HS M16C -- 1.5 Units****Home Health Aide**

Prerequisite: HS 16B and HS 16BL or Certified Nurse Assistant

Corequisite: HS 16CL

Class Hours: 1.5 lecture

Expands the educational preparation of the Certified Nursing Assist (CNA) from the acute and long-term care settings into the home care setting. Prepares the CNA to function as an entry-level health care team member in a home health agency. *Applies to the Associate Degree.*

**HS M16CL -- 0.5 Unit****Home Health Aide Clinical Lab**

Prerequisites: HS 16B and HS 16BL; Recent health examination including medical history and physical examination; PPD skin test or chest x-ray; written medical verification of absence of potentially harmful health condition. Current CPR BLSC Health Care Provider or CPR for Professional Rescuer. Fingerprints on live scan. Current valid social security card for licensure.

Corequisite: HS M16C

Class Hours: 1.5 lab

Expands the educational preparation of the Certified Nursing Assistant (CNA) from the acute and long-term care settings into the home care setting. Prepares the CNA to function as an entry-level health care team member in a home health agency. *Applies to Associate Degree.*

**HS M17 -- 3 Units****Health Care Ethics**

Prerequisite: None

Class Hours: 3 lecture

Introduces theoretical and applied ethics relating to problems in medicine, health care and the human life sciences. Includes examination of foundational moral principles and theories. Explores confidentiality, ethical conflict, and moral dilemmas through case studies. (Same course as PHIL M17.) *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree.*

**HS M18 -- 0.5 Unit****CPR for Health Care Providers**

Prerequisite: Admission to Health Science Program or a health care professional

Class Hours: 0.5 lecture

Provides basic Cardiopulmonary Resuscitation techniques of single person, two person, child and infant resuscitation. Covers basic standards required by hospitals related to emergency resuscitation procedures; and orientation to crash cart medications and protocol. Fulfills general education health requirement for the A.S. degree in nursing and radiography technology. Only offered credit/no-credit. May be taken four (4) times for credit. Fulfills general education health requirement for the associate degree in nursing and radiologic technology. *Applies to Associate Degree.*

**HS M19 -- 3 Units****Medical Terminology**

Prerequisite: None

Class Hours: 3 lecture

Assists those preparing for a career in the health care industry to understand and communicate medical information, focusing on the language of medicine and the building of medical words via a study of word components. Emphasizes many of the basic words, prefixes, and suffixes upon which medical words are built. Includes medical terms related to anatomy, physiology, diseases, diagnoses, pharmacology, therapeutics and common abbreviations. *Applies to Associate Degree. Transfer credit: CSU*

**HS M20 -- 2 Units****Health Science Careers**

Prerequisite: None

Class Hours: 2 lecture

Reviews current status of health care industry. Explores Health Science careers and opportunities in employment, internships and volunteer work. Begins the preparation and admission into a health career education. Includes individual assessment of aptitude and career interest. *Applies to Associate Degree. Transfer credit: CSU*

**HS M21 -- 3 Units****Introduction to the U.S. Health Care System**

Prerequisite: None

Class Hours: 3 lecture

Introduces central concepts related to health care regulation, economics, politics, health care marketplace and legislative reform, integrated delivery and managed care. Includes the evolution to managed care and integrated delivery systems, legislative and regulatory influences, economic influences, health care financing, public policy process, alternative health care and social culture, health care reform and managed care. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU*

**HS M23 -- 2 Units****Pharmacology for Allied Health Professional**

Prerequisite: None

Class Hours: 2 lecture

Introduces pharmacology, providing the knowledge of basic pharmacological terminology and concepts, administration, and common generic and trade name medications. *Applies to Associate Degree. Transfer credit: CSU*

**HS M24 -- 4 Units****Emergency Medical Technician B**

Prerequisites: Current certification as CPR BLSC health Care Provider or CPR for Professional Rescuer and HS M19 or Medical Terminology course. May be taken concurrently.

Corequisite: HS M24L

Class Hours: 4 lecture

Focuses on rendering pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured or during inter-facility transfer. Includes anatomy, physiology, patient assessment, and emergency care. Successful completion of this course and HS M24L allows taking of the state certification examination for EMT-1 (provided all other state requirements are met and the student is at least 18 years of age at the time of examination). *Applies to Associate Degree.*

**HS M24L -- 1 Unit****Emergency Medical Technician B Laboratory**

Prerequisites: Current certification as Basic Life Support for health care provider and HS M19 Medical Terminology course (may be taken concurrently).

Corequisite: HS M24

Class Hours: 3 lab

Focuses on rendering pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured or during inter-facility transfer by application of theory of patient assessment, and emergency care presented in HS M24: EMT B. Offers skills training and clinical experience in an emergency room and on an emergency vehicle. Successful completion of this course and HS M24 allows taking the state certification examination for EMT-B (provided all other state requirements are met and the student is at least 18 years of age at the time of examination). *Applies to Associate Degree.*

**HS M24R -- 2 Units****Emergency Medical Technician B Recertification**

Prerequisite: Current EMT-B Certification from the State of California

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 a maximum of 4 times for credit. Applies to Associate Degree*

**HS M25 -- 3 Units****Basic Pathophysiology**Prerequisites: ANPH M01/M01L or ANAT M01 and PHSO M01 and High School Chemistry or CHEM M12 or CHEM M01A

Class Hours: 3 lecture

Introduces fundamentals of pathophysiology, focusing on physiologic changes and altered functions resulting from disease processes. Reviews principles from anatomy, physiology, and chemistry as foundation for study of basic disease process concepts, body systems, etiology, and pathogenesis of various disorders. Explores diagnostic procedures, preventative measures, and current therapeutic regimens. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU.*

**HS M60A -- 1.5 Units****Holistic Health Care Practice**

Prerequisite: None

Class Hours: 1.5 lecture

Explores health care practices that compliment the Western/allopathic mode of health care. Includes relaxation therapy, meditation, guided imagery, therapeutic touch, Reiki Level 1, and use of herbs for treatment of most common ailments. Designed for the layperson, the lay caregiver, and all health care professionals. (Same course as NS M60A.) *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 22.5 contact hours. Applies to Associate Degree. Transfer credit: CSU*

**HS M60B -- 1.5 Units****Basic Cardiac Dysrhythmia Interpretation**

Prerequisite: None

Class Hours: 1.5 lecture

Introduces the skills necessary to interpret basic cardiac dysrhythmias and to intervene in their treatment. Focuses on the systematic approach to identify dysrhythmias and to classify them according to site of origin and prognosis. (Same course as NS M60B.) *Applies to Associate Degree. Transfer credit: CSU.*

**HS M80 -- 1 to 4 Units****Internship in Health Sciences**

Prerequisite: Completion of 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**Nursing Science Courses****NS M01 -- 4 Units Beginning Nursing Science**

Prerequisite: Admission to Moorpark College ADN 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 a care provider, manager and contributor to the profession. Nursing values of 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 deviations: endocrine, cardiac, and respiratory will be addressed. May be taken two (2) times for credit. (Formerly NS M01A and M01B). *Applies to Associate Degree. Transfer credit: CSU.*

**NS M01L -- 4 Units****Beginning Nursing Clinical Laboratory I**

Prerequisite: Admission to Moorpark College ADN Program

Corequisite: NS M01

Class Hours: 12 clinical

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 acute and extended care settings. (Formerly NS M01AL and NS M01BL). *Applies to Associate Degree. Transfer credit: CSU.*

**NS M02 -- 5 Units****Intermediate Nursing Science I**

Prerequisites: NS M01/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, 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. May be taken two (2) times for credit. (Formerly NS M02A and NS M02B). *Applies to Associate Degree. Transfer credit: CSU.*

**NS M02L -- 4.5 Units****Intermediate Nursing Science Clinical Laboratory I**

Corequisite: NS M02

Class Hours: 14 clinical

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. (Formerly NS M02AL and NS M02BL). May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU.*

**NS M03 -- 5 Units****Intermediate Nursing Science II**

Prerequisites: NS M02

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, neurologic, 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. May be taken two (2) times for credit. (Formerly NS M03A and NS M03B & NS M03C). *Applies to Associate Degree. Transfer credit: CSU*

**NS M03L -- 5 Units****Intermediate Nursing Science Clinical Laboratory II**

Prerequisites: None

Corequisite: NS M03

Class Hours: 15 clinical

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. (Formerly NS M03AL and NS M03BL & NS M03CL). May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU.*

**NS M04 -- 4 Units****Advanced Nursing Science**

Prerequisites: NS M03

Corequisite: NS M04L

Class Hours: 4 lecture

This advanced course of nursing practice focuses 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 judgement reflecting critical thinking, decision-making, leadership, collaboration, and teaching based on application of theory. 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. May be taken two (2) times for credit. (Formerly NS M04A and NS M04B). *Applies to Associate Degree. Transfer credit: CSU.*

**NS M04L -- 5 Units**  
**Advanced Nursing Clinical Laboratory**

Prerequisites: None  
 Corequisite: NS M04  
 Class Hours: 15 clinical

Applies organizational, leadership and management skills in providing care to a group of patients in the intensive care, acute and ambulatory care settings. (Formerly NS M04AL & NS M04BL). *Applies to Associate Degree. Transfer credit: CSU.*

**NS M11 -- 0 1 Unit**  
**Nursing Skills Laboratory**

Prerequisite: None  
 Recommended Preparation: NS M02  
 Class Hours: 3 lab as arranged

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. (Formerly NS M11A and M11B). May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU.*

**NS M12 -- 1 Unit**  
**Nursing Skills Laboratory**

Prerequisite: None  
 Recommended Preparation: NS M02  
 Class Hours: 3 lab as arranged

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. (Formerly NS M12A and M12B). May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU.*

**NS M13 -- 1 Unit**  
**Nursing Skills Laboratory**

Prerequisites: None  
 Recommended Preparation: NS M03  
 Class Hours: 3 lab

Provides application of theory from NS M03 through simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. (Formerly NS M13A and M13B). May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU.*

**NS M14 -- 1 Unit**  
**Nursing Skills Laboratory**

Prerequisite: None  
 Recommended Preparation: NS M04  
 Class Hours: 3 lab as arranged

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. (Formerly NS M14A and M14B). May be taken three (3) times for credit. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 20 contact hours. Applies to Associate Degree. Transfer credit: CSU.*

**NS M22A/B -- 0.5 to 3 Units Each**  
**Independent Studies in Nursing**

Prerequisite: A previous course in Nursing Science  
 Class Hours: 1 to 3 as arranged

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

**NS M49 -- 2 to 5 Units**  
**Nursing Practicum**

Prerequisites: Successful completion of first year of an Associate Degree Nursing Program  
 Class Hours: 6.5 to 20.5 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 credit/no-credit. *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 hours 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 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 M51 -- 3 Units****Home Health Nursing**

Prerequisite: Registered Nurse License  
Class Hours: 3 lecture, 9 clinical lab

Assists Registered Nurse to successful transition into Home Health Nursing. Addresses challenges of home care setting through classroom and clinical experiences. Provides Registered Nurse preceptor from selected home health agency as clinical mentor. Clinical days/times arranged between student and preceptor. May be taken two (2) times for credit. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU*

**NS M60AZ -- 1 to 3 Units Each****Topics in Nursing Science**

Prerequisite: To be determined  
Class Hours: To be determined

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

**NS M60A -- 1.5 Units****Holistic Health Care Practice**

Prerequisite: None  
Class Hours: 1.5 lecture

Explores health care practices that compliment the Western/allopathic mode of health care. Includes relaxation therapy, meditation, guided imagery, therapeutic touch, Reiki Level 1, and use of herbs for treatment of most common ailments. Designed for the layperson, the lay caregiver, and all health care professionals. (Same course as HS M60A.) *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 22.5 contact hours. Applies to Associate Degree. Transfer credit: CSU*

**NS M60B -- 1.5 Units****Basic Cardiac Dysrhythmia Interpretation**

Prerequisite: None  
Class Hours: 1.5 lecture

Introduces the skills necessary to interpret basic cardiac dysrhythmias and to intervene in their treatment. Focuses on the systematic approach to identify dysrhythmias and to classify them according to site of origin and prognosis. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 30 contact hours. (Same course as HS M60B.) *Applies to Associate Degree. Transfer credit: CSU.*

**NS M60C -- 2 Units****Labor and Delivery Room Nursing**

Prerequisite: Registered Nurse or Licensed Vocational Nurse  
Class Hours: 2 lecture

Provides program of study for Registered Nurses and Licensed Vocational Nurses interested in advanced nursing practice in Labor and Delivery. Focuses on application of the nursing process using a systematic approach and critical thinking skills necessary to ensure a safe labor and delivery. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 22.5 contact hours. May be taken one (1) time for credit. *Applies to Associate Degree*

**NS M78 -- 4 Units****Introduction to Operating Room Nursing**

Prerequisites: Registered Nurse (CA license) or NS M02/M02AL and NS M02/M02BL

Class Hours: 3 lecture, 4 lab

Designed for Registered Nurse and second-year nursing student. Introduces scrub and circulating roles of OR Nurse, focusing on preoperative client. Combines lecture and lab practice through a clinical preceptorship. May be taken two (2) times for credit. Only offered credit/no-credit. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer Credit: CSU*

**NS M79 -- 4 Units****Intermediate Operating Room Nursing**

Prerequisite: NS M78  
Class Hours: 1.5 lecture, 8 lab

Provides basic competencies in perioperative nursing in both scrub and circulation roles. Focuses on surgical specialties, including general, gynecology, neurology, orthopedic, urology, and vascular. Includes use of laparoscopy, laser and other complex surgical equipment. Emphasizes preoperative assessment and planning, intraoperative implementation and postoperative evaluation. 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*

**Radiologic Technology Courses****RADT M01A -- 3 Units****Fundamentals of Radiographic Practice I**

Prerequisites: RADT M10/M10L  
Corequisites: RADT M01AL, RADT M01B, RADT M11  
Class Hours: 3 lecture

Focuses on routine radiographic positioning and procedures of the cardiopulmonary system, the bony thorax, the abdominal cavity, upper extremities, lower extremities and related joints. Includes radiographic film critique for technical and positioning errors. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M01AL -- 5 Units****Fundamentals Clinical Lab I**

Prerequisites: RADT M10/M10L  
Corequisites: RADT M01A, RADT M01B, RADT M11  
Class Hours: 16 lab

Provides practical application of radiographic theory and skills in xray department of preassigned clinical affiliate. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M01B -- 3 Units****Principles of Radiation Interaction and Radiographic Technique I**

Prerequisites: RADT M10/M10L  
Corequisites: RADT M01A/M01AL, RADT M11  
Class Hours: 3 lecture

Introduces the roles of the Radiologic Technologist. A study of the function of manipulation of equipment and technical factors used in the production of x-rays and in imaging systems used within radiology. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M02A -- 3 Units****Fundamentals of Radiographic Practice II**

Prerequisites: RADT M01A

Corequisites: RADT M02AL, RADT M02B, RADT M12

Class Hours: 3 lecture

Focuses on routine and trauma radiographic procedures of the complete spinal column as well as the contrast media and fluoroscopic studies of the spine, joints, urinary, gastro-intestinal, and biliary tracts, and the radiographer's role during fluoroscopy. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M02AL -- 5 Units****Fundamentals Clinical Lab II**

Prerequisites: RADT M01A/M01AL and RADT M01B

Corequisites: RADT M02A, RADT M02B, RADT M12

Class Hours: 16 lab

Provides practical application theory and skills in xray department of preassigned clinical affiliate. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M02B -- 3 Units****Principles of Radiation Interaction and Radiographic Technique II**

Prerequisites: RADT M01B

Corequisites: RADT M02A/M02AL, RADT M12

Class Hours: 3 lecture

Provides the student with the basic principles of radiation protection and radiobiology. It also includes problem solving, quality assurance, transformers and rectification, NCRP guidelines for fluoroscopy and portable units. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M03A -- 2 Units****Intermediate Radiographic Practice**

Prerequisites: RADT M02A

Corequisites: RADT M03AL, RADT M03B, RADT M13

Class Hours: 2 lecture

Focuses on routine and trauma radiographic positioning and procedures of the skull, para nasal sinuses, and facial bones; and introduction to special procedures including cerebral, thoracic, abdominal and extremity angiography, and interventional radiography. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M03AL -- 8 Units****Intermediate Clinical Lab**

Prerequisites: RADT M02A/M02AL, RADT M02B and RADT M49

Corequisites: RADT M03A, RADT M03B and RADT M13

Class Hours: 24 lab

Provides practical application of intermediate theory and skills in xray department of preassigned clinical affiliate. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M03B -- 3 Units****Introduction to Radiographic Pathology**

Prerequisites: RADT M01A, RADT M01B, RADT M02A/02B

Corequisites: RADT M03A/M03AL and RADT M13

Class Hours: 3 lecture

Introduces advanced radiography student to various types of disease processes seen radiographically. Covers fluoroscopy equipment. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M04A -- 3 Units****Advanced Radiographic Technique**

Prerequisites: RADT M01B, RADT M02B, RADT M03A

Corequisites: RADT M04AL and RADT M14

Class Hours: 3 lecture

Introduces the advanced radiography student to advanced imaging specializations in the radiation science. It also includes review for the board examination. May be taken two (2) times for credit. Fulfills the General Education Health Requirement for Associate Degree in Radiologic Technology. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M04AL -- 8 Units****Advanced Clinical Laboratory**

Prerequisites: RADT M03A/M03AL and RADT M03B

Corequisites: RADT M04A and RADT M14

Class Hours: 24 lab

Introduces advanced clinical practice coordinated with rotation in computer tomography, magnetic resonance, ultrasound and special procedures on an observational basis. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M05 -- 2 Units****Cross-Sectional Imaging**

Prerequisite: RADT M04A and RADT M04AL

Class Hours: 2 lecture

An introduction to cross-sectional anatomy for diagnostic imaging using CT and MRI. An overview of this course includes cross-sectional anatomy of head, spine, thorax, abdomen, pelvis, upper and lower extremity joints. This course prepares students for courses in CT, MRI and Ultrasound. *Applies to Associate Degree.*

**RADT M10 -- 1.5 Units****Introduction to Radiologic Technology**

Prerequisites: Admission to the Moorpark College Radiography Program,

ANPH M01 and PHSO M01/M01L or ANPH M01 and PHSO M05/M05L

Corequisite: RADT M10L and HS M16

Class Hours: 1.5 lecture

Introduces entrylevel information to begin clinical practice to diverse client population in a radiography department. Emphasizes radiation protection, equipment manipulation and safety, and darkroom processing, infection control, and career options in Radiology. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M10L -- 1.5 Units****Introduction to Radiologic Technology Skills Lab**

Prerequisites: Admission to the Moorpark College Radiography Program;

ANPH M01 and PHSO M05/M05L

Corequisite: RADT M10 and HS M16

Class Hours: 4.5 lab (4 lab for first 4 weeks, 30 lab for last 2 weeks in Radiology Department)

Permits new radiography students to participate in a simulated radiography department setting in the on-campus Radiography skills lab. Provides instruction and practice in darkroom procedures, equipment manipulation, basic patient body positions, and radiation protection procedure in campus skills lab. Concludes with 60 hours of clinical practicum orientation in hospital setting during last two weeks. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M11 -- 1 Unit  
Radiography Skills Lab I**

Prerequisite: RADT M10  
Corequisites: RADT M01A/M01AL and RADT M01B  
Class Hours: 3 lab

Provides practical application of theory from RADT M01A through simulated clinical experiences in a radiography skills lab. Includes positioning "mock patient" and making actual radiographs with xray phantom. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M12 -- 1 Unit  
Radiologic Technology Skills Lab II**

Prerequisite: RADT M11  
Corequisites: RADT M02A/M02AL and RADT M02B  
Class Hours: 3 lab

Provides practical application of theory from RADT M02A through simulated experiences in a radiography skills lab. Includes positioning "mock patient" and making actual radiographs with xray phantom. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M13 -- 1 Unit  
Radiography Skills Lab III**

Prerequisite: RADT M12  
Corequisites: RADT M03A/M03AL and RADT M03B  
Class Hours: 3 lab

Provides practical application of theory from RADT M03A through simulated experiences in a radiography skills lab. Includes positioning "mock patient" and making actual radiographs with xray phantom. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M14 -- 1 Unit  
Radiographic Film Critique Skills Lab**

Prerequisite: RADT M13  
Corequisites: RADT M04A/M04AL  
Class Hours: 3 lab

Provides clinical film critique to integrate clinical practice and classroom education. Evaluates technical errors on radiographs and reviews strategies for avoiding future errors. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**RADT M15 -- 1 Unit  
Venipuncture for Diagnostic Imaging**

Prerequisite: Certified Radiologic Technologist or RADT M02A  
Class Hours: 0.5 lecture, 1.5 lab

Provides practice of basic venipuncture techniques in upper extremity for the sole administration of contrast materials. Successfully completing course and then performing 10 venipunctures at clinical site under direct supervision of physician complies with state regulations for earning certification to perform venipuncture. *Applies to Associate Degree.*

**RADT M22A/B -- 1 to 3 Units Each  
Independent Studies in Radiography**

Prerequisite: A previous course in Radiologic Technology  
Class Hours: 1 to 3 as arranged

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

**RADT M49 -- 4.5 Units  
Radiographic Practicum**

Prerequisites: RADT M02A/M02AL and RADT M02B  
Class Hours: 20 work experience

Nineweek Summer Intersession course. Provides clinical experience in a preassigned clinical affiliate. Focuses on improvement of clinical skills. Requires completion of all specified radiographic examinations. Only offered credit/no-credit. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

## Hebrew

A study of the Hebrew language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, libraries, and the publishing business.

### Career Opportunities

Translator, Diplomatic Officer, Editor, Foreign Exchange Trader, Foreign Clerk, Foreign Service Officer

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

### Dean

*Imajane Nicklas, Phone (805) 378-1443*

### Faculty

**Part-Time**

Marganit Lish

**Counselors**

Anitra Evans, Susan Izumo, Ofelia RomeroMotlagh

### Transfer Information

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

## Hebrew Courses

### HEB M01 -- 4 Units Elementary Hebrew I

Prerequisite: None

Class Hours: 4 lecture, 1 lab as arranged

Introduces Hebrew language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC.*

### HEB M02 -- 4 Units Elementary Hebrew II

Prerequisite: HEB M01

Class Hours: 4 lecture, 1 lab as arranged

Further explores Hebrew language and culture, emphasizing people and history as well as speaking and writing proficiency. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC.*

### HEB M31A -- 3 Units Beginning Conversational Hebrew

Prerequisite: None

Class Hours: 3 lecture

Emphasizes vocabulary essentials, conversational patterns and pronunciation, including proficiency in practical aspects of using the language (Ulpan). Requires readings on history and customs of modern Israel. May be taken two (2) times for credit. *Applies to Associate Degree.*

### HEB M80 -- 1 to 4 Units Internship in Hebrew

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## History

History is an evolving record of human emotion, human aspiration, human frustration, and human success. Historians deal with the goals, fears, interests, opinions, and prejudices of people in the past. What made people the way they were? What is the impact of their thought and action on people today and what is their impact on people tomorrow? As a study of people, history offers both a necessary understanding of one's place in the human experience, and the conceptual framework for a lifelong avocation.

## Career Opportunities

Lobbyist, Historian, Politician, Law Clerk, Diplomat, Publicist, Advertising, Journalist, Editor, Archivist, Program Development, Library Reference Worker, Communication Specialist, Management Trainee, Researcher, Museum Cataloger, Marketing Researcher, Pollster, Writer Fiction and NonFiction

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

## Dean

Fabienne McPhail-Naples, Phone (805) 378-1446

## Faculty

### Full-Time

Daniel Brown, Nenagh Brown, Cecile Copsey, Gerald Fecht, Joseph Gonzalez, Ranford Hopkins, Tomas Sanchez

### Part-Time

Jennifer Beal, Chris Beam, Stephen Beluris, Susan Bennion, Scott Cameron, Lisa deFruga, Rene Fraser, Igor Kotler, Bruce Loynd, James Morrison, John Pendleton, Leslie Smithers

### Counselors

Anitra Evans, Susan Izumo, Michael Johnson, Pam Kennedy Luna

## Transfer Information

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

## History Courses

### HIST M01A -- 3 Units An Introduction to Western Civilization

Prerequisite: None

Class Hours: 3 lecture

Introduces important events and developments in Western civilization from prehistory through the sixteenth century. Focuses on ideas, institutions, and contributions. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: HIST 2; HIST SEQ A (HIST M01A+M01B). IGETC AREA 3, 4*

### HIST M01B -- 3 Units An Introduction to Western Civilization

Prerequisite: None

Class Hours: 3 lecture

Introduces important events and developments in Western civilization from the seventeenth century to modern times. Focuses on ideas and institutions. (HIST M01A not prerequisite). *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: HIST 4; HIST SEQ A (HIST M01A + M01B). IGETC AREA 3, 4*



### **HIST M02 -- 3 Units** **From Freedom to Civil Rights**

Prerequisite: None  
Class Hours: 3 lecture

Surveys the efforts of African Americans in the 20. 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. *Transfer credit: CSU, UC. IGETC AREA 4*

### **HIST M03 -- 3 Units** **African American History**

Prerequisite: None  
Class Hours: 3 lecture

Analyzes history of the African American experience from the Atlantic slave trade (16. century) to the present. Focuses on the political, social and economic trials and contributions of African Americans in US development. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

### **HIST M04 -- 3 Units** **History of the Southwest**

Prerequisite: None  
Class Hours: 3 lecture

Introduces history of the Chicano (Pre-Columbian to present), emphasizing the Mexican settlement of the American Southwest as well as the development and contributions of the Chicano to that area. (Same course as CHST M04.) *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

### **HIST M05 -- 3 Units** **United States History**

Prerequisite: None  
Class Hours: 3 lecture

Introduces the historical development of institutions and values that shape present day America through thematic/problems approach. Reviews democratic government; the use of nature; work; political and social reform; discrimination based on sex, race, and nationality; and individual and group contributions. *Applies to Associate Degree. Transfer credit: CSU; UC (HIST M05/L and M07A/B: maximum credit two courses). IGETC AREA 4*

### **HIST M05H -- 3 Units** **Honors: United States History**

Prerequisite: None  
Class Hours: 3 lecture

Provides honors work in the historical development of institutions and values that shape present day America through thematic/problems approach. Reviews democratic government; the use of nature; work; political and social reform; discrimination based on sex, race, and nationality; and individual and group contributions. Partially satisfies the Title V United States History, constitution, and American Ideals requirement. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. *Applies to Associate Degree. Transfer credit: CSU; UC. (HIST M05/L and M07A/B: maximum credit two courses). IGETC AREA 4*

### **HIST M06 -- 3 Units** **History of the American Indian**

Prerequisite: None  
Class Hours: 3 lecture

Introduces indigenous peoples of the Western Hemisphere from Pre-Columbian times to present. Reviews places and cultures of North America, emphasizing association of those with mixed ancestry to mainstream Anglo-America. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

### **HIST M07A -- 3 Units** **Social and Political History of the United States**

Prerequisite: None  
Class Hours: 3 lecture

Introduces creation and development of American Society to 1865, analyzing impact of individuals and groups. Explores colonial foundation of American cultural heritage; growth of US political party system; women and social reform; the institution of and movement to abolish slavery; and the Civil War, including its causes and repercussions. *Applies to Associate Degree. Transfer credit: CSU; (HIST M05/L and M07A/B: maximum credit two courses). CAN: HIST 8; HIST SEQ B (HIST M07A + M07B). IGETC AREA 4*

### **HIST M07B -- 3 Units** **Social and Political History of the United States**

Prerequisite: None  
Class Hours: 3 lecture

Evaluates social and political adjustment from 1865 to the present, emphasizing effect on contemporary Americans. Reviews individual and group contributions surrounding such issues as westward expansion, industrial development, ethnic confrontations, religious tolerance, and social and political reform movements. *Applies to Associate Degree. Transfer credit: CSU; UC (HIST M05/L and M07A/B: maximum credit two courses). CAN: HIST 10; HIST SEQ B (HIST M07A + M07B). IGETC AREA 4*

### **HIST M08 -- 3 Units** **History of California**

Prerequisite: None  
Class Hours: 3 lecture

Introduces political, social and cultural developments and events of Indian, Spanish, and Mexican/American periods of California history since 1849. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

### **HIST M09 -- 3 Units** **Latin American History**

Prerequisite: None  
Class Hours: 3 lecture

Introduces development of cultural, economic, and political factors in the various Latin American nations, emphasizing relationships with contemporary United States. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

### **HIST M10 -- 3 Units** **African History**

Prerequisite: None  
Class Hours: 3 lecture

Introduces development of social, economic and political aspects of indigenous cultures and the colonial experience. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

**HIST M12 -- 3 Units****History of American Women**

Prerequisite: None

Class Hours: 3 lecture

Introduces roles of women in the historical development of the United States since the 17. century, examining famous and obscure women and the boundaries and changes they faced. Contrasts myth and reality for Euro-Americans and ethnic minorities. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

**HIST M14 -- 3 Units****Ethnicity and Gender in American History**

Prerequisite: None

Class Hours: 3 lecture

Surveys experiences of Native Americans, Latinos, Asian-Americans, African-Americans, and women throughout American history, assessing their accomplishments, the persistence of stereotypes, and the continuity and change in the position of these different groups. Analyzes historical documents, films, and literature. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

**HIST M15 -- 3 Units****Asia Civilization I**

Prerequisite: None

Class Hours: 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. IGETC AREA 4*

**HIST M16 -- 3 Units****Asia Civilization II**

Prerequisite: None

Class Hours: 3 lecture

Provides overview of individuals 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 area of monsoon Asia, including Korea, Indochina and other South East Asian countries. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

**HIST M20A -- 3 Units****World History I**

Prerequisite: None

Class Hours: 3 lecture

Introduces major civilizations of Asia, Europe, Africa and the Americas from pre-history through 1500, covering each civilization's religions and cultural achievements as well as its political, economic and social structures. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN Number HIST 14; HIST SEQ C (HIST M20A & HIST M20B). IGETC AREA 3, 4*

**HIST M20B -- 3 Units****World History II**

Prerequisite: None

Class Hours: 3 lecture

Introduces major civilizations of Asia, Europe, Africa and the Americas from 1500 to the present, covering each civilization's religions and cultural achievements as well as its political, economic and social structures. (HIST M20A not prerequisite). *Applies to Associate Degree. Transfer credit: CSU; UC. CAN Number HIST 16; HIST SEQ C (HIST M20A & HIST M20B). IGETC AREA 3, 4*

**HIST M22A/B -- 0.5 to 3 Units Each****Independent Studies in History**

Prerequisite: A previous course in History

Class Hours: 1 to 3 as arranged

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

**HIST M60AZ -- 1 to 3 Units Each****Topics in History**

Prerequisite: To be determined

Class Hours: To be determined

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

**Developed topics include:**

✓ **HIST M60A -- 3 Units**  
**The Holocaust in Historical Perspective**

Prerequisite: None

Class Hours: 3 lecture

Chronicles the attempt to annihilate various so-called "undesirable" groups by Adolf Hitler and his National Socialist cohorts during World War II. Examines rise of Hitler and Nazism; the resultant attempt to eradicate Jews, Roma, Jehovah's Witnesses, Socialists, et al.; and implications for today. *Applies to the Associate Degree. Transfer credit: CSU; UC*

✓ **HIST M60C -- 3 Units**  
**World War II The World at War**

Prerequisite: A previous course in History

Class Hours: 3 lecture

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**

Prerequisite: 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 20. century. *Applies to Associate Degree. Transfer credit: CSU; UC*

**HIST M60E -- 3 Units****Modern England**

Prerequisite: A previous course in History  
Class Hours: 3 lecture

Examines England from its age of greatness to its more recent times of decline. Emphasizes Victorian England, industrial revolution, World Wars, welfare state, and AngloAmerican partnership. *Applies to Associate Degree. Transfer credit: CSU; UC*

**HIST M60F -- 3 Units****The World Since 1945**

Prerequisite: A previous course in History  
Class Hours: 3 lecture

Expands review of Western civilization beyond World War II, emphasizing individuals, events, contributions and relationships. *Applies to Associate Degree. Transfer credit: CSU; UC*

**HIST M60G -- 3 Units****Modern Germany**

Prerequisite: A previous course in History  
Class Hours: 3 lecture

Introduces political and cultural history of Germany during the last 100 years, emphasizing creation and structure of the German Empire, World War I, the Weimar Republic, Hitler and National Socialism, World War II, and the division of Germany since 1945. *Applies to Associate Degree. Transfer credit: CSU; UC*

**HIST M60H -- 3 Units****History of the Jewish People**

Prerequisite: None  
Class Hours: 3 lecture

Traces great ages and ideas of the Jewish people, emphasizing the character and nature of contemporary Jewish experience. Reviews time, depth and geographical span of Jewish history and the significance of moving through many cultures and lands. *Applies to Associate Degree. Transfer credit: CSU; UC*

**HIST M60R -- 3 Units****Modern Russia**

Prerequisite: None  
Class Hours: 3 lecture

Introduces political and cultural history of Russia in the 20 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**

Prerequisite: None  
Class Hours: 3 lecture

Reviews the Jewish people in modern Western civilization, including experiences and treatment within various countries, movements within and between countries, rise of anti-Semitism in Russia, impact of two World Wars, the Holocaust, and assimilation and survival of contemporary Jewry. *Applies to Associate Degree. Transfer credit: CSU; UC*

**HIST M60T -- 3 Units****Historic Site Evaluation**

Prerequisite: A previous or concurrent course in History  
Class Hours: 3 lecture

Introduces methodology of historic site evaluation and interpretation, including onsite evaluation of federal, state, and local historic sites, buildings, museums and parks. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**HIST M60V -- 3 Units****The Vietnam War**

Prerequisite: None  
Class Hours: 3 lecture

Examines circumstances leading to the American involvement in Vietnam, the war itself, and the resulting consequences. Uses literature and film to explore historic, psychological and pop-cultural perspectives. (Same course as HUM M60V and PSY M60V.) *Applies to Associate Degree. Transfer credit: CSU; UC*

**HIST M80 -- 1 to 4 Units****Internship in History**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Humanities

Humanities courses are specially designed to offer a broad-based understanding of literature, history, philosophy, art and contemporary issues and trends. Such an understanding often enhances the collaborative work skills valued in most careers. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

### Dean

Inajane Nicklas, Phone (805) 378-1443

### Faculty

#### Full-Time

Hugo Ekback, Judy Farrell, Gerald Fecht, Anne Kairschner, Linda Moore, Nils Slatum

#### Counselors

Anitra Evans, Don Henderson, Michael Johnson

### Transfer Information

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

## Humanities Courses

### HUM M01 -- 6 Units

#### The Individual and Society

Prerequisite: None

Class Hours: 6 lecture

Team-taught interdisciplinary course. Analyzes history and social issues through accomplishments of people who have shaped civilization and its institutions. Explores individual and collective responsibility to preserve and improve society. Emphasizes use and improvement of writing skills. *Applies to Associate Degree. Transfer credit: CSU*

### HUM M02 -- 6 Units

#### The Individual and the Arts

Prerequisite: None

Class Hours: 6 lecture

Team-taught interdisciplinary course. Examines nature of creativity through an analysis of major art forms and of the interrelationships of art, artists and society. Develops awareness of and appreciation for diversity among people and the arts. Emphasizes use and improvement of writing skills. *Applies to Associate Degree. Transfer credit: CSU*

### HUM M03 -- 3 Units

#### History of Cinema I

Prerequisite: None

Class Hours: 3 lecture

Introduces historical and critical survey of world cinema from its beginnings to World War II. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

### HUM M04 -- 3 Units

#### History of Cinema II

Prerequisite: None

Class Hours: 3 lecture

Introduces historical and critical survey of world cinema from World War II to the present. *Applies to Associate Degree. Transfer credit: CSU; UC (HUM M04 or M06B combined: maximum credit, 3 units). IGETC AREA 3*

### HUM M05 -- 3 Units

#### Contemporary Foreign Film

Prerequisite: None

Class Hours: 3 lecture

Introduces contemporary foreign cinema, focusing on works of important directors and their varying production systems. Reviews genres, themes, and styles of various national cinemas. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

### HUM M06 -- 3 Units

#### Contemporary Film

Prerequisite: None

Class Hours: 3 lecture

Analyzes works of contemporary American filmmakers, examining special themes, filming techniques and notable genres, including comedy, epic and psychological drama. *Applies to Associate Degree. Transfer credit: CSU; UC (HUM M06 or M04 combines: maximum credit, 3 units). IGETC AREA 3*

### HUM M10A -- 3 Units

#### Ethics, Culture and the Arts: The Roots of Humanities

Prerequisite: None

Class Hours: 3 lecture

Introduces human cultural heritage from the earliest times to approximately 1000, emphasizing major ideas of several periods of Western civilization. Examines literature, philosophy, music, painting, and sculpture of each era. Highlights ethical choices and aesthetic responses possible within each period. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

### HUM M10B -- 3 Units

#### Ethics, Culture and the Arts: Humanities and the Modern World

Prerequisite: None

Class Hours: 3 lecture

Introduces human cultural heritage from 1000 to the present, emphasizing major ideas of several periods of Western civilization from the Renaissance to the modern world. Examines literature, philosophy, music, painting, architecture, and sculpture of each era. Highlights ethical choices and aesthetic responses possible within each period. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

### HUM M12 -- 3 Units

#### Spanish Civilization

Prerequisite: None

Class Hours: 3 lecture

Introduces history, culture, and civilization of Spain through a review of major events and landmarks. Emphasizes 20th century Spanish politics, culture, and society, focusing on contemporary developments reflected in literature, art, film, and music. (Same course as SPAN M12.) *Applies to Associate Degree. Transfer credit: CSU; UC.*

### HUM M18 -- 3 Units

#### Images of Women in Film

Prerequisite: None

Class Hours: 3 lecture

Introduces psychological survey of stereotypes of women seen through roles, myths and special personalities in motion pictures. Considers visions of individual filmmakers, audience demands, censorship and cultural movements. Contrasts cinematic image with the actual image of women, exploring the impact of the media on reality. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

### HUM M19 -- 3 Units

#### Women in Contemporary Society

Prerequisite: None

Class Hours: 3 lecture

Examines concerns, conflicts and rewards of women as their roles and opportunities change within society. Uses lecture, discussions, films and reading to explore fulfillment of individual potential. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

Humanities

**HUM M22A/B -- 1 to 3 Units Each  
Independent Studies in Humanities**

Prerequisite: A previous course in Humanities  
Class Hours: 1 to 3 as arranged

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

**HUM M42 -- 3 Units  
Business and Society**

Prerequisite: None  
Class Hours: 3 lecture

Explores management's role in contemporary society and the inter-relationships among business, government, and society. Addresses the economic, social, ethical, and technological factors that affect business. Helps managers develop the framework, tools, and procedures that enable businesses to become responsible citizens. (Same course as BUS M42.) *Applies to Associate Degree. Transfer credit: CSU*

**HUM M60AZ -- 1 to 6 Units Each  
Topics in the Humanities**

Prerequisite: To be determined  
Class Hours: To be determined

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

**Developed topics include:**

**HUM M60E -- 3 Units  
America in Perspective**

Prerequisite: None  
Class Hours: 3 lecture

Explores economic, political, diplomatic/military, and social developments shaping the United States since 1876. Provides topical rather than chronological approach to history. *Applies to Associate Degree. Transfer credit: CSU; UC*

**HUM M60J -- 3 Units  
Humanities through the Arts**

Prerequisite: None  
Class Hours: 3 lecture

Surveys the human condition as seen through film, drama, music, literature, painting, sculpture, and architecture, emphasizing history, techniques, meaning and evaluation of individual works of Western art. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. pending*

**HUM M60V -- 3 Units  
The Vietnam War**

Prerequisite: None  
Class Hours: 3 lecture

Examines circumstances leading to the American involvement in Vietnam, the war itself, and the resulting consequences. Uses literature and film to explore historic, psychological and pop-cultural perspectives. (Same course as HIST M60V and PSY M60V.) *Applies to Associate Degree. Transfer credit: CSU; UC*

→ HUM M08

**HUM M80 -- 1 to 4 Units  
Internship in Humanities**

Prerequisite: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**Interior Design**

The Interior Design Program has been developed to prepare students for numerous careers in Interior Design and related areas including Residential and Commercial design. Training equips students with the tools necessary for various aspects of the Design field.

**Career Opportunities**

Residential Designer, Commercial Designer, Product Designer, Window Treatment Designer, Model Home Designer, Textile Designer, Customer Service Representative, Home Furnishings Editor and/or Writer, Home Fashions Coordinator, Merchandise Manager, Home Economist, Construction Executive, Health Care Facility Designer, Showroom Manager, Designer for the Disabled, Color Consultant, Furniture Buyer, Lighting Consultant, Display Specialist, Environmental Designer, Wall Covering Designer, Space Planner, Set Designer, Wholesale Buyer, Instructor, Researcher, Museum Curator, Urban Planner, Land Planner, City Planner

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

**Dean**

Judith Gerhart, Phone (805) 378-1402

**Faculty**

**Full-Time**

Tim Stewart

**Part-Time**

Toni Johnston, Vilija Karalius, Otila Meinhart, Jeff Raum

**Counselors**

Denice Avila, Susan Izumo

**■ Degree and Certificate Options in Interior Design (Occupational)**

**Associate in Science Degree in Interior Design  
Certificate of Achievement in Interior Design**

The Interior Design program has been developed to prepare students for numerous careers in Residential and Commercial Interior Design. Students will receive training necessary to prepare for the work force. To earn an Interior Design Certificate of Achievement or an Associate in Science Degree with a major in Interior Design, students complete 30 specified units; those seeking the degree must also complete general education degree requirements (minimum total = 60 units).

**Required Courses**

	<b>Units</b>
ART M02..... Art Appreciation.....	3.0
ART M04A..... Color and Design.....	3.0
BUS M32..... Small Business Management.....	3.0
DRFT M03A..... Architectural Drafting I.....	3.0
ID M05..... Beginning Interior Design.....	3.0
ID M06..... Materials and Installations.....	3.0
ID M07..... Space Planning.....	3.0
ID M08..... Advanced Interior Design.....	3.0
ID M09..... Presentation and Practices.....	3.0
ID M31..... Textiles.....	3.0
<b>TOTAL</b> .....	<b>30.0</b>

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

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

**Sample Course Sequence**

<u>First Semester</u>	
ART M02.....	3.0
DRFT M03A.....	3.0
ID M05.....	3.0
ID M06.....	3.0
<u>Second Semester</u>	
ART M04A.....	3.0
ID M31.....	3.0
<u>Third Semester</u>	
BUS M32.....	3.0
ID M07.....	3.0
<u>Fourth Semester</u>	
ID M08.....	3.0
ID M09.....	3.0

**Interior Design Courses**

<sup>11</sup>  
**ID M05 -- 3 Units**

**Beginning Interior Design**

Prerequisite: None  
Class Hours: 3 lecture

Introduces principles and elements of design and color applied to residential buildings including materials, organization, and arrangement related to living needs. Requires field trips. Reviews employment opportunities. *Applies to Associate Degree. Transfer credit: CSU*

<sup>12</sup>  
**ID M06 -- 3 Units**

**Materials and Installations**

Prerequisite: None  
Class Hours: 3 lecture

Introduces materials and installation processes of residential and commercial design. Emphasizes procurement, pricing, and manufacturer's specifications. *Applies to Associate Degree. Transfer credit: CSU*

<sup>15</sup>  
**ID M07 -- 3 Units**

**Space Planning**

Prerequisite: None  
Class Hours: 2 lecture, 3 lab

Introduces management of space related to three-dimensional functional adequacy, task management, human behavior, social interaction, traffic and workflow. Includes technical consideration such as lighting and power, storage, noise control, computers and code requirements, and barrier-free design. Requires practical lab projects. *Applies to Associate Degree. Transfer credit: CSU*

<sup>14</sup>  
**ID M08 -- 3 Units**

**Advanced Interior Design**

Prerequisite: None  
Recommended Preparation: ID M05 and DRFT M03A  
Class Hours: 3 lecture

Provides advanced application of interior design principles and elements. Explores interior environments that meet functional, aesthetic, psychological, and emotional requirements of the inhabitants. Refines skills in using the design process to solve problems. *Applies to Associate Degree. Transfer credit: CSU*

<sup>17</sup>  
**ID M09 -- 3 Units**

**Presentation and Practices**

Prerequisites: None  
Recommended Preparation: ID M05, ID M06, ID M08  
Class Hours: 3 lecture

Presents a survey of the management of an interior design business through the development of a portfolio, verbal and visual presentation strategies, and the application of business practices and problem-solving techniques in interior design. *Applies to Associate Degree. Transfer credit: CSU*

<sup>16</sup>  
**ID M10 -- 3 Units**

**History of Furniture**

Prerequisite: None  
Class Hours: 3 lecture

Explores the dominant characteristics of historical styles for interior furnishings, decorative arts, and architecture from antiquity to the present. Emphasizes style development as it relates to social, economic, and political influences. *Applies to Associate Degree. Transfer credit: CSU*

**ID M22A/B -- 1 to 3 Units Each**

**Independent Studies in Interior Design**

Prerequisite: A previous course in Interior Design  
Class Hours: 1 to 3 as arranged

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

<sup>13</sup>  
**ID M31 -- 3 Units**

**Textiles**

Prerequisite: None  
Class Hours: 3 lecture

Introduces care of textile fibers, including construction, characteristics, finishes, and uses. Requires development of 25 decorative textile techniques. *Applies to Associate Degree. Transfer credit: CSU; UC*

Interior Design

**ID M32 -- 3 Units**

**Interior Design Practicum**

Prerequisites: Completion of 15 units (C grade or better)  
 Recommended Preparation: concurrent enrollment in ID M9  
 Class Hours: 1 lecture, 10 lab

Provides practical work experience in a residential or commercial interior design firm. Requires weekly class sessions and ten hours of work per week under direction of Interior Design Supervisor. *Applies to Associate Degree. Transfer credit: CSU*

**ID M60A-Z -- 0.5 to 3 Units Each**

**Topics in Interior Design**

Prerequisite: To be determined  
 Class Hours: To be determined

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

**Developed topics include:**

**ID M60A -- 1.5 Units**

**Decorative Textiles - Hand Painting on Silk**

Prerequisite: None  
 Class Hours: 1.5 lecture

Introduces techniques of hand painting on silk for home furnishings, art and accessories. Reviews contemporary decorative textiles, including ethnic textile techniques. Requires class projects. *Applies to Associate Degree. Transfer Credit: CSU*

**ID M60B -- 1.5 Units**

**Faux Finishes**

Prerequisite: None  
 Class Hours: 1.5 lecture

Provides hands-on learning, using "Faux Finishing" techniques, including how to simulate wood, marble, stone, brick and fabric. Requires creation of sample boards for all techniques. *Applies to Associate Degree. Transfer Credit: CSU*

**ID M60C -- 1.5 Units**

**Lighting for Interior Spaces**

Prerequisite: None  
 Class Hours: 1.5 lecture

Includes lighting basics, illumination requirements, sources of light, symbol requirements for floor plans and lighting as a source of art. Focuses on lighting design specifications. *Applies to Associate Degree. Transfer Credit: CSU*

**ID M60D -- 0.5 Unit**

**Feng Shui**

Prerequisite: None  
 Class Hours: 0.5 lecture

Introduces Feng Shui, traditional Chinese technique that ensures harmony between design and surroundings. Applies to both residential and commercial settings. Requires practical application of Feng Shui guidelines in class projects. *Applies to Associate Degree. Transfer Credit: CSU*

**ID M60E -- 1.5 Units**

**Window Treatment Design**

Prerequisite: None  
 Class Hours: 1.5 lecture

Introduces window treatment design, including fabric requirements, window function, hardware requirements, window measuring, and proper window treatment specification. Emphasizes proper workroom procedure and professional expectations. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer Credit: CSU*

**ID M60G -- 1.5 Units**

**Barrier Free Design**

Prerequisite: None  
 Recommended Preparation: ID M05  
 Class Hours: 1 lecture, 1.5 lab

Introduces barrier free codes governing residential spaces and public institutions. Requires designing of barrier free projects, following California's regulations. *Applies to Associate Degree. Transfer Credit: CSU*

**ID M60H -- 1.5 Units**

**Residential Design**

Prerequisite: None  
 Recommended Preparation: ID M05 and ID M07  
 Class Hours: 1 lecture, 1.5 lab

Develops professional portfolio reflecting advanced design work. Requires completing an interior design project for actual residential client from the community. *Applies to Associate Degree. Transfer Credit: CSU*

**ID M60I -- 1.5 Units**

**Commercial Design**

Prerequisite: None  
 Recommended Preparation: ID M05 and ID M07  
 Class Hours: 1 lecture, 1.5 lab

Develops professional portfolio reflecting advanced design work. Requires completing an interior design project for actual commercial client from the community. *Applies to Associate Degree. Transfer Credit: CSU*

**ID M60J -- 1.5 Units**

**Kitchen and Bath Design**

Prerequisite: None  
 Recommended Preparation: ID M05  
 Class Hours: 1 lecture, 1.5 lab

Introduces kitchen and bath design, including space requirements, the work triangle, and cabinet and hardware construction and specification. Reviews surface material selection and function, floor plans and project documentation. *Applies to Associate Degree. Transfer Credit: CSU*

**ID M60K -- 1.5 Units**

**Designing for Health Care Industry**

Prerequisite: ID M05  
 Recommended Preparation: ID M60C, ID M60G  
 Class Hours: 1 lecture, 1.5 lab

Develops professional portfolio reflecting advanced design work. Requires completing an interior design project for primary care facility. Reviews surface material selection and function, floor plans and project documentation. *Applies to Associate Degree. Transfer Credit: CSU*

**ID M80 -- 1 to 4 Units**

**Internship in Interior Design**

Prerequisite: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations*

## International and Intercultural Studies

The major in International Studies is based upon the idea that the past 20 years have seen a series of significant changes in some of the fundamental ways in which nations have traditionally dealt with one another. There has been a shift away from the older politics of conflict and competition toward the recognition that economic and developmental strategies require international planning and management. Nations are beginning to realize that their destinies are mingled in a way, and to a degree, that is unprecedented. The major is designed to permit students to function in this new environment with an understanding and perspective that would be beneficial in the global job market. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

**Dean**

*Tim McGrath, Phone (805) 378-1445*

**Faculty**

**Counselor**

Chuck Brinkman

**■ Degree Option in International Studies**

**Associate in Arts Degree**

To earn an Associate in Arts Degree with a major in International Studies, students complete 30-32 specified units, plus complete the Moorpark College general education degree requirements (minimum total = 60 units). The program allows students to select an area of specialization as noted below.

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

**Required Courses**

	<b>Units</b>
ANTH M02..... Cultural Anthropology .....	3.0
ECON M01..... Principles of MicroEconomics .....	3.0
ENGL M31..... Masterpieces of World Literature II.....	3.0
GEOG M03..... World Regional Geography.....	3.0
HIST M01B <u>or</u> HIST M60F.....	3.0
Intro to Western Civilization <u>or</u> World Since 1945	
POLS M02..... Comparative Government.....	3.0
POLS M03..... American Government and Politics.....	3.0
POLS M04..... International Relations .....	3.0
Units from RECOMMENDED GROUPS.....	6.0-8.0
<b>TOTAL .....</b>	<b>30.0-32.0</b>

**Recommended Groups:** Choose Group A, B, C or D:

Group A: Select Two of the Following 3-Unit Courses

**Business Economics**

- BUS M30..... Intro to Business and Economics
- BUS M31..... Introduction to Management
- BUS M37..... Marketing
- ECON M02..... Principles of Macroeconomics

Group B: Select Two of the Following 3-Unit Courses

**Culture and Politics**

- HIST M07B..... Social/Political History of the United States
- HIST M09..... Latin American History
- HIST M10..... African History
- HIST M16..... Asian Civilization I
- HIST M60E..... Modern England
- HIST M60F..... The World Since 1945
- HIST M60G..... Modern Germany
- HIST M60R..... Modern Russia
- PHIL M11..... Survey of World Religions: West
- PHIL M12..... Survey of World Religions: East
- SOC M01..... Intro to Sociology

Group C: Complete Two Courses of the Same Language from the Foreign Languages Offered

Group D: Select Two of the Following Courses

**Environmental Studies**

- ENSC M02..... Environment and Human Interactions (4 units)
- ENSC M03..... Energy Resources and Conservation (3 units)
- GEOG M01..... Our Physical Environment (3 units)
- GEOG M07..... The Human Impact (3 units)

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

NOTE: Moorpark College Study Abroad program may be substituted for 3 units in any of the above areas.

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

## Internships

*See Courses in Work Experience  
Visit the Career Services Center in the Campus Center*



## Italian

A study of the Italian language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, library services, and the publishing business.

### Career Opportunities

Translator, Diplomatic Officer, Tutor, Editor, ForeignExchange Trader, Foreign Clerk, Foreign Service Officer

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

### Dean

Imajane Nicklas, Phone (805) 378-1443

### Faculty

#### Part-Time

Damiano Marano, David Pardess

#### Counselors

Anitra Evans, Susan Izumo, Ofelia RomeroMotlagh

### Transfer Information

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

### Italian Courses

#### ITAL M01 -- 4 Units Elementary Italian I

Prerequisite: None

Class Hours: 4 lecture, 1 lab as arranged

Introduces Italian language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. Requires individualized work in lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ITAL 2; ITAL SEQ A (ITAL M01+M02).*

#### ITAL M02 -- 4 Units Elementary Italian II

Prerequisite: ITAL M01 or 2 years of high school Italian with equivalent fluency

Class Hours: 4 lecture, 1 lab as arranged

Further develops proficiency of oral and written forms of Italian. Requires individualized work in lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ITAL 4. CAN: ITAL SEQ A (ITAL M01 + ITAL M02). IGETC Foreign Language, UC only*

#### ITAL M03 -- 4 Units Intermediate Italian I

Prerequisite: ITAL M02

Class Hours: 4 lecture, 1 lab as arranged

Reviews grammar basics and expands vocabulary and writing proficiency. Explores culture and civilization through literature. Requires individualized work in lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC.*

#### ITAL M22A/B -- 1 to 3 Units Each Independent Studies in Italian

Prerequisite: A previous course in

Class Hours: 1 to 3 as arranged

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

#### ITAL M31A -- 3 Units Beginning Conversational Italian

Prerequisites: None

Class Hours: 3 lecture

Provides basic understanding and use of Italian in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. May be taken two (2) times for credit. *Applies to Associate Degree.*

#### ITAL M31B -- 3 Units Intermediate Conversational Italian

Prerequisite: ITAL M31A

Class Hours: 3 lecture

Expands introduction and use of Italian for non-native speakers, emphasizing intermediate grammar and principles of usage. May be taken two (2) times for credit. *Applies to Associate Degree.*

#### ITAL M31C -- 3 Units Advanced Conversational Italian

Prerequisite: ITAL M31B

Class Hours: 3 lecture

Emphasizes correct oral communication for students with an Italian-speaking background. Requires oral presentation and discussion based on Italian music, art, literature and architecture. *Applies to Associate Degree.*

#### ITAL M80 -- 1 to 4 Units Internship in Italian

Prerequisite: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Japanese

A study of the Japanese language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, library services, and the publishing business.

### Career Opportunities

Translator, Diplomatic Officer, Tutor, Editor, ForeignExchange Trader, Foreign Clerk, Foreign Service Officer

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

### Dean

*Inajane Nicklas, Phone (805) 378-1443*

### Faculty

#### Part-Time

Naoko Hall, Paul Jonokuchi

#### Counselors

Anitra Evans, Susan Izumo, Ofelia RomeroMotlagh

### Transfer Information

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

### Japanese Courses

#### JAPN M01 -- 4 Units Elementary Japanese I

Prerequisite: None

Class Hours: 4 lecture, 1 lab as arranged

Introduces Japanese language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. Requires individualized work in lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: JAPN 2, SEQ A (JAPN M01 + M02).*

#### JAPN M02 -- 4 Units Elementary Japanese II

Prerequisite: JAPN M01

Class Hours: 4 lecture, 1 lab as arranged

Further explores Japanese language and culture, emphasizing people and history as well as speaking and writing proficiency. Requires individualized work in lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: JAPN 4, SEQ A (JAPN M01 + M02).*

#### JAPN M03 -- 4 Units

##### Intermediate Japanese I

Prerequisite: JAPN M02

Class Hours: 4 lecture, 1 lab as arranged

Continues study of grammar, oral and written composition, customs and culture. Includes reading of intermediate-level texts. Requires individualized work in lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: JAPN 8.*

#### JAPN M22A/B -- 1 to 3 Units Each Independent Studies in Japanese

Prerequisite: A previous course in Japanese

Class Hours: 1 to 3 as arranged

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

#### JAPN M31A -- 3 Units

##### Beginning Conversational Japanese

Prerequisite: None

Class Hours: 3 lecture

Provides basic understanding and use of Japanese in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. May be taken two (2) times for credit. *Applies to Associate Degree.*

#### JAPN M31B -- 3 Units

##### Intermediate Conversational Japanese

Prerequisite: JAPN M31A

Class Hours: 3 lecture

Reviews fundamentals of grammar, structure and vocabulary of Japanese language, emphasizing listening comprehension and oral communication. Gradually introduces the Japanese writing system. Includes review of various aspects of Japanese culture. May be taken two (2) times for credit. *Applies to Associate Degree.*

#### JAPN M80 -- 1 to 4 Units

##### Internship in Japanese

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Jewish Studies

## Jewish Studies

The Jewish Studies Program provides an understanding of the rich cultural and historical heritage of Jewish civilization in a multi-disciplinary, academic context.

### Dean

Fabienne McPhail-Naples, Phone (805) 378-1448

### Faculty

#### Full-Time

Dan Brown

#### Part-Time

Sidney Adler, Jerry Caplan, Igor Kotler, Marganit Lish

#### Counselors

Frank Bianchino, Olfelia Romero-Motlagh

### Jewish Studies Degree Program

#### Associate in Arts Degree

To earn an Associate in Arts Degree with a major in Jewish Studies, students complete 25-26 specified units, plus complete general education degree requirements (minimum total = 60 units).

Required Courses	Units
ENGL M43..... American-Jewish Literature .....	3.0
HEB M01..... Elementary Hebrew (or higher level) .....	4.0
HIST M60A..... Holocaust in Historical Perspective .....	3.0
HIST M60H..... History of the Jewish People .....	3.0
PHIL M02..... Values and Society .....	3.0
SOC M08..... Ethnicity, Class and Gender .....	3.0
Units from List of RECOMMENDED COURSES .....	6.0-7.0
<b>TOTAL Core Units</b> .....	<b>25.0-26.0</b>

#### Recommended Courses: choose two of the following:

ANTH M07..... Peoples and Cultures of the World.....	3.0
ENGL M29A..... Old Testament as Literature.....	3.0
HEB M02..... Elementary Hebrew II .....	4.0
HEB M31A..... Beginning Conversational Hebrew .....	3.0
HIST M60S..... Modern Jewish History.....	3.0
PHIL M11..... Survey of World Religions-West .....	3.0
POLS M60C..... Politics in the Middle East .....	3.0

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

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

## Journalism

The Journalism major program has a twofold purpose: to provide preparation for careers in newspaper and magazine editorial work, television and radio news, or public relations, and, to provide a study of the media of mass communications for those students who feel it would contribute to their liberal education. An internship program in connection with local print media is available.

### Career Opportunities

Reporter, Feature Writer, Copy Editor, Editorial Assistant, Makeup Editor, Photographer, Layout Worker, Advertising Assistant, Writer, Publicity Director, Technical Writer, Proofreader, Stringer, Production Assistant

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

### Dean

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

### Faculty

#### Full-Time

John GrzywaczGray, Al Miller

#### Part-Time

Robin Hagey, Mike Hoffman, Chuck Whitten

#### Counselors

Denice Avila, Don Henderson

### Degree Option in Journalism (Occupational)

#### Associate in Science Degree in Journalism

To earn an Associate in Science Degree with a major in Journalism, students complete 27-30 specified units, plus general education degree requirements (minimum total = 60 units). This program provides preparation for entry-level positions in two major areas: Print Journalism and Broadcast Journalism.

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

Required Courses	Units
JOUR M01..... Media and Society .....	3.0
JOUR M02..... Writing and Reporting for the Media .....	3.0
JOUR M03..... Advanced News/Feature Writing .....	3.0
Units from <u>One</u> of the Recommended Options.....	18.0-21.0
<b>TOTAL</b> .....	<b>27.0-30.0</b>

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

#### Print Journalism Option (complete all 18 specified units)

JOUR M08..... Basic Photo-Journalism.....	3.0
JOUR M10A..... Newspaper Staff.....	3.0
JOUR M10C..... Newspaper Production .....	3.0
JOUR M14..... Intro to Public Relations .....	3.0
GR M25..... Computer Publications Design (Macintosh) .....	3.0
BUS M38..... Advertising.....	3.0

#### OR

#### Broadcast Journalism Option (complete all 21 specified units)

RT M02A..... Broadcast Studio Operations.....	3.0
RT M02B..... Electronic Field Production/Post Prod.....	3.0
RT M05..... Radio/Television Script Writing.....	3.0
RT M07A..... Radio Production Workshop.....	3.0
RT M07B..... Advanced Radio Production .....	3.0
RT M08..... Voice and Diction .....	3.0
RT M12..... Broadcast Journalism.....	3.0

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

## Journalism Courses

### JOUR M01 -- 3 Units

#### Media and Society

Prerequisite: None

Class Hours: 3 lecture

Surveys history and nature of print and electronic media in America, examining social, political and cultural implications. (Same course as RT M01). *re Applies to Associate Degree. Transfer credit: CSU; UC: CAN: JOUR 4; IGETC AREA 4*

### JOUR M02 -- 3 Units

#### Writing and Reporting for the Media

Prerequisite: None

Class Hours: 3 lecture

Introduces reporting and writing for the media. Focuses on information gathering, interviewing and writing for print and broadcast media. Emphasizes news reporting, including the basics of feature writing, journalism law and ethics. *Applies to Associate Degree. Transfer credit: CSU. CAN: JOUR 2*

### JOUR M03 -- 3 Units

#### Advanced News/Feature Writing

Prerequisite: None

Class Hours: 3 lecture

Focuses on writing feature articles used in magazines and newspapers. Emphasizes techniques for gathering material. Provides practical experience through writing for school newspaper. *Applies to Associate Degree. Transfer credit: CSU*

### JOUR M04 -- 3 Units

#### Magazine Article Writing

Prerequisite: None

Class Hours: 3 lecture

Introduces writing feature articles, reviews, and editorials suitable for magazine publication. Includes editing practice and use of illustrative materials. *Applies to Associate Degree. Transfer credit: CSU*

### JOUR M08 -- 3 Units

#### Basic PhotoJournalism

Prerequisite: PHOT M01A or suitable portfolio

Class Hours: 2 lecture, 3 lab

Introduces aspects of photography applicable to mass communication, broadcast and print journalism. Concentrates on translating ideas to images for reproduction in magazines and newspapers and as book illustrations. Includes special effects, use of camera and light as creative tools, and basic motion picture techniques. May be taken two (2) times for credit. (Same course as PHOT M08). *Applies to Associate Degree. Transfer credit: CSU*

### JOUR M09 -- 3 Units

#### Copy Editing and Makeup

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Analyzes structure and effectiveness of written materials. Reviews rewriting, error correction, proofreading, headline writing, news and picture evaluation, and page design. Provides opportunity to work on campus newspaper. *Applies to Associate Degree. Transfer credit: CSU*

### JOUR M10A -- 3 Units

#### Newspaper Staff

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Emphasizes content and presentation of the college newspaper, including news, features, opinion articles, photos, graphics and advertising. Refines investigative and multi-source writing skills. *Applies to Associate Degree. Transfer credit: CSU*

### JOUR M10B -- 3 Units

#### Newspaper Editorial Staff

Prerequisite: None

Class Hours: 1 lecture, 6 lab

Emphasizes writing, copy edition, headline writing, and page layout for pre-production of the college newspaper. Explores various aspects of editorial roles and responsibilities. *Applies to Associate Degree. Transfer credit: CSU*

### JOUR M10C -- 3 Units

#### Newspaper Production

Prerequisite: None

Recommended Preparation: GR 20 and GR 23

Class Hours: 1 lecture, 6 lab

Provides hands-on experience in the pagination and production of the college newspaper. Provides hands-on learning through electronic assembly of the newspaper using computers, scanners and other related equipment. Includes techniques in electronic assembly for both print and web production. May be taken two (2) times for credit. *Applies to Associate Degree.*

### JOUR M11 -- 3 Units

#### Magazine Editing

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces analysis, development, composition and layout of magazines or similar publications, emphasizing the coordination of feature stories and related articles with attractive pictorial displays. Also reviews graphic arts as related to magazine production. *Applies to Associate Degree. Transfer credit: CSU*

### JOUR M12 -- 3 Units

#### Broadcast Journalism

Prerequisite: None

Class Hours: 3 lecture

Provides advanced practice in preparation of radio and television newscasts. Develops interviewing skills. Includes writing original news copy as well as editing and rewriting wire service copy for onair purposes. Requires use of remote recording equipment. (Same course as RT M12). *Applies to Associate Degree. Transfer credit: CSU*

### JOUR M14 -- 3 Units

#### Introduction to Public Relations

Prerequisite: None

Class Hours: 3 lecture

Introduces origins of public relations, including key definitions, processes, and audiences. Reviews public relations in businesses, associations, volunteer agencies and educational institutions. Includes how to write, prepare and submit release to video/audio and print media. *Applies to Associate Degree. Transfer credit: CSU*

**JOUR M22A/B -- 1 to 3 Units Each  
Independent Studies in Journalism**

Prerequisite: A previous course in journalism  
Class Hours: 1 to 3 as arranged

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

**JOUR M60AZ -- 1 to 6 Units Each  
Topics in Journalism**

Prerequisite: To be determined  
Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. *Applies to Associate Degree. Transfer credit: CSU.*

**JOUR M80 -- 1 to 4 Units  
Internship in Journalism**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Laser/Electro-Optics Technology

*See Courses in Engineering Technology and Physics*

## Law Enforcement

*See Courses in Criminal Justice*

## Learning Skills

A wide range of learning skills and assistive technology courses are provided for students with specially identified needs. To make an appointment to assess your specific needs, call (805) 378-1461.

### Dean

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

### Faculty

**Full-Time**

Sherry D'Attile, Patricia Ewins, Norma Letinsky, Melanie Masters

**Part-Time**

Sile Foley

**Counselors**

Rick Cardoni, Bob Scott

## Assistive Computer Technology Courses

**ACT M01 -- 2 Units****Assistive Computer Training**

Prerequisite: None  
Class Hours: 1 lecture, 3 lab

Evaluates each student's needs for special assistive technology required to access a personal computer, and provides training in the appropriate use of that technology, including screen reader, screen enlarger, voice recognition dictation, specialized keyboards and other software and hardware. Individualized work with instructor by arrangement. May require an initial evaluation to determine a student's suitability for the course. May be taken two (2) times for credit. Only offered credit/no-credit. *Does not apply toward a degree.*

**ACT M02 -- 2 Units****Assistive Keyboarding**

Prerequisite: None  
Class Hours: 1 lecture, 3 lab

Teaches the basics of keyboarding (touch typing) to students with special needs who must use assistive technologies to access the keyboard, or who are unable to compete successfully in mainstream keyboarding classes. Instruction is individualized and self-paced. May be taken two (2) times for credit. Only offered credit/no-credit. *Does not apply toward a degree.*

**ACT M04 -- 2.5 Units****Introduction to Computers for Students with Special Needs**

Prerequisite: None  
Class Hours: 2 lecture; 1.5 lab

Introduces the personal computer to students who have special needs or require a slower-paced learning environment. Emphasizes basic computer terminology and concepts, using the Windows operation system (running programs, managing files, using WordPad, Paint, My Computer, Windows Explorer, and customization), and the use of the Internet. This course is designed for students with little or no computer experience. May be taken two (2) times for credit. *Does not apply toward a degree.*

**ACT M05 -- 3 Units****Word Processing for Students with Special Needs**

Prerequisite: None  
Recommended Preparation:  
Class Hours: 2 lecture; 3 lab

Introduces important elements of word processing using Microsoft Word. Includes how to create, edit and format a document and how to use standard proofreading tools (AutoCorrect, Spell and Grammar Check and Thesaurus). Also includes how to create bulleted lists, highlight text, and a border and shading, use the Format Painter, change margins and line spacing, add page numbers, headers and footers, work with tables, add graphic elements such as clip art, text boxes, and WordArt, and how to create a web page. Designed for students who require a more individualized, slower-paced learning environment. May be taken two (2) times for credit. *Does not apply toward a degree.*

**ACT M06 -- 2 Units****Speech Recognition Software Training**

Prerequisite: None

Class Hours: 1.5 lecture, 1.5 lab

Use of speech recognition dictation software, such as Dragon Naturally Speaking, to produce word-processed documents with little or no use of the keyboard. Ideal for individuals who have repetitive strain injuries or other physical disabilities that make the use of the traditional keyboard difficult. *Applies to Associate Degree.*

**Learning Skills Courses****LS M01 -- 0.5 to 3.0 Units****Assessment of Learning Skills**

Prerequisite: None

Class Hours: 1.5 to 3 lecture

Provides assessment for learning disabilities by a specially trained staff. Introduces specialized techniques, materials, texts, and audiovisual equipment to support academic instruction for students with special learning styles. *Does not apply toward a degree.*

**LS M02 -- 3 Units****Basic Writing Skills**

Prerequisite: None

Corequisite: LS M02L

Class Hours: 3 lecture

Develops basic writing skills, creative thinking, and intellectual capabilities. Covers basic grammar, usage, and correct sentence structure, enabling students to write sentences, paragraphs, and short essays. May be taken three (3) times for credit. *Does not apply toward a degree.*

**LS M02L -- 0.5 Unit****Writing Skills Laboratory**

Prerequisite: None

Corequisite: LS M02

Class Hours: 1.5 lab

Introduces computer word processing to develop writing skills. Reviews proofreading tools and assistive technology to enhance the writing process. Provides opportunity to practice and reinforce concepts and strategies taught in LS M02. May be taken two (2) times for credit. *Does not apply toward a degree.*

**LS M03 -- 3 Units****Study Skills**

Prerequisite: None

Class Hours: 3 lecture

Introduces fundamental principles of study skills. Includes time management, reading and study strategies, memory improvement, test taking, note taking, scholarship search techniques, and research strategies for writing term papers. May be taken two (2) times for credit. *Does not apply toward a degree.*

**LS M04 -- 3 Units****Reading and Reasoning**

Prerequisite: None

Corequisite: LS M04L

Class Hours: 3 lecture

Develops essential reading skills. Includes critical thinking skills, inferential comprehension, problemsolving activities and vocabulary development. May be taken four (4) times for credit. *Does not apply toward a degree.*

**LS M04L 0.5 Unit****Reading Skills Laboratory**

Prerequisite: None

Corequisite: LS M04

Class Hours: 1.5 lab

Develops mastery of reading comprehension skills and vocabulary through the use of computer-based instruction. Provides practice and reinforcement of reading strategies taught in LS M04 - Reading and Reasoning. May be taken four (4) times for credit. *Does not apply toward a degree.*

**LS M07A -- 3 Units****Basic Math Skills I**

Prerequisite: None

Class Hours: 3 lecture

Foundational math course designed for students with math anxiety, who have difficulty understanding and applying mathematical concepts. Covers basic operation with whole numbers, decimals, and fractions. Teaches math test-taking strategies and mnemonic sills for learning and recalling math operations, which can be used in subsequent math courses. May be taken two (2) times for credit. *Does not apply toward a degree.*

**LS M07B -- 3 Units****Basic Math Skills II**

Prerequisite: None

Class Hours: 3 lecture

Foundational math course designed for students with math anxiety, who have difficulty understanding and applying mathematical concepts. Covers percents, proportions, measurement and basic algebra. Teaches math test-taking strategies and mnemonic sills for learning and recalling math operations, which can be used in subsequent math courses. May be taken two (2) times for credit. *Does not apply toward a degree.*

**LS M08 -- 3 Units****Spelling Improvement**

Prerequisite: None

Class Hours: 3 lecture

Develops spelling efficiency and competence. Provides spelling practice through conversations and written themes. *Does not apply toward a degree.*

**LS M09 -- 3 Units****Strategies for Personal Success**

Prerequisite: None  
Class hours: 3 lecture

Explores issues relevant to the disabled population in a small group setting including coping with disabilities, self-advocacy, building communication and interpersonal skills, and career exploration. Focus on strategies for time-management, setting and following through on goals, problem solving, and self-management (time-management, money, materials, wellness and stress reduction). May be taken two (2) times for credit. *Does not apply toward a degree.*

**LS M12 -- 1 to 3 Units Each****Tutoring Methods**

Prerequisite: None  
Class Hours: 1 to 3 lecture  
Introduces tutors to techniques for addressing special learning problems. May be taken four (4) times for credit. *Applies to Associate Degree.*

**LS M13 -- 3 Units****Strategies for Positive Self Esteem**

Prerequisite: None  
Class Hours: 3 lecture

Introduces a ten-step model to increase positive self-esteem, including strategies for letting go of past negative experiences, developing appreciation of self and others, and setting goals. *Does not apply toward a degree.*

**LS M14 -- 0.5 to 1.5 Units****Computer-Aided Instruction/Learning Skills**

Prerequisite: None  
Class Hours: 1.5 to 4.5 lab as arranged

Provides opportunity to develop academic skills through the use of computer-based instruction. May be taken four (4) times for credit. *Does not apply toward a degree.*

**LS M20 -- 0.5 to 1.5 Units****Assessment of Learning Skills/Lab**

Prerequisite: None  
Class Hours: 1.5 to 4.5 lab as arranged

Open lab for students with disabilities. Provides tutoring by specially trained staff. Emphasizes techniques, materials, texts, and audiovisual equipment to assess skills and to support academic instruction. Focuses on special learning styles. May be taken four (4) times for credit. Only offered credit/no-credit. *Does not apply toward a degree.*

## Liberal Studies

Liberal Studies is designed primarily for students seeking the multiple subjects (elementary) teaching credential, not for those intending to teach in a public junior or senior high school. However, since the completion of the Liberal Studies major automatically satisfies the General Education requirements, many students who have undecided or undeclared majors often pursue Liberal Studies as their stated major for their Associate Degree.

**The Learning Community Institute in Liberal Arts**

The Learning Community Institute in Liberal Arts offers students the opportunity to connect solid academic learning experiences to real-life career applications through internships and career information incorporated into the courses. This Institute offers a planned educational pathway that leads to a career or educational goal. See the Schedule of Classes for information on current offerings or call Linda McDill at (805) 378-1400, ext. 1659 for more information.

**Dean**

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

**Faculty****Counselors**

Anitra Evans, Pam Kennedy Luna, Ofelia Romero-Motlagh

**■ Degree Option in Liberal Studies****Associate in Science Degree in Liberal Studies**

To earn an Associate in Science Degree with a major in Liberal Studies, students complete a minimum of 60 specified units that parallel general education degree requirements. Although the basic requirements within this major are common to all campuses in the California State University system, specific course requirements will vary from campus to campus. It is best to explore your options as soon as possible with a counselor to maximize your efforts on campus. Call (805) 378-1428 for a counseling appointment.

**Major Requirements for Advanced Standing at California State University, Northridge:**

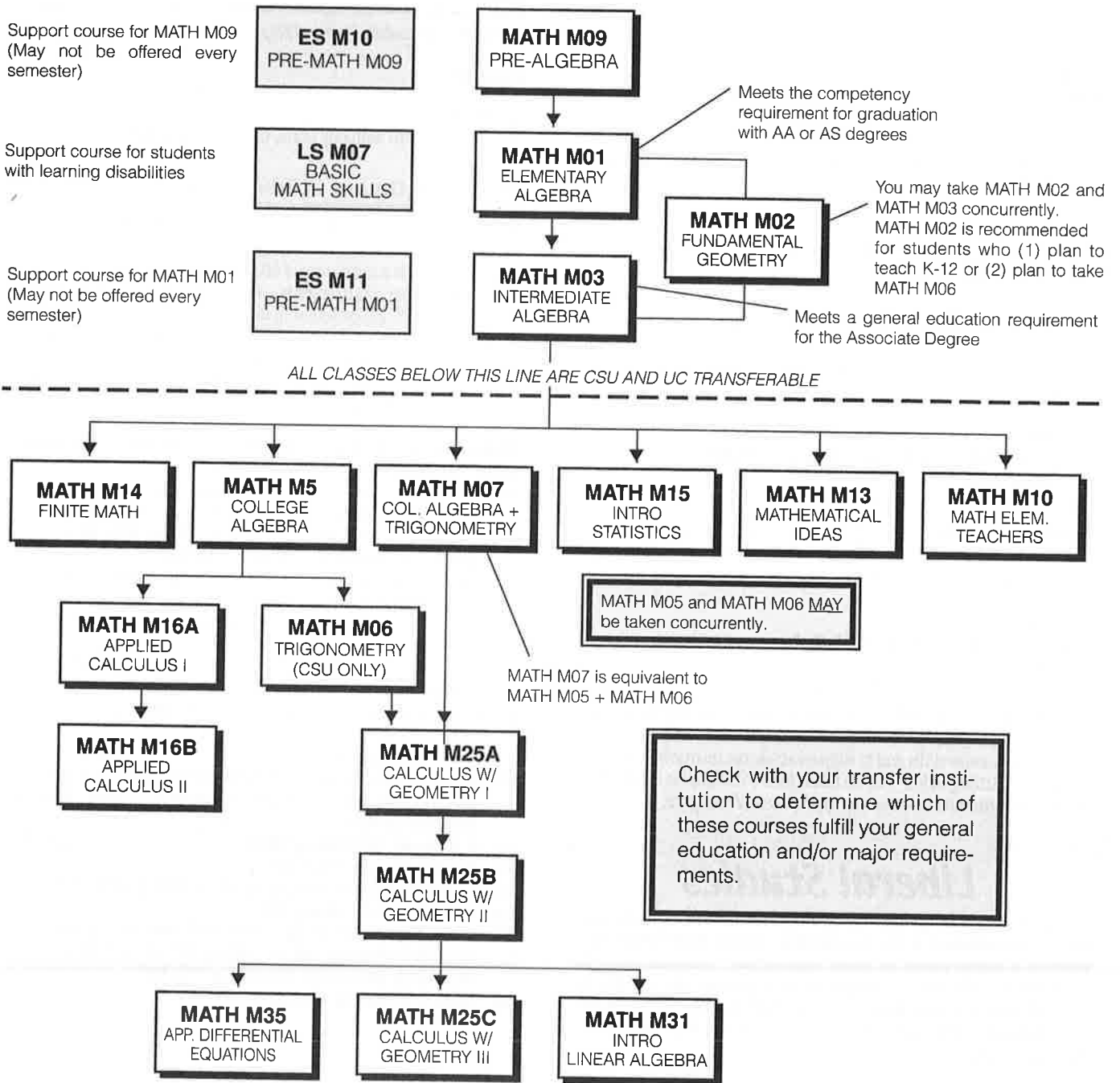
Select one course from each category enumerated below:

1. Freshman Composition: ENGL M01A
2. Critical Reasoning: ENGL M01C, PHIL M05 or PHIL M07
3. Speech Communication: SPCH M01 or M07
4. Introduction to Literature: ENGL M01B, M13A, M13B, M15A, M15B, M30, M31, M45 or M46
5. Foreign Language: Any intermediatelevel (3) foreign language course
6. Mathematics: MATH M10 and MATH M210L after transfer
7. Biology: BIOL M01
8. Physical Science: CHEM M12, PHSC M01/M01L or PHYS M01/M01L
9. World Geography: GEOG M02
10. Roots of European Society & Culture: HIST M01A or M01B
11. African, Asian and Latin American Society & Culture: HIST M09, M10, M15 or M16
12. U.S. History: HIST M03 or M07A
13. U.S. Government: POLS M03
14. California History & Geography: GEOG M10 or HIST M08
15. Philosophy: PHIL M01 or M06
16. Ethics, Values, and Religion: PHIL M02, M04, M11 or M12
17. Visual & Performing Arts: ART M01A, ART M01B, MUS M08, MUS M09A, MUS M09B, THA M01 or THA M04
18. Child Development: CD M02 or PSY M04

# Sequence of Mathematics Courses

## Need help in selecting a math course?

1. Attend a Planning, Assessment, Student Orientation (PAS) session.
2. Read the Mathematics Self-Placement Guide available in the Assessment and Counseling offices.
3. Meet with a counselor. Call (805) 378-1428 for an appointment.



**IMPORTANT NOTE:** All transferable math courses (below dotted line) have prerequisites. You will not be permitted to enroll in a transferable course unless you have satisfied its prerequisite.



Liberal Studies

Major requirements for advanced standing at California Lutheran University:

1. ENGL M01A and M01B
2. THA M02A
3. SPAN M01 and M02
4. MATH M10 or M13
5. BIOL M01
6. PHSC M01, M01L
7. GEOL M02, M02L
8. POLS M03
9. GEOG M01
10. PSY M01A
11. PHIL M02
12. MUS M01
13. NTS M04
14. Additional lower-division requirements after transfer

Major requirements for advanced standing at San Diego State University:

Foreign Language Requirement: Competency is required in one foreign language, equivalent to that which is normally attained through three consecutive courses of college study.

1. ENGL M01A
2. ENGL M01C
3. SPCH M01
4. ENGL M01B or M30 or M31
5. MATH M10\*
6. BIOL M01
7. One course from AST M01; CHEM M12; GEOG M01, M05; PHSC M01/M01L; PHYS M01, M10A/M10AL
8. The course selected for either #6 or #7 must include a lab
9. ANTH M02 or GEOG M02
10. PSY M01
11. HIST M03, M04, M05, M06, M07A or M07B, M12; POLS M03.
12. PHIL M01 or M02
13. HIST M01A, M20A or M20B
14. MUS M01\*
15. One course from ART M01A, M01B, M02; THA M01

(619) 594 4812

\*These courses are prerequisites for admission into the SDSU Multiple Subjects Credential program. Students seeking admission into the SDSU credential program must complete these courses with grades of "C", "CR" or higher no more than five years prior to admission to the program. A 12-unit upper-division specialization is required at SDSU.

Grade Point Requirements: Although the required GPA for graduating with a B.A. in Liberal Studies is a 2.0, the minimum overall GPA for all course work for admission to the SDSU Multiple Subjects Credential program is a 2.64 or better. It is recommended that students strive for the GPA above a 2.64 while working toward the Liberal Studies degree.

## Library Instruction

### LIB M01 -- 1 Unit Research Skills for Papers, Reports and Essays

Prerequisite: 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 as ENGL M74) *Applies to Associate Degree. Transfer credit: CSU.*

## Mathematics

The Mathematics degree program offers training in both pure and applied mathematics, leading to careers in research, education, business, industry, and government. Many areas, such as the physical and social sciences, engineering, economics, and business, are dependent upon the use of applied mathematics in developing solutions to practical problems. *See course sequence chart on next page.*

### Career Opportunities

Teacher, Systems Analyst, Programmer, Statistical Methods Analyst, Statistician, Mathematician, Demographer, Operations Research Analyst, Applied Science Programmer

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

### Dean

Rene Rodriguez, phone (805) 378-1572.

### Faculty

#### Full-Time

Phil Abramoff, Christine Aguilera, Beverly Barker, Alberto Beron, Christine Cole, Marcos Enriquez, Kathryn Fink, Keith Hilmer, David Kay, Charles Molnar, Diana Nguyen, Mahyad Rahnamaie, Deborah Ritchie, Benjamin Rode, Fred Schaak, Robert Stephens, Arthur Szylewicz, Roger Walters, David Weinstein, Grethe Wygant

#### Part-Time

Youri Agvanian, Harry Blackiston, Joe Brindley, Shui-Tan Chen, Janice Christensen, Robert Davis, Marlene Dean, Joseph Elakodical, Michael Goldman, Mary Hagar, Natlee Hapeman, Nella Hartnell, Robert Holden, Paul Jacobson, Don Kendall, James King, Larry Lace, Mee Lee, Cecilia Leonard, John Lin, Paul Lin, Vaskin Madenlian, Richard McIntyre, Dean Meyers, Anthony Mollico, Stephen Mussack, John Mutolo, David Ogawa, David Rodabaugh, Karen Singkofer, David Smith, Linda Trexel, James Wilkes, Angela Wilkins, Leo Wingle, Brian York

#### Counselors

Edna Ingram, Letrisha Mai, Danita Redd

### Degree Option in Mathematics

#### Associate in Arts Degree

To earn an Associate in Science Arts Degree with a major in Mathematics, students complete 35 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper-division course work for advanced degrees in Mathematics offered by four-year institutions. Since the course work in mathematics is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the Requirements for a major in mathematics. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses	Units
CS M10A/M10AL . Intro to Programming with C/Lab .....	4.0
MATH M25A..... Calculus with Analytic Geometry I.....	5.0
MATH M25B..... Calculus with Analytic Geometry II.....	5.0
MATH M25C..... Calculus with Analytic Geometry III.....	5.0
MATH M31..... Introduction to Linear Algebra.....	3.0
MATH M35..... Applied Differential Equations.....	3.0
PHYS M20A/M20AL..... Mechanics of Solids and Fluids/Lab.....	5.0
PHYS M20B/M20BL.... Electricity and Magnetism/Lab.....	5.0
<b>TOTAL</b> .....	<b>35.0</b>

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

**Sample Course Sequence**

<u>First Semester</u>	
CS M10A/M10AL .....	4.0
MATH M25A.....	5.0
<u>Second Semester</u>	
MATH M25B .....	5.0
PHYS M20A/M20AL.....	5.0
<u>Third Semester</u>	
MATH M25C .....	5.0
MATH M31.....	3.0
PHYS M20B/M20BL.....	5.0
<u>Fourth Semester</u>	
MATH M35.....	3.0

**Deciding on Your First Moorpark College Math Course**

The Math Self-Placement Guide, available from the Counseling Desk in the Administration Building, helps students decide the best entry-level Math course to take, given their individual needs and abilities. Effective placement saves students time and money as they progress through their academic career. Students can make a counseling appointment (805.378-1428) or attend an Orientation Session (schedule available in current Schedule of Classes) to receive help making this important decision.

**Mathematics Courses**

**MATH M01 -- 5 Units  
Elementary Algebra**

Prerequisite: None  
Recommended Preparation: MATH M09  
Class Hours: 5 lecture

Briefly reviews arithmetic, including integers, fractions and decimals. Covers linear equations and inequalities, including graphing, systems of linear equations, polynomials, rational expressions, integer exponents, square roots and radical expressions, and quadratic equations and the quadratic formula. *Applies to Associate Degree.*

**MATH M01S -- 1 Unit  
Elementary Algebra Discussion Session**

Prerequisite: None  
Corequisite: MATH M01  
Class Hours: 1 lecture

Provides additional discussion and problem solving as supplements to core material of MATH M01. May review history of mathematics and provide opportunities to use computer in solving problems. Only offered credit/no-credit. May be taken two (2) times for credit. *Does not apply toward a degree.*

**MATH M02 -- 3 Units  
Fundamentals of Geometry**

Recommended Preparation: MATH M01; MATH M03 may be taken concurrently.  
Class Hours: 3 lecture

Concentrates on definitions and properties of lines, segments, planes, rays, angles, triangles, circles and polygons, congruence and similarity of triangles, coordinate systems, areas, volumes, space geometry, triangle trigonometry and methods of proof. *Does not apply toward a degree.*

**MATH M03 -- 5 Units  
Intermediate Algebra**

Prerequisite: None  
Recommended Preparation: MATH M01  
Class Hours: 5 lecture

Reviews elementary algebra, including factoring, rational expressions, linear equations and inequalities. Covers functions and graphs, quadratic equations, determinants, and Cramer's Rule, exponents and radicals, complex numbers, exponential and logarithmic functions. *Applies to Associate Degree.*

**MATH M03S -- 1 Unit  
Intermediate Algebra Discussion Session**

Prerequisite: None  
Corequisite: MATH M03  
Class Hours: 1 lecture

Provides additional discussion and problem solving as supplements to the core material of MATH M03. May review history of mathematics and provide opportunities to use computer in solving problems. Only offered credit/no-credit. May be taken two (2) times for credit. *Applies to Associate Degree.*

**MATH M05 -- 3 Units  
College Algebra**

Prerequisite: MATH M03; MATH M06 may be taken concurrently.  
Class Hours: 3 lecture

Covers polynomial functions, rational functions, theory of equations, logarithmic and exponential functions, complex numbers, mathematical induction, sequences and series, binomial theorem, and matrices and determinants. Completing MATH M05 and MATH M06 is same as completing MATH M07. *Applies to Associate Degree. Transfer credit: CSU; UC (MATH M05 and MATH M07 combined: maximum credit, 4 units. CAN: MATH 10; IGETC AREA 2*

**MATH M06 -- 3 Units****Trigonometry**

Prerequisite: MATH M05; MATH M05 may be taken concurrently.

Class Hours: 3 lecture

Covers functions, trigonometric functions, solutions of triangles, radian measure, analytic trigonometry, trigonometric identities and equations, composite angle identities, inverse trigonometric functions, complex numbers and polar equations, and logarithms. Completing MATH M05 and MATH M06 is same as completing MATH M07. *Applies to Associate Degree. Transfer credit: CSU. CAN: MATH 8*

**MATH M07 -- 5 Units****College Algebra and Trigonometry**

Prerequisite: MATH M03

Class Hours: 5 lecture

Integrates college algebra and trigonometry. Recommended if entering MATH M25ABC sequence. Includes basic algebraic concepts, equations and inequalities of the first and second degree, functions and graphs, linear and quadratic functions, polynomial functions cleof higher degree, exponential and logarithmic functions, trigonometric functions, analytical trigonometry, systems of equations and inequalities, and sequences and series. Taking MATH M5, M6, M7 receives maximum credit of 6 units. Completing MATH M07 is same as completing both MATH M05 and MATH M06. *Applies to Associate Degree. Transfer credit: CSU; UC (MATH M07 and MATH M05 combined: maximum credit, 4 units. CAN: MATH 16; IGETC AREA 2*

**MATH M07S -- 1 Unit****College Algebra and Trigonometry Discussion Session**

Prerequisite: MATH M03

Corequisite: MATH M07

Class Hours: 1 lecture

Provides additional discussion and problem solving as supplements to the core material of MATH M07. May review history of mathematics and provide opportunities to use computer in solving problems. Only offered credit/no-credit. May be taken two (2) times for credit. *Applies to Associate Degree.*

**MATH M09 -- 3 Units****PreAlgebra**

Prerequisite: None

Recommended Preparation: Competence with whole number arithmetic (addition, subtraction, multiplication and division of whole numbers)

Class Hours: 3 lecture

Prepares students for algebra, emphasizes basic arithmetic operations on fractions, decimals, and signed numbers. Provides drills to reinforce operations. Emphasizes problem solving and practical applications on topics such as percent, proportion, and measurement. Includes introduction to basic algebra. *Does not apply toward a degree.*

**MATH M09S -- 1 Unit****PreAlgebra Discussion Session**

Prerequisite: None

Corequisite: MATH M09

Class Hours: 1 lecture

Provides additional discussion and problem solving as supplements to the core material of MATH M09. May review history of mathematics and provide opportunities to use computer in solving problems. Only offered credit/no-credit. May be taken two (2) times for credit. *Does not apply toward a degree.*

**MATH M10 -- 3 Units****Mathematics for Elementary Teachers**

Prerequisites: MATH M03

Class Hours: 3 lecture

Covers language of sets; systems of numeration; nature of numbers and the fundamentals of operations; domain of integers; and fields of rational, real and complex numbers. Satisfies credential requirements for elementary and junior high teachers and/or general education option under basic studies. Not open to majors in physical sciences or mathematics. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 4*

**MATH M13 -- 3 Units****Mathematical Ideas**

Prerequisite: MATH M03

Class Hours: 3 lecture

Introduces liberal arts students to the nature of mathematics, the character and origin of different subject fields in mathematics and the application of mathematics to several disciplines. Includes topics in logic, voting theory, management science including circuits, probability, statistics, growth and geometry and related applications such as the traveling salesman problem, fair division, symmetry in nature, and population growth. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 2*

**MATH M14 -- 3 Units****Finite Mathematics**

Prerequisite: MATH M03

Class Hours: 3 lecture

Introduces matrices, linear inequalities and linear programming, mathematics of finance, and probability distributions and applications to linear programs for business, managerial, social or behavioral science students. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 12; IGETC AREA 2*

**MATH M15 -- 5 Units****Introductory Statistics**

Prerequisite: MATH M03

Class Hours: 5 lecture

Explores nature of statistical methods, including the description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypothesis, and special topics. Provides problem solving techniques. *Applies to Associate Degree. Transfer credit: CSU; UC (MATH M15 and M15H combined: maximum credit, one course). CAN: STAT 2; IGETC AREA 2*

**MATH M15H -- 5 Units****Honors: Introductory Statistics**

Prerequisite: MATH M03 with a grade of B or better.

Class Hours: 5 lecture

Provides honors work studying the nature of statistical methods, including the description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypothesis, and special topics. Provides problem-solving techniques. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. *Applies to Associate Degree. Transfer credit: CSU; UC (MATH M15H and MATH M15 combined: maximum credit, one course). CAN: STAT 2; IGETC AREA 2*

**MATH M15S -- 1 Unit****Introductory Statistics Discussion Session**

Prerequisite: MATH M03

Corequisite: MATH M15

Class Hours: 1 lecture

Provides additional discussion and problem solving as supplements to the core material of MATH M15. May review history of mathematics and provide opportunities to use computer in solving problems. Only offered credit/no-credit. May be taken two (2) times for credit. *Applies to Associate Degree.*

**MATH M16A -- 3 Units****Applied Calculus I**Prerequisites: MATH M05 or MATH M07

Class Hours: 3 lecture

Reviews college algebra and then studies limits, continuity and differentiation. Applies differential calculus to problems in business, economics, social and biological sciences. Introduces anti-differentiation. *Applies to Associate Degree. Transfer credit: CSU; UC (MATH M16A and MATH M25A combined: maximum credit, one course). CAN: MATH 30, MATH SEQ D (MATH M16A+M16B); IGETC AREA 2*

**MATH M16B -- 3 Units****Applied Calculus II**Prerequisite: MATH M16A or MATH M25A

Class Hours: 3 lecture

Includes integration, elementary and separable differential equations, functions of several variables, partial derivatives, relative maxima and minima, Lagrange multipliers, method of least squares, double integrals, infinite series, Taylor Approximation, and Newton's method. Applies calculus to problems in business, economics, and social and biological sciences. *Applies to Associate Degree. Transfer credit: CSU; UC (MATH M16B and MATH M25B combined: maximum credit, one course). CAN: MATH 32, MATH SEQ D (MATH M16A+M16B); IGETC AREA 2*

**MATH M20 -- 3 Units****Introduction to Numerical Methods**Prerequisite: MATH M16A or MATH M25ARecommended Preparation: High level computer programming class or familiarity with graphic calculator

Class Hours: 3 lecture

Covers error analysis; power series calculation of functions; roots of equations; nonlinear simultaneous equations, matrices, determinants; linear simultaneous equations; numerical integration; and interpolation and curve fitting. Provides practical computer applications. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MATH M21 -- 3 Units****Discrete Mathematics**

Prerequisite: MATH M25A

Recommended Preparation: CS M10A/M10AL

Class Hours: 3 lecture

Covers elements of discrete mathematics, which have application to computer science. Topics include logic, sets, functions, relations, mathematical induction, recurrence relations, graphs, trees, discrete probability, and Boolean algebra. *Transfer credit: CSU; UC; IGETC AREA 2*

**MATH M22 A/B -- 0.5 to 3 Units Each  
Independent Studies in Mathematics**

Prerequisite: A previous course in Mathematics

Class Hours: 0.5 to 3 as arranged

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

**MATH M25A - 0.5 Units****Calculus with Analytic Geometry I**Prerequisites: MATH M05 and MATH M06 or MATH M07

Class Hours: 5 lecture

Reviews college algebra, the real number system, elements of analytic geometry and functions; limits, continuity, differentiation and integration of algebraic functions with applications; differentiation and integration of elementary transcendental functions with applications; and solutions of first order, separable differential equations with applications. *Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit, one course). CAN: MATH 18, MATH SEQ A (MATH 25A+25B); SEQ B (MATH M25A + M25B + M25C); IGETC AREA 2*

**MATH M25AS -- 1 Unit****Calculus with Analytic Geometry I Discussion Session**Prerequisites: MATH M05 and MATH M06 or MATH M07

Corequisite: MATH M25A

Class Hours: 1 lecture

Reviews problems pertinent to material covered in Calculus. May include reading, writing, and the use of computers to solve calculus problems. Only offered credit/no-credit. May be taken two (2) times for credit. *Applies to Associate Degree.*

**MATH M25B -- 0.5 Units****Calculus with Analytic Geometry II**Prerequisite: MATH M25A or MATH M16B

Class Hours: 5 lecture

Covers differentiation and integration of logarithmic and exponential functions; inverse trigonometric and hyperbolic functions; techniques of integration; improper integrals and L'Hospital's Rule; sequences, series, and Taylor's Theorem; and analytical geometry including conic sections, translations, rotations, and applications of integration and differentiation. *Applies to Associate Degree. Transfer credit: CSU; UC (MATH M25B and MATH M16B combined: maximum credit, one course). CAN: MATH 20, MATH SEQ A (MATH M25A + M25B), SEQ B (MATH M25A + M25B + M25C); IGETC AREA 2*

**MATH M25BS -- 1 Unit****Calculus with Analytic Geometry II Discussion Session**Prerequisite: MATH M25A or MATH M16B

Corequisite: MATH M25B

Class Hours: 1 lecture

Provides additional discussion and problem solving as supplements to the core material of MATH M25B. May review history of mathematics and provide opportunities to use computer in solving problems. Only offered credit/no-credit. May be taken two (2) times for credit. *Applies to Associate Degree.*

**MATH M25C -- 0.5 Units**  
**Calculus with Analytic Geometry III**

Prerequisite: MATH M25B  
 Class Hours: 5 lecture

Covers vectors in plane and in three dimensional space, dot and cross products, spherical and cylindrical functions of several variables, partial differentiation, gradients, Lagrange multipliers, multiple integrals and their applications, vector calculus with line and surface integrals, Green's Stokes, and Divergence Theorems and applications. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 22, MATH SEQ B (MATH M25A + M25B + M25C).*

**MATH M30 -- 3 Units**  
**Introduction to Modern Algebra**

Prerequisite: MATH M25B  
 Class Hours: 3 lecture

Introduces logic and proofs, set theory, relations and mappings, properties of integers, and algebraic structures. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MATH M31 -- 3 Units**  
**Introduction to Linear Algebra**

Prerequisite: MATH M25B  
 Class Hours: 3 lecture

Includes vectors, vector spaces, matrices, systems of linear equations, dimension, determinants, eigen values, and linear transformations. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 26*

**MATH M33 -- 3 Units**  
**Introduction to Analysis**

Prerequisite: MATH M25C  
 Class Hours: 3 lecture

Studies elements of real analysis and set theory, emphasizing thorough understanding of the basic concepts of set theory, algebra and topology of real numbers, limits, and continuity. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MATH M35 -- 3 Units**  
**Applied Differential Equations**

Prerequisite: MATH M25B  
 Class Hours: 3 lecture

Studies such items as linear differential equations, equations with constant coefficients, parameter variations, systems of linear equations, first order differential equations, and existence and uniqueness of solutions. Emphasizes applications to physics and engineering as well as an introduction to Fourier series and partial differential equations. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 24*

**MATH M80 -- 1 to 4 Units**  
**Internship in Math**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.  
 Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**MATH M89A-Z -- 0.5 to 3 Units Each**  
**Institutes in Mathematics**

Prerequisites: To be determined  
 Class Hours: As arranged

Series of special lectures and discussions on selected topics of interest in mathematics. Provided as needed. Series only offered credit/ no-credit. *Applies to Associate Degree.*

## Microbiology

*See Courses in Biological Sciences*

## Multimedia

This program is an interdisciplinary program that will connect students across a wide range of disciplines, including business, art, graphic design, programming, performing arts, journalism, music, radio, and television. With the development of software/hardware technology that can display motion graphics and the realization of a graphical user interface for the Internet, millions of people all over the globe are regular users of a medium that is earning billions of dollars annually.

### The Learning Community Institute in Multimedia

The Learning Community Institute in Multimedia offers students the opportunity to connect solid academic learning experiences to real-life career applications through internships and career information incorporated into the courses. The Institute offers students a planned educational pathway, leading to a career or educational goal. See the Schedule of Classes for information on current offerings or call John Gray at (805) 378-1400, ext. 1875 for more information.

### Career Opportunities

Producer, Business/Marketing Specialist, Project Director, Interactive Writer, General Creative Director, Entertainment/Education-Specialist, Game Designer/Writer, Fine Arts Specialist, Graphic Artist for computer/web-based applications, Animator, Video & Film Producer, Sound Designer, Technician, General Technical Director, Software Engineer, Web Programmer, Web Master

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

### Dean

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

### Faculty

#### Full-Time

John Grzywacz-Gray, Svetlana Kasalovic

#### Part-Time

Dan Restuccio, Tim Samoff

#### Counselors

Denice Avila, Don Henderson

## ■ Certificate Options in Multimedia

### Multimedia Certificate

To earn a Certificate in Multimedia students complete 31-43 specified units. The program offers several options for students: Visual Design, WWW Design, Multimedia Business, Multimedia Communications, Multimedia Broadcast and Multimedia Animation.

Required Courses	Units
MM M01..... Introduction to Multimedia.....	3.0
MM M02..... Visual Design for Multimedia.....	3.0
MM M03..... Audio & Motion Graphics for Multimedia.....	3.0
MM M04..... Multimedia Design.....	3.0
MM M05..... Multimedia Production.....	3.0
MM M06..... Multimedia Entrepreneurship.....	3.0
MM M80..... Internship in Multimedia.....	1.0-4.0
Units from <u>One</u> of the RECOMMENDED OPTIONS.....	12.0-21.0
<b>TOTAL</b> .....	<b>31.0-43.0</b>

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

#### Visual Design Option (complete 15 specified units)

ART M12A..... Drawing and Composition.....	3.0
ART M04A..... Color and Design.....	3.0
PHOT M01A..... Beginning Photography.....	3.0
Six Units from the following Courses.....	6.0
ART M01C..... Art History (3 units)	
ART M13A..... Life Drawing (3 units)	
GR M31..... Graphic Design I(2 units)	
GR M32..... Graphic Design II (2 units)	
GR M34..... Lettering and Typography (2 units)	
GR M40..... Beginning Illustration (3 units)	

OR

#### WWW Design Option (complete 12 specified units)

ART M12A..... Drawing and Composition.....	3.0
ART M04A..... Color and Design.....	3.0
Six Units from the Following Courses.....	6.0
CIS M50..... Intro to Local Area Networks (3 units)	
CIS M52..... Intro to Microsoft Windows NT (3 units)	
CIS M60C..... Internet & WWW I (1 unit)	
CIS M30..... Web Page Design I (1.5 units)	
CS M03..... Comp. Hardware & Systems Software (3 units)	
CS M10A/M10AL..... Programming w C/Lab (4 units)	
CS M10B/M10BL..... Object Programming w C++/Lab (4 units)	
CS M10J/M10JL..... Java Fundamentals/Lab (4 units)	

OR

#### Multimedia Business Option (complete 15 specified units)

BUS M30..... Intro to Business and Economics.....	3.0
BUS M31..... Intro to Management.....	3.0
BUS M32..... Small Business Management.....	3.0
BUS M33 <u>or</u> BUS M34.....	3.0
Business Law <u>or</u> Legal Environment of Business	
BUS M37..... Marketing.....	3.0

OR

### Multimedia Communications Option (complete 18 specified units)

JOUR M01..... Media and Society.....	3.0
HUM M04..... History of Cinema II.....	3.0
SPCH M01..... Introduction to Speech.....	3.0
RT M05..... Radio/Television Script Writing.....	3.0
Six Units from the Following Courses.....	6.0
THA M01..... Intro to the Theatre (3 units)	
DANC M12A..... Modern Dance I (1.5 units)	
GR M20..... Mac/IBM Operating Systems (2 units)	
GR M23..... Intro to Comp. Graphics/Macintosh (3 units)	
PHOT M01A..... Beginning Photography (3 units)	
RT M02A..... Broadcast Studio Operations (3 units)	
RT M02B..... Electronic Field Production/Post (3 units)	
RT M07A..... Radio Production Workshop (3 units)	

OR

### Multimedia Broadcast Option (complete 18 specified units)

RT M01..... Media and Society.....	3.0
RT M02A..... Broadcast Studio Operations.....	3.0
RT M02B..... Electronic Field Production/Post Production.....	3.0
RT M03A..... Television Production Workshop.....	3.0
RT M05..... Radio/Television Script Writing.....	3.0
RT M07A..... Radio Production Workshop.....	3.0

OR

### Multimedia Animation Option (complete 21 specified units)

ART M12A..... Drawing and Composition.....	3
ART M04A..... Color and Design.....	3
PHOT M01A..... Beginning Photography.....	3
THA M09..... Acting for Film and TV.....	3
DANC M12A..... Modern Dance I-Fundamentals.....	1.5
DANC M12B..... Modern Dance II-Beginning.....	1.5
DRFT M20..... 3D Modeling (Computer Animation).....	3
DRFT M21..... Technical/Computer Animation.....	3

## Multimedia Courses

### MM M01 -- 3 Units

#### Introduction to Multimedia

Prerequisite: None

Class Hours: 3 lecture

Explores multimedia industry, including the commercial, artistic, and technical aspects of development teams, occupational opportunities, new directions in multimedia, required competencies, and evaluation of multimedia's and visual literacy's influence on culture. Includes nonlinear writing. *Applies to Associate Degree. Transfer credit: CSU*

### MM M02 -- 3 Units

#### Visual Design for Multimedia

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces principles of design, including line, shape/form, space, size/scale, texture/pattern, orientation, light, volume, perspective, typography and color. Applies principles in a series of progressive projects. Develops aesthetic and artistic abilities using traditional and computer art tools. *Applies to Associate Degree. Transfer credit: CSU*

### MM M03 -- 3 Units Audio and Motion Graphics for Multimedia

Prerequisite: None  
Class Hours: 2 lecture, 3 lab

Introduces fundamentals of audio and video production. Includes creating, editing or retooling existing sound and video files for multimedia projects as well as providing camera work, lighting, sound development, editing and storyboarding for interactive media. Requires multimedia presentations. *Applies to Associate Degree. Transfer credit: CSU*

### MM M04 -- 3 Units Multimedia Design

Prerequisite: None  
Recommended preparation: MM M03 and ENGL M02 or completion of English assessment process  
Class Hours: 2 lecture, 3 lab

First course in two-course sequence (with MM M05). Writing intensive. Emphasizes collaborative work to design full-scale, multimedia product such as an online tutorial, interactive game or informative kiosk program. Builds on established skills, moving from concept formation to formative evaluation as part of a teacher-guided production team. Mimics real-world project, requiring ideas, story boards, projects, reports, scripts, appropriate research and rapid prototypes. *Applies to Associate Degree. Transfer credit: CSU*

### MM M05 -- 3 Units Multimedia Production

Prerequisite: MM M04  
Class Hours: 2 lecture, 3 lab

Second course in two-course sequence (with MM M04). Writing intensive. Emphasizes collaborative work to produce full-scale, multimedia product previously designed as part of production team. Builds on existing work, production and evaluation. Considers delivery platforms and media requirements, including documentation and/or instruction manuals. *Applies to Associate Degree. Transfer credit: CSU*

### MM M06 -- 3 Units Multimedia Entrepreneurship

Prerequisite: None  
Class Hours: 2 lecture, 3 lab

Introduces entrepreneurial opportunities and flexible careers in multimedia industry. Covers how to contact and communicate with prospective clients, design and develop a resume/portfolio and cover letter, and prepare and use project schedules for multimedia production/applications. Emphasizes effective oral communication as well as written in various forms (hard copy, disk-based, and online). *Applies to Associate Degree. Transfer credit: CSU*

### MM M60A-Z -- 0.5 to 1 Unit Each Topics in Multimedia

Prerequisite: A previous college course in the discipline  
Corequisite: To be determined  
Class Hours: 0.5 to 3 lab as arranged for the 2-4 weeks

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. *Applies to Associate Degree. Transfer credit: CSU.*

### MM M80 -- 1 to 4 Units Internship in Multimedia

Prerequisite: Completion of 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Music

The Moorpark College Music Department offers a wide variety of classes designed for both the aspiring professional musician who wishes to continue studies at the university level, and the knowledgeable amateur eager to understand and appreciate the important role music occupies in this society.

### Career Opportunities

Accompanist, Arranger/Orchestrator, Church Musician, Copyist, Editor, Instructor/Tutor/Coach, Librettist/Lyricist, Performer, Publisher, Salesperson, Composer, Conductor/Music Director, Instrument Repair Person, Music Librarian, Musicologist/Researcher, Music Business Administrator, Public Relations/Agent, Radio Announcer/Disc Jockey

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

### Dean

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

### Faculty

#### Full-Time

Orbie Ingersoll, Dolly E. Kessner, James J. Song, James Stemen, Joan Thompson

#### Part-Time

Robert Aguilar, Marilyn Anderson, Melinda Bateman, William Benson, Nancy Bonds, Ronald Borczon, Bonnie Boss, He-Lyun Chung, Stephen Custer, Mona DeCesare, Daniel Delay, Edward Demmond, Edward Francis, Diane Gilbert, Diana Ray-Goodman, Michael Harrington, David Hoover, Suzanne Julian, Sandra Kipp, Michael Kozubek, Richard Kravchek, Carol Lancaster, John Paton, Andrew Pelletier, Anthony Wardzinski

#### Counselors

Denice Avila, Don Henderson

### ■ Degree and Certificate Options in Music

#### Associate in Arts Degree in Music

To earn an Associate in Arts Degree with a major in Music, students complete 40-41 specified units, plus general education degree requirements (minimum total = 60 units). This program is designed for students interested in specializing in music education leading to transfer to most universities and/or a professional career in music. Specialized options are provided in Instrumental Music, Keyboard Music, Music Theory and Composition and Vocal Music.

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

<b>Required Courses</b>	<b>Units</b>
MUS M02A..... Diatonic Harmony .....	3.0
MUS M02AL..... Aural Skills I .....	2.0
MUS M02B..... Chromatic Harmony .....	3.0
MUS M02BL..... Aural Skills II .....	2.0
MUS M02C..... Musical Analysis .....	3.0
MUS M02CL..... Aural Skills III .....	2.0
MUS M02D..... Tonal Counterpoint.....	3.0
MUS M02DL..... Aural Skills IV.....	2.0
MUS M25C/D..... Class Piano – Intermediate I & II.....	2.0/2.0
MUS M29..... Repertoire (taken twice) .....	1.0/1.0
MUS M30..... Applied Music (taken twice) .....	2.5/2.5
Units from <u>One</u> of the RECOMMENDED OPTIONS.....	10.0-11.0
<b>TOTAL (minimum)</b> .....	<b>40.0-41.0</b>

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

**Instrumental Music Option (complete specified units)**

One ensemble course <i>each</i> semester for 4 semesters .....	8.0
MUS M15..... Moorpark Community Orchestra (2 units)	
MUS M18..... Jazz Ensemble (2 units)	
MUS M19..... Chamber Ensembles (2 units)	
MUS M21..... Wind Ensemble (2 units)	
Two units (minimum) from the following: .....	2.0
MUS M14..... Instrumental Technique (2 units)	
MUS M25A/B..... Class Piano- Beginning I & II (2 units each)	

OR

**Keyboard Music Option (complete specified units)**

MUS M25A/B Class Piano – Beginning I & II (2 units each) .....	4.0
One ensemble course <i>each</i> semester for 4 semesters .....	8.0
MUS M19..... Chamber Ensembles (2 units)	
MUS M20..... Piano Ensemble (2 units)	

OR

**Music Theory & Composition Option (complete specified units)**

One ensemble course <i>each</i> semester for 4 semesters .....	8.0
Ensemble choice based on student's specialization (2 units each)	
Two units (minimum) from the following .....	2.0
MUS M14..... Instrumental Technique (2 units)	
MUS M25A/B..... Class Piano – Beginning I & II (2 units each)	

OR

**Vocal Music Specialization**

One ensemble course <i>each</i> semester for 4 semesters .....	9.0
MUS M10..... Concert Choir (2 units)	
MUS M16..... Opera Theatre (2 units)	
MUS M17..... Summer Music Theatre (3 units)	
MUS M60D..... Los Robles Master Chorale (2 units)	
Two units (minimum) from the following .....	2.0
MUS M13A/B..... Vocal Technique (2 units each)	
MUS M13C/D..... Advanced Vocal Technique (2 units each)	
MUS M25A/B..... Class Piano – Beginning I & II (2 units each)	

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

**Certificate of Achievement in Music**

To earn a Certificate of Achievement in Music, students complete 30-32 specified units. This program is designed to provide the student with the basic training, knowledge and conducting skills necessary for accepting a position as a church or community choral director.

<b>Required Courses</b>	<b>Units</b>
MUS M01..... Fundamentals of Music .....	3.0
MUS M02A..... Diatonic Harmony .....	3.0
MUS M02AL..... Aural Skills I.....	2.0
MUS M02B..... Chromatic Harmony .....	3.0
MUS M02BL..... Aural Skills II .....	2.0
MUS M09A..... Music History and Literature .....	3.0
Units from <u>One</u> of the RECOMMENDED OPTIONS.....	14.0-16.0
<b>TOTAL</b> .....	<b>30.0-32.0</b>

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

**Choral Conducting Option (complete 16 specified units)**

MUS M10..... Concert Choir .....	2.0
MUS M13A/B..... Fundamentals of Vocal Technique III.....	2.0/2.0
MUS M25A/B..... Class Piano – Beginning I & II.....	2.0/2.0
MUS M27..... Choral Conducting.....	2.0
MUS M60D..... Los Robles Master Chorale.....	2.0
MUS M60E..... Choral Conducting Seminar.....	3.0

OR

**Instrumental Conducting Option (complete 14 specified units)**

MUS M09B..... Music History and Literature .....	3.0
MUS M19..... Chamber Ensembles .....	2.0
MUS M21..... Wind Ensemble .....	2.0
MUS M22A/B..... Independent Studies in Music .....	1.0/1.0
MUS M25A/B..... Class Piano – Beginning I & II.....	2.0/2.0
MUS M28..... Instrumental Conducting.....	2.0

OR

**Vocal Performance Option (Complete 15 specified units)**

MUS M10..... Concert Choir .....	2.0
MUS M13A/B..... Fundamentals of Vocal Technique III.....	2.0/2.0
MUS M13C/D..... Advanced Vocal Development III.....	2.0/2.0
MUS M16..... Opera Theatre.....	2.0
MUS M25A/B..... Class Piano – Beginning I & II.....	2.0/2.0

**Music Courses**

**MUS M01 -- 3 Units  
Fundamentals of Music**

Prerequisite: None  
Class Hours: 3 lecture

Introduces music theory, notation, intervals, scales, triads, sight singing, and dictation for those with little or no musical experience. *Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after MUS M02A). IGETC AREA 3*

**MUS M02A -- 3 Units  
Diatonic Harmony**

Prerequisite: MUS M01 or consent of instructor  
Corequisite: MUS M02AL  
Class Hours: 3 lecture

Studies diatonic harmonic vocabulary, four-part chorale writing and voice leading, figured bass, harmonic progression, melodic invention and harmonization and nonharmonic tones. *Applies to Associate Degree. Transfer credit: CSU; UC*



**MUS M02AL -- 2 Units****Aural Skills I**

Prerequisite: None

Corequisite: MUS M02A

Class Hours: 1 lecture, 3 lab

Includes sight-singing, as well as rhythmic, melodic, and diatonic harmonic dictation to correlate to harmonic vocabulary of MUS M02A. Makes extensive use of Music Learning Center. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MUS 2.*

**MUS M02B -- 3 Units****Chromatic Harmony**

Prerequisite: MUS M02A

Corequisite: MUS M02BL

Class Hours: 3 lecture

Emphasizes pivotchord modulation. Studies chromatic harmonic vocabulary, foreign key modulation, keyboard and instrumental styles, and composition. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MUS 4.*

**MUS M02BL -- 2 Units****Aural Skills II**

Prerequisite: MUS M02AL

Corequisite: MUS M02B

Class Hours: 1 lecture, 3 lab

Develops aural skills introduced in MUS M02B: sight-singing in solfege, rhythmic clapping, and dictation (rhythmic, melodic, and harmonic), which use the diatonic harmonic vocabulary. Gradually adds chromatic harmonic vocabulary to all aspects of aural skills as the theoretical concept is clarified. Emphasizes computer-aided instruction in the Music Learning Center. May be taken 2 times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M02C -- 3 Units****Musical Analysis**

Prerequisite: MUS M02B

Corequisite: MUS M02CL

Class Hours: 3 lecture

Analyzes musical form and harmonic problems while surveying musical literature from the Baroque to the 20th century. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M02CL -- 2 Units****Aural Skills III**

Prerequisite: MUS M02BL

Corequisite: MUS M02C

Class Hours: 1 lecture, 3 lab

Emphasizes individualized work in Music Learning Center. Includes complex drill in all areas of musicianship. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M02D -- 3 Units****Tonal Counterpoint**

Prerequisite: MUS M02B

Corequisite: MUS M02DL

Class Hours: 3 lecture

Introduces analysis and composition of 18th century contrapuntal forms in the style of J.S. Bach. Requires composition of a two-part invention and a three-part fugue. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M02DL -- 2 Units****Aural Skills IV**

Prerequisite: MUS M02BL

Corequisite: MUS M02D

Class Hours: 1 lecture, 3 lab

Continuation of MUS M02BL, emphasizing individual work in the Music Learning Center to strengthen weaker areas of aural skills. Focuses on two-voice melodic dictation, speed drill of intervals, and dictation of the soprano and bass factors of a harmonic progression. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M04 -- 3 Units****Survey of World Music**

Prerequisite: None

Class Hours: 3 lecture

Surveys selected world music traditions, examining style, performance practice, and cultural context. Reviews the range and diversity of musical expression in a variety of world cultures, Western and Non-Western, expanding appreciation. Requires field trips and concert attendance. *Applies to Associate Degree. Transfer credit: CSU; UC (MUS M04 and M04H combined: maximum credit, one course). IGETC AREA 3*

**MUS M04H -- 3 Units****Honors: Survey of World Music**

Prerequisite: None

Class Hours: 3 lecture

Provides honors work that surveys selected world music traditions, examining style, performance practice, and cultural context. Reviews the range and diversity of musical expression in a variety of world cultures, Western and Non-Western, expanding appreciation. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Requires field trips and concert attendance. *Applies to Associate Degree. Transfer credit: CSU; UC (MUS M04H and MUS M04 combined: maximum credit, one course). IGETC AREA 3*

**MUS M08 -- 3 Units****Music Appreciation**

Prerequisite: None

Class Hours: 3 lecture

Introduces history of music, emphasizing understanding and enjoyment. Investigates basic elements of music, including structure of musical compositions as well as orchestral instrumentation. Focuses on styles, characteristics and composers representative of historic periods. Uses directed listening. Not recommended for Music majors. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3*

**MUS M09A -- 3 Units****Music History and Literature**

Prerequisite: None

Class Hours: 3 lecture

Explores musical activity, influences, and contributions of Greek and Roman civilizations. Traces development of music of Western world from Romanesque period to Baroque, including major composers as well as instrumental and vocal forms of each period. Requires listening to, identifying, and analyzing representative works of each period. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3*

**MUS M09B -- 3 Units****Music History and Literature**

Prerequisite: None

Class Hours: 3 lecture

Studies changing styles, techniques, and forms of music from the middle of the 18 century to the present, emphasizing artistic philosophy of each period. Analyzes style and form of representative works. Requires listening and analysis outside of classroom. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3*

**MUS M10 -- 2 Units****Concert Choir**

Prerequisite: None

Class Hours: 1 lecture, 3 lab

Singing organization. Teaches choral music selected from the Renaissance, Baroque, Classical, Romantic, and Modern Periods. Includes performing in on-campus concerts, high school assembly programs, community college choral festivals, and other community events. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M12 -- 2 Units****Vocal Ensemble**

Prerequisite: Audition

Class Hours: 1 lecture, 3 lab

Select group of singers known as Renaissance Singers. Studies and performs suitable choral music from all periods. Presents Spring Ensemble, specializing in performance of Renaissance music, including English and Italian madrigals, French chansons, German Lieder, and sacred motets. Ensemble appears in English Tudor costumes and makes numerous appearances at concerts, festivals, assembly programs, Renaissance Pleasure Faires, and other community events. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M13A -- 2 Units****Fundamentals of Vocal Technique I**

Prerequisite: None

Class Hours: 1 lecture, 3 lab

Begins development of vocal potential to correct faulty singing and to lay foundation for proper vocal production. Emphasizes vocal exercises as well as material sung in Italian, English and German. Designed for both majors and non-majors. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M13B -- 2 Units****Fundamentals of Vocal Technique II**

Prerequisite: MUS M13A

Class Hours: 1 lecture, 3 lab

Expands vocal development through advanced vocal exercises and the introduction of advanced material, including art songs, opera and oratorio literature. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M13C -- 2 Units****Advanced Vocal Development I**

Prerequisite: MUS M13B

Class Hours: 1 lecture, 3 lab

Continues development of a proper vocal production. Includes English, Italian, German, French art songs and more demanding opera and oratorio literature. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M13D -- 2 Units****Advanced Vocal Development II**

Prerequisite: MUS M13C

Class Hours: 1 lecture, 3 lab

Further expands vocal development through study and performance. Includes more challenging material, emphasizing operatic and oratorio literature as well as more difficult art songs. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M14 -- 2 Units****Fundamentals of Instrumental Technique**

Prerequisite: None

Class Hours: 1 lecture, 3 lab

Introduces basic techniques and proper maintenance of orchestral instruments. Focuses on musical vocabulary, emphasizing effective participation in an ensemble. Successful course completion may lead to membership in college orchestra and/or concert ensembles. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M15 -- 1 to 2 Units****Moorpark Community Orchestra**

Prerequisites: Ability to read music and proficiency on orchestral instrument

Class Hours: 0.5 to 1 lecture; 1.5 to 3 lab

Moorpark Community Orchestra. Provides rehearsals and public performances for instrumentalists. Focuses on standard orchestral repertoire, ranging from chamber music to symphonies covering Renaissance to modern periods. Requires performances. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M16 -- 2 Units****Opera Theatre**

Prerequisite: MUS M13C

Class Hours: 1 lecture, 3 lab

Introduces song literature from musical theatre, focusing on the study and performance of operas and musicals in excerpt or as complete productions. Designed for singers with proven ability and interest in drama. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M17 -- 3 Units****Summer Music Theatre**

Prerequisite: Audition

Class Hours: 144 lab total

Prepares complete musical theatre work from rehearsal to community performance. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M18 -- 2 Units****Jazz Ensemble**

Prerequisite: Ability to play a musical instrument appropriate to Jazz Ensemble (piano, percussion, sax, trumpet, guitar, bass guitar, or electronic instruments)

Class Hours: 1 lecture, 3 lab

Requires reading, preparing and performing music arranged for jazz ensemble and big band. Includes rehearsal for and performance at scheduled concerts. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

## Music

**MUS M19 -- 2 Units  
Chamber Ensembles**

Prerequisite: Ability to play a musical instrument and to read music notation

Class Hours: 1 lecture, 3 lab

Requires study, rehearsal and performance of chamber music literature from Renaissance to the 20th century. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M20 -- 2 Units  
Piano Ensemble**

Prerequisite: MUS M25B

Class Hours: 1 lecture, 3 lab

Covers piano literature for one piano/four hands and for two pianos/four hands. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M21 -- 2 Units  
Wind Ensemble**

Prerequisite: Ability to perform on a standard band instrument

Class Hours: 1 lecture, 3 lab

Provides rehearsals and public performances for wind and percussion instrumentalists, focusing on a standard wind ensemble and symphonic bank repertoire. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M22A/B -- 1 to 3 Units Each  
Independent Studies in Music**

Prerequisite: A previous course in Music

Class Hours: 1 to 3 as arranged

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

**MUS M25A -- 2 Units  
Class Piano – Beginning I**

Prerequisite: 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. CAN MUS 22.*

**MUS M25B -- 2 Units  
Class Piano – Beginning II**

Recommended Preparation: 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. CAN: MUS 24*

**MUS M25C -- 2 Units  
Class Piano – Intermediate I**

Prerequisite: 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**

Prerequisite: MUS M25C

Class Hours: 1 lecture, 3lab

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**

Prerequisite: 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**

Prerequisite: MUS M01

Class Hours: 1 lecture, 3 lab

Studies basic conducting techniques of various instrumental organizations, exploring instrumental literature as well as style, performance and interpretation. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M29 -- 1 Unit  
Repertoire Class**

Prerequisite: Acceptance into MUS M30

Corequisite: MUS M30

Class Hours: 1 lecture

Requires performance of musical literature studied in MUS M30. Provides critique by instructor and class. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M30A-G -- 1 Unit Each**

**Applied Music Instruction - Woodwind/Brass/Strings/  
Piano/Classical Guitar/Percussion/Voice**

Prerequisite: Audition Required. Performance at college level to be accepted into MUS 30 Applied Music Program. Audition based on repertoire standards published by Music Department.

Corequisites: 1) Repertoire Class – MUS M29; 2) Music Theory – MUS M02A/M02AL, M02B/M02BL, M02C/M02CL or MUS M02D/M02DL; 3) Performance Ensemble – MUS M10, M15, M18, M19, M20, M21

M60D, M60G, M60P or M60V  
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 four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC.*

**MUS M32 -- 2 Units**

**Class Guitar**

Prerequisite: None

Class Hours: 1 lecture, 3 lab

Introduces basic skills required to play simple melodies and first position chords on both acoustic and electric guitars. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M60AZ -- 1 to 3 Units Each**

**Topics in Music**

Prerequisite: To be determined

Class Hours: To be determined

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

**Developed topics include:**

✓ **MUS M60A -- 1 to 2 Units**  
**Intermediate Orchestral Techniques**

Prerequisite: MUS M15

Class Hours: 0.5 to 1 lecture; 1.5 to 3 lab

Emphasizes rehearsal disciplines and responsibilities (bowing, fingering, and dynamics). May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

✓ **MUS M60B -- 3 Units**  
**Intermediate Studies in Music Theory**

Prerequisite: MUS M02A

Class Hours: 3 lecture

Emphasizes special intermediate studies in music theory and analysis. *Applies to Associate Degree. Transfer credit: CSU; UC*

✓ **MUS M60C -- 3 Units**  
**Advanced Studies in Music Theory**

Prerequisites: MUS M02A and MUS M02B

Class Hours: 3 lecture

Offers advanced study in harmonic analysis, counterpoint, and form. *Applies to Associate Degree. Transfer credit: CSU; UC*

✓ **MUS M60D -- 2 Units**  
**Los Robles Master Chorale**

Prerequisite: Audition

Class Hours: 1 lecture, 3 lab

Performance group designed for experienced singer. Emphasizes choral works of master composers from the Renaissance, Baroque, Classic, Romantic, and Modern Periods that are suitable for the large ensemble. Requires audition and performances. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

✓ **MUS M60E -- 3 Units**  
**Choral Conducting Seminar**

Prerequisite: MUS M27

Class Hours: 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 M60F -- 2 Units**  
**Advanced Orchestral Techniques**

Prerequisite: MUS M60A

Class Hours: 1 lecture, 3 lab

Emphasizes interpretation of rhythm and phrasing. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

✓ **MUS M60G -- 2 Units**  
**Advanced Chamber Music**

Prerequisite: MUS M19

Class Hours: 1 lecture, 3 lab

Continues instruction in the performance of small ensemble instrumental music. Studies graded literature for various instrumental combinations for rehearsal and performance. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

✓ **MUS M60J -- 2 Units**  
**Intermediate Jazz Performance**

Prerequisite: MUS M18

Class Hours: 4 lecture/lab

Emphasizes improvisational techniques as well as rehearsal disciplines and responsibilities (i.e., fingerings, dynamics, ensemble techniques, various jazz styles, etc.). Requires rehearsal for and performance at scheduled concerts. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

✓ **MUS M60K -- 2 Units**  
**Advanced Jazz Performance**

Prerequisite: MUS M60J

Class Hours: 4 lecture/lab

Further emphasizes jazz performance styles as well as rehearsal disciplines and responsibilities. Requires rehearsal for and performance at scheduled concerts. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**Nutritional Science**

**MUS M60P -- 2 Units  
Advanced Choral Performance**

Prerequisite: Audition  
Class Hours: 1 lecture, 3 lab

Requires strong notereading abilities and voice skills. Includes performance of advanced choral literature. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M60T -- 2 Units  
Masterworks Abroad**

Prerequisite: Audition  
Class Hours: 6 lab

Combines preparatory rehearsals on campus with concert performances, seminars, lectures, and related cultural activities on tour abroad. Designed for experienced singers. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC.*

**MUS M60V -- 2 Units  
Advanced Concert Choir**

Prerequisites: MUS M10 and MUS M60P; audition required  
Class Hours: 1 lecture, 3 lab

Choral organization. Focuses on refinement of choral singing, emphasizing intonation, tonal quality, tonal blend and balance, textual articulation, interpretation, and stage presence. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**MUS M80 -- 1 to 4 Units  
Internship in Music**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**Nursing Science**

*See Courses in Health Sciences*

**Nutritional Science**

The Nutritional Science program is designed to meet the needs of all health conscious persons. The program particularly addresses itself to those 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.

**Career Opportunities**

Diet Aide, Diet Program Lecturer, Dietitian/Nutritionist, Food Services Manager, Nutrition Advisor

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

**Dean**

Tim McGrath, Phone (805) 378-1445

**Faculty**

**Part-Time**

Annette Besnilian, Maureen Frank, Linda Kushner, Linda Vickers

**Counselors**

Frank Bianchino, Danita Redd

**Nutritional Science Courses**

**MUS M60P -- 2 Units  
Advanced Choral Performance**

Prerequisite: None  
Class Hours: 3 lecture

Introduces nutrients as well as their sources, assimilation, functions and requirements. Includes evaluation of current national and international problems with nutritional information presented in mass media. *Applies to Associate Degree. Transfer credit: CSU; UC (NTS M01 or NTS M03 combined with PHSO M02: maximum credit, one course). CAN: FCS 2*

**NTS M03 -- 3 Units  
Current Issues in Nutrition**

Prerequisite: NTS M1  
Class Hours: 3 lecture

Focuses on contemporary nutrition concerns, including nutrition and stress, body image, wellness, nutrient supplements, energy balance and eating disorders. Includes review of career options in health care fields. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (NTS M03 or NTS M01 combined with PHSO M02: maximum credit, one course).*

**NTS M22A/B -- 1 to 3 Units Each  
Independent Studies in Nutritional Science**

Prerequisite: A previous course in Nutritional Science  
Class Hours: 1 to 3 as arranged

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

**NTS M80 -- 1 to 4 Units  
Internship in Nutritional Science**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**NTS M89AZ -- 0.5 to 3 Units Each  
Institutes in Nutritional Science**

Prerequisite: None  
Class Hours: As arranged

Special series of short courses focusing on particular aspects of Nutritional Science not covered in general offerings. Provides opportunity for specialized study. Series only offered credit/no-credit. *Applies to Associate Degree.*

**Office Skills**

*See Courses in Computer Information Systems*

**Parenting**

*See Courses in Child Development*

**Personal Growth**

*See Courses in Counseling*

**Philosophy**

The study of philosophy provides students with the unique opportunity to carefully analyze and thoughtfully respond to the fundamental ideas and basic concerns present in the human experience. It requires the constructive re-experiencing of these problems and doubts in one's own life. The goal is to examine ourselves, our culture, and our world with the aims of criticizing and contributing toward a reformation of self and world. The program also develops analytical, critical writing skills that are an excellent preparation for professional and other careers.

**Career Opportunities**

Social Worker, Lawyer, Public Administrator, Urban Planner, Management Trainer, Project Director

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

**Dean**

*Fabienne McPhail-Naples, Phone (805) 378-1446*

**Faculty**

**Full-Time**

Janice Daurio, Victor Fontaine

**Part-Time**

John Birmingham, Jerrold Caplan, Vladimir Kalugin, Ron Mc Camy, Michael Rosenthal, Henry Talifer, Doug Thiel, Frank Waters

**Counselors**

Danita Redd, Anitra Evans, Susan Izumo

**■ Degree Option in Philosophy**

**Associate in Arts Degree in Philosophy**

To earn an Associate in Arts Degree with a major in Philosophy, students complete 21 specified units, plus general education degree requirements (minimum total = 60 units). This program is also designed for students intending to major in philosophy, religious studies, interdisciplinary studies or related fields at a 4-year institution.

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

Required Courses	Units
PHIL M01 ..... Intro to Philosophy <u>or</u> to Non-Western Philosophy	3.0
PHIL M02 or PHIL M04 ..... Values and Society <u>or</u> Values and Environment	3.0
PHIL M07 or PHIL M09 ..... Intro to Logic <u>or</u> Symbolic Logic	3.0
PHIL M11 or PHIL M12 ..... Survey of World Religions: West <u>or</u> East	3.0
PHIL M13 or PHIL M14 ..... Classical Mind <u>or</u> Modern Mind	3.0
Two Courses from RECOMMENDED COURSES.....	6.0
<b>TOTAL</b> .....	<b>21.0</b>

**Recommended Courses:** Choose Two Additional PHIL Courses

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

**Philosophy Courses**

**PHIL M01 -- 3 Units**

**Introduction to Philosophy**

Prerequisite: None  
Class Hours: 3 lecture

Systematically explores the concepts of knowledge, reality, and value, including review of epistemology, metaphysics, ethics, aesthetics, political philosophy, and philosophy of religion. Introduces idealism, realism, skepticism, materialism, and relativism. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: PHIL 2; IGETC AREA 3*

**PHIL M02 -- 3 Units**

**Values and Society**

Prerequisite: None  
Class Hours: 3 lecture

Introduces philosophy of ethics by exploring basic questions: What is good? What is right? How should I live? What are my obligations to others? Are morals relative? Does free will exist? Reviews ideas and arguments of philosophers concerning these and related issues. Encourages individual application of ideas presented. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: PHIL 4; IGETC AREA 3*

## Philosophy

**PHIL M03 -- 3 Units**  
**Social and Political Philosophy**Prerequisite: None  
Class Hours: 3 lecture

Introduces philosophical foundations of social and political thought. Emphasizes view of people when following individual rules, as group members within social roles, and as participants in legal relationships within political institutions. Demonstrates importance of philosophical assumptions about such collective human nature by clarifying differences and connections between these perspectives. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3*

**PHIL M04 -- 3 Units**  
**Values and the Environment**Prerequisite: None  
Class Hours: 3 lecture

Introduces ethics by exploring basic questions about the environment and its nonhuman inhabitants: Do animals have rights? Do humans have obligations to nonhuman entities, including earth? Explores anthropocentrism, ecocentrism, ecofeminism and multicultural perspectives of humankind and nature. Reviews ideas and arguments of philosophers concerning these and related issues. Encourages individual application of ideas presented. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3*

**PHIL M05 -- 3 Units**  
**Critical Thinking and Analytic Writing**Prerequisite: ENGL M01A  
Class Hours: 3 lecture

Introduces critical reasoning, including analysis and synthesis, induction and deduction, and identification of assumptions and perspectives. Emphasizes oral and written analysis and argumentation, clarifying fact, belief and value and identifying and avoiding common fallacies of thought, logic and language. Expands development of critical reading, analytic writing and the relation of writing to critical thinking beyond level achieved in ENGL M01A. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 1B*

**PHIL M07 -- 3 Units**  
**Introduction to Logic**Prerequisite: None  
Class Hours: 3 lecture

Explores deductive and inductive thought processes, emphasizing definition, verification, validity, forms of argument and of fallacious reasoning, and application of various areas of inquiry. 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. CAN: PHIL 6; IGETC AREA 3*

**PHIL M09 -- 3 Units**  
**Symbolic Logic**Prerequisite: None  
Class Hours: 3 lecture

Introduces symbolic logic, including the logic of connectives and quantifiers. Includes truth functional composition, consistency trees, derivations, and quantifications. *Applies to Associate Degree. Transfer credit: CSU; UC*

**PHIL M11 -- 3 Units**  
**Survey of World Religions: West**Prerequisite: None  
Class Hours: 3 lecture

Systematically introduces major ideas of the world's western religious traditions, including Judaism, Christianity and Islam. Explores cultural and historical contexts in which each religion arose as well as recent offshoots of these traditions. Views each religion from the standpoint of its proponents. Emphasizes main similarities and differences exhibited within these traditions. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3*

**PHIL M12 -- 3 Units**  
**Survey of World Religions: East**Prerequisite: None  
Class Hours: 3 lecture

Systematically introduces major ideas of the world's eastern religious traditions, including Hinduism, Zoroastrianism, Buddhism, Jainism, Sikhism, Taoism, Confucianism and Shinto. Explores cultural and historical contexts in which these religions arose. Views each religion from the standpoint of its proponents. Emphasizes main similarities and differences exhibited within these traditions. 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; IGETC AREA 3*

**PHIL M13 -- 3 Units**  
**The Classical Mind** *CAN 8*Prerequisite: None  
Recommended Preparation: ENGL M01A  
Class Hours: 3 lecture

Surveys ancient and medieval philosophy up to the Renaissance, emphasizing the development of central philosophical themes. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3*

**PHIL M14 -- 3 Units**  
**The Modern Mind** *CAN 10*Prerequisite: None  
Recommended Preparation: ENGL M01A  
Class Hours: 3 lecture

Surveys modern philosophy since the Renaissance, emphasizing the development of themes in contemporary philosophy. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3*

**PHIL M17 -- 3 Units**  
**Health Care Ethics**Prerequisite: None  
Class Hours: 3 lecture

Introduces theoretical and applied ethics relating to problems in medicine, health care and the human life sciences. Includes examination of foundational moral principles and theories. Explores confidentiality, ethical conflict, and moral dilemmas through case studies. (Same course as HS M17). *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU*

**PHIL M22A/B -- 1 to 3 Units Each**  
**Independent Studies in Philosophy**  
 Prerequisite: A previous course in Philosophy  
 Class Hours: 1 to 3 as arranged

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

**PHIL M60AZ -- 0.5 to 3 Units Each**  
**Topics in Philosophy**

Prerequisite: To be determined  
 Class Hours: To be determined

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

**Developed topics include:**

**PHIL M60A -- 1 Unit**  
**Philosophy of Nonviolence**

Prerequisite: None  
 Class Hours: 1 lecture

Explores theory and practice of nonviolence as both a political strategy and a philosophical approach to life. Reviews classical and contemporary texts, including works by Gandhi, Camus, and Thoreau. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**PHIL M80 -- 1 to 4 Units**  
**Internship in Philosophy**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.  
 Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**PHIL M95 -- 3 Units**  
**Honors in Philosophy: Ethics and Technology**

Prerequisite: PHIL M01, or M02, or M04  
 Class Hours: 3 lecture

Investigates the moral issues and implications raised by recent developments of modern technology and provides a theoretical framework for moral reflection and judgment. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. *Applies to Associate Degree. Transfer credit: CSU, UC; IGETC AREA 3*

**Photography**

This program is designed for students to acquire the skills necessary to enter the very competitive profession of photography. Instruction is provided in both black and white and color photography, a along with mastery of the latest equipment.

**Career Opportunities**

Portrait Photographer, Aerial Photographer, Still Photographer, Photograph Restorer, Photograph Printer, Photojournalist, AudioVisual Designer, Corporation Photographer, Photo Finishing Specialist, Slide Program Producer/Director, Fine Art Photographer, Editorial Photographer

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

**Dean**

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

**Faculty**

**Full-Time**

John GrzywaczGray

**Part-Time**

Steve Callis, Amani Fliers, Randy Harmon, James Parker, William Short, Al Winn

**Counselors**

Denice Avila, Don Henderson

**■ Degree and Certificate Options in Photography (Occupational)**

**Associate in Science Degree in Photography Certificate of Achievement in Photography**

To earn a Certificate of Achievement and/or an Associate in Science Degree with a major in Photography, students complete 27 specified units; those seeking the degree also complete general education degree requirements (minimum total = 60 units).

Required Courses	Units
ART M04A ..... Color and Design.....	3.0
ART M01C ..... Art History.....	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 Photojournalism.....	3.0
<b>TOTAL</b> .....	<b>27.0</b>

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



Photography

**Associate in Science Degree in Photo-Journalism**

To earn an Associate in Science Degree with a major in Photo-Journalism, students complete 27 specified units, plus general education degree requirements (minimum total = 60 units). This program is designed for the student seeking a professional career in newspaper or magazine photography. Students completing this program will be prepared as entry-level photographers on newspapers, magazines or as freelance photographers.

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

Required Courses	Units
JOUR M01 ..... Media and Society .....	3.0
JOUR M02 ..... Writing and Reporting 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 PhotoJournalism .....	3.0
<b>TOTAL</b> .....	<b>27.0</b>

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

**Certificate of Achievement in Photo-Journalism**

To earn a Certificate of Achievement in Photo-Journalism, students complete 25 specified units:

Required Courses	Units
GR M30..... Production Art Techniques .....	3.0
JOUR M01 ..... Media and Society .....	3.0
JOUR M02 ..... Writing and Reporting 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
<b>TOTAL</b> .....	<b>25.0</b>

**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. CAN: ART 18*

**PHOT M01B -- 3 Units  
Intermediate Photography**

Prerequisite: PHOT M01A or suitable portfolio  
Class Hours: 2 lecture, 3 lab

Explores variety of traditional techniques in black and white, including high contrast images, solarization, posterization, gum bichromate printing and cyanotypes. Reviews film sensitivity testing, developer density parameters, paper and paper developer characteristics, archival processing, the use of medium format cameras, and introduction to the view camera. Emphasizes creativity. *Applies to Associate Degree. Transfer credit: CSU; UC*

**PHOT M02 -- 3 Units  
History of Photography**

Prerequisites: None  
Class Hours: 3 lecture

Surveys history of photography from Daguerre to contemporary images. Explores genres and theories begun in past but which intensify and clarify current work. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3*

**PHOT M03 -- 3 Units  
Basic Color**

Prerequisite: PHOT M01B or suitable portfolio  
Class Hours: 2 lecture, 3 lab

Introduces principles of color photography. Develops expressive visual statement. Reviews processing of transparency materials, emphasizing creative special effects achieved through unique lighting, films and camera techniques. Encourages experimentation. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**PHOT M04 -- 3 Units  
Advanced Photography**

Prerequisite: PHOT M03 or suitable portfolio  
Class Hours: 2 lecture, 3 lab

Refines technical and aesthetic understanding in black and white and/or color photography. Includes zone system, basic densitometry, expansion and compaction development, the view camera, artificial light technique, and portfolio development. Intensifies personal statement through major individual projects. *Applies to Associate Degree. Transfer credit: CSU*

**PHOT M06 -- 3 Units  
Electronic and Digital Photography**

Prerequisite: One course in the discipline  
Class Hours: 2 lecture; 3 lab

Focuses on Adobe Photoshop for photography, computer graphics, illustration and graphic design. Includes appropriate techniques for scanning negatives, transparencies, reflective materials, type effects, color correction, selection techniques, special effects, channel calculations, adjustment layers, output devices and clipping paths/groups. Clarifies relationship between traditional film-based photography and digital techniques. May be taken two (2) times for credit. Formerly PHOT M60I. (Same course as GR M27.) *Applies to Associate Degree.*

**PHOT M08 -- 3 Units  
Basic PhotoJournalism**

Prerequisite: PHOT M01A or suitable portfolio  
Class Hours: 2 lecture, 3 lab

Introduces aspects of photography applicable to mass communication, broadcast and print journalism. Concentrates on translating ideas to images for reproduction in magazines and newspapers and as book illustrations. Includes special effects, use of camera and light as creative tools, and basic motion picture techniques. May be taken two (2) times for credit. (Same course as JOUR M08). *Applies to Associate Degree. Transfer credit: CSU*

**PHOT M09 -- 4 Units**

**Reporter Staff Photography**

Prerequisite: PHOT M08 or suitable portfolio  
Class Hours: 1 lecture, 9 lab

Introduces campus newspaper photographers to all phases of press photography: news, feature, illustration, portraiture, sports, and advertising. Uses aesthetic and technical skill to communicate visually. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

**PHOT M22A/B -- 1 to 3 Units Each**

**Independent Studies in Photography**

Prerequisite: A previous course in Photography  
Class Hours: 1 to 3 as arranged

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

**PHOT M60AZ -- 1 to 3 Units Each**

**Topics in Photography**

Prerequisite: To be determined  
Class Hours: To be determined

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

**Developed topics include:**

**PHOT M60A -- 1 Unit**

**Field Studies in Photography**

Prerequisites: None  
Class Hours: 0.5 lecture, 1.5 lab

Concentrates on solving photographic problems of specific location, working in either black and white or color. May be taken four (4) times for credit. *Applies to Associate Degree.*

**PHOT M60B -- 2 Units**

**Field Studies in Photography**

Prerequisites: None  
Class Hours: 1 lecture, 3 lab

Concentrates on solving photographic problems of specific location, working in either black and white or color. May be taken four (4) times for credit. *Applies to Associate Degree.*

**M60C -- 3 Units**

**Field Studies in Photography**

Prerequisites: None  
Class Hours: 1 lecture, 6 lab

Concentrates on solving photographic problems of specific location, working in either black and white or color. May be taken four (4) times for credit. *Applies to Associate Degree.*

**PHOT M60D -- 1 Unit**

**Laboratory Practice**

Prerequisites: None  
Class Hours: 0.5 lecture, 1.5 lab

Offers instructorsupervised lab work for beginning, intermediate and advanced students. May be taken four (4) times for credit. *Applies to Associate Degree.*

**PHOT M60E -- 2 Units**

**Laboratory Practice**

Prerequisites: None  
Class Hours: 0.5 lecture, 4.5 lab

Offers instructorsupervised lab work for beginning, intermediate and advanced students. May be taken four (4) times for credit. *Applies to Associate Degree.*

**PHOT M60F -- 3 Units**

**Laboratory Practice**

Prerequisites: None  
Class Hours: 1 lecture, 6 lab

Offers instructorsupervised lab work for beginning, intermediate and advanced students. May be taken four (4) times for credit. *Applies to Associate Degree.*

**PHOT M80 -- 1 to 4 Units**

**Internship in Photography**

Prerequisite: Completion of 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Physical Education

Physical Education classes offer students an opportunity to enrich their education with emphasis on improved individual physical well being as well as professional career options.

### Career Opportunities

Athlete, Recreation Specialist, Camp Counselor, Community Center Leader, Playground Director, Recreation Leader, Referee, Industrial Recreation Leader, Racquet Club Manager, Fitness Specialist

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

### Dean

Tim McGrath, Phone (805) 378-1445

### Faculty

#### Full-Time

James Bittner, Donald Green, Ronald Halleran, John Keever, MoDean McCullough, Gilbert Mendoza, Delbert Parker, Sherry Ruter, Nancy Stewart, Willard Thurston

#### Part-Time

Gary Abraham, Kari Barnum, Steven Berk, James W. Bittner, Stephen Burkhart, Leslie Daily, Erin Day, Heather Eubanks, Paul Keysaw, Trayela Kusal, Jennae Lambdin, Ari Lenett, John Lorenzana, Remy McCarthy, Bob MacKay, Katheine Dewet-Oleson, Mario Porto, Eric Privat, Michael Regan, Sean Roche, Michelle Rocher-Krul, Ken Wagner

## Physical Education

**Counselors**

Michael Johnson, Donna Proske Allyn

**■ Degree Option in Physical Education****Associate in Arts Degree in Human Performance**

To earn an Associate in Arts Degree with a major in Human Performance, students complete 32.5 specified units, plus general education degree requirements (minimum total = 60 units). This pre-professional program is designed to prepare students for transfer to bachelor's degree programs in Physical Education, Physical Therapy, Athletic Training, Coaching and Fitness Management.

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

Required Courses	Units
PE M90..... Introduction to Human Performance.....	2.0
PE M91..... Foundations of Fitness.....	3.0
HED M01..... Health and Society.....	2.0
HED M05..... Safety and First Aid.....	3.0
HED M06..... Prevention/Treatment of Athletic Injuries.....	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
<b>TOTAL minimum units required in major area.....</b>	<b>32.5</b>

**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)

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

**A General Note on Transferability of Physical Education Courses\***

An Associate Degree requires one or more PE/Dance activity classes for a minimum of 1.5 units total. *Any combination of P.E. activity courses of a particular kind (e.g., body conditioning, golf, tennis, etc.) may be taken a total of four (4) times.* Students planning to take more than 4 units of Physical Education activity courses should consult a counselor. The California State University (CSU) system accepts all P.E. courses for comparable semester credit, but the University of California (UC) system will only accept a total of four (4) units of credit. This UC transfer-status limitation is indicated below by the asterisk\*.

**Physical Education Courses****INDIVIDUAL SPORTS ACTIVITIES****PE M01A -- 1 to 1.5 Units****Walking for Fitness**

Prerequisite: None

Class Hours: .5 or 1 lecture; 1.5 or 2 activity

Provides exercise and fitness training, emphasizing cardiovascular conditioning to improve muscle tone. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M02A -- 0.5 to 1.5 Units****Body Conditioning/Fitness Lab**

Prerequisite: None

Class Hours: 0.25 to 1 lecture; 1.5 to 2 activity

Emphasizes cardiovascular fitness, strength, muscle endurance and flexibility. Allows individual scheduling of required lab hours. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M02B -- 1 to 1.5 Units****Body Conditioning/Free Weights**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Introduces overall body conditioning. Emphasizes improving the cardiovascular system, enhancing flexibility, and increasing muscular strength. Includes jogging, stretching, and specific free weight exercises. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M03A -- 1 to 1.5 Units****Running for Fitness and Conditioning**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Emphasizes improved physical health and cardiovascular fitness through running and overall conditioning. Includes endurance training with a gradual increase in distance. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M03B -- 1 to 1.5 Units****Sprinting for Fitness and Conditioning**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Uses sprinting to improve physical fitness and general health. Emphasizes maximum speed performance and enhanced cardiovascular efficiency. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M04 -- 1 to 1.5 Units****Body Conditioning through Rhythmics/Aerobics**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Introduces series of simple but vigorous dances that improve circulation, respiration, digestion, agility, flexibility, coordination and rhythm as well as endurance and strength. Includes supervised practice. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M05 -- 1.5 Units****Bowling**

Prerequisite: None

Class Hours: 1 lecture, 2 activity

Introduces rules, etiquette, safety and techniques of bowling. Meets off campus. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M06A -- 1 to 1.5 Units****Beginning Golf**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Introduces basic rules and skills needed for playing golf. Includes development of skills and analysis of technique. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M06C -- 1 to 1.5 Units****Intermediate Golf**

Prerequisite: PE M06A

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Expands golfing skills through more extensive review of techniques and increased practice. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M06D -- 1 to 1.5 Units****Advanced Golf**

Prerequisite: PE M06C

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Studies biomechanical principles of golf as preparation for golf competition. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M07 -- 1 to 1.5 Units****StepAerobics**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Develops proficiency in step-aerobic skills and improved cardiovascular efficiency. Works every major muscle group in the lower body while strengthening and conditioning the upper body. Uses adjustable step platform to accommodate varying fitness and impact levels. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M08 -- 1 to 1.5 Units****Power Lifting/Free Weights**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Introduces weight training and conditioning to build strength, power, and bulk. Focuses on the development of upper body strength, rehabilitation and strengthening of knee joints, and refinement of power lifting for the lower body. Emphasizes quickness, coordination, balance and speed through competitive drills and routines. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M10 -- 1 to 1.5 Units****Shaping and Toning**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Provides improvement of the cardiovascular system, enhanced flexibility and increased muscular strength. Includes cardiovascular/aerobic conditioning, stretching exercises and specific free weight exercises to strengthen the entire body. May be taken for a maximum of 4 times. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M11A -- 1 to 1.5 Units****Beginning Tennis**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Introduces beginning tennis skills, including etiquette, rules, and basic techniques. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M11C -- 1 to 1.5 Units****Intermediate Tennis**

Prerequisite: PE M11A

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Expands strategies, rules and techniques of tennis, emphasizing both singles and doubles play. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M11D -- 1 to 1.5 Units****Advanced Tennis**

Prerequisite: PE M11C

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Expands experienced player's individual techniques. Reviews rules and strategies for both singles and doubles play. Emphasizes tournament play. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M12 -- 1 to 1.5 Units****Extreme Aerobic Mix**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Develops a high level of cardiovascular efficiency. Promotes strength and flexibility through a variety of high-energy activities. Utilizes aerobic dance, funk, hip-hop, step, cardio kickboxing, and plyometrics to achieve a high level of conditioning and coordination. May be taken for a maximum of 4 times. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M13 -- 2 Units****Hiking and Backpacking**

Prerequisite: None

Class Hours: 1 lecture, 2 activity

Uses lecture, field study and experience to introduce sport of hiking and backpacking. Covers conditioning, skills, information and resources. Emphasizes safety procedures. Requires field trips. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M14 -- 3 Units****Pep Squad**

Prerequisite: None

Class Hours: 1 lecture, 6 lab

Provides training and practice techniques necessary to be a cheerleader. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M15 -- 1 to 1.5 Units****Cardio Kick Boxing**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Offers a comprehensive and balanced program that develops proficiency in cardio kick boxing skills as well as physical and general health. Works every major muscle group in the upper and lower body, varying movements and speed to accommodate the fitness level of all students. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M16 -- 0.5 to 1.5 Units**  
**Flexible Strength/Pilates Mat**

Prerequisite: None

Class Hours: 0.5 to 1.5 lecture/1 to 2 activity

A training technique designed to strengthen and tone muscles, improve posture, provide flexibility and balance, and create a more streamlined shape. Designed to emphasize the core muscles – the abdominal area, lower back, hips, and buttocks – thereby providing a strong foundation for any activity. *Applies to Associate Degree. Transfer Credit: CSU.*

**PE M17 -- 1.5 Units**  
**Conditioning for Athletic Competition**

Prerequisite: None

Class Hours: 1 lecture; 2 lab

Designed to properly prepare and condition prospective athletes for 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. *Applies to Associate Degree. Transfer credit: CSU; UC pending.*

**PE M19A -- 0.25 Unit**  
**Golf Clinic**

Prerequisite: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture; 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. *Applies to Associate Degree. Transfer credit: CSU;UC\*.*

**PE M19B -- 0.25 Unit**  
**Tennis Clinic**

Prerequisite: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture; 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. *Applies to Associate Degree. Transfer credit: CSU;UC\*.*

**PE M19C -- 0.25 Unit**  
**Field Hockey Clinic**

Prerequisite: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture; 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. *Applies to Associate Degree. Transfer credit: CSU;UC\*.*

**PE M19D -- 0.25 Unit**  
**Soccer Clinic**

Prerequisite: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture; 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. *Applies to Associate Degree. Transfer credit: CSU;UC\*.*

**PE M19E -- 0.25 Unit**  
**Basketball Clinic**

Prerequisite: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture; 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. *Applies to Associate Degree. Transfer credit: CSU;UC\*.*

**PE M19F -- 0.25 Unit**  
**Hiking Clinic**

Prerequisite: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture; 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. *Applies to Associate Degree. Transfer credit: CSU;UC\*.*

**PE M19G -- 0.25 Unit**  
**Wrestling Clinic**

Prerequisite: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture; 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. *Applies to Associate Degree. Transfer credit: CSU;UC\*.*

**PE M19H -- 0.25 Unit**  
**Volleyball Clinic**

Prerequisite: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture; 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. *Applies to Associate Degree. Transfer credit: CSU;UC\*.*

**PE M19I -- 0.25 Unit**  
**Self Defense/Assault Clinic**

Prerequisite: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture; 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. *Applies to Associate Degree. Transfer credit: CSU;UC\*.*

**PE M19J -- 0.25 Unit**  
**Stretching Clinic**

Prerequisite: None

Class Hours: 0.2 lecture; 0.3 lab

Introduces stretching techniques. Develops each individual's stretching program to increase and maintain flexibility. May be taken for a maximum of four (4) times. *Applies to Associate Degree. Transfer credit: CSU;UC\*.*

**PE M22A/B -- 1 to 3 Units Each****Independent Studies in Physical Education**

Prerequisite: A previous course in Physical Education

Class Hours: 1 to 3 as arranged

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

**TEAM ACTIVITIES****PE M21 -- 1 to 1.5 Units****Field Hockey**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Introduces fundamentals of field hockey, including individual skills (passing, receiving and dribbling) as well as offensive and defensive tactics and team strategy. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M23C -- 1 to 1.5 Units****Intermediate Baseball**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Develops intermediate techniques and strategies for baseball. Emphasizes skills levels for use in games. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M23D -- 1 to 1.5 Units****Advanced Baseball**

Prerequisite: PE M23C

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Develops advanced skills in baseball, emphasizing methods and styles of play. Requires participation in fall baseball program. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M24C -- 1 to 1.5 Units****Intermediate Basketball**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Develops intermediate techniques and strategies in basketball. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M24D -- 1 to 2 Units****Advanced Basketball**

Prerequisite: PE M24C or varsity high school experience

Class Hours: 0.5 to 1.5 lecture; 1.5 to 2.5 activity

Introduces advanced skills and techniques in basketball. Uses game experience to develop different styles and formats of play. Develops cardiovascular fitness. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M25A -- 1 to 1.5 Units****Beginning Football**

Prerequisite: None

Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity

Develops beginning skills in football and reviews the history of the sport. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M25C -- 1 to 1.5 Units****Intermediate Football**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Develops intermediate skills in football. Introduces theory behind different styles of play. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M25D -- 1 to 1.5 Units****Advanced Football**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Introduces advanced techniques, emphasizing both the offensive and defensive passing game. Includes conditioning and speed improvement. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M26 -- 1 to 1.5 Units****Team Sports**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Introduces basic rules, techniques and strategies of various seasonal team sports, including soccer, softball, football and basketball. Provides practice in each sport. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M27A -- 1 to 1.5 Units****Beginning Soccer**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Develops skills, rules, techniques and strategies of soccer. Requires participation. Co-educational. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M27C -- 1 to 1.5 Units****Intermediate Soccer**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Develops intermediate skills and strategies of soccer. Requires participation. Co-educational. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M27D -- 1 to 1.5 Units****Advanced Soccer**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Develops advanced skills and strategies. Requires participation. Co-educational. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M28A -- 1 to 1.5 Units****Beginning Softball**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Introduces the basic skills and strategies of fast-pitch softball. Requires participation. Co-educational. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M28C -- 1 to 1.5 Units****Intermediate Softball**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Develops intermediate skills and strategies of fast-pitch softball. Requires participation. Co-educational. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M28D -- 1 to 1.5 Units****Advanced Softball**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Develops advanced skills and strategies. Requires participation. Co-educational. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M29C -- 1 to 1.5 Units****Intermediate Track**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Introduces intermediate techniques and strategies in track and field. Prepares for a competitive season, emphasizing skills needed for proficiency. Required of varsity track candidates. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M29D -- 1 to 1.5 Units****Advanced Track**

Prerequisite: PE M29C

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Practices advanced skills and strategies of track and field for a competitive season. Required of all varsity track candidates. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M30A -- 1 to 1.5 Units****Beginning Volleyball**

Prerequisite: None

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Introduces basic rules and techniques of power volleyball. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M30C -- 1 to 1.5 Units****Intermediate Volleyball**

Prerequisite: PE M30A

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Provides practice of the fundamental skills and strategies of volleyball, allowing two and three-player games. Requires participation. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M30D -- 1 to 1.5 Units****Advanced Volleyball**

Prerequisite: PE M30C

Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity

Continues skills development for the advanced player, allowing two and three-player volleyball. Requires participation. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**COMBATIVE /SELF-DEFENSE ACTIVITIES****PE M36A -- 2 Units****Analysis of Sexual Assault and Self-Defense**

Prerequisite: None

Class Hours: 2 lecture, 1 activity

Reviews issues of personal assault and rape, reviewing readings and physical responses. Introduces self-defense techniques. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M37 -- 1 or 1.5 Units****Martial Arts**

Prerequisite: None

Class Hours: .5 or 1 lecture/1.5 or 2 activity

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

**PE M38 -- 1 to 1.5 Units****Wrestling**

Prerequisite: None

Class Hours: .5 or 1 lecture; 1.5 or 2 activity

Introduces the basic skills of wrestling, including takedowns, rides, escapes and falls. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**INTERCOLLEGIATE ATHLETICS**

(Passing a physical exam required for participation)

**PE M62 -- 3 Units****Golf - Women**

Prerequisite: None

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M63 -- 3 Units****Volleyball - Men**

Prerequisite: None

Recommended Preparation: Understanding of volleyball skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**PE M64 -- 3 Units****Soccer - Men**

Prerequisite: None

Recommended Preparation: Understanding of soccer skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M65 -- 3 Units****Soccer - Women**

Prerequisite: None

Recommended Preparation: Understanding of soccer skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M66 -- 3 Units****Baseball - Men**

Prerequisite: None

Recommended Preparation: Understanding of baseball skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M67 -- 3 Units****Basketball - Men**

Prerequisite: None

Recommended Preparation: Understanding of basketball skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M68 -- 3 Units****Basketball - Women**

Prerequisite: None

Recommended Preparation: Understanding of basketball skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M69 -- 3 Units****Cross Country - Men**

Prerequisite: None

Recommended Preparation: Understanding of cross country skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M70 -- 3 Units****Cross Country - Women**

Prerequisite: None

Recommended Preparation: Understanding of cross country skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M71 -- 3 Units****Football Men**

Prerequisite: None

Recommended Preparation: Understanding of football skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M72 -- 3 Units****Golf - Men**

Prerequisite: None

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M73 -- 3 Units****Softball - Women**

Prerequisite: None

Recommended Preparation: Understanding of softball skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\**

**PE M74 -- 3 Units****Tennis - Men**

Prerequisite: None

Recommended Preparation: Understanding of tennis skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\**



**PE M75 -- 3 Units****Tennis - Women**

Prerequisite: None

Recommended Preparation: Understanding of tennis skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\****PE M76 -- 3 Units****Track - Men**

Prerequisite: None

Recommended Preparation: Understanding of track skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\****PE M77 -- 3 Units****Track - Women**

Prerequisite: None

Recommended Preparation: Understanding of track skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\****PE M78 -- 3 Units****Volleyball - Women**

Prerequisite: None

Recommended Preparation: Understanding of volleyball skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\****PE M79 -- 3 Units****Wrestling - Men**

Prerequisite: None

Recommended Preparation: Understanding of wrestling skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC\****PE M80 -- 1 to 4 Units****Internship in Physical Education**Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.***INSTRUCTIONAL****PE M90 -- 2 Units****Introduction to Human Performance and Physical Education**

Prerequisite: None

Class Hours: 2 lecture

Introduces aims, objectives and contemporary issues of Physical Education and Human Performance. Requires projects and fieldwork. Does NOT fulfill general education PE requirement. *Applies to Associate Degree. Transfer credit: CSU, UC.***PE M91 -- 3 Units****Foundations of Fitness**

Prerequisite: None

Class Hours: 2 lecture, 3 activity

Introduces physiological principles and other factors for the development and maintenance of optimal physical fitness. Requires observation and assistance in campus Fitness Laboratory. Does NOT fulfill general education PE requirement. *Applies to Associate Degree. Transfer credit: CSU, UC\****ADAPTIVE****PE M20 -- 1.5 Units****Adapted Physical Education**

Prerequisite: None

Class Hours: 1 lecture, 2 activity

Meets special needs of students unable to participate in regular physical education activity classes. Provides individualized adapted fitness program. Requires evaluation by college physician to determine appropriate physical activity for each participant. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU, UC\**

## Physical Science

Physical Science courses prepare students for a diversity of professions requiring an understanding of the fundamentals of the physical sciences. Such professions include teaching science at the secondary level, serving as a technical administrator in government and industry, or completing legal work with patents, scientific librarianship, and scientific journalism.

### Career Opportunities

Astronomer, Teacher, Patent Lawyer, Oceanographer

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

### Dean

Floyd Martin, Phone (805) 378-1459

### Faculty

#### Full-Time

Clinton Harper, Ron Wallingford

#### Part-Time

Paul Coleman

#### Counselors

Edna Ingram, Danita Redd

### Physical Science Courses

#### PHSC M01 -- 3 Units

##### Principles of Physical Science

Prerequisite: MATH M03

Class Hours: 3 lecture

Introduces facts, principles and laws from physics and chemistry. Includes motion, force, energy, wave motion, electricity and magnetism, light, atomic structure, chemical bonding and chemical reaction rates, and equilibrium. *Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after a college course in Astronomy, Chemistry, Geology or Physics) IGETC AREA 5*

#### PHSC M01L -- 1 Unit

##### Principles of Physical Science Laboratory

Prerequisite: Completion of or concurrent enrollment in PHSC M01

Class Hours: 3 lab

Provides hands-on experience with fundamental concepts from physics and chemistry. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

#### PHSC M22A/B -- 0.5 to 3 Units Each

##### Independent Studies in Physical Science

Prerequisite: A previous course in Physical Science

Class Hours: 1 to 3 as arranged

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

#### PHSC M80 -- 1 to 4 Units

##### Internship in Physical Science

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Physics

The strong emphasis in physics on fundamental concepts and problem solving makes it one of the most versatile majors available. The Physics major provides the basis for careers in applied physics and in interdisciplinary areas such as astronomy, biophysics, environmental science, oceanography, and scientific instrumentation.

### Career Opportunities

Laser Specialist, Seismologist, Researcher, Oceanographer, Geochemist, Weather Forecaster, Astronomer, Medical Technologist, Biomedical Engineer, Plasma Physicist, Fusion Engineer, Nuclear Physicist, Physical Chemist, Statistician, Chemical Physicist

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

### Dean

Floyd Martin, Phone (805) 378-1459

### Faculty

#### Full-Time

Balazs Becht, Clinton Harper, Ron Wallingford

#### Part-Time

Paul Coleman, Hadi Darejeh, Philip Klutch, Youssef Kohanzadeh, Joseph McNeil

#### Counselors

Edna Ingram, Letrisha Mai, Danita Redd

### Degree Options in Physics

#### Associate in Science Degree in Physics

To earn an Associate in Science Degree with a major in Physics, students complete 45-50 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper division course work for advanced degrees in Physics offered by four year institutions. Since the course work in physics is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in physics. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses	Units
CHEM M01A..... General Chemistry I.....	6.0
MATH M25A..... Calculus with Analytic Geometry I.....	5.0
MATH M25B..... Calculus with Analytic Geometry II.....	5.0
MATH M25C..... Calculus with Analytic Geometry III.....	5.0
PHYS M20A/20AL.....Mechanics of Solids and Fluids/Lab.....	5.0
PHYS M20B/20BL.....Electricity and Magnetism/Lab.....	5.0
PHYS M20C/20CL.....	5.0
Wave Motion, Heat, Optics & Modern Physics/Lab	
Units from One of the RECOMMENDED OPTIONS.....	9.0-14.0
<b>TOTAL</b> .....	<b>45.0-50.0</b>

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

**Physics Option (complete 9 specified units)**

CHEM M01B..... General Chemistry II.....	6.0
MATH M35..... Applied Differential Equations.....	3.0

OR

**Applied Physics Option (complete 14 specified units)**

CS M01/M01L..... Intro to Computer Science/Lab.....	4.0
CS M18/M18L..... Computer Programming/Lab.....	4.0
ENGR M12..... Engineering Materials.....	3.0
MATH M35..... Applied Differential Equations.....	3.0

OR

**ElectroOptics Option (complete 14 specified units)**

CHEM M01B..... General Chemistry II.....	6.0
ET M10..... Introduction to Lasers and Fiber Optics.....	2.0
MATH M31..... Introduction to Linear Algebra.....	3.0
MATH M35..... Applied Differential Equations.....	3.0

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

**Sample Course Sequences**

**Physics Option**

<u>First Semester</u>	
CHEM M01A.....	6.0
MATH M25A.....	5.0

Second Semester

CHEM M01B.....	6.0
MATH M25B.....	5.0
PHYS M20A/M20AL.....	5.0

Third Semester

MATH M25C.....	5.0
PHYS M20B/M20BL.....	5.0

Fourth Semester

MATH M35.....	3.0
PHYS M20C/M20CL.....	5.0

**Applied Physics Option**

<u>First Semester</u>	
CHEM M01A.....	6.0
MATH M25A.....	5.0

Second Semester

CS M10/M10L.....	4.0
MATH M25B.....	5.0
PHYS M20A/M20AL.....	5.0

<u>Third Semester</u>	
ENGR M12.....	3.0
MATH M25C.....	5.0
PHYS M20B/M20BL.....	5.0

Fourth Semester

CS M18/M18L.....	4.0
MATH M35.....	3.0
PHYS M20C/M20CL.....	5.0

**Electro-Optics Option**

<u>First Semester</u>	
CHEM M01A.....	6.0
MATH M25A.....	5.0

Second Semester

CHEM M01B.....	6.0
MATH M25B.....	5.0
PHYS M20A/M20AL.....	5.0

Third Semester

ET M10.....	2.0
MATH M25C.....	5.0
MATH M31.....	3.0
PHYS M20B/M20BL.....	5.0

Fourth Semester

MATH M35.....	3.0
PHYS M20C/M20CL.....	5.0

**Physics Courses**

**PHYS M01 -- 3 Units**

**Descriptive Physics**

Prerequisites: None  
Class Hours: 3 lecture

Introduces basic concepts of physics, using everyday examples. Includes classical mechanics; properties of matter, heat, sound, electricity and magnetism; light, atomic and nuclear physics; relativity; and astrophysics. Designed for non-science majors. Requires little math. *Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after PHYS M10A or PHYS M20A). IGETC AREA 5*

**PHYS M01L -- 1 Unit**

**Descriptive Physics Laboratory**

Prerequisite: Completion of or concurrent in enrollment in PHYS M01  
Class Hours: 3 lab

Provides hands-on experience with elements of classical and modern physics for non-science majors. Covers mechanics, electricity and wave motion as well as heat, light, and atomic and nuclear physics. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5*

**PHYS M05 -- 3 Units**

**Radiation Physics**

Prerequisite: MATH M01  
Corequisite: PHYS M05L  
Class Hours: 3 lecture

Introduces mechanics, electricity, magnetism and atomic physics, emphasizing fundamentals of xray production. Primarily designed for Radiologic Technology majors. *Applies to Associate Degree. Transfer credit: CSU*

**PHYS M05L -- 1 Unit****Radiation Physics Laboratory**

Prerequisite: MATH M01

Corequisite: PHYS M05

Class Hours: 3 lab

Provides hands-on experience applying principles of mechanics, electricity, and magnetism as well as atomic and xray physics. *\*Applies to Associate Degree. Transfer credit: CSU*

**PHYS M10A -- 4 Units****General Physics I**Prerequisite: MATH M06 or MATH M07

Class Hours: 4 lecture

Introduces mechanics of solids and fluids, heat, and wave motion. Designed for non-majors who need a non-calculus physics course. *Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series). IGETC AREA 5*

**PHYS M10AL -- 1 Unit****General Physics I Laboratory**Prerequisite: MATH M06 or MATH M07

Corequisite: PHYS M10A

Class Hours: 3 lab

Provides hands-on experience with classical mechanics and heat and wave motion. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 2 (PHYS M10A + M10AL). IGETC AREA 5*

**PHYS M10B -- 4 Units****General Physics II**

Prerequisite: PHYS M10A

Class Hours: 4 lecture

Introduces electricity, magnetism, optics and modern physics. Designed for non-majors, requiring non-calculus based physics course. *Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B/C: maximum credit, one series). IGETC AREA 5*

**PHYS M10BL -- 1 Unit****General Physics II Laboratory**

Prerequisites: PHYS M10A/M10AL

Corequisite: PHYS M10B

Class Hours: 3 lab

Provides hands-on experience with electricity, magnetism, optics and modern physics. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 4 (PHYS M10B + M10BL). IGETC AREA 5*

**PHYS M20A -- 4 Units****Mechanics of Solids and Fluids**Prerequisites: MATH M25A and PHYS M10A or one year of high school physics

Corequisite: MATH M25B

Class Hours: 4 lecture

Introduces statics and dynamics of particles and rigid bodies, hydrostatics and hydrodynamics. Designed for majors in physics, engineering, mathematics, chemistry, computer science and biology. Requires use of calculus. *Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series). CAN: PHYS 8 (PHYS M20A + M20AL), PHYS SEQ B (PHYS M20A, M20AL + M20B, M20BL + M20C, M20CL). IGETC AREA 5*

**PHYS M20AL -- 1 Unit****Mechanics of Solids and Fluids Laboratory**Prerequisites: MATH M25A and PHYS M10A

Corequisites: MATH M25B, PHYS M20A

Class Hours: 3 lab

Provides hands-on experience with dynamics of particles and rigid bodies, hydrostatics, and hydrodynamics. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 8 (PHYS M20A + M20AL). IGETC AREA 5*

**PHYS M20B -- 4 Units****Electricity and Magnetism**Prerequisites: MATH M25B and PHYS M20A

Corequisite: MATH M25C

Class Hours: 4 lecture

Introduces electricity, magnetism and electronic devices, emphasizing field theory. Includes electric and magnetic fields; Coulomb's Law; Gauss' Law; Faraday's Law; Amperes Law; BiotSavart Law; Ohm's Law; and A.C. and D.C. circuits. Requires calculus applications. *Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series). CAN: PHYS 12 (PHYS M20B + M20BL), PHYS SEQ B (PHYS M20A, M20AL + M20B, M20BL + M20C, M20CL). IGETC AREA 5*

**PHYS M20BL -- 1 Unit****Electricity and Magnetism Laboratory**Prerequisites: MATH M25B and PHYS M20A/M20AL

Corequisites: MATH M25C, PHYS M20B

Class Hours: 3 lab

Provides hands-on experience in field theory, emphasizing electronic measurements, A.C./D.C. circuits, and basic active analog circuits and devices. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 12 (PHYS M20B + M20BL). IGETC AREA 5*

**PHYS M20C -- 4 Units****Wave Motion, Heat, Optics and Modern Physics**Prerequisites: MATH M25C and PHYS M20B

Class Hours: 4 lecture

Introduces wave motion (sound and light), physical and isometrical optics, thermodynamics, and selected topics in quantum mechanics and special relativity. Demonstrates problem solving with calculus and differential equations. *Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B combined with PHYS M20A/B/C: maximum credit, one series). CAN: PHYS 14 (PHYS M20C + M20CL), PHYS SEQ B (PHYS M20A, M20AL + M20B, M20BL + M20C, M20CL)*

**PHYS M20CL -- 1 Unit****Wave Motion, Heat, Optics and Modern Physics Laboratory**Prerequisites: MATH M25C and PHYS M20B/M20BL

Corequisite: PHYS M20C

Class Hours: 3 lab

Provides hands-on experience with wave motion, heat, optics and modern physics. Stresses fundamental principles and use of modern lab instrumentation. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 8 (PHYS M20C + M20CL)*

**PHYS M22A/B -- 0.5 to 3 Units Each  
Independent Studies in Physics**

Prerequisite: A previous course in Physics  
Class Hours: 1 to 3 as arranged

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

**PHYS M80 -- 1 to 4 Units  
Internship in Physics**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Physiology

*See Courses in Biological Sciences*

## Political Science

Political Science, the study of government and politics, leads to an understanding of the institutions of government and the role of citizens and leaders at every level of government.

### Career Opportunities

Government Official, Journalist, Foreign Diplomat, Teacher, Attorney, Politician

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

### Dean

*Fabienne McPhail-Naples, Phone (805) 378-1446*

### Faculty

#### Full-Time

Gerald Bridgeman, Ron Dyste, Robert Herman, Jack Miller

#### Part-Time

Greg Freeland, Craig Gill, Luis Gomez, Herb Gooch, Rodrigo Hernandez, Kathleen Holland, Erica Patterson, John Steepe

#### Counselors

Anitra Evans, Susan Izumo, Michael Johnson, Pam Kennedy Luna

### Transfer Information

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

Prerequisites: None

Class Hours: 3 lecture

Introduces basic concepts within political science, emphasizing American federal, state and local government and politics. Requires research and special writing topics. Designed for social and behavioral science majors. Satisfies Title V United States Constitution requirement as well as California state and local government requirement. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4*

**POLS M02 -- 3 Units****Comparative Government**

Prerequisites: None

Class Hours: 3 lecture

Examines political culture, recruitment and articulation interests, political institutions, and sources/content of public policy for various governments. Draws examples from Eastern and Western Europe and Asia as well as from pre-industrial societies. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4*

**POLS M03 -- 3 Units****American Government and Politics**

Prerequisites: None

Class Hours: 3 lecture

Introduces principles such as federalism, separation of powers, civil liberties and rights along with problems associated with American government and politics. Includes comparisons between national government and California government. *Applies to Associate Degree. Transfer credit: CSU; UC (POLS M03 combined with POLS M03H: maximum credit, one course). CAN: GOVT 2; IGETC AREA 4*

**POLS M03H -- 3 Units****Honors: American Government and Politics**

Prerequisites: None

Class Hours: 3 lecture

Honors work in the principles such as federalism, separation of powers, civil liberties and rights along with problems associated with American government and politics. Includes comparisons between national government and California government. *Applies to Associate Degree. Transfer credit: CSU; UC IGETC AREA 4 (POLS M03H combines with POLS M03: maximum credit, one course). CAN: GOVT 2;*

**POLS M04 -- 3 Units  
International Relations**

Prerequisites: None  
Class Hours: 3 lecture

Explores relationships between sovereign units, emphasizing international organization, theoretical proposals toward and possibilities for world peace, mechanics of politics among nations, and formation of American foreign policy. Focuses on relationship between domestic and foreign politics and the cultural origins of policy. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4*

**POLS M07 -- 3 Units  
Ethnic Politics**

Prerequisites: None  
Class Hours: 3 lecture

Introduces political problems often faced by racial and ethnic minorities in the United States, emphasizing racism, discrimination, and sexism. Explores political processes as vehicles for improving ethnic and race relations and for maintaining social equilibrium. *Applies to Associate Degree. Transfer credit: CSU; UC*

**POLS M08 -- 3 Units  
Political Patterns in the U.S.**

Prerequisites: None  
Class Hours: 3 lecture

Introduces fundamental principles of U.S. Government, focusing on the state and local governments of the Southwest. Emphasizes the legislative process, political parties, pressure groups, local implementation policies and the political participation of Mexican Americans. (Same course as CHST M08). *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

**POLS M22A/B -- 1 to 3 Units Each  
Independent Studies in Political Science**

Prerequisite: A previous course in Political Science  
Class Hours: 1 to 3 as arranged

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

**POLS M60AZ -- 1 to 3 Units Each  
Topics in Political Science**

Prerequisite: To be determined  
Class Hours: To be determined

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

**Developed topics include:****POLS M60B -- 0.5 Unit  
Election Campaign Strategies**

Prerequisite: None  
Class Hours: .5 lecture

Emphasizes key elements of a local election campaign. Guest speakers discuss topics, such as financial record-keeping, election filing deadlines, fundraising, precinct walking, and campaign advertising. *Applies to Associate Degree.*

**✓ POLS M60C -- 3 Units  
Politics in the Middle East**

Prerequisites: None  
Class Hours: 3 lecture

Explores political developments and changes in the Middle East, emphasizing the Arab states, Israel, Iran and Turkey. Reviews the rich historical background of region, including cultural contributions and political conflicts before the 20. century, as well as current political processes, economic developments, and major problems. *Applies to Associate Degree. Transfer credit: CSU; UC*

**POLS M80 -- 1 to 4 Units  
Internship in Political Science**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitation.*

## Psychology

A major in psychology provides a study of the behavior of individuals and groups in contemporary society. The graduate in this major is prepared for positions in research and teaching, counseling, and service in clinical settings. The major also provides a background for graduate study in the field of psychology and related specialties.

### Career Opportunities

Psychologist, Urban Renewal Specialist, Personnel Assistant, Social Insurance Representative, Veterans Claims Examiner, Rehabilitation Counselor, Social Service Analyst, Employee Relations Specialist, Employee Development Specialist, Recreation Specialist, Social Worker, Family Counselor, Mental Health Officer, Program Analyst, Sales Personnel, Advertising Executive, Probation Officer

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

### Dean

Fabienne McPhail-Naples, Phone (805) 378-1448

### Faculty

**Full-Time**

Frank Bianchino, Judith Farrell, Linda McDill, Lynn Meschan, Steven Pollock, Sally Ponce-O'Rourke, Carol Woodward

**Part-Time**

Andrew Ainsworth, Dan Baldwin, Bobbie Berg, Deena Case-Pall, Pat Devita-Vessa, Edrick Dorian, John Dueppen, Holly Hartson, Michelle LaBrie, John Lenahan, Jason Miller, Joesph Murdico, Dean Richards, Norma Runyan, Corie Skolnick, Johnny Wen, Jacquelin Williams

**Counselors**

Chuck Brinkman, Anitra Evans, Michael Johnson, Pam Kennedy Luna, Ofelia Romero-Motlagh

**Psychology Courses****PSY M01 -- 3 Units****Introduction to Psychology**

Prerequisite: None  
Class Hours: 3 lecture

Introduces the areas of history and systems, research methodology, biological bases of behavior, sensation and perception, motivation and emotion, learning and memory, cognition and intelligence, personality, stress and health psychology, behavior disorders (psychopathology) and treatments, human sexuality, life span development, and social and environmental psychology. *Applies to Associate Degree. Transfer credit: CSU; UC (PSY M01 and PSY M01H combined: maximum credit, one course). CAN: PSY 2. IGETC AREA 4*

**PSY M01H -- 3 Units****Honors: Introduction to Psychology**

Prerequisite: None  
Class Hours: 3 lecture

Provides honors work to introduce the areas of history and systems, research methodology, biological bases of behavior, sensation and perception, motivation and emotion, learning and memory, cognition and intelligence, personality, stress and health psychology, behavior disorders (psychopathology) and treatments, human sexuality, life span development, and social and environmental psychology. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. *Applies to Associate Degree. Transfer credit: CSU; UC (PSY M01H and PSY M01 combined: maximum credit, one course). CAN: PSY 2; IGETC AREA 4*

**PSY M02 -- 3 Units****Introduction to Behavioral Neuroscience**

Prerequisite: PSY M01  
Class Hours: 3 lecture

Introduces neuropsychological bases for basic brain-behavior concepts including structure and function of the nervous system, neural conduction and synaptic transmission, psychopharmacology, structure of the nervous system, brain lateralization, neuroplasticity, sensation and perception, internal body states, sexual behavior, emotional behavior, sleep and biological rhythms, biology of learning and memory, and psychopathological disorders. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 5*

**PSY M03 -- 3 Units****Psychology of Interpersonal Relationships**

Prerequisite: None  
Class Hours: 3 lecture

Introduces psychological principles involved in human relationships. Combines experiential and theoretical approaches to increase awareness, understanding, and decision-making. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU*

**PSY M04 -- 3 Units****Child Psychology**

Prerequisite: None  
Class Hours: 3 lecture

Focuses on the basic principles of developmental psychology, exploring the personal, societal, and cultural forces important from birth through adolescence. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4*

**PSY M05 -- 3 Units Social Psychology**

Prerequisite: None  
Class Hours: 3 lecture

Introduces social relationships, emphasizing interpersonal attraction; person perception; longterm 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; IGETC AREA 4*

**PSY M06 -- 3 Units****Introduction to Behavioral Research Methods**

Prerequisite: PSY M01  
Class Hours: 3 lecture

Introduces basic research concepts and principles of behavioral science; descriptive and experimental research approaches; problem identification, hypothesis formation and testing; experimental variables and controls; validity and reliability; experimental, quasi-experimental and single-participant research designs; and research ethics. Requires research study and manuscript using APA guidelines and format. *Applies to Associate Degree. Transfer credit: CSU; UC*

**PSY M07 -- 3 Units****Developmental Psychology (Life Span)**

Prerequisite: None  
Class Hours: 3 lecture

Introduces physical, emotional, cognitive, social and cultural aspects of development from conception to death. Emphasizes normative behaviors and developmental stages over the life span. Reviews developmental theories and contemporary issues. *Applies to Associate Degree. Transfer credit: CSU; UC (PSY M07 and CD M02 combined: maximum credit, one course). IGETC AREA 4*

**PSY M08 -- 3 Units****Abnormal Psychology**

Prerequisite: None  
Class Hours: 3 lecture

Surveys field of abnormal behavior by reviewing patterns, causes, and history of maladaptive behavior; clinical assessment using the current Diagnostic and Statistical Manual; therapies; and prevention of behavioral disorders. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4*

**PSY M09 -- 3 Units****Introduction to Gerontology**

Prerequisite: None

Class Hours: 3 lecture

Introduces physical, psychological, sociological, and economic aspects of aging, applying theories to current issues and problems facing the older population. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (PSY M09 and PSY M30 combined: maximum credit, one course). IGETC AREA 4*

**PSY M10 -- 3 Units****Dying and Death**

Prerequisite: None

Class Hours: 3 lecture

Explores issues and decisions concerned with dying and death over the life span, including historical and cross-cultural perspectives, death socialization, medical ethics and the healthcare 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; IGETC AREA 4*

**PSY M11 -- 3 Units****Psychology of Assertive Communication**

Prerequisite: None

Class Hours: 3 lecture

Introduces open, honest, direct communication and behavior, emphasizing perceptions and emotions, verbal and non-verbal communication, defense mechanisms, and conflict resolution. Examines problem areas and alternate behaviors, exploring how to express anger, change behavior, make requests, say "No," cope with criticism and resolve conflict. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU*

**PSY M12 -- 3 Units****Animal Behavior**

Prerequisite: None

Corequisite: PSY M12L or ANSC M04L

Class Hours: 3 lecture

Introduces the study of animal behavior, emphasizing learning theory. Focuses on classical and operant conditioning. Applies concepts of ethology and behavior modification to the maintenance and training of animals in captivity. (Same course as ANSC M04). *Applies to Associate Degree. Transfer credit: CSU*

**PSY M12L -- 0.5 Unit****Animal Behavior Lab**

Prerequisite: None

Corequisite: PSY M12 or ANSC M04

Class Hours: 1.5 lab

Reinforces behavior modification and observational research through hands-on experience. Requires each student train a rat and conduct an observational research project on captive animals. (Same course as ANSC M04L). *Applies to Associate Degree. Transfer credit: CSU.*

**PSY M13 -- 3 Units****Human Sexuality**

Prerequisite: None

Class Hours: 3 lecture

Explores psychological, biological, and sociological aspects of human sexual behavior, including sexual values, roles and lifestyles. Includes contraception, pregnancy, sexually transmitted diseases, sexual dysfunctions and treatments. Presents course content in an explicit, open, scientific and thoughtful manner. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4*

**PSY M14 -- 3 Units****Cross-Cultural Psychology**

Prerequisite: None

Class Hours: 3 lecture

Explores the impact of cultural and social influences on the psychological development of ethnic groups by integrating traditional theoretical approaches and current cross-cultural research and theory in the study of Latinos, Asian-Americans, African-Americans and Native Americans. Reviews definitions of culture; ethnic group demographics; family and gender roles; collectivism and individualism; research methodologies; identity formation and ethnicity, stereotypes, prejudice and discrimination; cognition and intelligence; language, bilingualism and non-verbal communication; psychosocial stressors; behavioral disorders, clinical assessment and cross-cultural counseling techniques; and improving intercultural interactions. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4*

**PSY M15 -- 3 Units****Crime and Criminal Behavior**

Prerequisite: None

Class Hours: 3 lecture

Introduces the factors, concepts and theories, and characteristics associated with criminal behavior, crime and victimology. (Same course as SOC M15.) *Applies to Associate Degree. Transfer credit: CSU; UC IGETC Area 4 (PSY M15 or SOC m15 and SOC M16 combined: maximum credit, one course).*

**PSY M16 -- 3 Units****Personality Theories**

Prerequisite: None

Class Hours: 3 lecture

Reviews the major concepts and methods of personality theories and how they relate to the development and formation of personality. *Applies to Associate Degree. Transfer credit: CSU*

**PSY M17 -- 3 Units****Psychology of Leisure, Recreation, and Sport**

Prerequisite: None

Class Hours: 3 lecture

Introduces the topical areas of the psychology of leisure, recreation, and sport including history and foundations of the field, research methods, psychobiology of activity; uses activity for physical and mental health; activities across the life span; and the role of motivation, learning, information processing, attention, memory, and emotion in activity. *Applies to Associate Degree. Transfer credit: CSU.*



**PSY M18 -- 3 Units**  
**Educational Psychology**

Prerequisite: None  
Class Hours: 3 lecture

Explores and synthesizes basic psychological issues and theories involved in learning, instruction, and evaluation. Introduces student learning processes influenced by cognition, development, motivation, and individual differences; instructional methods for teaching subjects such as reading, writing, science, and mathematics; instruction of learning and thinking strategies; and assessment techniques for evaluating student performance. *Applies to Associate Degree. Transfer credit: CSU.*

**PSY M22A/B -- 1 to 3 Units Each**  
**Independent Studies in Psychology**

Prerequisite: A previous course in Psychology  
Class Hours: 1 to 3 as arranged

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

**PSY M30 -- 3 Units**  
**Psychological Aspects of Aging**

Prerequisite: None  
Class Hours: 3 lecture

Explores psychodynamic behaviors over the life span, focusing on the development and psychological needs of the aging adult as well as others' responses to these needs. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed, one course if combined with PSY M09*

**PSY M60AZ -- 0.5 to 3 Units Each**  
**Topics in Psychology**

Prerequisite: To be determined  
Class Hours: To be determined

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

**Developed topics include:****PSY M60A -- 1 Unit**  
**Biofeedback: Theory and Technique**

Prerequisite: None  
Class Hours: 1 lecture

Introduces theory, research, and practical applications of biofeedback. Provides academic discussion as well as practical training on biofeedback equipment. Only offered credit/no-credit. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 15 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**PSY M60C -- 3 Units**  
**Altered States of Consciousness**

Prerequisite: None  
Class Hours: 3 lecture

Discusses the meaning of consciousness and related concepts. Topics include introspection; split-brain research; daydreaming and stream of consciousness; and altered states of sleep and dreaming, hypnosis, meditation, and drugs. 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**

Prerequisite: None  
Class Hours: 3 lecture

Examines circumstances leading to American involvement in Vietnam, the war itself, and the resulting consequences. Uses literature and film to explore historic, psychological and pop-cultural perspectives. (Same course as HIST M60V and HUM M60 V). *Applies to Associate Degree. Transfer credit: CSU; UC*

**PSY M80 -- 1 to 4 Units**  
**Internship in Psychology**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Radio/Television

This major is designed for students who plan professional or academic careers in educational or commercial radio or television. The major provides training that leads to positions in management or creative capacities or in related scholarly areas. Study is directed toward developing competence in specific areas of the mass media professions and providing a general knowledge of mass communication theory.

### Career Opportunities

Account Executive, Actor, Anchor (News), Announcer, Assistant Director, Art Director, Audio/Video Engineer, Camera Operator, Executive Producer, Floor Manager, Lighting Director, Lighting Assistant, Media-Librarian, News Director, News Writer, Reporter, Advertising Copy Writer, Makeup Specialist, ITV Specialist, Program Manager, Publicity/Promotion Assistant, Public Relations Assistant, Property Master, Radio/Television Director, Operations Manager, Technical Director, Traffic Director, Research Specialist, Teleplay Writer, Videotape Editor, Station Manager/General Manager, Advertising Sales Director/Manager

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

### Dean

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

## Faculty

### Full-Time

Candace Larson, Al Miller, Les Wieder

### Part-Time

Nicole Cheney, Pamela Cohen, Ferenc Gutai, Richard Studebaker, Chuck Whitten, Thomas Witt

### Counselors

Denice Avila, Don Henderson, Michael Johnson

## ■ Degree Option in Radio/Television (Occupational)

### Associate in Science Degree in Radio/Television

To earn an Associate in Science Degree with a major in Radio/Television, students complete 27 specified units, plus general education degree requirements (minimum total = 60 units). This program's varied curriculum provides introductory knowledge of broadcasting. Emphasis is possible through introductory specialization in such fields as broadcast journalism, production techniques, and advertising sales.

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

Required Courses	Units
RT M01..... Media and Society .....	3.0
RT M02A..... Broadcast Studio Operations.....	3.0
RT M02B..... Electronic Field Production/Post Production .....	3.0
RT M03A..... Television Production Workshop .....	3.0
RT M05..... Radio/Television Script Writing.....	3.0
RT M07A..... Radio Production Workshop.....	3.0
Choose 9 units from the following 3-Unit Courses.....	9.0
HUM M03..... History of Cinema I	
HUM M04..... History of Cinema II	
PHOT M01A..... Beginning Photography	
RT M03B..... Television Directing and Editing	
RT M07B..... Advanced Radio Production	
RT M08..... Voice and Diction	
RT M09..... Acting for Film and TV	
RT M12..... Broadcast Journalism	
<b>TOTAL</b> .....	<b>27.0</b>

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

## Radio/Television Courses

### RT M01 -- 3 Units

#### Media and Society

Prerequisite: None

Class Hours: 3 lecture

Surveys history and nature of print and electronic media in America, examining social, political and cultural implications. (Same course as JOUR M01). Applies to Associate Degree. Transfer credit: CSU; UC. CAN: JOURN 4; IGETC AREA 4

### RT M02A -- 3 Units

#### Broadcast Studio Operations

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces basic equipment and operations of broadcast studio and control room. Emphasizes studio production, including lighting, camera operation, switcher-fader operation, graphics, videotape and audio operations. Reviews practical applications of program patterns, studio procedures, and ancillary activities such as floor management. *Applies to Associate Degree. Transfer credit: CSU*

### RT M02B -- 3 Units

#### Electronic Field Production/Post Production

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces use and operation of remote television and editing equipment. Emphasizes lighting, audio, and graphics. Requires field productions as well as extensive post-production activities. *Applies to Associate Degree. Transfer credit: CSU*

### RT M03A -- 3 Units

#### Television Production Workshop

Prerequisite: RT M02B

Class Hours: 2 lecture, 3 lab

Introduces intermediate-level work in production, including camera work, technical direction and lighting. Emphasizes creation of new program concepts and types. Requires producing an experimental TV program. *Applies to Associate Degree. Transfer credit: CSU*

### RT M03B -- 3 Units

#### Television Directing and Editing

Prerequisite: RT M03A

Class Hours: 2 lecture, 3 lab

Introduces advanced directing and editing skills appropriate for creating advanced level TV/video productions. Emphasis on integration of studio and field production elements and extensive post-production activities. Requires producing variety of television programs. *Applies to Associate Degree. Transfer credit: CSU*

### RT M05 -- 3 Units

#### Radio/Television Script Writing

Prerequisite: ENGL M01A

Class Hours: 3 lecture

Develops skills in the analysis and preparation of news, commercials, program formats, public service announcements, and dramatic scripts including situation comedy, made-for-television movie, continuing dramatic series, and theatrically released motion picture. (Same course as ENGL M05). *Applies to Associate Degree. Transfer credit: CSU; UC*

### RT M07A -- 3 Units

#### Radio Production Workshop

Prerequisite: Completion of or concurrent enrollment in RT M01

Class Hours: 2 lecture, 3 lab

Integrates various radio broadcasting functions, including announcing, acting, disc jockeying, basic writing, program direction and production, advertising, radio interviewing, and station operations. *Applies to Associate Degree. Transfer credit: CSU*

**RT M07B -- 3 Units  
Advanced Radio Production**

Prerequisite: RT M07A  
Class Hours: 2 lecture, 3 lab

Prepares advanced students for entry-level positions as a radio announcer and/or newscaster at a radio station. Introduces various background skills needed as a radio personality, including working with and developing music formats and editing, rewriting, and gathering news. Provides practical preparation for entry-level positions outside of top 20 radio markets, including creation of audition tape and resume.  
*Transfer credit: CSU*

**RT M08 -- 3 Units  
Voice and Diction**

Prerequisite: None  
Class Hours: 3 lecture

Introduces theory and practice of voice control, emphasizing correct pronunciation, breathing control techniques, and regional and foreign dialects. Especially useful for those in theatre, forensics and broadcasting. May be taken two (2) times for credit. (Same course as THA M03 and SPCH M03). *Transfer credit: CSU; UC. CAN: DRAM 6*

**RT M09 -- 3 Units  
Acting for Film and TV**

Prerequisite: None  
Class Hours: 2 lecture, 3 lab

Introduces techniques pertinent to film and television acting, including blocking, movement, rapid line learning, and use of microphones. Includes performance in student-directed films and television shows. May be taken four (4) times for credit. (Same course as THA M09). *Applies to Associate Degree. Transfer credit: CSU; UC*

**RT M12 -- 3 Units  
Broadcast Journalism**

Prerequisite: None  
Class Hours: 3 lecture

Provides advanced practice in preparation of radio and television newscasts. Develops interviewing skills. Includes writing original news copy and editing and rewriting wire service copy for on-air purposes. Requires use of remote recording equipment. (Same course as JOUR M12). *Applies to Associate Degree. Transfer credit: CSU*

**RT M22A/B -- 1 to 3 Units Each  
Independent Studies in Radio/Television**

Prerequisite: A previous course in Radio/Television  
Class Hours: 1 to 3 as arranged

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

**RT M60AZ -- 1 to 3 Units Each  
Topics in Radio/Television**

Prerequisite: To be determined  
Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. *Applies to Associate Degree. Transfer credit: CSU.*

**RT M80 -- 1 to 4 Units  
Internship in Radio/Television**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Reading

*See Courses in English and Essential Skills*

## Radiologic Technology

*See Courses in Health Sciences*

## Recreation

### Dean

*Tim McGrath, Phone (805) 378-1445*

### Faculty

#### Part-Time

Dennis Gass

#### Counselors

Donna Proske Allyn, Michael Johnson

### Recreation Courses

**REC M01 -- 3 Units  
Programs and Leadership**

Prerequisites: None  
Class Hours: 3 lecture

Introduces the philosophies, organization, promotion and leadership of various types of recreation programs, agencies and organizations, emphasizing effective leadership techniques and program services. *Applies to Associate Degree. Transfer credit: CSU; UC pending*

## Science and Technology

Science and Technology courses introduce a variety of significant topics and experiments in the pure and applied sciences. The purpose of each class is to increase interest in science and technology and to foster exploration of challenging careers. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

### Dean

Floyd Martin, Phone (805) 378-1459

### Science and Technology Courses

#### TECH M01A/B -- 0.5 to 2 Units Each

##### Introduction to High Technology

Prerequisites: None

Class Hours: 0.25 to 1 lecture; 0.75 to 3 lab

Introduces high technology subjects appropriate to and taught by various college departments. Topics selected to meet established needs and interests. Each course may be taken for a maximum of four (4) units. *Applies to Associate Degree.*

## Sign Language

### Dean

Inajane Nicklas, Phone (805) 378-1443

### Faculty

#### Part-Time

Marilyn Carpena, Peter Wechsberg

#### Counselors

Anitra Evans, Susan Izumo, Ofelia Romero-Motlagh

### Sign Language Courses

#### SL M01 -- 3 Units

##### Beginning American Sign Language I

Prerequisite: None

Class Hours: 3 lecture

Introduces fundamentals of American Sign Language, including basic vocabulary and finger spelling. Emphasizes grammatical structure and comprehension. Explores deaf culture. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU, UC; IGETC Foreign Language UC only*

#### SL M02 -- 3 Units

##### Beginning American Sign Language II

Prerequisite: SL M01

Class Hours: 3 lecture

Continues study of American Sign Language, emphasizing comprehension, grammar, expression and vocabulary. Introduces basic anatomy of the ear and audiology. *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 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

Tim McGrath, Phone (805) 378-1445

### Faculty

#### Counselors

Anitra Evans, Michael Johnson

### ■ Degree Option in Social Science

#### Associate in Arts Degree Social Science

To earn an Associate in Science Degree with a major in Social Science, students complete 21 specified units, plus general education degree requirements (minimum total = 60 units). Students can specialize in either Geography, History, Philosophy or Political Science.

#### Required Courses

	Units
Units from Area A.....	12.0
Units from Area B.....	6.0
Units from Area C.....	3.0
<b>TOTAL</b> .....	<b>21.0</b>

**AREA A:** Choose one 3-unit course from EACH of the following:

- ✓ • Geography: M02, M03, M04, or M07
- Any History Course, except M22, M60 series, or M80
- ✓ • Philosophy: M01, M02, M03, M04, M06
- ✓ • Political Science: M01, M02, URBN M01A

✓ **AREA B:** Choose two 3-unit courses from one of the following, except M22A/B, the M60 series or M80:

- Geography, except GEOG M01, GEOG M05
- History
- Philosophy
- Political Science Courses, including URBN M01A, M01B.

**AREA C:** Choose one 3-unit course from one of the options below:

1. One 3unit course from Area B, except M22, M60 series or M80; be certain course is outside of your degree emphasis. **"OR"**
2. One 3-unit course from one of the following choices:
  - Anthropology: ANTH M02, M04.
  - Psychology: PSY M01, M05, M07, M14.
  - Sociology: SOC M01, M02, M05, M06, M08.

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

## Sociology

Sociology offers much to the student who is eager to understand the web and rhythm of human behavior. From intimate, personal, and family relationships to international corporation activities; from marginality, deviance and crime to recreation, religion and medicine; few disciplines have such broad scope and relevance.

### Career Opportunities

Metropolitan Development Representative, Model Cities Representative, Public Relations Consultant, Employment Counselor, Interviewer/Researcher, Urban Renewal Representative, Correctional Counselor, Industrial Sociologist, Disability Insurance Trainee, Personnel Management Specialist, Youth Counselor, Statistician, Criminologist, Social Worker, Case Worker, Counselor, Population Analyst, Probation Officer, Recreation Specialist, Claims Examiner

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

### Dean

Fabienne McPhail-Naples, Phone (805) 378-1448

### Faculty

#### Full-Time

Cynthia Barnett, Linda McDill

#### Part-Time

Diane Brabant, Joan Evans, Teresa Madden, Carole Ginet, Daniel Vieira

#### Counselors

Anitra Evans, Michael Johnson, Pam Kennedy Luna, Ofelia Romero-Motlagh

### Sociology Courses

#### SOC M01 -- 3 Units

##### Introduction to Sociology

Prerequisite: None

Class Hours: 3 lecture

Analyzes major theoretical constructs involving human interactions, cultural origins, community organization, collective behavior, social change, institutional growth, and social movements. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: SOC 2; IGETC AREA 4*

#### SOC M02 -- 3 Units

##### Social Problems

Prerequisite: None

Class Hours: 3 lecture

Analyzes causes and consequences of social problems confronting contemporary US society, including inter-group conflict, sexism, racism, ageism, sexual deviance, poverty, crime, delinquency, substance abuse, cults (religious, political, psychological), terrorism, health and environmental degradation by examining methodology, skills and resources applied to solving social problems. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: SOC 4; IGETC AREA 4*

#### SOC M03 -- 3 Units

##### Sociological Analysis

Prerequisite: SOC M01

Class Hours: 3 lecture

Examines basic concepts supporting the scientific analysis of society and social institutions. Studies conceptualization, operationalization, hypothesis construction, sampling and sampling designs. Requires collection and analysis of field data. *Applies to Associate Degree. Transfer credit: CSU; UC*

#### SOC M04 -- 3 Units

##### Intimacy, Relationships and Commitment

Prerequisite: None

Class Hours: 3 lecture

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. Applies to Associate Degree. Transfer credit: CSU, UC. CAN: FCS 12; IGETC AREA 4*

#### SOC M05 -- 3 Units

##### Social Psychology

Prerequisite: None

Class Hours: 3 lecture

Introduces social relationships, emphasizing interpersonal attraction; person perception; longterm 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; IGETC AREA 4*

#### SOC M06 -- 3 Units

##### The Chicano in Contemporary Society

Prerequisite: None

Class Hours: 3 lecture

Explores the socioeconomic and political problems confronting the Chicano, emphasizing proposed solutions; similarities with other groups and the effects of social institutions on ethnic communities. (Same course as CHST M01). *Applies to Associate Degree. Transfer credit: CSU; UC.*

#### SOC M07 -- 3 Units

##### Women in American Society

Prerequisite: None

Class Hours: 3 lecture

Investigates similarities and differences in women's experiences and roles in shaping American culture. Focuses on gendered ethnicity and the contributions of Anglo, African-American, Native American and Latino women. Examines feminism and other sociological theories and methodologies regarding gender. *Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4*

**SOC M08 -- 3 Units****Ethnicity, Class, and Gender**

Prerequisite: None

Class Hours: 3 lecture

Examines discrimination and inequality within a society that values equality, freedom, and justice. Explores the diversity in American society and the nature of relationships among racial and ethnic groups. Reviews the variety of experiences within each group, paying close attention to how the racial and ethnic experience varies between males and females. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4*

**SOC M15 -- 3 Units****Crime and Criminal Behavior**

Prerequisite: None

Class Hours: 3 lecture

Introduces the factors, concepts and theories, and characteristics associated with criminal behavior, crime, and victimology. *(Same course as PSY M15). Applies to Associate Degree. Transfer credit: CSU; UC (SOC M15 or PSY M15 and SOC M16 combined: maximum credit, one course). IGETC AREA 4*

**SOC M16 -- 3 Units****Sociology of Deviant Behavior**

Prerequisite: None

Class Hours: 3 lecture

Examines the various perspective, 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 PSY M15 or SOC M15 combined: maximum credit, one course). IGETC AREA 4*

**SOC M17 -- 3 Units****Sociology of Delinquency**

Prerequisite: None

Class Hours: 3 lecture

Introduces the sociological study of delinquency in society, focusing on definitions and forms of delinquency; measurement and theories and delinquency; roles of family, school, youth culture, violence, gangs, and drugs on delinquency; and correctional options for juvenile delinquents. *Applies to Associate Degree. Transfer credit: CSU.*

**SOC M22A/B -- 1 to 3 Units Each****Independent Studies in Sociology**

Prerequisite: A previous course in Sociology

Class Hours: 1 to 3 as arranged

Allows an independent project (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 6 units. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**SOC M60AZ -- 0.5 to 3 Units Each****Topics in Sociology**

Prerequisite: To be determined

Class Hours: To be determined

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

**Developed topics include:****SOC M60A -- 3 Units****Sociological Field Methods**

Prerequisite: Completion or concurrent enrollment in SOC M01 or SOC M02

Class Hours: 1 lecture, 6 lab

Expands knowledge of sociological theory through classroom and onsite involvement within governmental and/or social agencies. *Transfer credit: CSU; ~~UC credit limitations.~~*

**SOC M80 -- 1 to 4 Units****Internship in Sociology**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. *(Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations*

**SOC M95 -- 3 Units****Honors in Sociology: Social Inequality - Privilege and Poverty**

Prerequisite: One college-level course in Sociology with a grade of B or better

Class Hours: 3 lecture

Investigates the unequal distribution of wealth, power, and prestige in societies. Compares and contrasts various types of stratification systems (caste, estate, and class) throughout the world, focusing on meaning, causes and consequences of social inequality in America. Examines who gets what and why in society. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. *Applies to Associate Degree. Transfer credit: CSU, UC; IGETC AREA 4*

## Spanish

A study of the Spanish language prepares specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, library services, and the publishing business.

**Career Opportunities**

Bilingual Administrative Assistant, Bilingual Public Relation Officer, Bilingual Receptionist, Diplomatic Office, Editor, Flight Attendant, Foreign Service Officer, International Exchange Trader, International Sales Representative, Journalist, Translator, Travel Agent, Tutor

Spanish

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

**Dean**

Inajane Nicklas, Phone (805) 378-1443

**Faculty**

**Full-Time**

Grace Bodhaine, Raquel Olivera, Helga Winkler

**Part-Time**

Victoria Albright, Celia Alexander, Maria Brack, Diane Davis, Judith Krieger, Damiano Marano, David Pardess, Eva Ramirez, Renee Rosenberg, Kyra Sovero, Eduard Thron, Maria Zschaschel

**Counselors**

Anitra Evans, Susan Izumo, Ofelia RomeroMotlagh

**■ Degree Option in Spanish**

**Associate in Arts Degree in Spanish**

To earn an Associate in Arts Degree with a major in Spanish, students complete 26-27 specified units, plus general education degree requirements (minimum total = 60 units).

Required Courses	Units
SPAN M01* or SPAN M05	5.0
Elementary Spanish I or Spanish for Natives I	
SPAN M02* or SPAN M06	5.0
Elementary Spanish II or Spanish for Natives II	
SPAN M03* or SPAN M03H	5.0
Intermediate Spanish I or Honors Course	
SPAN M04* or SPAN M04H	5.0
Intermediate Spanish II or Honors Course	
Units from List of RECOMMENDED COURSES	6.0-7.0
<b>TOTAL</b>	<b>26.0-27.0</b>

\*If a student's mastery of Spanish places him/her out of SPAN M01 through SPAN M04, then special arrangements can be made to use SPAN M22A/B (Independent Studies) to meet the requirements for the major; talk with a Spanish professor and/or a counselor to initiate this option.

**Recommended Courses:** Choose two more courses, one from Group A and one from Group B:

GROUP A	
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 the Southwest..... 3.0
CHST M08	Political Patterns in the US..... 3.0
GROUP B	
ENGL M30	Masterpieces of World Literature I..... 3.0
ENGL M31	Masterpieces of World Literature II..... 3.0
ENGL M45	Hispanic-American Literature..... 3.0
FREN M01	Elementary French..... 4.0
FREN M02	Elementary French II..... 4.0
FREN M03	Intermediate French I..... 4.0
FREN M04	Intermediate French II..... 4.0
GERM M01	Elementary German I..... 4.0
GERM M02	Elementary German II..... 4.0
GERM M03	Intermediate German I..... 4.0

GERM M04	Intermediate German II..... 4.0
HEB M01	Hebrew I..... 4.0
HEB M02	Hebrew II..... 4.0
HIST M09	Latin American History..... 3.0
HIST M14	Ethnicity and Gender..... 3.0
HUM M05	Contemporary Foreign Film..... 3.0
ITAL M01	Elementary Italian I..... 4.0
ITAL M02	Elementary Italian II..... 4.0
JAPN M01	Elementary Japanese I..... 4.0
JAPN M02	Elementary Japanese II..... 4.0
JAPN M03	Intermediate Japanese I..... 4.0
SL M01	American Sign Language I..... 3.0
SL M02	American Sign Language 2..... 3.0
SOC M08	Ethnicity, Class, and Gender..... 3.0
SPAN M12	Spanish Civilization..... 3.0
SPAN M14	Spanish for Health Care Professionals..... 3.0
SPAN M22A/B	Independent Studies in Spanish..... 1.0-3.0
SPAN M32	Spanish for Public Employees..... 3.0
SPAN M41	Intermediate Conversational Spanish..... 3.0
SPAN M80	Internship in Spanish..... 1.0-4.0
SPAN M 95	Honors: Reading in Hispanic Lit..... 3.0

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

**Spanish Courses**

**SPAN M01 -- 5 Units  
Elementary Spanish I**

Prerequisite: None

Class Hours: 5 lecture, 1 lab as arranged

Introduces Spanish language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. Requires individualized work in the lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M01 or SPAN M01A/B and SPAN M05 combined: maximum credit, 4 units). CAN: SPAN 2 SPAN SEQ A (SPAN M01 + M02*

**SPAN M01A -- 3 Units  
Elementary Spanish**

Prerequisite: None

Class Hours: 3 lecture; 0.5 lab as arranged

Spanish 1A covers the first three fifths of the course content of Spanish 1. Spanish 1A is a study of the Spanish language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing Spanish and to the unique nature of the people and their history. Students are expected to arrange 1/2 hour of language laboratory each week. The sequence Spanish 1 A/B is an alternative to Spanish 1. Therefore, students receiving credit in Spanish 1A/B may not receive credit in Spanish 1. *Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M01 or SPAN M01A/B and SPAN M05 combined: maximum credit, 4 units). Both SPAN M01A and M01B must be taken for credit to be given).*

**SPAN M01B -- 2 Units****Elementary Spanish**

Prerequisite: SPAN M01A or one year of high school Spanish  
Class Hours: 2 lecture; 0.5 lab as arranged

Spanish M01B is the sequence to Spanish M01A and covers the last two fifths of the course content of Spanish M01. Spanish M01B is a study of the Spanish language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing Spanish and to the unique nature of the people and their history. Students are expected to arrange 1/2 hour of language laboratory each week. The sequence Spanish M01A/B is an alternative to Spanish M01. Therefore students receiving credit in Spanish M01A/B may not receive credit in Spanish M01. *Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M01 or SPAN M01A/B and SPAN M05 combined: maximum credit, 4 units). Both SPAN M01A and M01B must be taken for credit to be given).*

**SPAN M02 -- 5 Units****Elementary Spanish II**

Prerequisite: SPAN M01 or two years of high school Spanish (C or better)

Class Hours: 5 lecture; 1 lab as arranged

Further explores Spanish language and culture, emphasizing people and history as well as speaking, reading and writing proficiency. Requires individualized work in the lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M02 and SPAN M06 combined: Maximum credit, one course). CAN: SPAN 4; SPAN SEQ A (SPAN M01 + M02).*

**SPAN M02A -- 3 Units****Elementary Spanish**

Prerequisite: SPAN M01 or two years high school Spanish  
Class Hours: 3 lecture; 0.5 lab as arranged

Covers first three fifths of SPAN M02. Introduces Spanish language and culture, emphasizing skills and knowledge necessary for speaking and writing Spanish and to the unique nature of the people and their history. Requires individualized work in the lab each week. Cannot receive credit for SPAN M02A/B sequence and SPAN M02. *Applies to Associate Degree. Transfer credit: CSU; UC (both SPAN M02A and M02B must be taken for credit to be given). IGETC Area 3 (must be taken with SPAN M02B for certification).*

**SPAN M02B -- 2 Units****Elementary Spanish**

Prerequisite: SPAN M02A or two years of high school Spanish  
Class Hours: 2 lecture, 0.5 lab as arranged.

Covers the second two fifths of SPAN M02. Introduces Spanish language and culture, emphasizing skills and knowledge necessary for speaking and writing and to the unique nature of the people and their history. Requires individualized work in the lab each week. Cannot receive credit for SPAN M02A/B sequence and SPAN M02. *Applies to Associate Degree. Transfer credit: CSU; UC (both SPAN M02A and M02B must be taken for credit to be given). IGETC Area 3 (must be taken with SPAN M02A for certification).*

**SPAN M03 -- 5 Units****Intermediate Spanish I**

Prerequisite: SPAN M02 or three years of high school Spanish  
Class Hours: 5 lecture, 1 lab as arranged

Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M03 and SPAN M03H combined: maximum credit, one course). CAN: SPAN 8; SPAN SEQ B (SPAN M03 + M04).*

**SPAN M03H -- 5 Units****Honors: Intermediate Spanish I**

Prerequisite: SPAN M02 or three years of high school Spanish with a grade of B or better

Class Hours: 5 lecture, 1 lab as arranged

Provides honors work in Spanish literature. Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the lab each week. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M03 and SPAN M03H combined: maximum credit, one course). CAN: SPAN 8; SPAN SEQ B (SPAN M03 + M04). IGETC AREA 3*

**SPAN M04 -- 5 Units****Intermediate Spanish II**

Prerequisite: SPAN M03 or four years of high school Spanish  
Class Hours: 5 lecture, 1 lab as arranged

Expands review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the lab each week. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M04 and SPAN M04H combined: maximum credit, one course). CAN: SPAN 10; SPAN SEQ B (SPAN M03 + M04).*

**SPAN M04H -- 5 Units****Honors: Intermediate Spanish II**

Prerequisite: SPAN M03 or four years of high school Spanish with a grade of B or better

Class Hours: 5 lecture, 1 lab as arranged

Provides honors work in Spanish literature. Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the lab each week. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M04H and SPAN M04 combined: maximum credit, one course). CAN: SPAN 10; SPAN SEQ B (SPAN M03 + M04). IGETC AREA 3*



## Spanish

**SPAN M05 -- 4 Units**  
**Spanish for Spanish Speakers I**

Prerequisite: None

Recommended preparation: Native ability to use Spanish in everyday conversation

Class Hours: 4 lecture; 1 lab as arranged

Reviews basic grammatical concepts as well as linguistic and cultural matters of interest for native speakers of Spanish. Enriches expression and comprehension. Explores standard vs. vernacular usage, cross-language interference, and awareness of Spanish-speaking cultures. Requires individualized work in the lab each week. SPAN M05 parallels SPAN M01 for native speakers. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M05 and SPAN M01 or SPAN M01A/B combined: maximum credit, 4 units).*

**SPAN M06 -- 4 Units**  
**Spanish for Spanish Speakers II**

Prerequisite: None

Recommended preparation: Native ability to use Spanish in everyday conversation

Class Hours: 4 lecture; 1 lab as arranged

Reviews grammatical constructs of Spanish, emphasizing linguistic and cultural concerns. Reinforces oral and written expression and comprehension, reviewing standard vs. vernacular usage, cross-language interference, and cultural awareness of the Spanish-speaking world through study of literature. Requires individualized work in the lab each week. SPAN M06 parallels SPAN M02 for native speakers. *Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M06 and SPAN M02 combined: maximum credit, one course).*

**SPAN M12 -- 3 Units**  
**Spanish Civilization**

Prerequisite: None

Class Hours: 3 lecture

Introduces history, culture, and civilization of Spain through a review of major events and landmarks. Emphasizes 20. century Spanish politics, culture, and society, focusing on contemporary developments reflected in literature, art, film, and music. (Same course as HUM M12). *Applies to Associate Degree. Transfer credit: CSU; UC*

**SPAN M14 -- 3 Units**  
**Spanish for Health Care Professionals**

Prerequisite: None

Recommended Preparation: SPAN M01

Class Hours: 3 lecture

Provides those in the health sciences with entry-level communication skills needed to provide care for Spanish speaking clients. Provides practice of conversational skills based on different themes related to providing health care. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 60 contact hours. (Same course as HS M14). *Applies to Associate Degree.*

**SPAN M22A/B -- 1 to 3 Units Each**  
**Independent Studies in Spanish**

Prerequisite: A previous course in Spanish

Class Hours: 1 to 3 as arranged

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

**SPAN M31A -- 3 Units**  
**Beginning Practical Spanish I**

Prerequisite: None

Class Hours: 3 lecture

Provides basic understanding and use of Spanish in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. May be taken two (2) times for credit. *Applies to Associate Degree.*

**SPAN M31B -- 3 Units**  
**Beginning Practical Spanish II**

Prerequisite: SPAN M31A

Class Hours: 3 lecture

Expands introduction and use of Spanish for non-native speakers, emphasizing intermediate grammar and principles of usage. May be taken two (2) times for credit. *Applies to Associate Degree.*

**SPAN M31C -- 3 Units**  
**Beginning Practical Spanish III**

Prerequisite: SPAN M31B

Class Hours: 3 lecture

Develops oral skills in Spanish to the advanced level for non-native speakers. Includes study of grammar and usage. *Applies to Associate Degree.*

**SPAN M32 -- 3 Units**  
**Spanish for Public Employees**

Prerequisite: None

Class Hours: 3 lecture

Introduces basic communication skills for public employees functioning in bilingual situations. Emphasizes practical and instructional vocabulary. Adaptable to needs of students job demands. *Applies to Associate Degree.*

**SPAN M41 -- 3 Units**  
**Intermediate Conversational Spanish**

Prerequisite: SPAN M2

Class Hours: 3 lecture

Develops oral skills while reviewing grammar and building vocabulary for intermediate non-native speakers. Discusses a variety of topics in Spanish. May be taken concurrently with SPAN M03 or SPAN M04. *Applies to Associate Degree. Transfer credit: CSU; UC*

**SPAN M80 -- 1 to 4 Units**

**Internship in Spanish**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

**SPAN M95 -- 3 Units**

**Honors in Spanish: Readings in Hispanic Literature**

Prerequisite: SPAN M02 (grade B or better) or two years of high school Spanish (grade B or better)

Recommended: Completion of SPAN M03 (grade B or better) or three years of high school Spanish (grade B or better)

Class Hours: 3 lecture

Introduces modern Hispanic/Spanish and Latin American literary texts and their historical, cultural, and theoretical contexts. Emphasizes critical reading and oral and written analysis of the literary works. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Course taught in Spanish. *Applies to Associate Degree. Transfer credit: CSU, UC. IGETC AREA 3*

## Speech

Speech is one of the most fundamental skills any student can acquire. Oral communication competence is the most highly prized and sought after skills in the professional world, and an indispensable requirement for succeeding in all academic disciplines. The Speech Department offers both theoretical and practical classes. The Department's award-winning Forensics Team puts these skills into action each semester.

### Career Opportunities

Lawyer, Politician, Management Trainee, Speech Therapist, Linguist, Lecturer, Sales

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

### Dean

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

### Faculty

**Full-Time**

Charlene Arnold, Stephen Doyle, Jill McCall, Rolland Petrello, James Wyman

**Part-Time**

Ben Bates, Roberta Burnette, Marjorie Berg, Michael Leach  
Cal Liedtke, Drew Lobenstein, Karen Peck

**Counselors**

Denice Avila, Anitra Evans, Michael Johnson

## Degree Option in Speech Communication

### Associate in Arts Degree in Speech

To earn an Associate in Arts Degree with a major in Speech, students complete 28 specified units, plus general education degree requirements (minimum total = 60 units). These courses parallel the undergraduate coursework students will need for a bachelors degree in speech at a four-year institution.

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

**Required Courses**

	<b>Units</b>
SPCH M01. .... Introduction to Speech .....	3.0
SPCH M02. .... Advanced Public Speaking.....	3.0
SPCH M04. .... Interpersonal Communication.....	3.0
SPCH M05. .... Oral Interpretation.....	3.0
SPCH M07. .... Argumentation and Debate.....	3.0
SPCH M10A. .... Forensics.....	2.0
SPCH M25. .... Introduction to Rhetorical Criticism.....	3.0
Units from List of RECOMMENDED COURSES .....	8.0
<b>Total</b> .....	<b>28.0</b>

**Recommended Courses:** Choose at least 8 units

CIS M27. .... Microsoft Power Point.....	1.5
SPCH M03. .... Voice and Diction .....	3.0
SPCH M06. .... Small Group Communication.....	3.0
SPCH M10B. .... Forensics.....	2.0
SPCH M16. .... Readers' Theatre .....	3.0
SPCH M26. .... Rhetoric of Popular Culture .....	3.0
SPCH M56. .... Business and Professional Speech.....	3.0

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

### Speech Courses

**SPCH M01 -- 3 Units**

**Introduction to Speech**

Prerequisite: None

Class Hours: 3 lecture

Introduces basic communication theory, appropriate delivery skills, common organizational patterns, and thorough research techniques of effective oral communication. Includes practical training in feedback and listening skills. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: SPCH 4 IGETC AREA 1C, CSU only*

**SPCH M02 -- 3 Units**

**Advanced Public Speaking**

Prerequisite: SPCH M01

Class Hours: 3 lecture

Introduces principles of public speaking and analysis of public discourse, emphasizing audience adaptation. Requires presentations of various persuasive speeches and situations. *Applies to Associate Degree. Transfer credit: CSU; UC*

## Speech

**SPCH M03 -- 3 Units****Voice and Diction**

Prerequisite: None  
Class Hours: 3 lecture

Introduces theory and practice of voice control, emphasizing correct pronunciation, breathing control techniques, and regional and foreign dialects. Especially useful for those in theatre, forensics and broadcasting. May be taken two (2) times for credit. (Same course as RT M08 and THA M03). *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAM 6*

**SPCH M04 -- 3 Units****Interpersonal Communications**

Prerequisite: None  
Class Hours: 3 lecture

Introduces dynamics of one-on-one communication, focusing on experience, behavior, and rules governing interpersonal contexts such as friendships, families, and work relationships. Studies language, perception, non-verbal cues, listening, and status and roles. Includes conflict resolution, problem-solving techniques, and assertiveness skills. *Applies to Associate Degree. Transfer credit: CSU; UC*

**SPCH M05 -- 3 Units****Oral Interpretation of Literature**

Prerequisite: None  
Class Hours: 3 lecture

Blends speech and acting, introducing literary interpretation and performance techniques. Requires evaluation, analysis and performance of selections from major genres of literature (prose, poetry and drama). *Applies to Associate Degree. Transfer credit: CSU; UC*

**SPCH M06 -- 3 Units****Small Group Communication**

Prerequisite: None  
Class Hours: 3 lecture

Introduces dynamics of group discussion, including group problem solving, participation, leadership, decision making, working in study groups, panel-forum, and symposium assignments. Includes practice and presentations. *Applies to Associate Degree. Transfer credit: CSU; UC*

**SPCH M07 -- 3 Units****Argumentation and Debate**

Prerequisite: None  
Class Hours: 3 lecture

Introduces theory, methodology, and practice of critical listening, critical thinking and oral argument, including training in propositions, methods of analysis, stock issue policy analysis, evidence and proof, and cross-examination considerations. Examines types of debatable propositions, effective listening and note taking, research methodology, and delivery skills. Practices team and debate formats on class-selected topics and issues. Requires final. *Applies to Associate Degree. Transfer credit: CSU; UC*

**SPCH M10A/B/C/D -- 2 Units Each****Forensics**

Prerequisite: None  
Class Hours: 1 lecture, 3 lab

Provides training, rehearsal, practice and performance necessary to succeed as a competitive speech team. Emphasizes argumentation and debate, informative and persuasive speaking, and impromptu and extemporaneous speaking. Involves research and one-on-one interactive training. Requires participation in interscholastic competition or community speakers' bureau. *Applies to Associate Degree. Transfer credit: CSU*

**SPCH M16 -- 3 Units****Readers' Theatre**

Prerequisite: None  
Class Hours: 3 lecture

Introduces concepts and practices of oral interpretation of literature. Requires supervised performances in readers' theatre before community and college audiences. (Same course as THA M16). *Applies to Associate Degree. Transfer credit: CSU; UC*

**SPCH M22A/B -- 1 to 3 Units Each****Independent Studies in Speech**

Prerequisite: A previous course in speech  
Class Hours: 1 to 3 as arranged

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

**SPCH M25 -- 3 Units****Introduction to Rhetorical Criticism**

Prerequisite: ENGL M01A  
Class Hours: 3 lecture

Introduces principles of reasoning and rhetoric and their application to the analysis and evaluation of public discourse. Examines rhetorical strategies, quality of argument and support, use of language, awareness of fallacies, and audience expectations. Requires effective thinking, writing, and speaking. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 1B*

**SPCH M26 -- 3 Units****Rhetoric of Popular Culture**

Prerequisite: None  
Recommended Preparation: ENGL M01A  
Class Hours: 3 lecture

Examines the role of popular culture in the United States as a mediator of cultural values and attitudes, including the evaluation of popular culture in advertising, film, television, sports, and politics. *Applies to Associate Degree. Transfer credit: CSU, UC Peral*

**SPCH M56 -- 3 Units****Business and Professional Speech**

Prerequisite: None  
Class Hours: 3 lecture

Focuses on effective speaking skills needed in leadership positions, including an awareness of presentation techniques, group dynamics, argumentation and persuasion strategies, and organizational structure. Builds on individual needs and interests. (Same course as BUS M56). *Applies to Associate Degree. Transfer credit: CSU*

**SPCH M80 -- 1 to 4 Units  
Internship in Speech**

Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Study Skills

*See Courses in College Strategies, Essential Skills, Learning Skills and Personal Growth  
Visit The Learning Center (TLC) in the Library*

## Television

*See Courses in Radio/Television*

## Theatre Arts

Theatre Arts is a complex discipline that offers theoretical training and hands-on experience for students interested in careers in acting; directing; costume, light, set and makeup design; technical theatre and play writing. Theatre Arts also helps all students enrich their appreciation of varying forms of art and enhances their abilities in communication and self-expression.

### Career Opportunities

Actor/Actress, Director, Playwright, Stage Manager, Designer (Set, Lights, Costume, makeup), Theatre Technician (Lights, Sound, Rigging, Stage Hand)

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

### Dean

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

### Faculty

#### Full-Time

Katherine Lewis, Les Wieder

#### Part-Time

Eric Augusztiny, Paulette Brimie-Cox, Nancy Giacomi, Roy Howell, Cal Liedtke, John Loprieno, Kyra Oser

#### Counselors

Denice Avila, Susan Izumo

## Degree and Certificate Options in Theatre Arts

### Associate in Arts Degree in Acting Certificate of Achievement in Acting

To earn a Certificate of Achievement and/or an Associate in Arts Degree with a major in Acting, students complete 33.5 specified units; those seeking the degree also complete general education degree requirements (minimum total = 60 units).

Required Courses	Units
THA M01..... Intro 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 M02D..... Advanced Acting II.....	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 M17..... Free Dance/Improvisation I.....	1.5
THA M20..... Stagecrafts.....	3.0
THA M24..... Theatrical Costume and Makeup.....	3.0
<b>TOTAL</b> .....	<b>33.5</b>

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

### Associate in Arts Degree in Directing Certificate of Achievement in Directing

To earn a Certificate of Achievement and/or an Associate in Arts Degree with a major in Directing, students complete 33.5 specified units; those seeking the degree also complete general education degree requirements (minimum total = 60 units).

Required Courses	Units
THA M01..... Intro to the Theatre.....	3.0
THA M02A..... Beginning Acting.....	3.5
THA M04..... History of the Theatre.....	3.0
THA M10..... Production/Performance (taken twice).....	3/3
THA M15A..... Beginning Stage Direction.....	3.0
THA M15B..... Intermediate Stage Direction.....	3.0
THA M20..... Stagecrafts.....	3.0
THA M21A/B..... Playwriting I.....	3.0
THA M23A..... Lighting Design I.....	3.0
THA M25A..... Scenic Design I.....	3.0
<b>TOTAL</b> .....	<b>33.5</b>

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

### Associate in Arts Degree in Technical Theatre Certificate of Achievement in Technical Theatre

To earn a Certificate of Achievement and/or an Associate in Arts Degree with a major in Technical Theatre, students complete 30 specified units; those seeking the degree also complete general education degree requirements (minimum total = 60 units).

Required Courses	Units
THA M01..... Intro to the Theatre.....	3.0
THA M04..... History of Theatre.....	3.0
THA M11..... Theatre Prod.: Technical (taken twice).....	3.0/3.0
THA M20..... Stagecrafts.....	3.0
THA M23A..... Lighting Design I.....	3.0
THA M23B..... Lighting Design II.....	3.0
THA M25A..... Scenic Design I.....	3.0
THA M25B..... Scenic Design II.....	3.0
THA M24 or THA M26.....	3.0
Theatrical Cost/Makeup or Scene Painting/Rendering	
<b>TOTAL</b> .....	<b>30.0</b>

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

## Theatre Arts Courses

### THA M01 -- 3 Units

#### Introduction to the Theatre

Prerequisite: None  
Class Hours: 3 lecture

Introduces theatre as an art form, emphasizing appreciation of its historical roots and its dramatic and cultural significance. Develops critical thinking and writing skills pertinent to the analysis of dramatic performances. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAMA 18. IGETC AREA 3*

### THA M02A -- 3.5 Units

#### Beginning Acting

Prerequisites: None  
Class Hours: 2 lecture, 4.5 lab

Introduces the art of acting, emphasizing exercises that develop individual insight, technique, and concentration. Focuses on improvisation. Includes some scene work. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAM 8*

### THA M02B -- 3.5 Units

#### Intermediate Acting

Prerequisite: THA M02A or equivalent level of skill  
Class Hours: 2 lecture, 4.5 lab

Introduces more intermediate acting techniques, emphasizing characterization through exercises in pantomime and improvisation. Includes practical experience with scenes from plays and work with stage movement. *Applies to Associate Degree. Transfer credit: CSU; UC*

### THA M02C -- 3.5 Units

#### Advanced Acting I

Prerequisite: THA M02B or equivalent level of skill  
Class Hours: 2 lecture, 4.5 lab

Introduces advanced acting techniques and characterization, refining timing, sense memory, and vocal styles. Requires performance in a variety of scenes from plays. Continues work with stage movement. *Applies to Associate Degree. Transfer credit: CSU; UC*

### THA M02D -- 3.5 Units

#### Advanced Acting II

Prerequisite: THA M02C or equivalent level of skill  
Class Hours: 2 lecture, 4.5 lab

Further expands characterization, emphasizing timing, vocal styles and sense memory. Requires performance in a variety of scenes from plays. *Applies to Associate Degree. Transfer credit: CSU; UC*

### THA M03 -- 3 Units

#### Voice and Diction

Prerequisite: None  
Class Hours: 3 lecture

Introduces theory and practice of voice control, emphasizing correct pronunciation, breathing control techniques, and regional and foreign dialects. Especially useful for those in theatre, forensics and broadcasting. May be taken two (2) times for credit. (Same course as RT M08 and SPCH M03). *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAM 6*

### THA M04 -- 3 Units

#### History of the Theatre

Prerequisite: None  
Class Hours: 3 lecture

Traces history of theatrical development from its earliest inception to the present. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3*

### THA M09 -- 3 Units

#### Acting for Film and TV

Prerequisite: None  
Class Hours: 2 lecture, 3 lab

Introduces techniques pertinent to film and television acting, including blocking, movement, rapid line learning, and use of microphones. Includes performance in studentdirected films and television shows. May be taken four (4) times for credit. (Same course as RT M09). *Applies to Associate Degree. Transfer credit: CSU; UC*

### THA M10 -- 3 Units

#### Production and Performance

Prerequisite: None  
Class Hours: 9 lab

Provides credit for range of supervised activities relative to Moorpark College Theatre Arts productions. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

### THA M11 -- 3 Units

#### Theatre Production: Technical

Prerequisite: None  
Class Hours: 9 lab

Provides supervised technical theatre assignments in support of a college production staged for public performance. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU; UC*

**THA M14 -- 1.5 Units  
Improvisational Comedy**

Prerequisite: THA M02B  
Class Hours: 0.5 lecture, 3 lab

Introduces improvisational and ensemble acting skills. Requires development of solo and group comedic material from improvisation and a public performance of developed material. Requires field trips. May be taken two (2) times for credit. *Applies to Associate Degree.*

**THA M15A -- 3 Units  
Beginning Stage Direction**

Prerequisite: THA M01 or THA M02A or THA M20  
Class Hours: 2 lecture, 3 lab

Introduces art and craft of stage direction, including historical review. Includes practical experience directing scenes by major playwrights. Often coordinates activities with THA M02B/C/D. *Applies to Associate Degree. Transfer credit: CSU; UC*

**THA M15B -- 3 Units  
Intermediate Stage Direction**

Prerequisite: THA M15A  
Class Hours: 2 lecture, 3 lab

Continues study of the art and craft of stage direction, including practical experience through student productions. Coordinates activities with THA M02M/B/C. *Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAMA 12*

**THA M16 -- 3 Units  
Readers Theatre**

Prerequisite: None  
Class Hours: 3 lecture

Introduces concepts and practices of oral interpretation of literature. Requires supervised performances in readers' theatre before community and college audiences. (Same course as SPCH M16). *Applies to Associate Degree. Transfer credit: CSU; UC*

**THA M17 -- 1.5 Units  
Free Dance/Improvisation I**

Prerequisite: None  
Recommended Preparation: Concurrent enrollment in a modern dance course  
Class Hours: 1 lecture, 2 lab

Encourages joy of movement, allowing unique and creative expressions in dance. May be taken 4 times for credit. (Same course as DANC M20A). *Applies to Associate Degree. Transfer credit: CSU; UC*

**THA M18 -- 1.5 Units  
Auditioning Techniques**

Prerequisite: None  
Recommended Preparation: THA M02A or THA M09/RT M09  
Class Hours: .5 lecture, 3 lab

Provides training in various forms of audition for theatre, film, television and television commercials. Exercises in cold reading, and exercises that feature the improvised dramatization of interview situations will be emphasized. Includes instruction in the business aspects of being a working actor: preparing a resume, creating self promotional materials, seeking an agent, interviewing with industry professionals and interacting with other actors in audition situations. Requires field trips. May be taken two (2) times for credit. *Applies to Associate Degree.*

**THA M20 -- 3 Units  
Stagecrafts**

Prerequisite: None  
Class Hours: 2 lecture, 3 lab

Introduces theory and practice of set construction, emphasizing lighting and audio operations, painting, costuming, makeup, and special effects. Provides hands on practice in all areas of performing arts production. May be taken four (4) times for credit. *Applies to Associate Degree. Transfer credit: CSU, UC. CAN: DRAM 12.*

**THA M21A -- 3 Units  
Play Writing**

Prerequisite: None  
Recommended Preparation: THA M02A, THA M15A, ENGL M01A  
Class Hours: 3 lecture

Develops writing skills for the theatre with possible opportunity for production. (Same course as ENGL M25A). *Applies to Associate Degree. Transfer credit: CSU*

**THA M21B -- 3 Units  
Play Writing**

Prerequisite: ENGL M25A  
Recommended Preparation: THA M02A, THA M15A, ENGL M01A  
Class Hours: 3 lecture

Focuses on the development of advanced writing projects for the theatre, with the possible opportunity for production. (Same course as ENGL M25B). *Applies to Associate Degree. Transfer credit: CSU*

**THA M22A/B -- 1 to 3 Units Each  
Independent Studies in Theatre**

Prerequisite: A previous course in Theatre Arts  
Class Hours: 1 to 3 as arranged

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

**THA M23A -- 3 Units  
Lighting Design I**

Prerequisite: None  
Class Hours: 2 lecture, 3 lab

Introduces the study of composition, control and instrumentation in theatrical lighting as well as the aesthetics of color, distribution, intensity and movement of light to create mood, time, location, and visibility. Emphasizes hanging, focusing and identifying stagelighting equipment as well as understanding the principles that underlie their design. Includes the basics of electricity. Provides hands-on experience through work on actual productions. *Applies to Associate Degree. Transfer credit: CSU; UC*

**THA M23B -- 3 Units  
Lighting Design II**

Prerequisite: THA M23A  
Class Hours: 2 lecture, 3 lab

Focuses on the design aspect of stage lighting, developing a complete light plot and working schedule for a full-length play. Emphasizes 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. *Applies to Associate Degree. Transfer credit: CSU; UC*

**THA M24 -- 3 Units****Theatrical Costume and Makeup**

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces fundamentals of theatrical costume design and construction as well as the design and application of theatrical makeup. *Applies to Associate Degree. Transfer credit: CSU; UC.*

**THA M25A -- 3 Units****Scenic Design I**

Prerequisite: None

Class Hours: 2 lecture, 3 lab

Introduces stage scenery as an interpretive and collaborative art. Develops floor plans and drawing techniques, builds models, reviews drafting conventions, and executes painting and rendering techniques that are unique in designing for the stage. Provides hands-on experience through work on actual productions. *Applies to Associate Degree. Transfer credit: CSU; UC*

**THA M25B -- 3 Units****Scenic Design II**

Prerequisite: THA M25A

Class Hours: 3 lecture, 2 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**

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

**THA M52 -- 3 Units****Children's Theatre**

Prerequisite: None

Recommended Preparation: 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. May be taken four (4) times for credit. (Same course as DANC M52). *Applies to Associate Degree. Transfer credit: CSU*

**THA M80 -- 1 to 4 Units Each****Internship in Theatre Arts**Prerequisite: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree. Transfer credit: CSU, credit limitations.*

## Urban Studies

This interdisciplinary program focuses on problems that stem from the complexities and pressures of the urban environment in a highly industrialized society. The degree may lead to employment in governmental or voluntary agencies concerned with planning and providing human services. Some students may wish to enter graduate study in such professional fields as city planning, public administration, social welfare, or law.

### Career Opportunities

City Planner, Public Administration, City Manager, Urban Economist, Recreation Specialist, Urban Historian, Elected Official, Law Enforcement, Urban Design and Redevelopment, Substance Abuse Specialist, Traffic Analyst, Community Relations

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

### Dean

Tim McGrath, Phone (805) 378-1445

### Faculty

#### Full-Time

Jack Miller

#### Counselors

Anitra Evans, Michael Johnson

### Transfer Information

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

### Urban Studies Courses

**URBN M01A -- 3 Units****Contemporary Urban Issues**

Prerequisite: None

Class Hours: 3 lecture

Introduces study of urban areas and politics, focusing on political responses to changes in social organizations occurring as a consequence of population concentration and subsequent political, social and economic patterns and behaviors. Considers structural constraints (national-local and state-local relations) that limit local governments and the distribution of and response to political influence. Satisfies Title V United States Constitution requirement and the CA state and local government requirement. *Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4*

**URBN M01B -- 3 Units**  
**Contemporary Urban Issues**

Prerequisite: None  
 Class Hours: 3 lecture

Introduces ecological effects of urban growth; governmental structure and financing; cooperation and conflict between federal, state and local governmental bodies; housing; law enforcement; education; racial conflict; land use and urban renewal. Includes field research and library study. *Applies to Associate Degree. Transfer credit: CSU; UC*

**URBN M22A/B -- 1 to 3 Units Each**  
**Independent Studies in Selected Urban Issues**

Prerequisite: A previous course in Urban Studies  
 Class Hours: 1 to 3 as arranged

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

**URBN M60AZ -- 1 to 3 Units Each**  
**Topics in Urban Studies**

Prerequisite: To be determined  
 Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. *Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.*

**URBN M80 -- 1 to 4 Units Each**  
**Internship in Urban Studies**

Prerequisite: 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 Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree.*

**URBN M89AZ -- 0.5 to 3 Units Each**  
**Institutes in Urban Studies**

Prerequisite: Urban Service Personnel  
 Class Hours: As arranged

Series of short-term lectures/seminars on specialized urban issues designed for Urban Service Personnel. Series only offered credit/no-credit. *Applies to Associate Degree. Transfer credit: CSU*

## Women's Studies

As the richness and diversity of our society is recognized, issues and concerns of women are of importance to all women and men. These issues and concerns are explored through an interdisciplinary approach in the Women's Studies major. This program is recommended not only for students pursuing an Associate Degree but also for those transferring to a four-year college or university. Transfer students should consult the transfer requirements section of the catalog, which outlines the additional courses required by four-year institutions.

**Dean**

*Fabienne McPhail-Naples, Phone (805) 378-1448*

**Faculty**

**Full-Time**

Cynthia Barnett, Carole Ginot

**Counselors**

Anitra Evans, Pam Kennedy Luna, Ofelia Romero-Motlagh

■ **Degree Option in Women's Studies**

**Associate in Arts Degree in Women's Studies**

To earn an Associate in Arts Degree with a major in Women's Studies, students complete 28 specified units, plus general education degree requirements (minimum total = 60 units).

**Required Courses**

	<b>Units</b>
ANTH M09..... Anthropology of Women .....	3.0
HIST M12..... History of American Women .....	3.0
HUM M18..... Images of Women in Film .....	3.0
HUM M19..... Women in Contemporary Society .....	3.0
PE M36A..... Analysis of Sexual Assault/Self Defense .....	2.0
PSY M11..... Psychology of Assertive Communication.....	3.0
SOC M04..... Intimacy, Relationships, and Commitment.....	3.0
Units from List of RECOMMENDED COURSES .....	8.0
<b>TOTAL .....</b>	<b>28.0</b>

**Recommended Courses:** Choose at least 8 units

CHST M03..... Chicana Issues/La Mujer .....	3.0
CD M05..... Equity Issues in ECE .....	3.0
HED M02..... Women's Health .....	2.0
HED M10C..... Women's Health Issues.....	0.5
HED M10F..... Stress Management .....	0.5
HED M10H..... Domestic Violence/Issues and Information .....	0.5
HED M10J..... Date Rape/Self Defense .....	0.5
HIST M14..... Ethnicity and Gender in American History .....	3.0
PSY M13..... Human Sexuality .....	3.0
SOC M07..... Women in American Society.....	3.0
SOC M08..... Ethnicity, Class, and Gender .....	3.0

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

## Work Experience and Internships

The Moorpark College Career Services Center coordinates the Work Experience and Internship Program, offering students two basic routes for receiving credit for on-the-job learning: General and Occupational Work Experience. These opportunities are provided in compliance with Title V Cooperative Work Experience Education regulations to ensure an effective learning experience for the students involved. The Center helps connect students to work experience opportunities made available through local business and industry, but students can also turn an existing job into a part of the program, if the work experience involves new or expanded learning. Contact the Career Services Center (located in Campus Center) with any questions or to apply: (805) 378-1536.



## Basic Definitions and Guidelines

**General Work Experience** provides on-the-job learning that develops effective work habits, attitudes, and behaviors that are applicable in most work environments. This emphasis builds on core competencies needed for career success and advancement that were initially identified in the Secretary's Commission on Acquiring Necessary Skills (SCANS) for the workplace and encourages the exploration of establishing an effective career/educational goal. Students sign-up for WEXP M10 to receive credit for their work, earning up to 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:** To take advantage of the Work Experience and Internship Program, a student needs to be enrolled in at least seven units each semester, but that total can include the work experience course itself. The type of on-the-job learning being pursued (general, occupational, internship) determines how many total units can be earned in any given semester. Students must complete 60 hours of unpaid work or 75 hours of paid work for every unit earned. Students are matched to appropriate jobs and faculty supervisors through the Career Services Center. In total, students can earn up to a total of 16 units, with a 4-unit maximum per semester\*.

**\*An Exception for One Semester:** Over the summer (or over any one semester), students can earn more than the maximum units of work experience typically allowed any given semester. This exception requires that the student has *completed* at least seven units of college credit, is enrolled for the *next* semester of classes, and is taking no more than one class in addition to the work experience course during the current semester. If those special requirements are met, a student can earn a maximum of 6 units of general work experience or 8 units of occupational work experience in one semester. The same hours of unpaid vs. paid work is required to earn a unit.

**Support Courses:** The primary goal of the Work Experience and Internship Program is to maximize on-the-job learning for participating students. However, to truly be effective in a chosen field, students also need to develop techniques and skills that will help them search for jobs most effectively and to get the jobs they seek. To address these ongoing needs, several short, half-unit courses have been developed focusing on career trends, resume writing, and interviewing strategies.

## Dean

Victoria Bortolussi, Phone (805) 378-1405

## Work Experience Courses

### WEXP M10 -- 1 to 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. *TITLE V Regulations: 1) Under the Parallel Plan the student must be taking a minimum of 7 units, which can include the work experience units, and can enroll in 1-3 units per semester. 2) Under the Alternate Plan the student must enroll in no more than one other course and can enroll in up to 6 units for one semester, and 3) The student can earn a maximum of 6 units of General Work Experience. May be taken four (4) times for credit or until a total of 16 work experience units are earned. Applies to Associate Degree. Transfer credit: CSU.*

### WEXP M11 -- 0.5 Unit

#### Effective Interviews

Prerequisite: None

Class Hours: 0.5 lecture

Provides job interviewing information and practice in specific and/or general career areas. Includes current interviewing styles, sample questions and legal parameters. Reviews appropriate dress, demeanor, and response. *Applies to Associate Degree. Transfer credit: CSU*

### WEXP M12 -- 0.5 Unit

#### Professional Resumes

Prerequisite: None

Class Hours: 0.5 lecture

Provides resume and cover letter writing information and practice in specific and/or general career areas according to contemporary trends in hiring. Includes functional, chronological, and combination resume styles as well as print and electronic formats. Requires the development of personal resumes and cover letters. *Applies to Associate Degree. Transfer credit: CSU*

### WEXP M13 -- 0.5 Unit

#### Job Search Electronically

Prerequisite: None

Class Hours: 0.5 lecture

Explores online job searching techniques, including discovering the most effective job listing sites, how to research companies, where to post resumes, and how to submit application and resume online. *Applies to Associate Degree. Transfer credit: CSU*

### WEXP M14 -- 0.5 Unit

#### Work and Career Trends

Prerequisite: None

Class Hours: 0.5 lecture

Explores the impact of new technologies, globalization, and the information economy on the work world, investigating emerging jobs and job skills needed within this changing market. Reviews labor data to anticipate job growth areas. Emphasizes identifying and upgrading job skills needed to effectively meet the ever-changing work place demands. *Associate Degree. Transfer credit: CSU*

**WEXP M15 – 0.5 Unit  
Strategies for Career Success**

Prerequisite: 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 effectively to critical feedback, managing stress and conflict, and working in a team environment. *Applies to Associate Degree. Transfer credit: CSU*

**WEXP M20 - 1 to 8 Units Each  
Occupational Work Experience (Internship)**

Prerequisite: None

Corequisite: Enrollment in at least 7 college units, inclusive of this course

Class Hours: 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 maximum of 4 times, not to exceed 16 units in combination with any other work experience/internship courses. (Same course as each discipline's M80.) *Applies to Associate Degree. Transfer credit CSU, credit limitations.* To take this course, contact the Career Services Center: Call (805) 378-1536.

**WEXP M30 -- 0.5 to 4 Units  
Service Learning**

Prerequisite: 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. *May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU*

## Zoology

*See Courses in Biological Sciences*

## *Using Campus Services*

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# Using Campus Services

Moorpark College is a partner in every student's educational pursuit. If students succeed, we succeed. One of our main objectives in this partnership is to provide access to all the rules and regulations regarding course work as well as to all the special services that can help students do the best they can in their classes. To meet this objective, there are many Campus Services available. Moorpark College encourages all students to take advantage of all we have to offer.

## Matriculation

### Matriculation Aims for Student Success

The primary goal of Matriculation is to help each student achieve academic success. To accomplish this goal, the College and the student must work together to generate a Student Education Plan and to define the various processes and activities that will lead to academic success. The many services across campus provide the follow-up materials and contacts students would need to meet their academic goals. This basic partnership agreement includes responsibilities for both the college and the individual student.

### College Responsibilities

1. Provide an admissions and records process that will enable the college to collect state required information on students.
2. Provide an assessment process using multiple measures to determine students' academic readiness in English, Reading, Math, and English as a Second Language.
3. Provide an orientation process designed to acquaint students with college programs, services, facilities and grounds, academic expectations, and college policies and procedures.
4. Provide counseling services to assist students in course selection, development of an individual student education plan, and use of campus support services.
5. Provide additional advisement and counseling to assist students who have not declared an educational goal, are enrolled in basic skills courses, are on academic probation/dismissal, or have been identified as high-risk.
6. Establish a process to monitor a student's progress and provide necessary assistance toward meeting educational goals.
7. Provide students with (or direct them to) written district procedures for challenging matriculation regulatory provisions.

### Student Responsibilities

1. Submit official transcripts from high schools and colleges attended.
2. Read the college catalog, schedule of classes, and other materials which detail college policies and procedures.
3. Indicate at least a broad educational goal upon admission.
4. Declare a specific educational goal after completing a minimum of 15 units.
5. Participate in assessment, orientation, counseling/advisement services and other follow-up support services deemed necessary by the college in order for students to complete their stated educational goals.
6. Attend all classes and complete all course assignments.
7. Complete courses and maintain progress toward stated educational goals.

### Matriculation Exemption Policy

The Ventura County Community College District encourages all students to fully participate in each college's matriculation program. At a minimum, each student must participate in the admissions and follow-up components of matriculation. A student may be exempt from the assessment, orientation, and/or counseling/advisement component of matriculation if one or more of the following exemption criteria are met.

### Exemption Criteria for Assessment, Orientation & Counseling/Advisement

- A student who holds an associate (or higher) degree from a regionally accredited institution.
- A student who has completed fewer than 15 units and whose educational goal is either:
  - 1) To update job skills for advancement in current job/career
  - 2) To maintain a certificate or license (e.g., nursing)
  - 3) To pursue intellectual, or cultural or development
- A student who is concurrently enrolled at two or more District campuses only needs to receive matriculation services at one campus. To be exempt from the testing portion of assessment, appropriate results from a recently taken district-approved assessment process must be provided.

### Filing Exemption Status

A student who wants to decline or postpone one of the matriculation components must complete a "Matriculation Verification" form. These forms can be found in the Counseling Office (Administration Bldg.). Questions regarding matriculation, student education plans and exemption criteria can be answered by any counselor or matriculation specialist. To make an appointment with a counselor, call (805) 378-1428. Call the Matriculation Office at (805) 378-1549.

### Assessments

Moorpark College offers assessments to help students determine the best starting point in English or Math, given their past experience and abilities. Additional assessments are available for students for whom English is not their native language, so appropriate courses in reading, writing, listening and speaking as well as courses in pronunciation and accent reduction can be pursued. These assessments are available on a regular basis, and scheduled test dates are available in each semester's Schedule of Classes. Special testing sessions are typically available for re-entry students. Some diagnostic assessments regarding learning styles are available in The Learning Center (2nd Floor Library, L-222, 805-378-1556). For general information, contact the Assessment Office (Administration Building, A-139, 805-378-1427).

### Orientation

Orientation provides general information regarding Moorpark College's services and programs as well as each student's rights and responsibilities. Students also learn about transfer and degree requirements, vocational programs and student services. Other topics include:

- Placement advice
- Academic expectations
- Moorpark College's facilities
- Investigation and resolution of student complaints/problems
- Tips on achieving academic success

On-line orientation is available at [www.moorparkcollege.edu/orient](http://www.moorparkcollege.edu/orient).

## Using Campus Services

### **Early Alert**

About five weeks into each full-length semester, many students who are having academic difficulty are notified, hearing that it would be wise to confer with their instructor and/or seek additional assistance or direction. The notifications are prepared by faculty based on classroom performance. The intention is for this "Early Alert" to help students realize that some modifications are needed in their work, if they are hoping to achieve academic success. Early Alert highlights the services available on campus that can help students successfully complete the semester.

### **Counseling Services**

Counseling services are available on a day and evening basis to Moorpark College students. Through a coordinated guidance program, counselors assist students with academic planning and also in career and personal matters. Although any counselor can help any student, students often develop a working relationship with a particular counselor, since consistent contact and follow-up can maximize the counseling efforts. In addition, most counselors have a specified connection to specific majors as noted in "The List of Courses." For more specific information than what is provided below, stop by Counseling (Admin. Bldg.) or call to make a counseling appointment (805.378-1428).

#### **Specialized Courses**

- Counselors offer Personal Growth (PG) classes that aid students in academic, personal and social adjustment as well as provide guidance in career development.
- Faculty from across the disciplines, including counselors, offer College Strategies (COL) classes that provide students with insight into their own learning styles and patterns and develop effective individualized learning strategies.

### **Academic Counseling**

Accurate information about program requirements and course prerequisites is essential for planning courses of study. Counselors serve as valuable resource people in helping select appropriate classes, since they stay aware of any changes that may affect completion of majors, general education and/or transfer requirements. Counselors can help students select the best combination of courses to meet the lower division transfer requirements at the eventual transfer institution. Meeting regularly with a counselor helps ensure progress toward achieving an Associate Degree or Certificate of Achievement (see list of options in Planning the Future Section).

If a student has not selected a major field of study, they are encouraged to meet with a counselor to develop an educational plan and to identify a major. Counselors also provide help interpreting assessment results.

Students may arrange for academic advising through the Counseling Office in the Administration Building. It is advisable to call for a counseling appointment. Students who stop by for immediate help with an academic question. There is usually a counselor available at the counseling desk to help those students who stop by for immediate help with an academic question. Call (805) 378-1428 for the drop-by schedule.

### **Career Counseling**

The Career Development program offers a variety of services and resources designed to aid students in the process of choosing, changing or confirming career goals.

Students are encouraged to use the career resources in the college library in researching chosen or tentative career goals. These materials, written as well as audio visual, represent the local, state and national

job markets and are constantly updated in order to provide current and relevant planning aids. Additional career information and assistance (both in person and online) is available in the Career Services Center (Campus Center) and in the Transfer Center (Admin. Bldg.).

### **Personal Counseling**

Getting the maximum benefit out of going to college sometimes involves complications that influence all aspects of life, not just the academic arena. Students are encouraged to come to the counseling area where a professional counselor will be able to assist with any such non-academic concerns. The services of a licensed psychologist are also available to students on an appointment-only basis through the Student Health Center (Admin. Bldg., 805.378-1413). Paying the student health fee entitles students to these specialized services.

### **Learning Resources**

Learning Resources at Moorpark College are the focal point of campus-wide instructional support efforts. These services are distributed across the campus. The location and phone number for each service is noted below. Moorpark College encourages each student to take full advantage of these instructional support opportunities, since they often can help raise levels of academic success.

#### **ACCESS**

##### **Accessibility Coordination Center and Educational Support Services (formerly DSP&S)**

Moorpark College provides support services for all eligible students with special needs. Students with learning disabilities, attention deficit/hyperactivity disorder, psychological disabilities, vision, health, hearing, speech, acquired brain injury, or other documented disabilities, can find the services they require through ACCESS (formerly DSP&S, Disabled Student Program and Services, Learning Diagnostic Center and High Tech Center). Through ACCESS, students are assured of complete accessibility to the Moorpark College curriculum and facilities.

The ACCESS Center is located in the building to the right of the Campus Center. For more information, contact ACCESS by phone (805) 378-1461; TDD (805) 378-1461; Fax: (805) 378-1594. The Assistive Computer Technology Lab (ACT-Lab) is located in AA-132, or call (805) 378-1547.

#### **Appropriate Accommodations**

Elevators, ramps, handrails, and automatic doors assure physical accessibility to all buildings. Reasonable and appropriate academic accommodations assure equal accessibility, for all students, to the college curriculum and programs. Moorpark College is fully compliant with Section 504 of the Rehabilitation Act and The Americans with Disabilities Act. Students with questions or concerns regarding accessibility can contact ACCESS directly at (805) 378-1461. The Moorpark College 504 Facilitator, Nabil Abu-Ghazaleh, Dean of Student Learning, can be reached at (805) 378-1408.

For students experiencing difficulty with an academic program, ACCESS has a team of Learning Disability Specialists and technicians that can provide complete diagnostic testing to determine the presence of specific learning disabilities. Testing results are discussed with the student and accommodations and study strategies are then suggested.

Through ACCESS, Learning Skills Classes in personal and scholastic development, writing, reading, and math (below collegiate level) are offered to assist students needing additional preparation for college-level coursework. These courses are available to all Moorpark College students.

The ACCESS Assistive Computer Technology Lab (ACT-Lab) provides computer access and instruction for students with special needs. Assistive hardware devices, software, and specialized courses are available. These include speech recognition dictation, screen enlargement, print magnification, screen reader, and scan and read (text to speech) systems. A variety of input devices to accommodate the needs of students with physical limitations are provided. The ACT-Lab offers a variety of computer classes available to all Moorpark College students as well as individualized computer-aided instruction to help develop skills in reading, critical thinking, vocabulary development, grammar and usage, spelling, and mathematics. Multimedia reference materials and Internet access are available to assist ACCESS students in research. (ACT-Lab formerly High Tech Center.)

### Services Available through ACCESS

- ASL Interpreters and Real-time Captioning
- Specialized Tutoring
- Note Taking
- Classroom Accommodations
- Testing Accommodations
- Registration Assistance
- Readers and Scribes
- Accessible Parking
- Alternate Media Formats
- Academic & Career Advisement
- Assistive equipment
- Texts-on-Tape
- Computer Access and Training

### The Language Lab

Moorpark College offers coursework in Spanish, French, German, Hebrew, Italian, Japanese and English as a Second Language. Mastering the intricacies of a foreign language takes time and practice. The Language Lab (L-205) provides students a place to work on required class activities that include careful listening as well as pronunciation and speaking practice. Help is available from qualified staff members. For more information, call (805) 378-1400, ext. 1671.

### The Learning Center (TLC)

The Learning Center (formerly called CLAS, the Center for Learning Assistance Services) is located on the second floor of the Library (L-222) and provides academic support services for Moorpark College students. Its main services fall into three categories: Essential Skills, Academic Skills Materials and Tutorials. For more information than what is provided below, call (805) 378-1556. TLC is open week days, several nights a week and on Saturdays—call for specific hours.

#### Essential Skills

Small group and individualized instruction are provided through Essential Skills (ES) and College Strategies (COL) courses. Diagnostic assessment, advisement, and specialized assistance are provided, and multimedia and computer-aided instructional techniques and materials are used. Courses are offered in reading, writing, math, study skills, and American-English pronunciation. The main College Strategies course (COL M01) helps students take control of their own learning. Check each semester's Schedule of Classes for the specific times for these courses.

#### Academic Skills Materials

Course-related materials for supplemental use are available in multimedia format including videos, tapes and computers.

#### Tutorials/Supplemental Instruction

This service offers one-on-one, small group, and course-related tutoring by qualified student tutors at no charge. The tutors are well-qualified student peers who have been identified by their professors for their mastery of the course material and have been appropriately trained to meet the demands of one-on-one and small group tutorials.

### Library

The Moorpark College Library occupies the first floor of the centrally located library building. The collection and facilities are designed to meet the curriculum needs of the college community.

#### The Collection

The library collection includes approximately 65,000 books, more than 350 periodical subscriptions, and 249 periodical titles on microfilm. Also available are audio-cassettes, video tapes, phonograph records and compact discs. The library reference collection includes traditional research materials and also such resources as pamphlet files, college catalogs, an extensive collection of career and scholarship information, several computerized subject indexes to periodical articles and numerous other computer-driven resources available on workstations in the reference area. Interlibrary loan service is available to borrow materials owned by other libraries. Professional librarians are on duty to assist students with research projects and to provide instruction in the use of library resources.

#### Other Services

Individual study carrels, a group-study room, and an Open Access Lab (28 computer terminals) are provided for student use. This lab provides free student access to word processing software and to the internet. Printing is charged at ten cents a page. The library has coin-operated photocopy machines and microfilm reader/printers. Library materials may be checked out to registered Moorpark College students, faculty, and staff. The loan period for most materials is two weeks. Items on reserve for courses are available at the library circulation desk and may be requested by instructor's last name.

#### The Moorpark College Library Hours

The Library is open week days, most evenings and on Saturdays. Check the Schedule of Classes or call (805) 378-1450 to verify current hours.

#### Availability of Other Library Resources

The libraries at Moorpark, Oxnard and Ventura College are available to any student enrolled at any of these three colleges that comprise the Ventura County Community College District. An appropriate college identification card may be used at each college library to check-out materials. In addition, the Total Interlibrary Exchange (TIE) and the Black-Gold Exchange Systems permit a student to request materials from any members of the systems, greatly increasing students' access to library resources.

#### Open Access Computer Labs

The Kavli Science Center (LMC, the Life Science, Math and Computer Studies Building) houses a 48-station open access lab for student use. Any enrolled student can work here on projects for class, whether those involve prescribed assignments by each instructor utilizing special software or more generic activities such as conducting internet research or word processing. A smaller open access lab annex is also available in the Library, providing an additional 28 stations. The LMC Open Access Lab is open Monday through Sunday (specific hours are listed in the Schedule of Classes). The Open Access Lab Annex available in the Library is open for the same hours of operation as the Library. Printing is available in both locations for a small fee. For more information or to verify hours, call (805) 378-1400, ext. 1735.

#### Use of the Internet While on Campus

Be careful and responsible when accessing the Internet through the Moorpark College Open Access Labs. The access is provided to enable students to complete educational pursuits in conjunction with class assignments and general research.

## Using Campus Services

It is expected that all campus internet users will act in an ethical and lawful manner. All users need to adhere to the following rules:

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

### Privacy on the Internet

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

### General Responsibility

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

### Other Campus Computer Labs

**Technology Building Computer Labs** (T-210 and T-212) offer access to students taking specified courses that require work on the computer as an integral part of the course. For example, students learning HTML and web design in a CIS class have homework that mandates the use of computers in order to complete course assignments. These labs are open and available for course-specific student work. Faculty members will clarify locations and times and projects for their students. For more information about these labs, call the Division Office at (805) 378-1572.

**The Classroom Lab** on the second floor of the Library (L-218) is a facility where faculty can take their classes for specific computer-based lessons. This may happen on a regular basis for a class (every other Friday, for example) or it may be once a semester when internet research tools are being introduced. Faculty will alert their students about any such special arrangements throughout the semester. For more information about access and use of this lab, call (805) 378-1400, ext. 1735.

**The Assistive Computer Technology Lab** (ACT-Lab, AA-132) uses assistive computer technology to give students with varying physical and learning abilities educational access to computers. For example, special hardware and software provide computer access for blind and deaf students. Special skills development software is also available for students with acquired brain and learning disabilities. Individualized and small class instruction is also provided. For more information, call (805) 378-1547.

## Support Services

### CalWORKS Services

Special services, including registration, course and career planning, are provided for those students receiving CalWORKS assistance. Students who are parents (single or married) working less than 100 hours a month and meeting county income limits can be eligible to receive book awards, cash aid, and childcare aid while going to college. Those already receiving aid and those wishing to determine their eligibility need to visit the Career Services Center to talk with a CalWORKS specialist. For more information, call (805) 378-1536.

### Career Services Center

Career Services Center, located in the Campus Center, provides computerized career exploration and assessments, helps with developing resumes and cover letters, and posts job and internship opportunities. Stop by to explore a range of career options and to determine a realistic pathway to achieving career goals. The Career Services Center is open week days and at least one evening. Appointments are available. Call (805) 378-1536 for more information or to verify hours.

### Child Development Center

The Moorpark College Child Development Center is a nationally accredited developmentally appropriate program with a curriculum designed for children from the ages of 2 years 9 months to 5 years old. This facility is located on campus in the Applied Arts Building (AA-142). The Center provides care for children of registered students, staff/faculty and community. Space is limited.

For a fee, schedules may be arranged for a MINIMUM of 2 half-day sessions to a maximum of 5 half-day sessions. Arrangements can be made for extended care in the early morning, over lunch time and in the early afternoon. Because space is very limited, students need to complete an application well in advance of each current semester. For more information, call (805) 378-1401.

### Extended Opportunity Program and Services (EOPS)

Moorpark College conducts an EOPS program that offers two basic types of assistance to students from low-income families: (1) financial assistance in the form of grants and loans, including summer grants and short-term emergency loans, and (2) educational support services. The EOPS Program is staffed with a coordinator, a counselor, a secretary, a recruiter, and peer advisors, all of whom are dedicated to the program's goals: motivating economically and socially disadvantaged students to pursue higher education at Moorpark College and assisting them in transferring to a four-year college or university.

#### EOPS Support Services

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

#### EOPS Eligibility Criteria

1. Be a California resident.
2. Be a full-time student.
3. Have completed no more than 70 units of college course work.

4. Meet EOPS income criteria in one of the following ways:
- **If unemployed**, student must be eligible to receive a Board of Governor's Fee Waiver (BOGW "A"). To be eligible to receive a BOGW "A" waiver, a student, at the time of enrollment, must be a recipient of TANF/CAL WORKS (Temporary Assistance to Needy Families) or SSI/SSP (Supplemental Security Income/State Supplementary Program) or General Assistance; or have a certificate from the California Department of Veteran Affairs stating eligibility for Deceased/Disabled Veteran's Department Fee Waiver.
  - **If employed**, student must be eligible to receive a Board of Governor's Fee Waiver (BOGW "B"). To be eligible to receive a BOGW "B," a student's total family income for last year, including taxable and nontaxable income, cannot exceed \$12,360 for a family of 1; \$16,590 for a family of 2; \$20,820 for a family of 3; or \$25,050 for a family of 4. Families larger than 4, add \$4,230 for each additional dependent.

5. Meet only one of the following EOPS educational conditions:

- Non-high school graduate.
- High School G.P.A. below 2.50
- Been previously enrolled in remedial courses
- Not eligible to enroll in MATH M03
- Not eligible to enroll in ENGL M02
- First generation college student
- Member of an underrepresented group

### EOPS Application Procedure

1. Apply for a Board of Governor's Fee Waiver (BOGW) and/or apply for Federal Student Aid (FAFSA). It is never too early to apply. Assistance in filling out these forms is available in the EOPS Center (Student Services Building).
2. Apply for the EOPS Program by filling out the EOPS application and student mutual contract.
3. Make an appointment to see an EOPS counselor.
4. Provide proof of family income. A copy of Federal Income Tax return is required in order to document parent's taxable income. If any income is derived from non-taxable income, a verification form or statement is required.

### Maintaining Eligibility

In order to remain eligible for the EOPS program, each EOPS student must be making normal progress towards a goal, certificate, or degree as determined by the college, with a satisfactory average of a "C" or better for each semester. **EACH EOPS STUDENT IS REQUIRED TO MEET THREE TIMES PER SEMESTER WITH HIS/HER EOPS COUNSELOR FOR ACADEMIC ADVISEMENT AND PLANNING.**

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

### Financial Aid

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

### Eligibility

Eligibility for financial aid is determined by a Department of Educa-

tion-approved system which calculates the difference between the ability of students and their families to provide for their financial needs and the amount required to meet educational expenses while attending college.

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

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

### Types of Aid Available

- **GRANTS** are awarded to students who meet specific eligibility requirements. Grants are available in varying amounts of assistance and do not call for repayment. The grant programs are the Pell Grant, the Supplemental Education Opportunity Grant (SEOG), and the Cal-Grant which is funded and awarded by the State.
- **LOANS** for which students may qualify through Moorpark College are incorporated as part of the regular financial aid package. The loans bear a variable interest capped at 8.25 percent on the unpaid balance. No interest is charged and no payment is required on some loans until six months after the borrower ceases to be at least a half-time student. Repayment of loans may be scheduled over a 10-year period.
- **WORK STUDY** offers a limited number of part-time jobs on and off campus to students who qualify on the basis of need. Under this program, students are assigned work on campus which is often in the nature of on-the-job training; the pay for the work is a portion of each student's financial aid packages.

### Health Services

The Student Health Center, located in the Administration Building, is dedicated to helping each student realize and maintain the highest degree of physical, social, and emotional health possible. The student health fee gives students full access to a registered nurse daily and during evening hours as well as to specialized health services. The registered nurse provides health counseling and referral, various health screenings, and immunizations. The Self-Care Center provides over the counter medication and self-care information for immediate needs. Confidential and non-punitive help is available as well for health problems resulting from drug-use and other addictive behaviors. For more information than what is provided below, call (805) 378-1413.

### Specialty Health Services Provided by Appointment:

- General Practitioner
- Women's Clinic
- Psychotherapist
- Dermatologist



## Using Campus Services

### Accidents and Insurance

College-related student accidents need to be reported within 72 hours of occurrence. It is the student's responsibility to report the accident to an instructor, college trainer, or directly to the Student Health Center. All student accident reports and insurance claims are processed through the Health Center. A Health Office Assistant will help students complete accident report and insurance claims and will answer any questions. Optional Health Insurance and Optional Dental Insurance applications are available. Ask for details at the Student Health Center (in the Administration Building).

### Crisis Intervention Team

The Student Health Center Coordinator takes the lead in providing crisis management help across campus when needed. The rest of the team are faculty, staff and administrators trained in crisis intervention strategies. It is not often that such an extreme emergency or trauma occurs on campus (serious accidents, classmate's death in accident, etc.), but when it does the class as a whole or individuals within the class would be expected to need special help to work through the experience. Moorpark College is committed to providing such assistance. If there is an emergency or traumatic situation, call the Student Health Center (805.378-1413) or in the evening or on weekends, call Campus Police (805.378-1455) or the Extended Campus Office (cell # 805.657-8837).

### International Student Support Services

Moorpark College is authorized by the Immigration and Naturalization Service to admit international students. The purpose of the International Student Office is to assist international students while they are in the United States. Moorpark College currently serves approximately 300 international students from 62 different countries. International student admission requirements are located on the campus website at [www.moorparkcollege.edu](http://www.moorparkcollege.edu). International students are encouraged to visit, e-mail or telephone the office with any questions and concerns. The Office is located in the Campus Center (CC-154). For more information than what is provided below, call (804) 378-1414 or e-mail [mrauchfuss@vcccd.edu](mailto:mrauchfuss@vcccd.edu).

The International Student Office offers assistance in the following areas:

- Admission & Registration
- Campus Activities
- Immigration Regulation
- Employment
- Personal Concerns
- Housing
- Health Insurance

- Liaison between Student & Faculty
- Orientations

### Scholarships

The Moorpark College Scholarship Office is provided in conjunction with Student Activities. This Office maintains a list of scholarships available for returning and transferring students, providing the necessary application materials. Scholarships are advertised on a specified bulletin board inside the Campus Center. Eligibility for scholarships depends on a number of criteria, including but not limited to scholastic achievement, financial need, and field of study. All students are encouraged to check scholarship opportunities. For more information, call (805) 378-1434.

### Transfer Center

Moorpark College offers assistance to those students who wish to transfer to four-year colleges and universities as well as to those who need to identify a major. A main activity sponsored by the Transfer Center is the scheduling of regular tours to four-year universities such as UCLA, UC San Diego, San Diego State, UCSB, Cal Poly San Luis Obispo, and

CSUN. An annual spring tour is taken to northern California to visit UC Berkeley, UC Davis, San Francisco State, and San Jose State. The tours are little or no cost to students.

### Other Transfer Center Activities

- Scheduling and coordination of all four-year representatives' visits including Transfer Days;
- Workshops offered throughout the year on a variety of topics related to transfer, careers, and college success;
- Assistance with university admissions and financial aid paperwork;
- Assistance with reference materials including catalogs, articulation agreements, campus videos, and computerized career information;
- Monthly publication of a campus calendar that indicates planned activities, university representative visits, and important deadlines;
- Clarification of and assistance with guaranteed transfer agreements with CSUN, CSUCI, UC Riverside, UC Santa Cruz, CSU San Bernardino, and UC Davis.

The Moorpark College Transfer Center can assist students seeking an advanced degree in a smooth and successful transition to a four-year college or university. The Transfer Center can also help students uncertain about their educational plans see the opportunities available through the pursuit of higher education. For more information, call (805) 378-1551. [www.moorparkcollege.edu/transfer](http://www.moorparkcollege.edu/transfer).

### ASSIST: A Link to Transfer Information

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

### Women's Center

The Mary Baird Women's Center, located upstairs in the Library Building (L-241), is a place for students (women and men—all welcome) to meet people and take advantage of the services and support available. It is a place to study, relax or buy a snack. A library of books, magazines, and pamphlets on a wide variety of women's issues are available.

The Center sponsors various activities throughout the semester, such as noontime lectures and discussions as well as special evening presentations. In addition, the staff can offer referrals to other campus and community services. A Family Law Clinic and a General Law Clinic are also offered on a regular basis, by appointment. For more information, call (805) 378-1492.

## Meeting Practical Concerns

### Bookstore

The Moorpark College Raider Bookstore, located in the Campus Center, carries in stock the textbooks and supplies needed for all classes offered each semester. Used texts can be purchased at considerable savings. Students may return books for refunds, provided they follow a clearly specified policy which is well publicized. There are book buy-back peri-

ods offered each semester when books in usable condition may be sold back by students. The bookstore also stocks a variety of goods and sundries most used by college students. Each semester's Schedule of Classes specifies the Bookstore's exact hours of operation and the dates of special buy-back time periods. For further information, call (805) 378-1436.

### **Business Office**

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

### **Cafeteria/The Food Court**

The Cafeteria/Food Court (Campus Center) is a great place to meet friends or relax between classes. Students regularly stop by for breakfast, a hot lunch, or refreshment breaks. The relaxed atmosphere provides a gathering place between classes. When the Food Court is closed, vending machine items are still available in the Campus Center as well as in other buildings across campus. A food service truck (Food for Thought) is frequently open for business near the library. Each semester's hours are provided in the Schedule of Classes. For more information about the Food Court and all its services, call (805) 378-1439.

### **Problems, Complaints, Grievances**

Moorpark College is committed to meeting the needs of every student and that includes helping to resolve any class or campus-related problems that surface. The Student Conduct Code and the Student Grievance Policy detail the official steps and process to be followed. Basically, if the problem or conflict is not extreme, it is often best to try and solve it directly with those involved. For example, if you are surprised by a grade for a class, talk with the teacher for clarification. If that does not resolve the problem, contact the appropriate Division Dean. If the problem still persists or cannot be reach appropriate people to talk with, call the Office of Student Learning at (805) 378-1403. In the evening or on weekends, contact the Extended Campus Office at (805) 378-1406. Student Policies are provided in the Student Rights and Responsibilities Section of this Catalog.

If the problem is more extreme in nature – discrimination, sexual assault, sexual harassment – it would be better for students to start by contacting the Office of Student Learning (805.378-1403) or one of the Sexual Harassment Intake Facilitators as listed on p. 233. If it is an emergency, call 911 directly or contact the Campus Police emergency number, (ext. 1600) from any on-campus phone.

### **Copiers**

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

### **Grades By Phone or Internet**

Grades are available by phone approximately four weeks after the end of each semester. For phone retrieval, call (805) 384-8200. Students can also access their academic records, including seeing grade reports and printing unofficial transcripts. To log on, go to [www.moorparkcollege.edu](http://www.moorparkcollege.edu), and click on the WebSTAR icon.

### **Lost and Found**

Leave a book in a classroom? Drop a pen or earring? If an item's been lost (or found) check at the switchboard in the Administration Building. It serves as a collection point for lost and found items. The Administration Building is typically open most week nights until at least 9:00 pm and on Saturday mornings. Students can talk to the operator directly about what items have been found by calling (805) 378-1400, and then pressing "0."

### **Parking**

Parking Permits are required to park on campus. Semester permits can be purchased through the Business Office. Day use passes are \$1 and can be purchased at machines located in several parking lots on campus: A, B, C, D/E, F, M and PA. Even with a student permit, be careful not to park at red curbs, in handicapped spaces or in staff lots. Parking tickets are issued. One general parking ticket (\$25) is almost equal to the cost of a semester parking permit (\$30).

### **Public Transportation**

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

### **Website**

The Moorpark College website posts every schedule and catalog, as well as many faculty and department home pages. Students can also access their academic records online and find links to various offices and services. Log on at [www.moorparkcollege.edu](http://www.moorparkcollege.edu)

### **Advertising/Poster Regulations**

All flyers, posters, and advertisements that are posted on the Moorpark College campus must be stamped for approval by the Student Activities Office. Once approved, the items may be posted on the campus for a maximum of 30 days. Dated material advertising a certain event needs to be removed after the event has occurred. Unfortunately, the Student Activities Office cannot provide tacks, tape or staplers, so be certain to bring appropriate supplies if posting materials on campus. Also, do not use duct tape or heavy shipping tape as it leaves a residue and is difficult to remove. Advertisements may not be placed on glass or painted surfaces, the exterior of buildings, vehicles, or on sidewalks. Moorpark College appreciates everyone's cooperation in adhering to this policy. For more information or to secure approval of materials, call the Student Activities Office at (805) 378-1434.

### **Use of Listening or Recording Devices**

State law in California prohibits the use by anyone in a classroom of any electronic listening or recording device without prior consent of the teacher and school administration. Any student who has need to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, the notice of consent will be filed with the Executive Vice President, Student Learning.

### **Sale of Wares or Services on Campus**

The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Chancellor, President of the College or the President's designee. This policy applies to all students, staff and citizens. For further information, call Auxiliary Services at (805) 378-1551.



**Student Rights & Responsibilities**

Campus and District Policies ..... 236-245

# **Student Rights and Responsibilities**

## **CAMPUS AND DISTRICT POLICIES**

### **Privacy Rights Governing Student Records**

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

#### **Right of Access**

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

Requests for access shall be in writing, addressed to the Executive Vice President, Student Learning at the college of attendance. Requests by students to inspect and review records shall be granted no later than 15 days following the date of request. The inspections and review shall occur during regular school hours. The Executive Vice President, Student Learning shall notify the student of the location of all official records which have been requested and provide personnel to interpret records where appropriate.

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

Access to student records may be permitted to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. Information concerning a student shall be furnished in compliance with a lawfully issued subpoena. The College shall make a reasonable effort to notify the student in advance of such compliance if lawfully possible within the requirements of the judicial order. Students may request copies of records for review. A fee of \$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 or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College or District has contracted (such as an attorney, auditor, or collection agent); a person serving 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 of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public and private school attended by the student.

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

#### **Challenge**

Any student may file a written request with the President of the college or the designee to remove student records which the student alleges to be: (1) inaccurate, (2) an unsubstantiated conclusion of inference, (3) a conclusion or infer-

ence outside of the observer's areas of competence, (4) not based on personal observations of the named person with the time and place of the observation noted.

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

### **Statement of Nondiscrimination**

The Ventura County Community College District and its three colleges -- Moorpark College, Oxnard College, and Ventura College -- are committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment regardless of race, color, religion, sex, national origin, handicap, age, marital status or Vietnam veteran status, in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978 and the Americans with Disabilities Act of 1992. Eva Conrad, Moorpark College's Title IX Facilitator, can be reached at (805) 378-1403. Nabil Abu-Ghazaleh, 504 Coordinator, can be reached at (805) 378-1408.

### **Maintaining an Environment of Mutual Respect**

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

To better ensure appropriate, respectful behavior across campus, the College will take immediate, appropriate steps to investigate complaints of discrimination in order to eliminate current discrimination and to prevent further discrimination. The College prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry. If you feel you have experienced discrimination at Moorpark College, initiate the Complaint Procedure outlined in the Sexual Harassment Policy later in this section. If you have any questions on how to proceed with your concerns or complaints, contact the Office of Student Learning at (805) 378-1403.

### **Equal Opportunity Act**

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

Pursuant to the provisions of Assembly Bill 803, the Governing Board has adopted a policy and procedure to ensure that its programs and activities are available to all persons without regard to ethnic group identification, religion, age, sex, color, or physical or mental disability. Both the policy and the proce-

apply to students, employees, and applicants.

Inquiries regarding these laws and regulations, and the corresponding Board policies may be directed to the District Affirmative Action Officer –c/o District Office, 333 Skyway Drive, Camarillo, California 93010, phone: (805) 384-8300.

### Sexual Harassment Complaint Procedure

#### I. Introduction

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

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

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

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

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

#### II. Complaint Procedure

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

- Sexual Harassment Intake Facilitators at Moorpark College:  
Denice Avila, Counseling, (805) 378-1417  
Melinda Bailey, Office of Student Learning, (805) 378-1400, x.1613  
Candace Peyton, Transfer Center, (805) 378-1551  
Nabil Abu-Ghazaleh, Dean Student Services (805) 378-1408
- Vice Chancellor of Human Resources, Ventura County Community College District: William Studt – (805) 384-8308.

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

#### III. Investigative Procedure

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

- Interviews with 1) the complainant; 2) the alleged harasser; and 3)

any other persons the investigator has reason to believe have relevant knowledge concerning the complaint.

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

#### IV. Remedial Action

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

#### V. The Definition of Sexual Harassment

Sexual Harassment has been defined by the Equal Employment Opportunity Commission Guidelines (29 C.F.R. 1604.11) and the California Education Code (212.5), and 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.

## Student Rights and Responsibilities

### 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) 657-2451.

#### Department of Education

(415) 556-4275.

If you feel you are a victim of sexual harassment, please report the incident immediately. Keep records to track dates, places, times, witnesses, and the nature of the harassment.

### A FINAL PRECAUTION

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

## Student Rights & Responsibilities

### I. Associated Students

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

### II. Privileges of Student Organizations

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

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

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

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

### III. Off-Campus Affiliations

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

### IV. Advocacy and Free Expression

A. *Purpose.* The primary purpose of a college is the advancement and dissemination of knowledge. Free inquiry and expression are indispens-

able to the attainment of this purpose. The colleges of the Ventura County Community College District have the responsibility to establish and maintain general conditions conducive to an orderly and open examination of ideas and issues relevant to the primary purpose referred to above.

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

1. That the cause or issue being advocated is legal.
2. That the District's outside speaker policy is observed.
3. That college rules regulating time, place, and manner, developed by a student/faculty/administrator committee at each college and approved by the college President or his designated representative are respected.
4. That if, in the judgment of the President of the college or his designated representative, an activity or event is disruptive or incompatible with the educational objective of the college, he may order individual students or chartered student organizations, to discontinue the activity or event pending due process by either college and/or civil agencies. Due process is defined by a student/faculty/administrator committee at each college and approved by the college President.

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

D. *Maintenance of Order.* It shall be the policy of the Governing Board of the Ventura County Community College District to cooperate with all established governmental agencies in the maintenance of order 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 citizens.

Nothing in this policy shall be construed to revoke the rights and privileges of students and staff as specifically granted by Education Code sections and board policy with regard to fund raising activities (EC 76062), examination of instruction materials (EC 78904, 78905), or other activities sanctioned by federal, state and local regulations.

### VII. Notices & Posters

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

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

### VIII. Use of College Facilities

A. The purpose of these policies is to assure the full effective use and enjoyment of the facilities of the college campus as an educational institution. Orderly procedures are necessary to promote the use of facilities by students and college personnel, to conserve and protect facilities for educational use and to prevent interference with college functions.

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

1. chartered student organizations
2. certificated personnel
3. organizations of college employees
4. the associated students
5. groups of ten or more students
6. community organizations and groups under the Civic Center Act. (Education Code, 16551-16556).

C. Reservation of college facilities shall be made in the Office of Auxiliary Services a reasonable time in advance of the event to arrange a schedule. Reservations will be granted in the order of application, unless considerations of format, room size or equitable distribution of special facilities will require adjustments. Student groups should also seek approval from the Advisor to Student Activities.

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

#### E. Outdoor Meetings and Events

1. Students and college personnel may gather at reasonable places and times on the campus consistent with the orderly conduct of college affairs and the free flow of traffic. Interference with entrances to buildings and college functions or activities, disturbance of offices, classes and study facilities and harm to property are prohibited.
2. The campus center patio is available as a discussion area. The Executive Vice President, Student Learning may approve other areas if unusual circumstances require.
3. Voice amplification will be permitted in the above areas between 11:30 a.m. and 12:30 p.m. on Fridays. Voice amplification equipment will be provided by the college upon request and without charge. No other voice amplification equipment may be used. The Executive Vice President, Student Learning may arrange for voice amplification at other times or places on the campus if unusual circumstances require it to implement the purposes of these regulations. The volume and direction of voice amplification will be adjusted to reach no farther than the audience present. Specific stipulations have been established by the Moorpark College Academic Senate.

#### F. Tables

1. Student organization and groups cited may maintain a table in the following areas: Foyer of the campus center, patios of the campus center or mall.
2. Tables shall be staffed at all times. The name of the sponsoring organization shall be displayed at each table.
3. Tables shall be furnished by the Associated Students. Posters shall be attached to the tables.
4. Tables may be used to distribute and exhibit, free of charge, non-commercial announcements, statements and materials and for fund raising. Distributing or soliciting by means of accosting individuals or by shouting is prohibited.

## Student Grievance

### I. Purpose

Students are encouraged to pursue academic studies and other college-sponsored activities in order to promote intellectual growth and personal development. In seeking these ends, students should be free from improper interference by other members of the college community.

A grievance may be initiated by a student whenever the student believes that she or he has been subject to unjust actions or denied normal rights as stipulated in college regulations and in the State Education and Administrative Codes. A grievance may be initiated by a student against any other student or employee of the college.

### II. Definition

A grievance is an allegation of unjust action or denial of student rights. A grievance exists only when a specific educational wrong has occurred to a single student. This wrong must involve an unjust action or denial of student rights as defined in a specified college, college district or superior legal covenant or judgment. A grievance exists only when such an error or offense has some demonstrably correctable result. The outcome of a grievance must produce a tangible benefit to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error.

### III. Procedures

#### A. Informal Processes

When a student believes that a personal injustice has been sustained, an attempt should first be made to resolve the concern by informal means. Consultation should be made with the student, faculty member, administrator or classified person involved in order to seek direct resolution. If this process fails or, for some reason, cannot be accomplished, the aggrieved student should confer with the direct supervisor of the person allegedly causing the problem. If both of these steps are unsuccessful, the aggrieved student should discuss the problem with the Executive Vice President, Student Learning (for all other college programs and services).

#### B. Formal Processes

If the aggrieved student believes that the informal consultation processes mentioned in III.A. have failed, the procedures and rules described below must be followed by both the student and the college. This process represents the formal grievance procedure of the college. However, the entire formal grievance process shall be discontinued at any time the parties can informally agree on a mutually satisfactory result. All formal records will be destroyed in this instance.

Resolution of grievances may not abrogate state or federal laws and applicable Governing Board rules and policies.

## Student Rights and Responsibilities

1. A college Grievance Committee shall be established by the College President at the opening of each academic year. This committee shall be composed of one faculty member, one enrolled student and one administrator. The chairperson will be designated by the President. Committee members are appointed by and serve at the pleasure of the President. If, in the judgment of either participant in a formal grievance or the President, a conflict of interest or bias exists with any committee member, that member will be excused and a substitute appointed for the case in question only.

A formal grievance must be filed with the Executive Vice President, Student Learning within 90 calendar days of the final event in a sequence of events if any. The 90-day period shall commence on the day of the event or on the day of first knowledge of the event by the complaining party. Proof of the latter delayed date is the responsibility of the complaining party.

2. A formal grievance exists when the Executive Vice President, Student Learning receives a signed written charge specifying the time, place and nature of the injury from the aggrieved student. This written charge should be dated and must be on behalf of an individual student only. Group or class action grievances are not permitted. This charge must also clearly specify the informal consultation attempts made and described in Section A.
3. The Executive Vice President, Student Learning will verify the completeness of the written charge and present the charge to the Grievance Committee within ten working days of receipt.
4. The Grievance Committee will review the charges made (Section B.2.) within five working days and request a response in writing from the person accused. This person must reply within ten working days. Upon receipt of this response, the committee shall meet and recommend to the President that (a) the case be dismissed or (b) the reasonable cause for a hearing exists. This action must take place within five working days.
5. The President will then either dismiss the case with the reasons set out in writing to both parties or request that the Grievance Committee hold a formal hearing. The President must take this action within five working days of receipt from the committee (Section B.4.).
6. Formal hearing procedures:
  - a. A hearing will be called by the chairperson within fifteen working days of receipt of the President's request (Section B.5.).
  - b. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
  - c. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
  - d. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
  - e. The accused person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled single witnesses and the Grievance Committee members shall be present.

- f. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
- g. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
- h. The committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
  - (1) concur with the committee's recommendation.
  - (2) not concur with the committee's recommendation.
  - (3) take alternative action.
  - (4) state in writing the reasons for the action taken on the committee's recommendation. The President shall act within ten working days.
- i. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District.
- j. If he/she is still dissatisfied with the decision, an appeal may be made to the Governing Board who shall render the final decision.
- k. Records of all proceedings shall be maintained by the college President in accordance with rules of confidentiality and board/state/federal laws, rules, regulations and contracts. Insertion of information regarding a case in employee's personnel records will only be made in compliance with board/state/federal laws, rules, regulations and contracts.

## Sexual Assault

California Education Code Section 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:

1. "Specific population" and "specific victim" include students, faculty and staff.
2. "Sexual assault" is any kind of sexual activity which is forced upon a person against his or her will. The definition includes, but is not limited to: rape (including "date" or "acquaintance rape"), forced sodomy, forced oral copulation, rape by a foreign object, or sexual battery or threat of sexual assault.
3. "On campus" is defined quite broadly to include: 1) any building or property owned or controlled by the District within the same reasonable contiguous geographic area and used by the District in direct support of, or related to, its educational purposes; or 2) any building or property owned or controlled by student organizations recognized by the institution.
4. "Official college sponsored events" include, but are not limited to, all classes off campus, field trips, or any event on the college calendar.
5. "Victim" of sexual assault is generally referred to here as being female, but could also include a male.

### III. College Policy

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

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

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

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

The Board of Trustees is also committed to 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 RASAC advocate to accompany the victim, if appropriate, through hospital procedures and encounters with law enforcement agencies.

The CAMPUS POLICE LIEUTENANT will complete a confidential incident report and keep records of the incident for statistical purposes.

As early as possible in the process outlined above, the EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING or the administrator on duty at the college should be notified. That individual should go to the victim's location and assist in the administration of these procedures, as well as notifying other campus and/or District officials, as appropriate.

IN THE EVENT THE SEXUAL ASSAULT 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 of sexual assault and provide referrals for appropriate assistance such as the COLLEGE PSYCHOLOGIST (or alternative counseling services) and the COLLEGE PHYSICIAN. The EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING will explain disciplinary procedures and

## Student Rights and Responsibilities

actions available. The ASSOCIATE VICE CHANCELLOR OF PERSONNEL SERVICES, if appropriate, will explain disciplinary procedures and actions available in cases involving faculty or staff. The EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING will be responsible for ensuring that all follow-up procedures are completed.

### V. Legal Reporting Requirements and Procedures

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

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

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

Campus Police, ext 1455; Campus Health Center, ext 1413; Extended Campus Office, ext 1406.

### VII. Procedures for Ongoing Case Management

Follow-up intervention may be provided with the victim's consent and as needed by the COLLEGE PSYCHOLOGIST for psychological counseling. The EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING will track the victim's academic progress and will assist, when requested, by arranging academic counseling, tutoring, and other services deemed appropriate. ACADEMIC COUNSELORS may assist with developing an education plan. The EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING or VICE CHANCELLOR OF PERSONNEL SERVICES will initiate disciplinary procedures and inform the victim of the status of any disciplinary actions and the EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING will keep the COLLEGE PRESIDENT informed.

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

### VIII. Procedures to Guarantee Confidentiality

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

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

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

### IX. Information Regarding Other Options

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

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

**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 Conduct Code

### Standards of Student Conduct (E.C.S. 66300)

In joining the academic community, the student enjoys the right and shares the responsibility in exercising the freedom to learn. Like members of the academic community, the students are expected to conduct themselves in accordance with the standards of the college that are designed to perpetuate its educational purposes. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state, and nation. A charge of misconduct may be imposed upon a student for violating provisions of college regulations and the State Education and Administrative Codes. Where a student is subject to a charge of misconduct, such charge shall be processed in accordance with the following policy and procedure.

## Student Rights and Responsibilities

Disciplinary action may be imposed upon a student by an instructor, an administrator or the Governing Board for proven misconduct or actual violation of specified college rules and state regulations. Instructors and administrators may place students on probation or temporary exclusion with respect to actions in a classroom, on campus or at a college-sponsored activity within the procedures specified in this document. The Executive Vice President, Student Learning shall have the power to impose suspension and to recommend expulsion.

Students are subject to charges of misconduct for any of the following acts on college-owned or controlled property or at a college-sponsored activity:

1. Willful disobedience to directions of college officials acting in performance of their duties.
2. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
3. Dishonesty, such as cheating, or knowingly furnishing false information to the college.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration, or misuse of college documents, records or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
7. Theft of or damage to property or possession of stolen property belonging to the college, a member of the college community, or a campus visitor.
8. Disorderly, lewd, indecent, or offensive conduct.
9. Obscene, libelous or slanderous expression, or expression which so incites students as to create a clear and present danger of the commission of unlawful acts on the college's campus, the violation of lawful college regulations or the substantial disruption of the college's orderly operation.
10. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
11. Use, possession, distribution of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs, or presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs, except as expressly permitted by law.
12. Possession, while on the college campus or at an on- or off-campus college-sponsored function, of any of the following weapons (except persons given permission by the college President or his/her designated representatives or members of the law enforcement agencies, as police officers); any instrument or weapon of any kind commonly known as blackjack, sling shot, fire bomb, billy club, sand club, sandbag, metal knuckles; any dirk, dagger, firearm (loaded or unloaded), as pistol, revolver, rifle, etc.; any knife having a blade longer than five inches, any switchblade longer than two inches, any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item used to threaten bodily harm.

### Student Conduct: Disciplinary Action

Student conduct must conform to the Student Rules of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to the following types of disciplinary actions which are to be administered by appropriate college authorities against students who stand in violation. The Ventura County Community College District has established due

process for the administration of the penalties enumerated here. Penalties are listed in degree of severity. College authorities will determine the appropriate penalty(ies):

1. **WARNING\*** -- Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. **REPRIMAND\*** -- Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in a formal action against the student.

*\*Note: Warnings and reprimands may be appealed directly to the President. They are not subject to a student conduct hearing.*

3. **DISCIPLINARY PROBATION** -- Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.
4. **RESTITUTION** -- Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
5. **SUMMARY SUSPENSION** -- A summary suspension is for the purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of the student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to ensure that the purpose of the summary suspension is accomplished and in any case, no more than a maximum of five school days. Summary suspension is a type of suspension other than that ordinarily invoked by the instructor for disciplinary reasons in the classroom. The college President, Executive Vice President, Student Learning, or other staff member designated by the President may summarily suspend a student when he or she deems it necessary for the safety and welfare of the college.
6. **DISCIPLINARY SUSPENSION** -- Disciplinary suspension follows a hearing based on due process. It shall be invoked by the college President, appropriate administrator, or other staff member designated by the President, upon the student for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.
7. **EXPULSION** -- An expulsion is a long term or permanent denial of all campus privileges including class attendance. The Governing Board may expel a student who has been convicted of a crime arising out of a campus disturbance, or after a hearing by a campus body, and has been found to have willfully disrupted the orderly operation of the campus.

### Student Conduct: Due Process

#### A. Preliminary Action

1. The Executive Vice President, Student Learning shall receive and may issue any charge of alleged misconduct made against a student by another student, faculty member, administrator, or classified personnel. Such person shall sign and submit a written statement specifying the time(s), place(s), and nature of the alleged misconduct.
2. The Executive Vice President, Student Learning shall confer with the student for the purpose of advising the student of the charge, possible sanctions imposed upon him/her and his/her rights under college regulations, state and federal laws.

## Student Rights and Responsibilities

3. The Executive Vice President, Student Learning may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Executive Vice President, Student Learning shall assess, or cause to have assessed, damage to property and injury to persons or other forms of misconduct.
4. At this point, the Executive Vice President, Student Learning may take any of the following actions:
  - a. Dismiss the charge for lack of merit.
  - b. Issue a warning or letter of reprimand.
  - c. Place the student on disciplinary probation, require restitution, place on summary or disciplinary suspension.
  - d. Recommend expulsion.
  - e. Remand the case to a Student Conduct Hearing.
5. At this time, if the student does not accept the Executive Vice President, Student Learning's decision, the Executive Vice President, Student Learning shall arrange for the meeting of the Student Conduct Hearing Committee, following the procedures outlined in Sections B and C of this document.

### B. Composition of Student Conduct Hearing Committee

1. The Student Conduct Hearing Committee, hereafter referred to as the Hearing Committee, shall be set up as follows:
  - a. One student, one faculty member, and one administrator (other than the Executive Vice President, Student Learning and his/her immediate staff). These persons are appointed by the college President.
  - b. The President shall designate the chairperson of the Hearing Committee.
  - c. A minimum of one committee shall be selected annually.
  - d. Upon notification of the committee composition, each party is allowed one preemptory challenge, excluding the chairperson.
  - e. A quorum shall consist of all three members of the committee.
  - f. The chairperson will allow any proposed member of the committee to decline participation in the hearing.

### C. Formal Hearing Procedures

1. A hearing will be called by the chairperson within fifteen working days of the receipt of the Executive Vice President, Student Learning's request.
2. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
3. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
4. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
5. The accused person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled single witnesses and the Hearing Committee members shall be present.
6. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
7. The Hearing Committee shall judge the relevancy and weight of testimony and evidence. It shall make a recommendation for disposition of

the charge to the college President. Actions in this procedure shall be completed within five working days.

8. The Hearing Committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
  - a. concur with the committee's recommendation.
  - b. not concur with the committee's recommendation.
  - c. take alternative action.
  - d. state in writing the reasons for the action taken on the committee's recommendations. The President shall act within ten working days.
9. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District; if he/she is still dissatisfied with the decision, an appeal may be made to the Governing Board who shall render the final decision.

## Drug Free Campus Policy

### Standards of Conduct

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

Student conduct at Moorpark College must conform to established rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to the following:

Possession, use or distribution of alcoholic beverages, narcotics, or other dangerous drugs on campus or at any off-campus sponsored college activity (except for legally prescribed for personal use).

Any act, defined as a felony or misdemeanor under the laws of the State of California or which violates adopted college rules or regulations.

Section 10603 of the Education Code provides: "The governing board of any school district may make and enforce all rules and regulations needful for the government and discipline of the schools under its charge. Any governing board shall enforce the provisions of this section by suspending, or if necessary, expelling a pupil who refuses or neglects to obey any such rules or regulations."

### The Dangers of Drug Use

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

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

### Penalties for Campus Drug Use Warning

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

*Students who have been convicted of certain drug-related Federal or State offenses may have their eligibility for Federal benefits, including financial*

*aid, suspended. Students with three or more drug-related convictions may permanently lose eligibility for Federal financial aid.*

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

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

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

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

### **VCCCD Smoking Policy**

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

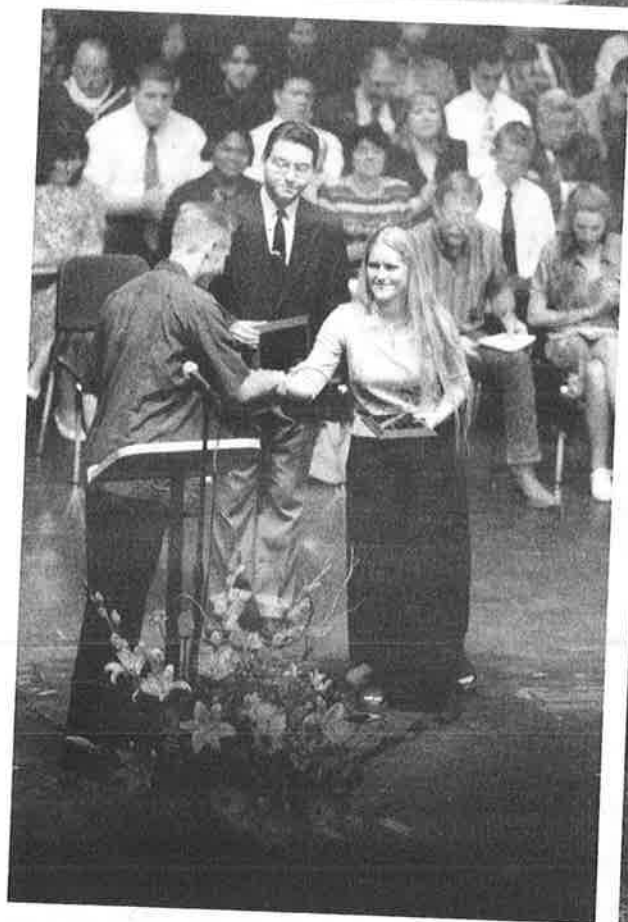
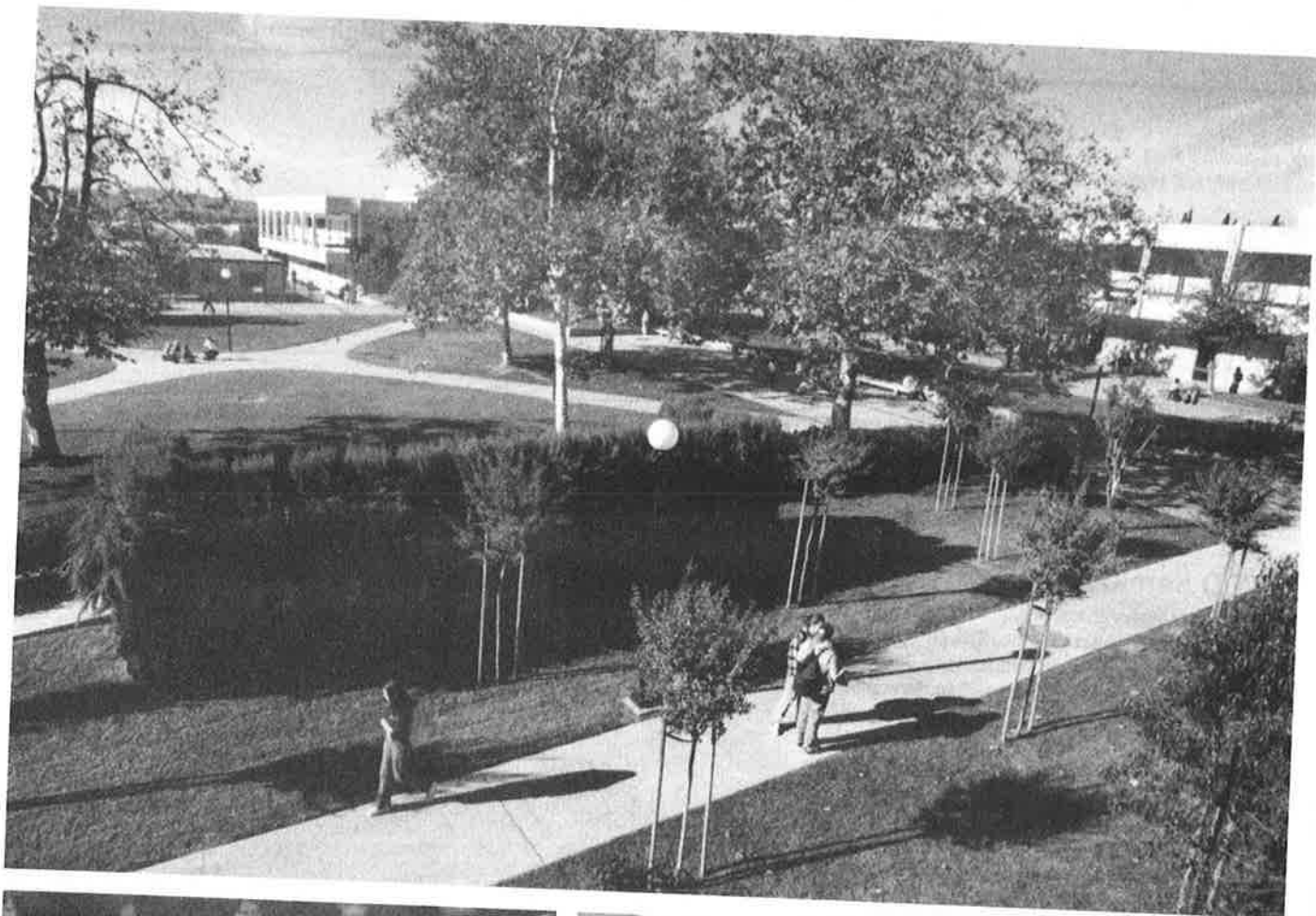
### **Smoking on the Moorpark College Campus**

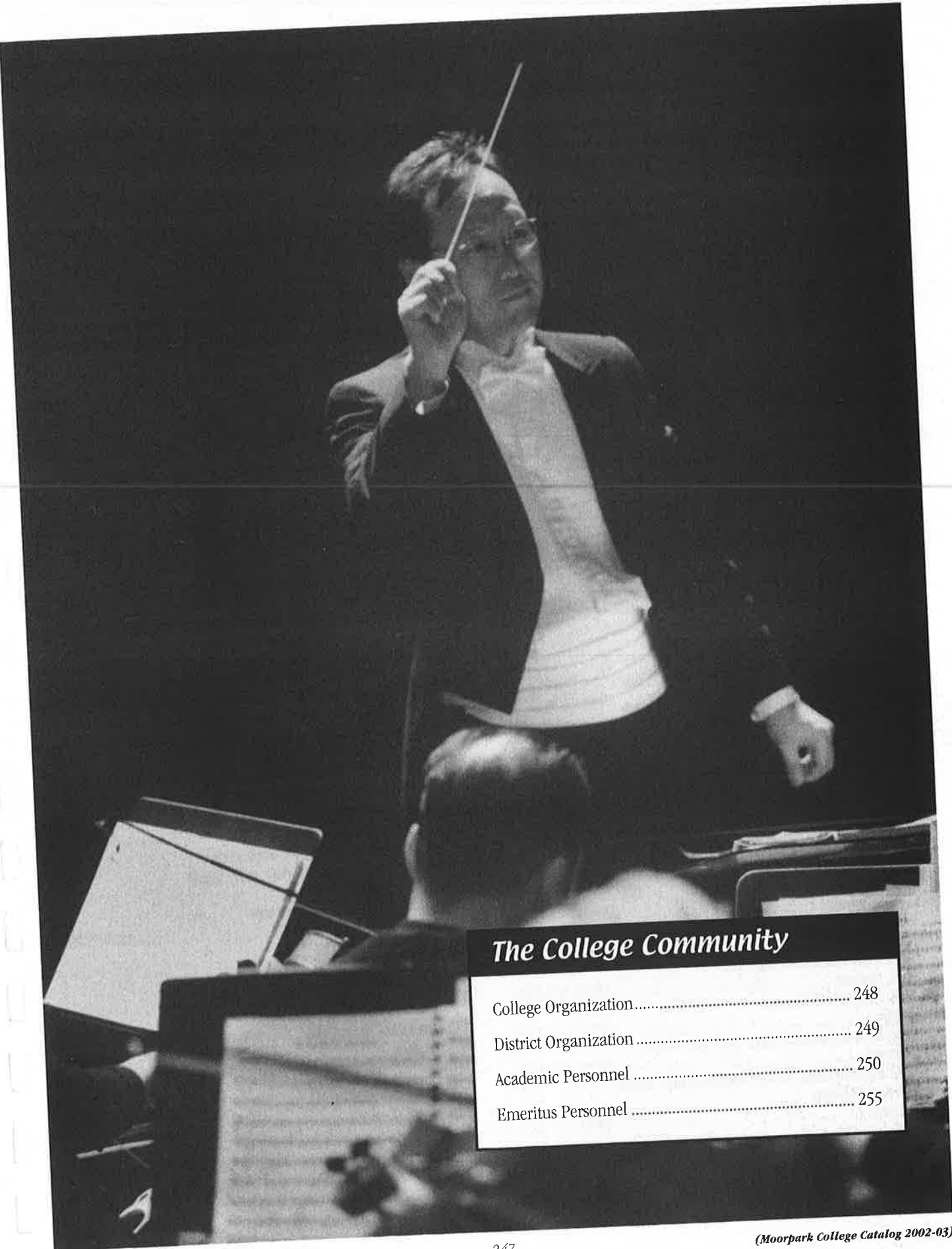
A. In the interest of the health and welfare of students, employees and the public, smoking is ONLY permitted in designated smoking areas.

1. The outside area just north of the Library
2. The picnic tables southwest of the Music Building\*
3. The far northeast corner of the patio behind SSC Building\*
4. Southeast exterior corner of the "F" Trailers
5. Grass area behind Trailer 2
6. Designated area near Griffin Stadium
7. Southeast corner of cul-de-sac entrance to EATM compound

These designated areas will be clearly marked as "Smoking Areas" and are noted on campus maps – see inside back cover. \*Appropriate weather protection will be provided at areas 2 and 3.

- B. All other smoking in and on Moorpark College facilities is expressly prohibited. Furthermore, smoking is not allowed in College owned vehicles.
- C. Violators shall be subject to appropriate disciplinary action - see Student Conduct Code.
- D. Questions regarding this policy shall be directed to the President or his/her designee.





### ***The College Community***

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# The College Community

Moorpark College faculty and staff are committed to providing quality instruction and service to each and every Moorpark College student. Our primary goal is to help students achieve their educational goals. Although not everyone who works at the College is listed on these pages, nearly every office is noted. Call the general campus number (805.378-1400) with any questions or visit the College webpage: [www.moorparkcollege.edu](http://www.moorparkcollege.edu).



## College Organization

### Office of President

President/Vice Chancellor of Educational Outreach  
 Dr. Eva E. Conrad ..... (805) 378-1407  
 Staff: Louise Christener, Jeanne Bailey and Margaret Ramos

### Office of Student Learning

Interim Executive Vice President, Student Learning  
 Dr. Ruth M. Hemming ..... (805) 378-1403  
 Staff: Karin Leyba, Lisa Putnam, Melinda Shehorn

### Deans of Student Learning/Office Staff

Nabil Abu-Ghazaleh ..... (805) 378-1408  
 Staff: Yolanda Kiernan  
 Victoria Bortolussi ..... (805) 378-1405  
 Staff: Kim Goth  
 Inajane Nicklas ..... (805) 378-1443  
 Staff: Kelly Kaastad, Hilda Ruiz  
 Judith A. Gerhart ..... (805) 378-1402  
 Staff: Charlotte Wakenhut  
 Floyd Martin ..... (805) 378-1459  
 Staff: Tina Arredondo, Peggy Spellman (50%)  
 Tim McGrath ..... (805) 378-1445  
 Staff: Raylene Biren, Diane Costabile, Nikki Reddy, Maureen Solheim  
 Rene Rodriguez ..... (805) 378-1572  
 Staff: LaDonna Righetti, Peggy Spellman (50%)  
 Brenda Shubert ..... (805) 378-1515  
 Staff: Dominga Chavez  
 Fabienne McPhail-Naples ..... (805) 378-1448  
 Staff: Teri Lara

### Office of College Services

Sue Johnson, Interim Vice President ..... (805) 378-1412  
 Staff: Allam Elhussini  
 Fiscal Services: Clint Ragan, Magda Tucker

### Auxiliary Services

David Leyba, Director ..... (805) 378-1550  
 Staff: Leanne Colvin  
 Bookstore: Steve Grimm, Manager  
 Food Services: Bud Bailey, Supervisor  
 Publications: Reggie Burrier, Kerry Mehle

### Maintenance and Operations

Vacant, Director ..... (805) 378-1454  
 Staff: Debby Talili  
 Custodial: Vergil Pasual, Supervisor  
 Grounds: Mark Dombrowski, Supervisor  
 Maintenance: Jack Rager, Supervisor  
 Operations: Scott Colvin, Supervisor

### Human Resources (District)

Gwen Chater ..... (805) 378-1404



**Organization of Departments and Programs**

**Coordinators**

ACCESS (Disabled Student Services).....	Patricia Ewins
Athletics.....	John Keever
Child Care/Child Development.....	Linda A. Cravens
Extended Opportunity Program Services.....	Paul K. Pagson
Health Science.....	Karen Jensen
Student Health Services.....	Sharon L. Manakas

**Department Chairs**

Behavioral Sciences.....	Steven J. Pollock
Business.....	Janice C. Feingold
Chemistry/Environmental/Earth Sciences.....	Richard Kurtik
Child Dev./Criminal Justice/Interior Design.....	Linda Cravens
CIS/CS/Drafting.....	Mary Mills
CS/CNSE.....	Martin Chetlen
Counseling.....	Edna Ingram
EATM.....	Jim Peddie
History and Institutions.....	Robert Herman
Language Arts.....	Sydney Sims
Library Sciences.....	Ed Tennen
Life Sciences.....	Larry Miller
Mathematics.....	David Kay
Modern Languages and ESL.....	Helga Winkler
Music/Dance.....	Dolly Kessner
Physical Education.....	Del Parker
Physics/Astronomy/Engineering.....	Balazs Becht
Theatre Arts/Speech.....	Jim Wyman
Visual and Communication Arts.....	Sexton Stewart
Title IX Representative.....	Ruth Hemming
Title V Facilitator (Affirmative Action).....	Sally Ponce-O'Rourke
504 Facilitator (Handicapped).....	Nabil Abu-Ghazaleh

**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) 378-1407. Write Moorpark College Foundation, 7075 Campus Road, Moorpark, CA 93021. The Foundation is a 501(c)(3) nonprofit corporation recognized by the Internal Revenue Service. Website: [www.moorparkcollege.edu/foundation](http://www.moorparkcollege.edu/foundation).

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

**District Organization**

Ventura County Community College District  
333 Skyway Drive, Camarillo, California 93010  
Phone: (805) 384-8300. Website: [www.vcccd.net](http://www.vcccd.net)

Moorpark College is one of three colleges within the Ventura County Community College District. Together, Moorpark, Oxnard, and Ventura Colleges address the educational needs of the County, balancing curriculum and services to best maximize the District's resources.

**Governing Board**

Dr. Norman J. Nagel.....	President, Conejo Area
Arturo Hernandez.....	Vice President, Oxnard, Port Hueneme Area
Robert Gonzalez.....	Member, Ojai/Santa Paula/Camarillo Area
Dr. Allan Jacobs.....	Member, Simi, Moorpark Area
John Tallman.....	Member, Greater Ventura/North Oxnard Area
Holly McRoberts.....	Student Trustee

**District Administrators**

Dr. James Walker.....	Interim Chancellor
Michael Gregoryk.....	Deputy Chancellor
William Studt.....	Vice Chancellor

# Academic Personnel

(Date) indicates year of employment at Moorpark College. Faculty rank determined by Moorpark College Academic Senate.

- Abramoff, Phil (2001)**  
*Instructor, Mathematics*  
 B.S. Marquette University, Wisconsin  
 M.A. Michigan State University  
 M.S. Michigan State University
- Abu-Ghazaleh, Nabil S. (2000)**  
*Dean, Student Learning*  
 B.S., M.S., University of California, San Diego;  
 M.A., University of California, Los Angeles
- Aguilera, Christine S. Ruiz (1972)**  
*Professor, Mathematics/Computer Science*  
 B.A., University of California, Irvine;  
 M.A., University of California, San Diego;  
 M.S., University of California, Los Angeles
- Aiken, Kirk (1969)**  
*Professor, Art*  
 B.A., University of Southern California;  
 M.A., California State University, Los Angeles
- Aldana, Guadalupe del C. (1991)**  
*Professor, Radiologic Technology*  
 A.A., Los Angeles City College;  
 B.S., California State University, Northridge
- Alyn, Donna Proske (1988)**  
*Professor, Counselor*  
 A.A., Windward Community College, Hawaii;  
 B.S., M.Ed., University of Hawaii;  
 Ph.D., University of California, Los Angeles
- Almeida-Bowin, Kristi (2001)**  
*Instructor, Child Development*  
 A.A., Antelope Valley Community College  
 B.A., California State University, Northridge  
 M.S., California State University, Northridge
- Arnold, Charlene (1986)**  
*Professor, Speech*  
 B.A., M.A., California State University, Northridge
- Avila, Denice C. (1997)**  
*Assistant Professor, Counselor*  
 B.A., San Jose State University;  
 M.A., California State University, Northridge
- Baker, Barbara (1976)**  
*Professor, English/Reading*  
 B.A., San Diego State University;  
 M.A., California State University, Los Angeles
- Baker, Jeffrey (2000)**  
*Instructor, English*  
 M.A., Ph.D., Purdue University; B.A. Indiana  
 University of Pennsylvania
- Baker, John R. (1990)**  
*Professor, Anthropology*  
 B.A., Pepperdine University;  
 Ph.D., Universitat Hamburg
- Barker, Beverly J. (1989)**  
*Professor, Mathematics*  
 B.A., Pomona College;  
 M.S., California State University, Northridge
- Barnett, Cynthia (1992)**  
*Professor, Sociology*  
 B.A., M.A., Bowling Green State University
- Becht, Balazs (1983)**  
*Professor, Astronomy/Physics*  
 B.S., M.S., California State University, Northridge
- Bennett, Lori (1996)**  
*Associate Professor, Business*  
 B.A., University of Southern California;  
 M.B.A., University of Chicago
- Berg, Eugene (1970)**  
*Professor, Chemistry*  
 A.B., University of California, Los Angeles;  
 M.S., California State University, Long Beach;  
 Ph.D., University of California, Los Angeles
- Beron, Alberto (1971)**  
*Professor, Mathematics*  
 B.S., M.A., California State University, Los Angeles
- Bianchino, Francis S. (1977)**  
*Professor, Psychology and Counselor*  
 B.A., St. Francis College;  
 M.S., St. John's University;  
 Ph.D., U.S. International University
- Birchman, David (2001)**  
*Instructor, English*  
 B.A., Western Washington State College  
 M.A., Reed College
- Bittner, James L. (1979)**  
*Professor, Physical Education/Health Education*  
 B.A., Mt. Union College;  
 M.A., Western State College;  
 M.A., California Lutheran College
- Bodhaine, Grace C. (1991)**  
*Professor, Spanish*  
 B.A., M.A., California State University, Northridge;  
 C.Phil., University of California, Los Angeles
- Bortolussi, Victoria (1989)**  
*Professor, Dean - Student Learning*  
 B.A., M.A., University of Southern California;  
 Ph.D., University of California, Santa Barbara
- Bridgeman, Gerald (1969)**  
*Professor, Political Science*  
 A.B., M.A., University of California, Berkeley
- Brinkman, Charles (1997)**  
*Assistant Professor, Counselor*  
 B.A., University of California, Santa Barbara  
 M.S., California State University, Northridge
- Brown, Daniel P. (1986)**  
*Professor, History*  
 B.A., Ball State University;  
 M.A., Colorado State University
- Brown, Nenagh A. M. (1999)**  
*Instructor, History*  
 B.A., Durham University;  
 M.A., Ohio State University
- Burkard, Patricia (1996)**  
*Associate Professor, Nursing*  
 A.A., Riverside City College  
 B.S., M.S., California State University, Fresno
- Burke, Tanya (1967)**  
*Professor, Computer Information Systems*  
 B.S., M.S., Western Michigan University
- Cardoni, Richard F. (1980)**  
*Professor, Counselor*  
 B.S., M.S., University of Arizona
- Chetlen, Martin W. (1999)**  
*Instructor, Computer Science*  
 B.S., City College of the City University of  
 New York; M.C.S., Texas A & M University
- Cole, Christine S. (1998)**  
*Professor, Mathematics*  
 B.A., University of California, San Diego  
 M.S., California State University, Northridge
- Conrad, Eva E. (1997)**  
*President*  
 B.A., University of South Alabama;  
 M.A., Ph.D., University of Arizona
- Copsey, Cecile M. (1968)**  
*Professor, History*  
 B.A., University of California, Berkeley;  
 M.A., University of California, Los Angeles
- Courtney, Kathleen (2002)**  
*Instructor, Biology*  
 B.S., University of California, Davis  
 M.A., University of California, Santa Cruz  
 M.A., University of California, Santa Barbara
- Cravens, Linda A. (1988)**  
*Professor, Child Development*  
 B.A., University of California, Santa Barbara;  
 M.A., California State University, Northridge
- D'Attili, Sherry (1990)**  
*Professor, Learning Disabilities*  
 B.A., California State University, Northridge;  
 M.S., California Lutheran University
- Dale, Gillian M. (1988)**  
*Professor, English*  
 B.A., Mount Holyoke College;  
 M.A., University of Southern California

**Daurio, Janice (1996)**

*Professor, Philosophy*  
B.A., Hunter College, New York  
M.A., Claremont Graduate School  
M.A., Mount Saint Mary's College;  
Ph.D., Claremont Graduate School

**Douglas, Tracy (2002)**

*Instructor, Dance*  
A.A., Santa Ana College  
B.A., University of California, Irvine  
M.F.A., Mills College

**Dyste, Ron (2002)**

*Professor, Political Science*  
B.A., M.A., University of California,  
Los Angeles

**Doyle, Stephen C. (1990)**

*Professor, Speech*  
B.A., California Polytechnic State University, San  
Luis Obispo;  
M.A., California State University, Los Angeles

**Dozen, Patricia E. (1988)**

*Professor, Learning Resources Coordinator*  
B.A., M.A., California State University, Long Beach

**Edwards, Rex (2002)**

*Instructor, Economics*  
B.A., University of Texas, Austin  
M.B.A., Cal. State University, Dominguez Hills  
Ph.D., University of Texas, Austin

**Ehrgott, Andrea (2001)**

*Instructor, Geography*  
B.A., M.A., California State University, Northridge

**Ekback, Hugo (1971)**

*Professor, English/Humanities*  
B.A., University of California, Riverside;  
M.A., California State University, Chico

**Enriquez, Marcos (2001)**

*Instructor, Mathematics*  
B.A., California State University, Northridge  
M.A., California State University, Northridge

**Epping, Beatrice (1990)**

*Professor, Nursing*  
B.S., College of Saint Teresa;  
M.N., University of California, Los Angeles

**Evans, Anitra (1999)**

*Instructor, Counselor*  
B.A., University of Oregon;  
M.A., Pepperdine University

**Ewins, Patricia (2001)**

*Coordinator, Disabled Students Program*  
B.A., California State University, Los Angeles  
M.A., California State University, Los Angeles

**Farrell, Judith (1974)**

*Professor, Psychology*  
A.A., Ventura College;  
B.A., M.A., California State University, Northridge

**Fecht, Gerald R. (1969)**

*Professor, History/Humanities/Marketing*  
A.A., Los Angeles Valley College;  
A.B., M.S., Ph.D., University of Southern  
California

**Feingold, Janice C. (1989)**

*Professor, Business*  
B.A., University of California, Davis;  
M.S., California State University, Northridge

**Fink, Kathryn E. (1981)**

*Professor, Mathematics*  
B.A., University of California, Santa Cruz;  
M.A., University of Oregon

**Fontaine, Victor A. (1991)**

*Professor, Philosophy*  
B.A., M.A., Ph.D., University of Fribourg;  
M.A., M.B.A., University of California, Los Angeles

**Franke, Deanna R. (1994)**

*Professor, Chemistry*  
B.S., California Lutheran University;  
Ph.D., University of California, Santa Barbara

**Garber, Norman (1986)**

*Professor, English*  
B.A., University of Connecticut;  
M.A., Ph.D., University of California, Santa  
Barbara

**Garcia, Edmund (2001)**

*Instructor, CNSE*  
B.S., California State University, Northridge

**Gerhart, Judith A. (1991)**

*Dean, Student Learning*  
B.S., M.Ed., De Paul University;  
Ed.D., Nova University

**Gonzalez, Joseph (1971)**

*Professor, History*  
A.A., Santa Barbara City College;  
B.A., M.A., Ph.D., University of California, Santa  
Barbara

**Green, Donald R (1997)**

*Assistant Professor, Physical Education*  
B.A., California Lutheran University;  
M.A., California Lutheran University

**Grzywacz-Gray, John M. (1971)**

*Professor, Photography, Graphic Design,  
Journalism*  
Institute of Design

**Gucciardo, Peter (1971)**

*Professor, Economics*  
A.B., California Lutheran College;  
M.A., University of Southern California

**Habib, Faten M. (1997)**

*Assistant Professor, Librarian*  
B.A., American University of Beirut;  
M.S., University of Southern California

**Halleran, Ronald (1975)**

*Professor, Health Education/Physical  
Education*  
B.S., California State University, Hayward;  
M.S., Utah State University;  
M.A., California Lutheran College

**Harma, Roberta L. (1999)**

*Instructor, Geology*  
B.S., California State University, Northridge;  
M.S., University of Hawaii

**Harper, Clint D. (1978)**

*Professor, Engineering Technology/Physical  
Science/Physics*  
B.S., M.S., California State University, Northridge;  
A.M., Ph.D., University of Southern California

**Harrigan, Maureen (1996)**

*Associate Professor, Biology*  
B.S., Santa Clara University  
Ph.D., University of Southern California

**Harrington, G. David (1992)**

*Professor, Criminal Justice*  
A.S., Moorpark College;  
B.S., M.S., California State University, Los Angeles

**Hemming, Ruth M. (1997)**

*Interim Executive Vice President, Student  
Learning*  
A.A., Pasadena City College;  
B.A., University of California, Berkeley;  
M.A., Mount Holyoke College;  
Ed.D., University of La Verne

**Henderson, Donald (1974)**

*Professor, Counselor*  
B.A., Austin College;  
M.S., California State University, Los Angeles

**Herman, Robert (1968)**

*Professor, Political Science/Economics*  
B.A., M.A., University of California, Santa Barbara

**Higashida, Carol (1997)**

*Associate Professor, Nursing*  
B.S., M.N., University of California, Los Angeles.

**Hilmer, Keith A. (1989)**

*Professor, Mathematics*  
B.S., University of Northern Iowa;  
M.S., University of Oregon

**Hoffmans, Kimberly D. (1993)**

*Professor, Nursing*  
B.S.N., University of Texas, Austin;  
M.S.N., Texas Woman's University

**Hopkins, Ranford B. (1989)**

*Professor, History*  
B.A., M.A., University of California, Santa Barbara

**Ingersoll, Orbie (1967)**

*Professor, Music*  
B.A., California State University, Northridge;  
M.A., University of California, Santa Barbara

## The College Community

- Ingram, Edna M. (1986)**  
*Professor, Counselor*  
 B.A., Roosevelt University;  
 M.A., California State University, Northridge
- Izumo, Susan (1981)**  
*Professor, Counselor*  
 A.B., M.A.T., Whittier College;  
 M.S., California Lutheran College
- Jensen, Karen (2001)**  
*Health Sciences Coordinator*  
 B.S.M., Marquette University  
 M.N., Ph.D., University of California, Los Angeles
- Johnson, Michael (1989)**  
*Professor, Counseling*  
 B.S.S.W., M.S.W., St. Louis University
- Johnson, Sue (2002)**  
*Interim Vice President, College Services*  
 B.A., California State University, Northridge  
 M.B.A., California State University, Los Angeles
- Kairschner, Anne J. (1989)**  
*Professor, English/Humanities*  
 B.A., University of California, Santa Cruz;  
 M.A., University of California, San Diego
- Kasalovic, Svetlana (2001)**  
*Instructor, Graphic Design/Multimedia*  
 B.A., University of Belgrade  
 M.A., Syracuse University
- Kay, David (1984)**  
*Professor, Computer Information Systems/  
 Mathematics*  
 B.A., M.S., California State University, Northridge
- Keever, John (1969)**  
*Professor, Physical Education*  
 B.A., University of California, Santa Barbara;  
 M.A., California State University, Chico
- Keil, Robert N. (1997)**  
*Assistant Professor, Organic Chemistry*  
 B.S., University of California, Berkeley;  
 Ph.D., University of California, Santa Barbara
- Kennedy-Luna, Pamela (2000)**  
*Instructor, Counselor*  
 A.A., Ventura College; B.A., M.A., University of  
 California, Santa Barbara
- Kessner, Dolly E. (1990)**  
*Professor, Music*  
 A.B., M.A., University of California, Los Angeles;  
 Ph.D., University of Southern California
- Kurtik, Richard (1971)**  
*Professor, Chemistry*  
 B.S., California State College;  
 M.A., University of California, Santa Barbara
- LaBarge, Mary L. (1983)**  
*Associate Librarian; Professor, Mathematics*  
 B.A., University of California, Santa Barbara;  
 M.L.S., University of Southern California
- Larson, Candice (2002)**  
*Instructor, Radio/TV*  
 B.A., University of Michigan  
 M.A., California State University, Fullerton
- Lee, Priscilla (2001)**  
*Instructor, Nursing*  
 B.A., Eisenhower College, New York  
 M.A., University of California, Los Angeles  
 B.S., St. Louis University, Missouri  
 M.S., University of California, Los Angeles
- Letinsky, Norma (1995)**  
*Associate Professor, High Tech Center Specialist*  
 B.A., University of California, Los Angeles  
 M.A., California State University, Los Angeles
- Lewis, Katherine (1975)**  
*Professor, Theatre Arts*  
 B.A., M.A., University of California, Los Angeles;  
 Ph.D., University of California, Santa Barbara
- Loiselle, Linda S. (1981)**  
*Professor, Nursing*  
 B.S.N., University of Illinois Medical Center;  
 M.S.N., California State University, Los Angeles
- Lopez, Diana (1970)**  
*Professor, English*  
 A.A., Ventura College;  
 B.A., M.A., San Francisco State University;  
 Ed.D., Nova University
- Lopez, Robert (1971)**  
*Professor, Archaeology/Anthropology*  
 B.A., M.A., California State University, Northridge
- Mai, Letrisha (1995)**  
*Associate Professor, Counselor, Artic Officer*  
 B.A., M.S., California State University, Northridge
- Manakas, Sharon L. (1992)**  
*Professor, College Nurse*  
 A.S., Ventura Community College;  
 B.S., M.S., California State University, Dominguez  
 Hills
- Martin, Floyd (1967)**  
*Professor, Dean - Student Learning*  
 B.S., M.A., Arizona State University
- Marx, Christine E. (1990)**  
*Professor, Art History*  
 B.A., M.A., University of California, Santa Barbara
- Masters, Melanie (1998)**  
*Instructor, Learning Disabilities Specialist*  
 B.A., University of California, Los Angeles;  
 M.A., California State University, Los Angeles
- McAdam, Thomas M. (1980)**  
*Professor, Biology/Anthropology*  
 B.A., California State University, Northridge;  
 M.S., California Polytechnic State University,  
 San Luis Obispo
- McCall, Jill (2000)**  
*Instructor, Speech/Forensics*  
 B.S., Bradley University;  
 M.A., Ball State University
- McCullough, MoDean (1969)**  
*Professor, Physical Education*  
 B.S., Jamestown College, North Dakota;  
 M.S., University of North Dakota
- McDill, Linda (1986)**  
*Professor, Sociology*  
 B.A., M.A., Pepperdine University
- McGrath, Tim (2002)**  
*Dean, Student Learning*  
 A.A., Santa Monica College  
 B.S., Western State University College of Law  
 M.S., Pepperdine University
- McPhail-Naples, Fabienne (2001)**  
*Dean, Student Learning*  
 A.A., Southeastern Community College  
 B.A., University of Iowa  
 M.A., Emory University
- Mendoza, Gilbert R. (1973)**  
*Professor, Physical Education*  
 B.A., California State University, Fresno;  
 M.A., California Polytechnic State University,  
 San Luis Obispo
- Meschan, Lynn M. (1990)**  
*Professor, Psychology*  
 A.A., City College, San Francisco;  
 B.A., M.A., California State University, Sonoma
- Miller, Alfred J. (1972)**  
*Professor, Radio/Television*  
 A.B., University of North Carolina;  
 M.S., University of Illinois
- Miller, Jack A. (1998)**  
*Professor, Political Science*  
 B.A., University of Alabama;  
 M.A., University of California, Santa Barbara
- Miller, Larry O. (1971)**  
*Professor, Anatomy/Biology/Physiology*  
 B.A., M.A., Ph.D., University of California, Santa  
 Barbara
- Mills, Mary L. (1998)**  
*Instructor, Computer Information Systems*  
 A.A., Moorpark College, Moorpark, CA  
 B.S., California State University, Fresno  
 M.B.A., California Lutheran University
- Minet, Cynthia (2001)**  
*Instructor, Studio Art*  
 B.A., University of California, Santa Barbara  
 M.F.A., San Francisco State University
- Miranda, Gloria (1997)**  
*Assistant Professor, Counselor - EOPS*  
 A.A., Oxnard College, Oxnard, CA  
 B.A., University of California, Santa Barbara  
 M.S., California State University, Northridge
- Molnar, Charles D. (1968)**  
*Professor, Mathematics*  
 B.S., Harvey Mudd College;  
 M.A., University of California, Riverside

**Monteiro, Sergio Lara P. (1986)**  
*Professor, Electronics*  
 B.S., Federal University, Rio de Janeiro;  
 M.S., University of Wyoming;  
 M.S., Ph.D., Washington State University

**Moore, Jo Ann (1990)**  
*Professor, Radiologic Technology*  
 A.S., Long Beach City College, Long Beach;  
 B.S., California State University, Long Beach;  
 M.A., California State University, Northridge

**Moore, Linda (1968)**  
*Professor, Humanities*  
 B.A., Purdue University;  
 M.A., California Lutheran College

**Mulville, Leeann (2002)**  
*Instructor, Criminal Justice*  
 A.S., Ventura College  
 B.S., California State University, Fresno  
 M.P.A., California State University, Northridge

**Murphy, David K. (1969)**  
*Professor, Chemistry*  
 B.S., University of California, Berkeley;  
 M.A., M.S. ECE, Ph.D., University of California,  
 Santa Barbara

**Nasari, Muthena (1974)**  
*Professor, Environmental Science*  
 B.S., Arkansas State University;  
 M.S., Kansas State University;  
 Ph.D., Columbia Pacific University

**Nguyen, Diana (1997)**  
*Professor, Mathematics*  
 B.S., M.S., University of California, Riverside

**Nicklas, Inajane (2001)**  
*Dean, Student Learning*  
 B.A., University of California, Santa Barbara  
 M.A., University of Texas, Austin  
 M.A., John F. Kennedy University

**Ogden, Gary (1976)**  
*Professor, Biology/Botany*  
 A.B., M.A., California State University, Fresno;  
 Ph.D., University of California, Santa Barbara

**Olivera, Raquel Antonia (1992)**  
*Professor, Spanish*  
 B.A., M.A., University of California,  
 Santa Barbara

**Pagson, Paul K. (1970)**  
*Professor, Extended Opportunity  
 Program Services (EOPS)*  
 B.A., Loyola University, Los Angeles;  
 M.S., Mount St. Mary's College

**Panec, Marie T. (1997)**  
*Associate Professor, Microbiology*  
 B.A., University of San Diego;  
 M.A., Wesleyan University;  
 Ph.C., University of California, Davis

**Parker, Delbert M. (1969)**  
*Professor, Physical Education/Health  
 Education*  
 B.S., M.S., University of California, Los Angeles

**Parker, Jennifer K. (1998)**  
*Instructor, Child Development*  
 B.S., Iowa State University  
 M.A., California State University, Northridge

**Peddie, James E. (1991)**  
*Professor, Exotic Animal Training and  
 Management*  
 D.V.M., Cornell University

**Petrello, Rolland C. (1991)**  
*Professor, Speech*  
 A.A., Moorpark College;  
 B.S., Southern Utah State College;  
 M.A., Miami University of Ohio

**Piquet, Sunni (1999)**  
*Instructor, Auto CAD/Drafting*  
 A.S., Ricks College; B.S., Utah Valley State College  
 M.S., Utah State College

**Pollock, Steven J. (1968)**  
*Professor, Psychology*  
 B.A., Whitman College;  
 M.A., Ph.D., Claremont Graduate School

**Ponce O'Rourke, Sally (1999)**  
*Professor, Psychology*  
 B.A., University of California, Santa Barbara  
 M.A., California State University, Northridge

**Rahnamaie, Mahyad Z. (1988)**  
*Professor, Mathematics*  
 B.S., Pahlavi University, Iran;  
 M.S., Ph.D., University of Southern California;  
 M.S., California State University, Northridge

**Ramos, Judith S. (1995)**  
*Professor, English*  
 B.A., Immaculate Heart College;  
 M.A., California State University, Northridge;  
 M.A., California State University, Los Angeles

**Redd, Danita (1993)**  
*Professor, Counselor*  
 B.A., M.A., California Polytechnic State University,  
 San Luis Obispo

**Reynolds, Jack G. (1969)**  
*Professor, Anatomy/Antropology/Biology*  
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**Ritchie, Deborah J. (1986)**  
*Professor, Mathematics*  
 A.A., College of Sequoias;  
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 San Luis Obispo

**Rode, Benjamin L. (1989)**  
*Professor, Mathematics*  
 B.A., M.A., University of California, San Diego

**Rodriguez, Rene G. (1992)**  
*Professor, Dean - Student Learning*  
 B.A., M.A., University of California, Santa Barbara

**Romero-Motlagh, Ofelia (1989)**  
*Professor, Counselor - Bilingual*  
 A.A., Moorpark College;  
 B.A., M.A., California State University, Northridge.  
 Ph.D., University of California, Los Angeles

**Ruter, Sherry A. (1999)**  
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 tion*  
 B.A., California State University, Chico;  
 M.A., Azusa Pacific University

**Sanchez, Tomás (1991)**  
*Professor, History/Chicano Studies*  
 B.A., California State University, Northridge;  
 M.A., University of California, Santa Barbara

**Schaak, J. Fred (1981)**  
*Professor, Mathematics*  
 B.S., University of California, Davis;  
 M.S., California State University, Northridge

**Schulz, Hart (1989)**  
*Professor, English*  
 B.A., M.A., California State University, Northridge

**Shargo, Eric S. (1992)**  
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 Zoology*  
 B.A., M.S., California State University, Northridge;  
 Ph.D., University of California, Los Angeles

**Sheridan, Pamela (1969)**  
*Professor, English*  
 B.A., M.A., University of California, Santa Barbara

**Shubert, Brenda (1982)**  
*Professor, Dean - Student Learning*  
 B.S.N., Medical College of Georgia;  
 M.N., University of California, Los Angeles

**Sims, Sydney (1989)**  
*Professor, English*  
 B.A., University of California, Los Angeles;  
 M.A., University of Pennsylvania;  
 Ph.D., University of California, Berkeley

**Slattum, Nils (2000)**  
*Instructor, English*  
 B.A., California Lutheran University;  
 M.A., Northern Arizona University

**Song, James J. (1991)**  
*Professor, Music*  
 B.M.E., M.M., University of Colorado, Boulder

**Spraggins, M. Thomas (1974)**  
*Professor, Accounting/Business*  
 B.S., California State University, Northridge;  
 M.S., Colorado State University;  
 M.A., California Lutheran College;  
 Certified Public Accountant

## The College Community

**Stemen, James A. (1969)**

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M.A., M.S.M., Southern Methodist University

**Stephens, Robert T. (1968)**

*Professor, Mathematics*

B.S., Brigham Young University;

M.S., University of California, Riverside

**Stewart, Nancy L. (1980)**

*Professor, Physical Education/Health Education*

B.A., California State University, Long Beach;

M.S., Wisconsin State University

**Stewart, Sexton (1974)**

*Professor, Graphic Communications*

B.S., Southern University, Louisiana;

M.A., San Francisco State University

**Stewart, Timothy (2001)**

*Instructor, Interior Design*

A.A., American River College

**Sukiennik, Diane (1974)**

*Professor, Counselor - Matriculation Coordinator*

B.A., State University of New York, Albany;

M.A., Columbia University;

Ed.D., Nova University

**Szylewicz, Arthur (1986)**

*Professor, Mathematics*

B.A., M.A., University of California, Los Angeles

**Tan, Shioh-Ling Sheila (1991)**

*Professor, Computer Science*

B.A., Tunghai University, Taichung, Taiwan;

M.Ed., M.A., M.S., University of California, Santa Barbara

**Tennant, Margaret (2001)**

*Career Center Coordinator*

B.A., University of California, Berkeley

M.S., California Lutheran University

**Tennen, Edward F. (1980)**

*Professor, Librarian*

B.A., California State University, Long Beach;

M.A., M.S.L.S., University of Southern California;

Ed.D., Nova University

**Tennenhouse, Tracy S. (1998)**

*Assistant Professor, English*

B.A., University of California, Los Angeles;

M.A., Ph.D., University of California, Santa Barbara

**Thompson, Joan (1974)**

*Professor, Music*

B.A., M.A., California State University, Northridge

**Thurston, Willard J. (1991)**

*Professor, Physical Education*

B.A., California State University, Northridge;

M.A., Azusa Pacific University

**Wallingford, Ronald H. (1998)**

*Instructor, Astronomy/Physics*

B.S., M.S., University of California, Los Angeles

**Walters, J. Roger (1971)**

*Professor, Mathematics*

B.A., University of California, Los Angeles;

M.A., University of Oregon

**Weinstein, David S. (1991)**

*Professor, Mathematics*

B.A., M.S., California State University, Northridge

**Wieder, Les (1977)**

*Professor, Theatre Arts/Radio/Television*

B.A., M.A., California State University, Northridge

**Wilson, Gary L. (1985)**

*Professor/Coordinator, Exotic Animal Training and Management*

A.S., Moorpark College;

B.A., M.A., University of California, Santa Barbara

**Winkler, Helga (1996)**

*Associate Professor, Spanish*

B.A., Arizona State University, Tempe

B.A., University of Aachen;

M.A., University of Kiel;

Ph.D., University of Texas, Austin

**Woodhouse, Brenda (2002)**

*Instructor, Exotic Animal Training and Management*

A.A., Moorpark College

**Woodward, Carol (1981)**

*Professor, Psychology*

B.A., M.A., California State University, Northridge;

Ph.D., University of Southern California

**Wygant, Grethe M. (1988)**

*Professor, Mathematics*

A.A., Santa Barbara City College;

B.A., M.A., University of California, Santa Barbara

**Wyman, James L. (1974)**

*Professor, Business/Speech/Forensics*

B.A., University of Redlands;

J.D., Loyola Law School

**Young, Kathleen (1974)**

*Professor, Business / Computer Information Systems*

B.S., California State University, Long Beach;

M.A., California Lutheran College

Moorpark College is appreciative of the many professionals who teach for us part-time. Their dedication, time and expertise allow the College to offer its curriculum at a full range of times, locations and scheduling patterns. Many also bring with them current experience from business and industry that enriches the classroom experience. These valuable individuals are acknowledged in the "List of Courses" under the discipline designation in which they teach. They can be contacted through the appropriate Division Office.



# Emeritus Personnel

**Adler, Sidney (1968)**

*Dean, Professor*  
B.A., M.A., City College of New York;  
Ph.D., University of Southern California  
*Retired June, 2000.*

**Ainge, Kenneth E. (1967)**

*Director, Business and Technology Division, Professor*  
A.B., University of California, Santa Barbara;  
M.A., University of California, Los Angeles;  
Ed.D., Brigham Young University.  
*Retired June, 1987.*

**Allen, Judith (1968)**

*Professor, English*  
A.B., Pennsylvania State University;  
M.A., California State University, Sacramento;  
M.L.S., Immaculate Heart College.  
*Retired July, 1993.*

**Alexander, Judy (1968)**

*Professor, Nutritional Science*  
B.S., University of California, Los Angeles;  
M.S., California State University, Northridge  
*Retired June, 2000.*

**Anderson, Donald (1968)**

*Coordinator, Equine - Rancho Sierra Vista; Professor, Agriculture*  
B.S., California State University, Fresno;  
M.A., California Polytechnic State University, San Luis Obispo; Ph.D., Colorado State University.  
*Retired May, 1994.*

**Andriese, Janet M. (1974)**

*Professor/Coordinator, Special Education*  
B.S., University of California, Los Angeles;  
Physical Therapy Degree, Children's Hospital  
School of Physical Therapy, Los Angeles;  
M.A., California State University, Northridge  
*Retired June, 2000.*

**Bassett, Estella M. (1967)**

*College Nurse, Health Education, Professor*  
R.N., Saint Mary's Hospital School of Nursing;  
M.S., State University College, Brockport, N.Y.;  
M.P.H., University of California, Los Angeles.  
*Retired June, 1974.*

**Bendat, William I. (1970)**

*Dean, Student Services, Professor*  
B.A., University of California, Los Angeles;  
M.A., San Diego State University;  
Ph.D., Nova University.  
*Retired July, 1992.*

**Bettini, Arthur J. (1967)**

*Dean, Physical Education/Health Education Division/Social Science Division, Professor*  
B.A., M.A., University of California, Los Angeles.  
*Retired December, 1994.*

**Bishop, David (1968)**

*Department Head, Life Sciences; Professor, Biology/Microbiology*  
B.S., Washington State University;  
M.A., University of California, Santa Barbara.  
*Retired May, 1997.*

**Black, Richard (1968)**

*Professor, English*  
B.A., M.A., University of California,  
Santa Barbara.  
*Retired May, 1991.*

**Bowen, Donald C. (1967)**

*Professor, Accounting*  
B.S., San Diego State University;  
M.B.A., University of California, Los Angeles;  
M.S., California State University, Northridge.  
*Retired June, 1991.*

**Brisby, William L. (1969)**

*Exotic Animal Training and Management, Professor*  
B.S., Colorado State University;  
M.S., University of Southern California.  
*Retired June, 1985.*

**Broadbooks, Jane M. (1986)**

*Department Head, Mathematics; Professor, Mathematics*  
B.S., University of Michigan;  
M.A., Washington University.  
*Retired May, 1997.*

**Brockett, Don (1970)**

*Professor, Health Education*  
B.A., M.A., Fresno State University;  
Ed.D., Brigham Young University  
*Retired May, 2002.*

**Buckner, Kenneth (1968)**

*Professor, Sociology*  
B.S., M.A., University of Southern California.  
*Retired May, 1992.*

**Byrne, Denise J. (1981)**

*Professor, Coordinator Nursing Science*  
B.S.N., M.S.N., California State University,  
Los Angeles  
*Retired June, 2001*

**Collier, Shay (1972)**

*Professor, Computer Information Systems*  
B.A., Cornell College;  
M.A.E., California Lutheran College  
*Retired May, 2002.*

**Corbell, Marjorie L. (1970)**

*Professor, Business Information Systems*  
A.A., Kansas City Junior College;  
B.S., Central Missouri State College;  
M.A., California State University, Long Beach.  
*Retired May, 1993.*

**Davie, John (1971)**

*Professor, English/Humanities*  
B.A., M.A., University of California, Santa Barbara  
*Retired May, 2002.*

**de la Peña, José F. (1988)**

*Professor, Counseling*  
A.A., Laredo Junior College;  
B.A., Texas A&M University, Kingsville;  
M.A., San Jose State University.  
*Retired May, 1997.*

**Dillon, Bona L. (1989)**

*Professor, Journalism/English*  
B.A., M.A., Ball State University  
*Retired May, 2002.*

**Deutsch, Dolores (1970)**

*Professor, Child Development*  
B.A., University of California;  
M.A., California State University, Northridge.  
*Retired June, 1988.*

**Dillon, Joanna P. (1980)**

*Professor, Learning Disabilities*  
B.S., University of Illinois;  
M.S., California Lutheran College.  
*Retired May, 1995.*

**Dodgen, William W. (1971)**

*Professor, Art*  
B.A., Drury College;  
M.F.A., Wichita State University.  
*Retired May, 1994.*

**Dunham, F. Paul (1967)**

*Director, Physical Education/Health Education Division; Director, Athletics, Professor*  
B.A., University of California, Santa Barbara;  
M.A., California State University, Northridge.  
*Retired July, 1992.*

**Edwards, Richard (1970)**

*Professor, English*  
A.B., University of California, Santa Barbara;  
M.A., Yale University.  
*Retired May, 1997.*

**Evans, Brook (1974)**

*Professor, Business*  
A.A., Orange Coast College;  
B.S., California State University, Long Beach;  
M.B.A., California State University, Northridge;  
M.A., California Lutheran College.  
*Retired May, 1992.*

**Fink, Paul (1970)**

*Professor, Philosophy*  
B.A., Pennsylvania State University;  
M.A., University of Rochester.  
*Retired May, 1992.*

**Fleming, Jack (1968)**

*Director, Continuing Education, Professor*  
B.A., California State University, Sacramento;  
M.A., California Lutheran College.  
*Retired June, 1992.*

**Gayle, James R. (1967)**

*Vice President, Instructional Services, Professor*  
B.S., United States Naval Academy;  
M.S., Purdue University.  
*Retired June, 1988.*

**Gilman, Richard E. (1967)**

*Professor, Biological Sciences*  
B.S., M.S., St. Mary's College;  
M.S., University of Southern California.  
*Retired February, 1978.*

## The College Community

- Ginet, Carole (1968)**  
*Professor, Sociology/Humanities/Psychology*  
 A.B., University of California, Berkeley;  
 M.S., University of Southern California  
*Retired May, 2002.*
- Glover, Roland (1968)**  
*Professor, Speech*  
 B.A., California State University, Los Angeles;  
 M.A., Mt. Saint Mary's College  
*Retired June 1992.*
- Griffith, W. Randolph (1967)**  
*Professor, History*  
 B.A., University of California, Riverside;  
 M.A., University of California, Los Angeles.  
*Retired June, 1986.*
- Hall, Elton A. (1992)**  
*Professor, Philosophy*  
 B.A., Occidental College, Los Angeles;  
 M.A., University of California, Santa Barbara  
*Retired June, 2002.*
- Hanft, John (1967)**  
*Professor, English*  
 B.A., University of California, Riverside;  
 M.A., California State University, Chico.  
*Retired May, 1997.*
- Harris, Verle D. (1968)**  
*Professor, Drafting Technology*  
 B.S.E., California State University, Long Beach.  
*Retired May, 1995.*
- Heydenreich, John (1971)**  
*Professor, Counseling*  
 B.S., University of Southern California;  
 M.S., California State University, Los Angeles.  
*Retired June, 1992.*
- Hughes, Frances E. (1985)**  
*Professor, Nursing*  
 R.N., Fresno General Hospital;  
 B.A., California State University, Fresno;  
 M.S., University of California, Los Angeles;  
 M.Ed., University of British Columbia.  
*Retired May, 1992.*
- Hurley, John (1967)**  
*Professor, Associate Librarian*  
 B.A., M.A., San Diego State University;  
 M.L.S., University of California, Los Angeles;  
 Ed.D., Nova University.  
*Retired June, 1983.*
- Imbach, Marjorie (1971)**  
*Director, Community Services and Publications*  
 B.A., University of California, Santa Barbara;  
 M.A., University of California, Los Angeles.  
*Retired June, 1979.*
- Keyser, Marshall R. (1974)**  
*Professor, Business*  
 B.S., Shippensburg State College;  
 M.S., Ph.D., University of Pittsburgh.  
*Retired May, 1993.*
- Lloyd, Lawrence G. (1967)**  
*Vice President, Administrative Services, Professor*  
 A.B., M.A., University of Southern California.  
*Retired June, 1992.*
- Long, Alicia A. (1979)**  
*Dean, General/Transfer Education, Professor*  
 B.A., University of Minnesota;  
 M.A., California State University, Northridge.  
*Retired July, 1992.*
- Long, Knox T. (1968)**  
*Professor, Counseling/History*  
 B.A., University of California, Santa Barbara;  
 M.A., California State University, Los Angeles.  
*Retired May, 1992.*
- Lossner, Walter M. (1969)**  
*Professor, Sociology*  
 B.A., B.D., Concordia Seminary;  
 M.S., Los Angeles State College;  
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*Retired June, 1977.*
- Matsuda, Stella S. (1980)**  
*Professor, Dance*  
 B.S., University of California, Los Angeles;  
 M.A., California Lutheran College.  
*Retired May, 1997.*
- Matthews, Donald O. (1988)**  
*Director, Business and Technology, Professor*  
 A.A., Ventura College.  
*Retired July, 1992.*
- Mehr, Sheldon (1970)**  
*Professor, Music*  
 B.A., University of California, Los Angeles;  
 M.A., California State University, Los Angeles.  
*Retired June, 1991.*
- Meyer, Harold E. (1969)**  
*Professor, Physics/Mathematics/Engineering*  
 B.S., M.A., California State University, Long Beach  
*Retired June, 2002.*
- Miller, Robert W. (1967)**  
*Professor, Chemistry/Environmental Science*  
 A.B., Temple University;  
 M.S., University of Arizona.  
*Retired June, 1993.*
- Moore, Evelyn G. (1974)**  
*College Nurse; Professor/Coordinator, Student Health Services*  
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 B.S., Ph.N., Catholic University of America;  
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*Retired May, 1992.*
- Nordquist, Alwyn (1967)**  
*Professor, Dean - Student Learning*  
 B.A., San Diego State University;  
 M.A., California State University, Long Beach  
*Retired May, 2002.*
- Noyes, Jack (1970)**  
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 B.S., M.A., University of Michigan.  
*Retired May, 1997.*
- Pacheco, A. Darlene (1969)**  
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*Retired June, 1997.*
- Patterson, James (1974)**  
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*Retired June, 2000.*
- Pearson, Beverly J. (1967)**  
*Professor, Spanish*  
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 M.A., University of California, Berkeley.  
*Retired May, 1992.*
- Sardisco, Frank V. (1967)**  
*Professor, Art*  
 B.A., University of California, Los Angeles;  
 M.F.A., Otis Art Institute  
*Retired May, 2002.*
- Sarnecky, Dorothy (1967)**  
*Professor, Geology*  
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 M.S., Stanford University.  
*Retired June, 1979.*
- Schechter, Arthur J. (1980)**  
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 A.B., M.S., Ed.D., University of So. California.  
*Retired May, 1992.*
- Scott, Delmore E. (1969)**  
*Professor, Art*  
 B.F.A., M.F.A., University of Southern California.  
*Retired June, 1988.*
- Shindo, Kokki (1969)**  
*Professor, Mathematics*  
 A.B., Ripon College;  
 A.B., M.A., University of California, Los Angeles;  
 M.S., Western Washington State.  
*Retired May, 1997.*
- Siegel, A. Howard (1967)**  
*Professor, Humanities/French/English*  
 B.A., Queens College;  
 M.A., Kansas State University;  
 Ph.D., University of Southern California.  
*Retired December, 1994.*
- Slama, Michael M. (1966)**  
*Director of Library Services, Professor*  
 J.D., Charles University, Prague, Czechoslovakia;  
 M.A., University of Denver.  
*Retired February, 1980.*
- Smith, Mitchell L. (1972)**  
*Professor, Criminal Justice*  
 B.A., M.A., San Diego State University.  
*Retired May, 1997.*
- Straughan, Jerry E. (1975)**  
*Professor, Political Science/Urban Studies*  
 B.A., University of California, Los Angeles;  
 M.A., California Lutheran College.  
*Retired May, 1995.*
- Stringer-Eilers, Pauline (1970)**  
*Professor, Interior Design*  
 B.S., Oklahoma State University;  
 M.S., California State University, Northridge;  
 Ed.D., Nova University.  
*Retired June, 1991.*



**Strong, Richard (1971)**

*Professor, Speech/Forensics*  
B.A., M.A., University of Redlands.  
*Retired May, 1999.*

**Strumpf, Michael (1967)**

*Professor, English/Reading*  
B.S., M.S., University of Southern California  
*Retired May, 2001*

**Sturgeon, James H. (1967)**

*Professor, Art*  
B.A., M.F.A., University of California,  
Santa Barbara.  
*Retired June, 1986.*

**Thionnet, Floyd D. (1972)**

*Dean, Professor*  
A.A., Bakersfield College;  
B.S., University of Arizona; M.S., California  
Polytechnic State University San Luis Obispo  
*Retired January, 2001.*

**Thomsen, John E. (1969)**

*Professor, Electronics/Engineering*  
B.S., M.S., University of California, Los Angeles.  
*Retired May, 1992.*

**Trevino, Manuel O. (1971)**

*Professor, Physical Education*  
A.B., M.A., California State University, Chico.  
*Retired May, 1997.*

**Trevino, Sandra Kay (1988)**

*Professor, Librarian*  
A.A., Ventura College;  
B.A., California State University, Chico;  
M.L.S., University of Southern California.  
*Retired May, 1997.*

**Walker, James W. (1992)**

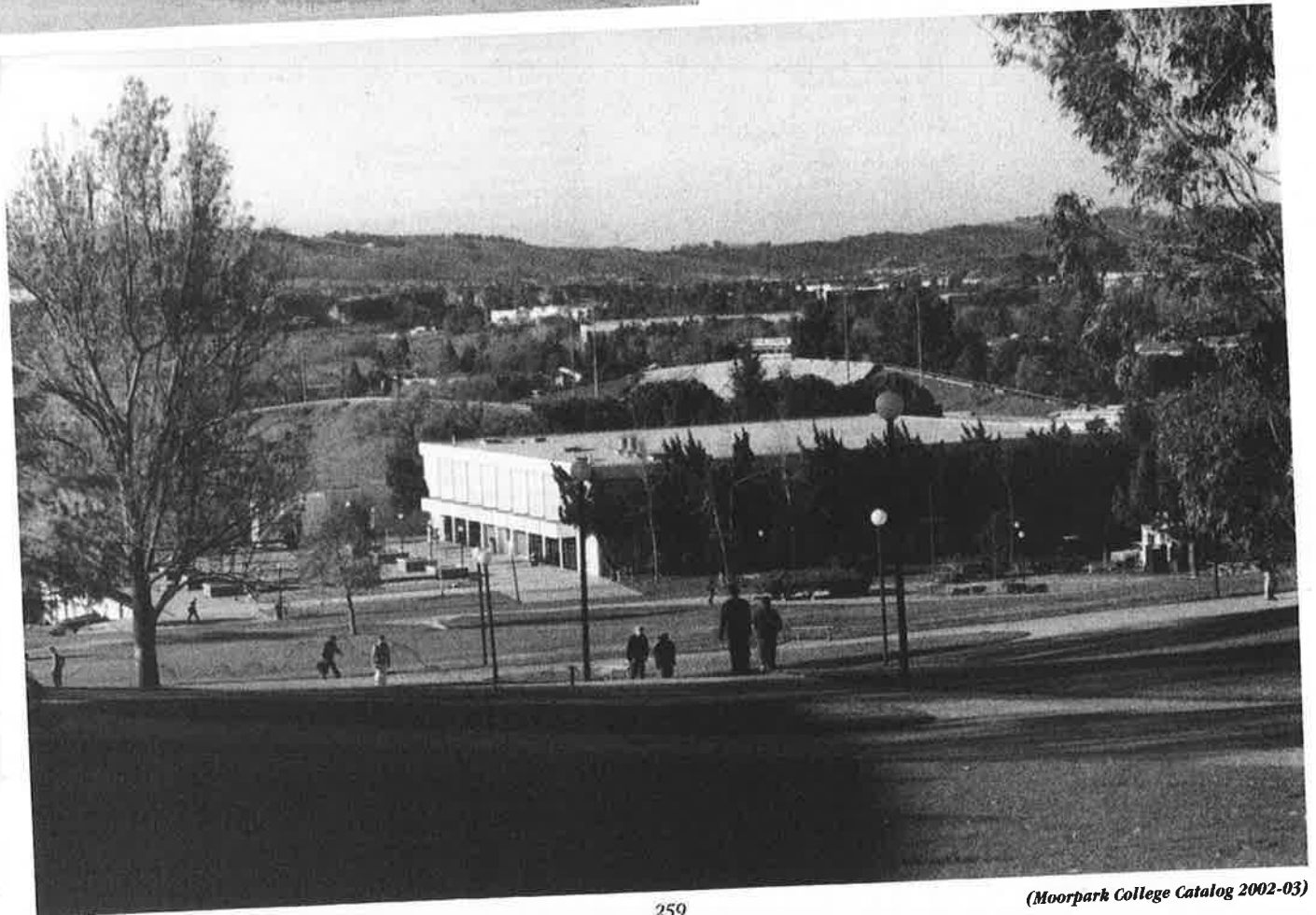
*President*  
B.S., M.A., Loyola University, Los Angeles;  
M.S., University of Notre Dame;  
Ed.D., University of Southern California  
*Retired May, 2002.*

**Wolff, Louis A. (1982)**

*Professor, Computer Information  
Systems / Business Information Systems*  
B.S., M.S., University of La Verne.  
*Retired May, 1997.*

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# APPLICATION FOR ADMISSION INSTRUCTIONS

**NOTE:** If you have attended Moorpark, Oxnard, or Ventura College anytime since 1990, you do not need to complete a new application for admission. However, please notify the Records office in writing of any change to your name, address, or phone number.

1. Use a ball point pen only to complete the Application for Admission.
2. The code numbers needed to complete questions 6, 13, 15, and 16 are listed below.
3. Answer all questions on both the Application for Admission and Statement of Residence. **Make sure that at least two years of legal residence have been provided.** Incomplete applications cannot be processed and will be returned to you.
4. Sign and date the application and statement of residence.
5. Return the application to **Moorpark College Records Office**, 7075 Campus Rd, Moorpark, CA 93021 or **Fax (805) 378-1583**.
6. Questions regarding the Application for Admission, residency requirements or registration procedures should be directed to the Records Office at (805) 378-1429.

**REMEMBER:** An application for admission must be on file before registration can take place.

## Question 6 — States

- |               |                        |                  |                  |                   |                   |                           |
|---------------|------------------------|------------------|------------------|-------------------|-------------------|---------------------------|
| 1 Alabama     | 9 District of Columbia | 17 Kansas        | 25 Mississippi   | 33 New York       | 41 South Carolina | 49 West Virginia          |
| 2 Alaska      | 10 Florida             | 18 Kentucky      | 26 Missouri      | 34 North Carolina | 42 South Dakota   | 50 Wisconsin              |
| 3 Arizona     | 11 Georgia             | 19 Louisiana     | 27 Montana       | 35 North Dakota   | 43 Tennessee      | 51 Wyoming                |
| 4 Arkansas    | 12 Hawaii              | 20 Maine         | 28 Nebraska      | 36 Ohio           | 44 Texas          | If not U.S., list country |
| 5 California  | 13 Idaho               | 21 Maryland      | 29 Nevada        | 37 Oklahoma       | 45 Utah           |                           |
| 6 Colorado    | 14 Illinois            | 22 Massachusetts | 30 New Hampshire | 38 Oregon         | 46 Vermont        |                           |
| 7 Connecticut | 15 Indiana             | 23 Michigan      | 31 New Jersey    | 39 Pennsylvania   | 47 Virginia       |                           |
| 8 Delaware    | 16 Iowa                | 24 Minnesota     | 32 New Mexico    | 40 Rhode Island   | 48 Washington     |                           |

## Question 13 — High Schools

- |                  |                 |                     |                 |                        |                      |
|------------------|-----------------|---------------------|-----------------|------------------------|----------------------|
| 193008 Agoura    | 563499 Apollo   | 563325 Moorpark     | 563013 Oak Park | 564536 Santa Clara     | 563700 Thousand Oaks |
| 563079 Buena     | 563202 Fillmore | 563374 Newbury Park | 563454 Oxnard   | 563577 Santa Paula     | 563782 Ventura       |
| 563161 Camarillo | 563284 Hueneme  | 563407 Nordhoff     | 563476 Rio Mesa | 563618 Simi Valley     | 564823 Villanova     |
|                  |                 |                     | 563500 Royal    | 564486 St. Bonaventure | 563011 Westlake      |

## Question 15 — Majors

- |                                     |   |                                      |                               |
|-------------------------------------|---|--------------------------------------|-------------------------------|
| 1234 Accounting                     | 1458 Economics                                    | 2347 Hotel & Restaurant Management   | 2689 Premedical               |
| 1236 Criminal Justice               | 1459 Electronics                                  | 2350 Industrial Safety               | 3456 Psychiatric Technology   |
| 1237 Administrative Aide            | 1467 Engineering                                  | 2356 Information Processing Systems  | 3457 Psychology               |
| 1239 Agriculture                    | 1468 English                                      | 4789 Interior Design                 | 3459 Radio-Television-Film    |
| 1245 Air Conditioning/Refrigeration | 1475 Environmental Sciences                       | 2357 Journalism                      | 3460 Radiologic Technology    |
| 1246 Alcohol/Drug Studies           | 1478 Ethnic & Special Studies                     | 2359 Laser/Electro-optics Technology | 3467 Real Estate              |
| 1248 Anthropology                   | 1479 Exotic Animal Training & Management          | 2368 Legal Assisting                 | 3468 Recreation               |
| 1249 Architecture                   | 1489 Fashion Design/Merchandising                 | 2369 Liberal Arts                    | 3469 Religious Studies        |
| 1256 Art                            | 1567 Fire Technology                              | 2375 Logistics                       | 3567 Sociology                |
| 1257 Automotive                     | 1569 Foreign Languages                            | 2379 Machine Shop                    | 3578 Speech                   |
| 1259 Behavioral Science             | 1579 General Studies                              | 2456 Mathematics                     | 3678 Teaching/Liberal Studies |
| 1267 Bilingual/Cross Cultural       | 1589 Geography                                    | 2458 Music                           | 3679 Telecommunications       |
| 1268 Biology                        | 1678 Geology                                      | 2468 Nursing                         | 3689 Theater Arts             |
| 1278 Business                       | 1689 Graphic Communications/<br>Design/Production | 2469 Office Technology/Secretarial   | 4569 Urban Studies            |
| 1289 Chemistry                      | 1769 Hazardous Materials                          | 2489 Petroleum Technology            | 4579 Water Science            |
| 1345 Chicano Studies                | 1789 Health Science                               | 2567 Philosophy                      | 4589 Welding                  |
| 1346 Child Development              | 2000 High School Special<br>Admissions Program    | 2568 Photography                     | 4599 Word Processing          |
| 1358 Construction Technology        | 2345 History                                      | 2569 Physical Education              | 4400 Transfer-Other           |
| 1360 Computer Sciences              | 2346 Home Economics                               | 2589 Physics                         | 4500 Undecided/Undeclared     |
| 1378 Dance                          |   | 2678 Political Science               | 4600 Vocational-Other         |
| 1389 Drafting Technology            |   | 2679 Predental                       |                               |

## Question 16

### University of California

- 017846 UC, Berkeley
- 577750 UC, Davis
- 307781 UC, Irvine
- 197887 UC, Los Angeles
- 337797 UC, Riverside
- 377837 UC, San Diego
- 427677 UC, Santa Barbara
- 447765 UC, Santa Cruz

### California State University and Colleges

- 156250 CSU, Bakersfield
- 046242 CSU, Chico
- 196135 CSU, Dominguez Hills
- 108260 CSU, Fresno
- 306106 CSU, Fullerton
- 016178 CSU, Hayward
- 126450 CSU, Humboldt
- 196131 CSU, Long Beach
- 196133 CSU, Los Angeles
- 196770 CSU, Northridge
- 196140 Cal Poly, Pomona
- 346760 CSU, Sacramento
- 366184 CSU, San Bernardino
- 376720 CSU, San Diego
- 386796 CSU, San Francisco
- 436727 CSU, San Jose
- 376820 CSU, San Marcos
- 406145 Cal Poly, San Luis Obispo
- 496710 CSU, Sonoma
- 506730 CSU, Stanislaus

### Community Colleges

- 425213 Allan Hancock College
- 345023 American River College
- 195020 Antelope Valley Com. College

- 155050 Bakersfield College
- 365074 Barstow College
- 045115 Butte College
- 445076 Cabrillo College
- 415062 Canada College
- 195154 Cerritos College
- 155001 Cerro Coso Com. College
- 015235 Chabot College
- 365210 Chaffey College
- 195177 Citrus College
- 385092 City College of San Francisco
- 305001 Coastline Community College
- 015257 College of Alameda
- 215060 College of Marin
- 415151 College of San Mateo
- 195175 College of the Canyons
- 335125 College of the Desert
- 125140 College of the Redwoods
- 545071 College of the Sequoias
- 475200 College of the Siskiyous
- 555055 Columbia College
- 195196 Compton Com. College
- 075280 Contra Costa College
- 345124 Cosumnes River College
- 365211 Crafton Hills College
- 405650 Cuesta College
- 375250 Cuyamaca College
- 305191 Cypress College
- 435184 DeAnza College
- 075268 Diablo Valley College
- 195217 East Los Angeles College
- 195225 El Camino College
- 435679 Evergreen Valley College
- 325335 Feather River College
- 435227 Foothill College
- 105240 Fresno City College

- 305240 Fullerton College
- 435263 Gavilan College
- 195257 Glendale Community College
- 305282 Golden West College
- 375249 Grossmont College
- 275129 Hartnell Community College
- 135570 Imperial Valley College
- 215001 Indian Valley College
- 305580 Irvine Valley College
- 105523 Kings River Comm. College
- 095001 Lake Tahoe Com. College
- 015450 Laney College
- 185420 Lassen College
- 195337 Long Beach City College
- 195346 Los Angeles City College
- 195365 Los Angeles Harbor College
- 195953 Los Angeles Mission College
- 195384 Los Angeles Pierce College
- 195387 Los Angeles Southwest College
- 195390 Los Angeles Trade-Tech. Col.
- 195396 Los Angeles Valley College
- 075269 Los Medanos College
- 235001 Meridiano College
- 245475 Merced College
- 015570 Merritt College
- 375509 Mira Costa College
- 435861 Mission College
- 505500 Modesto Junior College
- 275270 Monterey Peninsula College
- 565320 Moorpark College
- 195475 Mt. San Antonio College
- 335403 Mt. San Jacinto College
- 285540 Napa Valley College
- 015610 Ohlone College
- 305525 Orange Coast College
- 565321 Oxnard College

- 335565 Palo Verde College
- 375542 Palomar College
- 195575 Pasadena City College
- 454364 Porterville College
- 305509 Rancho Santiago College
- 195658 Rio Hondo College
- 335687 Riverside Community College
- 345740 Sacramento City College
- 305579 Saddleback College
- 365594 San Bernardino Valley College
- 375663 San Diego City College
- 375693 San Diego Mesa College
- 375300 San Diego Miramar College
- 395670 San Joaquin Delta College
- 435680 San Jose City College
- 195825 Santa Barbara City College
- 495690 Santa Monica College
- 456695 Shasta College
- 315730 Sierra College
- 415711 Skyline College
- 485825 Solano Community College
- 375807 Southwestern College
- 155580 Taft College
- 565741 Ventura College
- 365790 Victor Valley College
- 015236 Vista College
- 105131 West Hills College
- 195952 West Los Angeles College
- 435680 West Valley College
- 585925 Yuba College

### Independent Colleges and Universities

- 568120 Cal Lutheran University
- 198329 University of LaVerne
- 198904 University of Southern California

# Moorpark College

## Ventura County Community College District

# Application For Admission



**OFFICE USE ONLY**

*(USE BALL POINT PEN ONLY. PLEASE COMPLETE REVERSE SIDE OF THIS FORM.)*

**1. I am applying for the:** Year 20 \_\_\_\_\_  
 Spring Semester     Summer Session     Fall Semester

**2. Social Security Number:** \_\_\_\_\_  
 (If Available)

**3. Name:** \_\_\_\_\_  
Last Name      First Name      Middle Initial

**4. Previous Last Name** (if you attended under another name): \_\_\_\_\_

**5. Date of Birth:** \_\_\_\_\_  
Month      Day      Year

**6. State Birthplace:**  
 California     Other (see previous page for state codes)

**7. Sex:**     Male     Female

**8. Address:** \_\_\_\_\_  
(Number and Street)

**9. City/State:** \_\_\_\_\_

**10. Zip Code:** \_\_\_\_\_

**11. Day Phone** (include area code): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**12. Evening Phone** (include area code): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**13. Last High School Attended** (use H.S. code on previous page) \_\_\_\_\_  
 Name: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_

**14. High School Graduation or Date Last Attended:** \_\_\_\_\_  
Month      Year

**15. Proposed Major** (use code on previous page): \_\_\_\_\_

**16. Last College Attended** (use code on previous page): \_\_\_\_\_  
 Name: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Degree Earned:     AA/AS     Bachelor or Higher

**17. California Driver's License Number:** \_\_\_\_\_

**18. Ethnic Survey:**

A <input type="checkbox"/> Asian	HR <input type="checkbox"/> Central American	
AC <input type="checkbox"/> Chinese	HS <input type="checkbox"/> South American	
AI <input type="checkbox"/> Asian Indian	HX <input type="checkbox"/> Other Hispanic	
AJ <input type="checkbox"/> Japanese	N <input type="checkbox"/> American Indian, Alaskan Native	
AK <input type="checkbox"/> Korean	O <input type="checkbox"/> Other Non-White	
AL <input type="checkbox"/> Laotian	P <input type="checkbox"/> Pacific Islander	
AM <input type="checkbox"/> Cambodian	PG <input type="checkbox"/> Guamanian	
AV <input type="checkbox"/> Vietnamese	PH <input type="checkbox"/> Hawaiian	
AX <input type="checkbox"/> Other Asian	PS <input type="checkbox"/> Samoan	
B <input type="checkbox"/> Black, Non-Hispanic	W <input type="checkbox"/> White	
F <input type="checkbox"/> Filipino	X <input type="checkbox"/> Unknown	
H <input type="checkbox"/> Hispanic	XD <input type="checkbox"/> Decline to state	
HM <input type="checkbox"/> Mexican, Mex.-Amer., Chicano		

**19. Primary Language**  
 English  
 Not English

**20. Citizenship Status:**  
 U.S. Citizen  
**NOT a U.S. Citizen**  
 Permanent Resident (Immigrant) Visa  
 Temporary Resident/Amnesty  
 Refugee/Asylee  
 Student Visa (F-1 or M-1)  
 Other Visa or Visa type  
 Unknown

**21. Student Academic Level.** (Please indicate your education status at the beginning of the semester for which you are applying. Mark the highest level of education attained.)  
**NOT a High School graduate:**  
 Not a graduate of, and no longer enrolled in high school  
 Special admit student currently enrolled in high school  
 Currently enrolled in Adult School  
**High School graduate without a college degree:**  
 Received High School diploma  
 Received a Certificate of California High School Proficiency Exam  
 Passed the GED, or received a High School Certificate of Equivalency/Completion  
 Foreign Secondary School Diploma/Certificate of Graduation  
**College Degree:**  
 Received an Associate Degree  
 Received a Bachelor Degree or higher  
**Unknown:**  
 Unknown  
 Date of the highest level of education attained: \_\_\_\_\_  
Month      Year

**22. Student Enrollment Status:** (Mark one)  
 First-time student. A student enrolled in any college for the first time  
 First-time transfer student. A student enrolled at this college for the first time and who has transferred from another college after earning credit.  
 Returning transfer student. A student who has previously attended this college, transferred to another college, and has now returned to this college.  
 Returning student. A student enrolled at this college after an absence of one or more regular sessions without interim attendance at another college.  
 Special admissions student. A student who is currently enrolled in K-10 or a senior high school student currently enrolled in 11-12.

**23. Student Educational Goal:** (Select your highest priority)  
 Obtain a bachelor's degree after completing an associate's degree  
 Obtain a bachelor's degree without completing an associate's degree  
 Obtain a two year associate's degree without transfer  
 Obtain a two year vocational degree without transfer  
 Earn a vocational certificate without transfer  
 Discover/formulate career interests, plans, goals  
 Prepare for new career (acquire job skills)  
 Advance in current job/career (update job skills)  
 Maintain certificate or license (e.g. Nursing, Real Estate)  
 Educational development (intellectual, cultural)  
 Improve basic skills in English, reading or math  
 Complete credits for high school diploma or GED  
 Undecided on goal

# Declaration of Legal Residence

All students classified incorrectly as residents are subject to reclassification and payment of all nonresident fees  
**ALL APPLICANTS MUST COMPLETE THIS SECTION**

**NOTICE TO STUDENTS:** If additional information is needed to determine your residence status, you will be required to complete a supplemental residence questionnaire and/or to present evidence in accordance with Education Code Sections 68040 et seq. The burden of proof to clearly demonstrate both physical presence in California and intent to establish California Residence lies with the student. Failure to present such proof will result in a classification of non-resident.

**SOCIAL SECURITY NUMBER** \_\_\_\_\_ **TODAY'S DATE** \_\_\_\_\_

**NAME** (Print full legal name. DO NOT use nicknames, initials, or abbreviations)

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
 Age \_\_\_\_\_ Birthdate \_\_\_\_\_ Birthplace \_\_\_\_\_

**RESIDENCE ADDRESS** (Legal / permanent address. DO NOT use P.O. Box Number)  
 Number / Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I have lived at this address since \_\_\_\_\_ (If less than 2 years, show previous address below)

Number / Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Number / Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

When did your present stay in California begin? \_\_\_\_\_  
 MONTH DAY YEAR

- Yes No**
- Are you a United States Citizen?
  - If you are not a United States citizen, have you been admitted to the U.S. as a resident alien?  
 If yes, give date admitted \_\_\_\_\_ and Alien Registration Number \_\_\_\_\_  
 If no, list visa type (example: B-2, Visitor visa - dependent), duration of status, and country of citizenship:  
 Visa type \_\_\_\_\_ Duration of Status \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

**★ Verification of visa status is required. Students must present proof of status ★**

- Have you or (if under 19 and unmarried) your parents filed California State Income Tax last year?  
 If not in California, in what state did you last file state taxes? \_\_\_\_\_ For what year(s) \_\_\_\_\_
- Registered to vote in a state other than California? \_\_\_\_\_ If yes, where & when \_\_\_\_\_
- Petitioned for divorce in a state other than California? \_\_\_\_\_ If yes, where & when \_\_\_\_\_
- Attended an out-of-state institution as a resident of that other state? \_\_\_\_\_ If yes, where & when \_\_\_\_\_
- Declared nonresidence for California State Income Tax purposes? \_\_\_\_\_ If yes, where & when \_\_\_\_\_
- Are you on active military duty?  
 If yes, what date did your tour begin in California? (month/day/year) \_\_\_\_\_  
 State of legal residence on military records: \_\_\_\_\_
- Are you a dependent of an active duty military person?  
 If yes, when did your sponsor's tour begin in California? (month/day/year) \_\_\_\_\_
- Have you been discharged from active military duty within the last year?  
 If yes, submit copy of DD-214 \_\_\_\_\_

## To be completed by all unmarried students under 19

Name of Father (if living) \_\_\_\_\_ Name of Mother (if living) \_\_\_\_\_  
 Name of Legal Guardian \_\_\_\_\_  
 Legal Address (number & street, city, state, zip) \_\_\_\_\_  
 Father \_\_\_\_\_ Dates (month / year) \_\_\_\_\_  
 Mother \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Guardian \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
**If less than 2 years, give previous address(es) for past 2 years.**  
 Relationship \_\_\_\_\_ St. & No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fr. \_\_\_\_\_ To \_\_\_\_\_  
 Relationship \_\_\_\_\_ St. & No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fr. \_\_\_\_\_ To \_\_\_\_\_

**I certify under penalty of perjury that the information on this application is correct and I understand that falsification of failure to report change in residence may result in my dismissal.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTES

ADD SPAN M04 COURSE AREA E (TILL SU'03)

**NOTES**