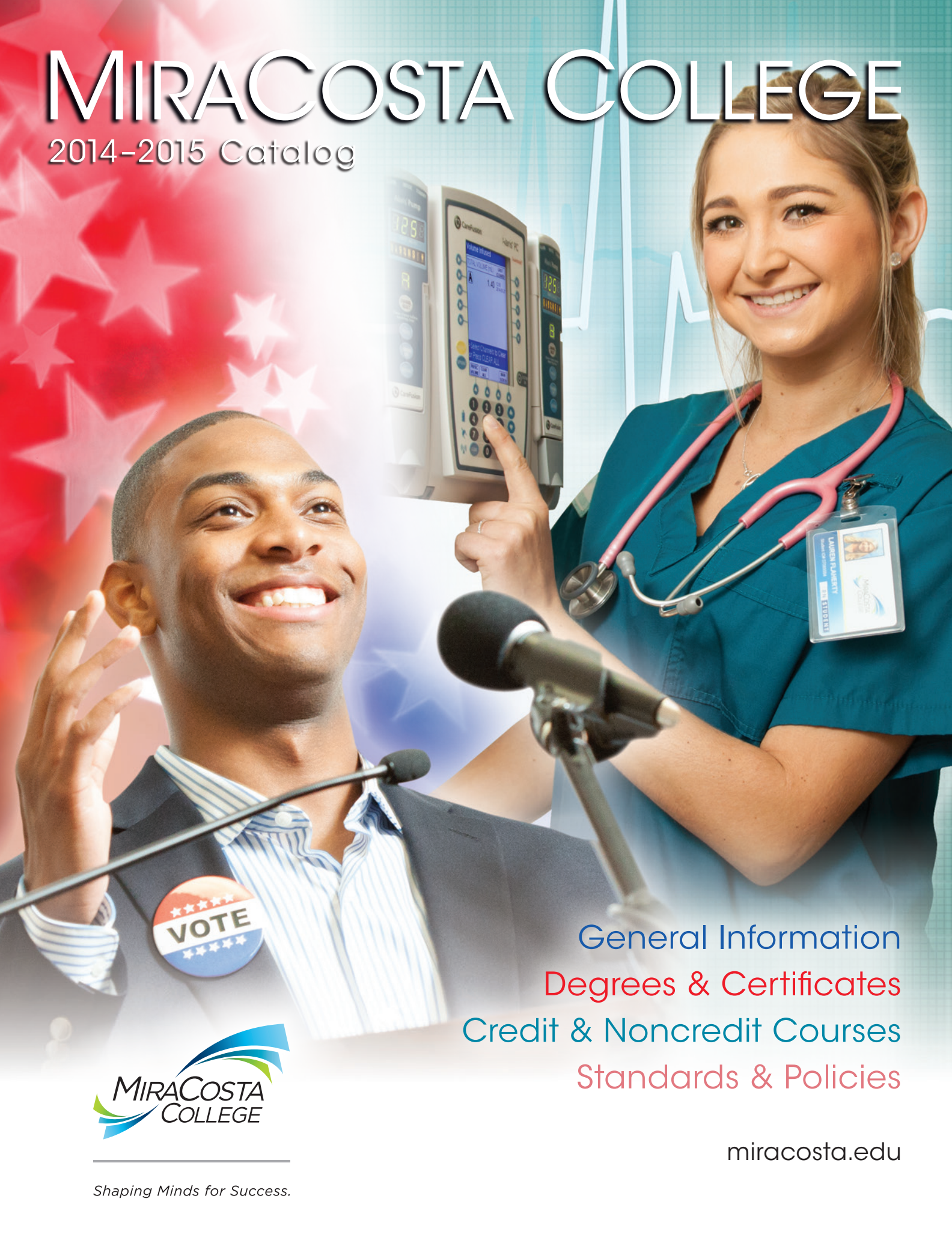


# MIRACOSTA COLLEGE

2014-2015 Catalog



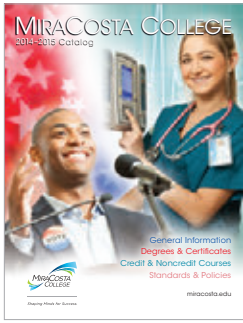
General Information  
Degrees & Certificates  
Credit & Noncredit Courses  
Standards & Policies



[miracosta.edu](http://miracosta.edu)

*Shaping Minds for Success.*





#### ON THE COVER:

LEFT, **Antoine Stevens-Phillips**, political science major. Read his MiraCosta College story at

[miracosta.edu/antoine](http://miracosta.edu/antoine);

RIGHT, **Lauren Flaherty**, nursing major. Read her MiraCosta College story at [miracosta.edu/lauren](http://miracosta.edu/lauren)

## MIRACOSTA COLLEGE 2014-2015 CATALOG

MiraCosta College publishes a new catalog every year. The information published in the catalog is effective for the academic year beginning with the fall semester and concluding with the summer intersession. This catalog is effective fall 2014 through summer 2015.

### CATALOG RIGHTS

The requirements for degrees, certificates, and general education may change during the time a student attends MiraCosta College, and these changes are reflected in the catalog. Catalog rights are established when a student first takes classes at MiraCosta College and are maintained through continual enrollment at the college. These rights protect students from being held responsible for changes made to their academic programs in the years that follow their initial enrollment.

The catalog used to determine graduation eligibility is the catalog operating at the time the student began continual enrollment at MiraCosta College unless the student's petition requests a different catalog. The other catalogs that can be used to determine eligibility are catalogs in effect during the time the student has maintained continual enrollment at MiraCosta College or the catalog in effect at the time the student files his or her petition to graduate. Students who need 6 or fewer units in order to satisfy all degree requirements may be evaluated under the original catalog that applied.

### STATEMENT OF ASSURANCE

Every effort is made to ensure that the course information, applicable policies, and other materials presented in the MiraCosta College Catalog are accurate and current. In the event a correction or update is warranted, a catalog addendum will be published electronically and will be available for download as a Portable Document Format (PDF) file from the catalog website at [catalog.miracosta.edu](http://catalog.miracosta.edu).

# MiraCosta College

## 2014-2015 Catalog

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Published by the MiraCosta Community College District

**DISTRICT OFFICE:**

**Oceanside Campus**

1 Barnard Drive  
Oceanside, CA 92056-3820  
760.757.2121

**San Elijo Campus**

3333 Manchester Avenue  
Cardiff, CA 92007-1516  
760.944.4449

**Community Learning Center**

1831 Mission Avenue  
Oceanside, CA 92058-7104  
760.795.8710

Outside the 760 area code, call us toll-free: 888.201.8480

# Accreditation

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MiraCosta College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC), 10 Commercial Boulevard, Suite 204, Novato, CA, 94949, (415) 506-0234. ACCJC is an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education and approved by the California State Department of Education Office of Private Post-Secondary Education for training veterans and other eligible persons under the provisions of the GI Bill. The University of California, California State Universities, and private universities of high rank give credit for transfer courses completed at MiraCosta College.

MiraCosta College is approved by the following:

- ▶ Association of Surgical Technologists
- ▶ California Board of Registered Nursing
- ▶ California State Colleges and Universities
- ▶ California State Department of Education
- ▶ Commission on Peace Officer Standards and Training
- ▶ State Board of Vocational Nurse and Psychiatric Technician Examiners
- ▶ University of California

To learn more about MiraCosta College's accreditation, please visit [www.miracosta.edu/accreditation](http://www.miracosta.edu/accreditation).

# Academic Calendar 2014-2015

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## Fall Semester 2014

August 18	First day of fall semester classes
September 1	Labor Day (college closed)
September 22	Deadline to file a petition for degree/certificate for fall
September 22	Deadline to petition for pass/no pass grade
November 11	Veterans Day (college closed)
November 27-29	Thanksgiving (college closed)
December 8-13	Final examinations—day and evening
December 13	End of fall semester
December 15-19	Semester break
December 24-January 1	College closed

## Spring Semester 2015

January 19	Martin Luther King, Jr. Day (college closed)
January 20	First day of spring semester classes
February 13-16	Lincoln's & Washington's Birthday observed (college closed)
February 20	Deadline to file a petition for degree/certificate for spring
February 20	Deadline to file a petition for pass/no pass grade
March 16-21	Spring break
March 20	College closed
May 16-22	Final examinations—day and evening
May 22	End of spring semester
May 22	Commencement
May 25	Memorial Day (college closed)

## Summer Intersession 2015

Dates not available at time of publication. See Summer 2015 Credit Course Schedule at [www.miracosta.edu](http://www.miracosta.edu).

For application and enrollment dates and deadlines, consult the schedule of credit courses or the Community Education Bulletin for each semester. Current information is also available on the college website: [www.miracosta.edu](http://www.miracosta.edu).



# President's Welcome

## Welcome MiraCosta College Students



Welcome to MiraCosta College!

MiraCosta College is a great place to begin a higher education adventure! The college offers associate degrees, preparation for university transfer, career and workforce training, basic skills, a high school diploma program, and a wide variety of community services educational opportunities.

MiraCosta College is particularly proud of our outstanding faculty. Both full-time and associate faculty members are academic discipline experts, and they are dedicated to providing individual attention to their students. This dedication is evident in the successes of MiraCosta's transfer students, who move on to four-year institutions and are often more academically successful than students who begin their college careers at those institutions. Meanwhile, MiraCosta's Honors Scholars Program helps students prepare for transfer to prestigious universities and for success once they are there.

Many students begin their search for job skills, new careers, and workforce training through MiraCosta's Career and Technical Education and community education programs. MiraCosta has strong partnerships with local business and industry, and our students benefit from participation in work experience and internship opportunities.

The college also provides a wide array of support services to help students to be successful. Students benefit from counseling, financial aid, health services, disabled student services, tutoring, veterans services, testing services, a service learning program, student government and student organizations, an international student program, an intramural and intercollegiate athletic program, an Extended Opportunities Programs and Services department, a career center, admissions services, an outreach and recruitment program, an inviting library, and a child development center. MiraCosta College also has an excellent police department, and students have indicated that they feel safe at all of our sites.

MiraCosta College serves its community by helping students reach their academic and career goals. The college provides an aesthetically pleasing and student-centered environment. The faculty, staff, and administration welcome a diverse and talented student body every year. Readers of this catalog are encouraged to be among them.

I hope you find success at MiraCosta College this year, and that you to take advantage of the wonderful services available to you.

Richard Robertson, Ph.D.

Interim Superintendent/President





# About MiraCosta College

# Mission & Institutional Goals

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## Mission

The MiraCosta Community College District mission is to provide superior educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves.

## Institutional Goals

**Goal I.** MiraCosta Community College District will become a vanguard educational institution committed to innovation and researched best practices, broad access to higher education, and environmental sustainability.

**Goal II.** MiraCosta Community College District will become the institution where each student has a high probability of achieving academic success.

**Goal III.** MiraCosta Community College District will institutionalize effective planning processes through the systematic use of data to make decisions.

**Goal IV.** MiraCosta Community College District will demonstrate high standards of stewardship and fiscal prudence.

**Goal V.** MiraCosta Community College District will be a conscientious community partner.

# Student Learning Outcomes

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Student learning outcomes (SLOs) identify the knowledge, skills, abilities, and attitudes that students will be able to demonstrate as a result of their engagement in a particular course, program, or collegiate experience. These learning outcomes are the larger lessons that students take from their educational experiences at MiraCosta College and apply to their courses, their careers, and their lives. Together, institutional, general education p. 52, program, and course-level student learning outcomes represent a common set of expectations around which the college's core offerings are organized. Program-level SLOs are listed under Areas of Study in the catalog; course-level SLOs are available to students in their course syllabi and in the official course outlines.

## Institutional Student Learning Outcomes

### Effective Communication

- ▶ Write, speak, read, listen, and otherwise communicate
- ▶ Communicate clearly, accurately, and logically

- ▶ Communicate appropriately for the context

### Critical Thinking & Problem Solving

- ▶ Define and analyze problems clearly
- ▶ Think independently, creatively, logically, and effectively
- ▶ Apply appropriate problem solving methods
- ▶ Analyze and synthesize information from multiple perspectives

### Professional & Ethical Behavior

- ▶ Demonstrate responsible and professional conduct, in the classroom, workplace, and community
- ▶ Demonstrate the ability to work independently and collaboratively

### Information Literacy

- ▶ Identify information needed
- ▶ Collect information effectively and efficiently
- ▶ Evaluate and analyze information
- ▶ Use and apply information accurately and appropriately

### Global Awareness

- ▶ Demonstrate respect for diversity and multiple perspectives
- ▶ Value his/her place and role in an increasingly interconnected global community
- ▶ Demonstrate cultural and environmental awareness

# District & Campus Information

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## District Information

The MiraCosta Community College District includes Oceanside, Carlsbad, La Costa, Encinitas, Olivenhain, Rancho Santa Fe, Cardiff by the Sea, Solana Beach, Del Mar, and Carmel Valley. With its coastal location, beautiful campuses, and strong academic programs, MiraCosta College attracts students from throughout San Diego County, the state, and the country as well as from abroad.

The student population in the credit program is approximately 14,600. Students take credit courses at the Oceanside Campus, at the San Elijo Campus in Cardiff, at several off-campus locations, such as Sage Creek High School in Carlsbad, and online. A small number of credit courses are also available at the college's Community Learning Center, which also serves about 2,500 students in noncredit programs. An additional 2,000 students are enrolled in fee-based programs.

MiraCosta College has a comprehensive program of student services. All services are provided to full- and part-time students



on the Oceanside Campus. Many services are also available at the San Elijo Campus and at the Community Learning Center, and all services offered may be made available to students upon request. Students are encouraged to take advantage of the opportunity to receive assistance and services throughout their educational experiences at the college.

For detailed information on the college's programs and classes, call the Public Information Office at 760.795.6613. You can request a credit or noncredit course schedule by calling 760.795.6615. Call toll-free from outside the 760 area code: 888.201.8480, x6612 or x6615. Schedules may also be viewed on the college website at [www.miracosta.edu/schedules](http://www.miracosta.edu/schedules).

## Equal Access

The MiraCosta Community College District shall provide access to its services, classes, and programs without regard to age, ancestry, color, gender, gender identity, gender expression, genetic information, marital status, medical condition, national origin, physical or mental disability, pregnancy, race or ethnicity, religion, sexual orientation or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

In compliance with Section 504 of the Rehabilitation Act of 1974, MiraCosta College has designated Connie Wilbur [cwilbur@miracosta.edu](mailto:cwilbur@miracosta.edu) as its Section 504 coordinator. Students or community members with verified disabilities may be entitled to appropriate accommodations. A variety of alternative formats are readily available; others may require additional time to provide. Questions regarding access of students with disabilities to any college program or service may be directed to the Disabled Student Programs and Services Office, 760.795.6658.

MiraCosta College invites individuals with disabilities who plan on attending college events to contact Joe Mazza [jmazza@miracosta.edu](mailto:jmazza@miracosta.edu), the Americans with Disabilities Act (ADA) coordinator at 760.795.6866, regarding any special accommodation needs. It is requested that individuals requiring auxiliary aids, such as sign language interpreters and alternative format materials, provide notification at least ten business days in advance of the event. Every equitable effort will be made to provide reasonable accommodations in an effective and timely manner.

## MiraCosta College Campuses

### Oceanside Campus



1 Barnard Drive  
Oceanside, CA 92056-3820  
760.757.2121

Outside the 760 area code, call toll-free: 888.201.8480

The Oceanside Campus (see map) has grown and changed during the decades, and plans for growth continue. Projects recently completed include a concert hall and two creative arts buildings with classrooms, labs, studios, and rehearsal/performance spaces for music and art; a student services building that houses Counseling and the Transfer and Career Centers; and a new, high-tech science building.

You can take a virtual tour of the Oceanside Campus or request an in-person tour.

### Locations of Special Interest at This Campus

The newest addition to the Oceanside Campus is a new, high-tech science building. The fully sustainable building, known as **Building 4900**, houses two state-of-the-art biology laboratories.

This campus also boasts a 430-seat Concert Hall and a classroom building for art/music history and new genre arts. These two buildings complete the **Creative Arts Complex**, which also includes the 240-seat College Theatre; a three-level building completed in 2009 that houses studios, classrooms, and rehearsal spaces for art and music; and an art building that houses ceramics and sculpture studios and a photography lab.

The **Student Center** houses the campus bookstore; the Kruglak Art Gallery, which showcases works by visiting artists, faculty, and students; club offices, conference rooms, and student government offices; and the cafeteria. The center's dining areas feature indoor and outdoor tables with great views of the coast.

Completed in fall 2007, the **Horticulture Complex** includes a classroom building featuring specialized labs and classrooms for the program's diverse offerings as well as greenhouses, areas for plant stock, a vineyard, and a plant sales area.

The **Child Development Center**, located on the northwest corner of campus, serves the dual purpose of educating MiraCosta College's child development majors and providing affordable child care for students, faculty, staff, and community members.

In addition to traditional books and reference materials, the **Library and Information Hub** also houses a tutoring center, math lab, and more than 200 computers for student use.

## San Elijo Campus



3333 Manchester Avenue  
Cardiff, CA 92007-1516  
760.944.4449

The San Elijo Campus of MiraCosta College (see map) opened in 1988 and is situated on 42 acres facing the San Elijo Lagoon in Cardiff. The campus offers a general education credit program and a broad range of noncredit, fee-based Community Services classes and workshops.

Student services at the San Elijo Campus include Admissions and Records, Counseling, Tutoring, Testing, and Student Activities. The recently expanded and remodeled **Student Center** houses the campus bookstore, cafeteria, Student Services Office, and Health Services. The **Library and Information Hub** houses computer labs as well as the campus math and writing centers. A new **science facility** is currently under construction and is set to open for classes in fall semester 2014.

Students may schedule appointments for financial aid, disabled student assistance, job placement, Transfer Center counseling, and Extended Opportunity Programs and Services (EOPS).

You can take a virtual tour of the San Elijo Campus or request an in-person tour.

## Community Learning Center



1831 Mission Avenue  
Oceanside, CA 92058-7104  
760.795.8710

MiraCosta's Community Learning Center (see map), located one mile east of I-5 in Oceanside, hosts a wide variety of noncredit courses at more than 30 district locations. The center offers courses in each of the following authorized noncredit categories: elementary and secondary basic skills, English as a Second Language (ESL) and citizenship, health and safety, older adults, parenting, special education for adults, and short-term vocational. The center also houses the Cisco Networking Academy, which offers classes that prepare students for computer industry certifications.

## North San Diego Small Business Development Center

The North San Diego Small Business Development Center (SBDC), hosted by MiraCosta College and located in the Community Learning Center complex, is a partnership program with the U.S. Small Business Administration and the California Community College Chancellor's Office. The SBDC provides services to meet the needs of entrepreneurs throughout North San Diego County. These services are free or inexpensive and include one-on-one counseling and workshops.

## College Foundation

[foundation.miracosta.edu](http://foundation.miracosta.edu)

The vision of the MiraCosta College Foundation is to ensure that no one is denied access to education because of financial need and that resources are available to enrich the college experience for all students. The Foundation is a 501(c)(3) nonprofit corporation governed by a volunteer board of community leaders and administered by the Office of Development and College Foundation. Over the past 5 years, the Foundation has more than doubled contributions to the college, which has tripled the number of students receiving scholarships and doubled private resources that support campus programs. In addition, the Foundation is facilitating or funding programs that put free computers and textbooks in the hands of students.



Individuals, corporations, and civic groups work with the MiraCosta College Foundation to achieve their philanthropic goals in a variety of ways. Some choose to fund scholarships while others support the enhancement of academic programs and facilities. One of the Foundation's most popular giving groups is the President's Circle. Benefactors contribute between \$1,000 and \$10,000 annually and support a variety of needs at the college, including student scholarships, capital projects, program enhancement grants, and educational equipment. President's Circle members are invited to meet with MiraCosta's president to learn about the college and its role in the community and to share their ideas, thereby creating a valuable link between the college and the communities it serves.

For more information about the MiraCosta College Foundation and how you can be a part of transforming lives, please contact the Development and College Foundation Office at 760.795.6777.

## College Leadership

### Board of Trustees

**President, Trustee Area 6 (Northwest Oceanside)** - David Broad, Ph.D.

**Vice President, Trustee Area 3 (Encinitas, La Costa)** - Jacqueline Simon, M.A.

**Trustee Area 7 (Northeast Oceanside)** - William C. Fischer, Ph.D.

**Trustee Area 5 (South Oceanside)** - George McNeil, M.A.

**Trustee Area 4 (Carlsbad)** - Leon Page, J.D.

**Trustee Area 2 (Cardiff, Rancho Santa Fe)** - Ron Rudd, J.D.

**Trustee Area 1 (Solana Beach, Del Mar)** - Jeanne Shannon, M.S.

**Secretary, Interim Superintendent/President** - Richard Robertson, Ph.D.

**Student Trustee** - Antoine Stevens-Phillips

### Administrative Officers

**Interim Superintendent/President** - Richard Robertson, Ph.D.

**Vice President, Business and Administrative Services** - Charlie Ng, M.B.A.

**Vice President, Instructional Services** - Mary Benard, Ed.D.

**Interim Vice President, Student Services** - Wendy Stewart, Ed.D.

**Dean, Academic Information Services** - Mario Valente, Ed.D.

**Dean, Admissions, Assessment, and Student Aid Programs** - Alketa Wojcik, Ed.D.

**Dean, Letters and Communication Studies and San Elijo Campus Site Administrator** - Dana Smith, M.A.

**Dean, Arts and International Languages** - Jonathan Fohrman, M.A.

**Interim Dean, Behavioral Science, History, and Community Education** - Nikki Schaper, Ed.D.

**Dean, Career and Technical Education** - Albert Taccone, Ph.D.

**Interim Dean, Counseling and Student Development** - Freddy Ramirez, Ed.D.

**Dean, Office of Institutional Effectiveness** - Robert Pacheco, Ed.D.

**Dean, Math and Sciences** - Carlos Lopez, M.S.

**Associate Dean, Nursing and Allied Health** - Sandy Comstock, M.S.N.

**Interim Associate Dean, San Elijo Campus** - To be determined.

### Department Chairs

**Administration of Justice** - Pat Connolly, J.D.

**Adult High School Diploma Program** - Denise Plante

**Art** - Gilbert Neri

**Automotive Technology** - Steve Vail

**Biological Sciences** - Jeanine Sepulveda, Ph.D.

**Biotechnology** - Mike Fino

**Business** - Thomas Severance, J.D.

**Business and Medical Office Technology** - Kathryn Striebel

**Career Studies and Services** - Donna Davis

**Chemistry** - Pierre Goueth, Ph.D.

**Child Development** - Penny Skemp

**Communication Studies** - Sam Arenivar

**Computer Science** - June Porto

**Computer Studies and Information Technology** - Steve Isachsen

**Counseling** - Luke Lara

**Dance** - Dave Massey

**Design** - David Parker

**English as a Second Language** - Melissa Lloyd-Jones (Fall 2014) and Mary Gross (Spring 2015)

**History** - Brad Byrom, Ph.D.

**Horticulture and Hospitality** - Karen Smith, Ph.D.

**International Languages** - Andrea Petri

**Kinesiology, Health, and Nutrition** - Robert Fulbright, Ph.D.

**Letters, Pre-Transfer** - Kelly Hagen

**Letters, Transfer** - John Kirwan, Ph.D.

**Library Science** - Jennifer Paris

**Mathematics** - Beth Powell

**Media Arts and Technologies** - Jill Malone (Fall 2014) and Karl Cleveland (Spring 2015)

**Music** - Steve Torok

**Noncredit English as a Second Language** - Ruth Gay

**Nursing and Allied Health** - Julie Vignato

**Philosophy** - Isabel Luengo, Ph.D.

**Physical Sciences** - Chris Metzler, Ph.D.

**Psychology** - Robert Kelley, Ph.D.

**Social Science** - Lynne Miller, Ph.D. (Fall 2014) and Herschel Stern, Ph.D. (Spring 2015)

**Sociology** - Bruce Hoskins, Ph.D.

**Theatre and Film** - Tracy Williams

**Treasurer** - Melanie Haynie

**Secretary** - Lisa Level

**Senator** - Manuel Acero

**Senator** - Dixie Maroney

**Senator** - Debi Lambert

**Senator** - Pamela LeBlanc

**Senator** - Emilio Mejares

**Senator** - Daria Davis

**Senator** - Erich Donze

**Senator** - Kathy Thiele

**Ex-Officio Member** - Richard Robertson, Ph.D.

**Ex-Officio Member** - Sheri Wright

## Academic Senate

**President** - Mike Fino

**Vice President** - Thao Ha, Ph.D.

**Member** - Joanne Benschop

**Member** - Theresa Bolaños, Ph.D.

**Member** - Susan Herrmann

**Member** - Luke Lara

**Member** - Dara Perales

**Member** - Freddy Ramirez, Ed.D.

**Member** - Jeff Uhlik

**Associate Member (1)** - Joe Chirra, J.D.

**Associate Member (2)** - Laura Carlsson

**Associate Member (3)** - Krista Warren

**Ex-Officio Member** - Richard Robertson, Ph.D.

## Classified Senate Council

**President** - Catherine Halmay

**Vice President** - Heidi Willis

# Admissions & Enrollment

The background of the page is a solid light blue color. Overlaid on this are several abstract, wavy lines in various shades of blue, ranging from a very light, almost white blue to a vibrant, saturated blue. These lines flow from the top left towards the bottom right, creating a sense of movement and depth. The overall aesthetic is clean, modern, and professional.

# Matriculation: Orientation & Advisement

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## The Matriculation Process

The matriculation process (application, assessment, orientation, advisement, and development of an education plan) starts students on the right path by assisting them in choosing, planning, and achieving their educational goals.

The process also provides essential information for planning a successful college experience. New students enrolling in the fall must complete at least an abbreviated education plan to earn priority enrollment, and they must complete a comprehensive education plan within two semesters to maintain priority.

All matriculation services are free for MiraCosta College students. Students who are new to college and plan to transfer, earn an associate degree or a vocational certificate, or improve basic skills, or who are undecided about their goal, should follow this process.

Students new to college (first-time freshmen) or new to MiraCosta College should complete the matriculation process when they apply or as soon as possible thereafter. Students who matriculate may enroll earlier than non-matriculated students (this does not apply to concurrently enrolled high school students).

Although all students should matriculate, any applicant to the college may expressly refuse to participate in any matriculation service. Those who refuse, however, are not entitled to early enrollment privileges.

### Important!

- ▶ Students must have an Application for Admission on file before taking the assessments unless they are testing for another college. (A fee is charged if testing for another college.)
- ▶ Appropriate photo ID is required to take the assessment(s) and to pick up assessment scores.
- ▶ English/ESL and/or mathematics assessments do not require an appointment.

## Steps to Becoming a Matriculated Student

### Step 1: Application

Students complete and submit an online Application for Admission or a paper application, which is available in the Admissions and Records Office. After their application is processed, students are assigned a SURF ID number that they will use the entire time they attend MiraCosta.

SURF is an online enrollment and student information system that allows students to manage their school-related activities. To access SURF, students use their SURF ID and a self-created password.

### Step 2: Assessment (Testing)

#### Review Before You Take the English/ESL and/or Mathematics Assessments (optional)

The English/ESL and mathematics faculty of MiraCosta College strongly encourage students to review before they take the English/ESL and/or mathematics assessment. Students choosing to brush up on math can review for the Algebra Readiness, Elementary Algebra, Intermediate Algebra and Pre-Calculus assessments online at <http://www.miracosta.edu/student-services/testing/brushup.html>. Review packets for mathematics assessments may also be purchased in the college bookstores. English and ESL assessment sample questions and answers may be viewed on the Testing Services webpage.

#### About the English/ESL and Mathematics Assessments

**English and ESL assessments** are offered on a drop-in basis at the Oceanside and San Elijo campuses and at scheduled sessions at the Community Learning Center. In order to have sufficient time to complete the assessments, students should arrive as early as possible. Students with a disability who need an accommodation should arrive in the morning to maximize the time available to them; an extended-time referral is not required as there is no time limit for the English or ESL assessments.

Students will be asked to select one of the following assessments to determine their English or ESL course eligibility:

1. **English Assessment:** This assessment measures reading and writing skills of native speakers of English. This is the assessment to take if English is the student's first (native) language. This includes:
  - ▶ Students who have grown up in an English-speaking home.
  - ▶ Students who have been educated in all-English schools from elementary through high school.
2. **ESL Assessment:** This assessment measures reading, writing, and listening skills of non-native speakers of English. This is the assessment to take if the student's first (native) language is NOT English. This includes:
  - ▶ Students who have grown up in a home in which English was NOT the primary (main) language.
  - ▶ Students enrolled in the International Student Program (IIP), or students who have completed Noncredit ESL (continuing education) or English Language Development (ELD) classes in high school.

**The mathematics assessment** must be completed within the 75-minute time allotment. Students will choose one of four computerized multiple-choice assessments to demonstrate their skills in pre-algebra, elementary algebra, intermediate algebra or pre-calculus. Students may take just one level on a given day; they may re-test or take another math assessment level on another day if they wish. (See re-test policies.)

Guidelines to help decide which math assessment to take are available in the Testing Office in Bldg. 3300 on the Oceanside Campus, in the Testing Center in Room 101 on the San Elijo Campus, or on the Testing Services webpage at [www.miracosta.edu/student-services/testing](http://www.miracosta.edu/student-services/testing). The mathematics assessment is offered on a drop-in basis at the Oceanside and San Elijo campuses and at scheduled sessions at the



Community Learning Center. Students will be served on a space-available basis.

Students should allow at least 1.5 hours to complete the math assessment process. Referrals from Disabled Students Programs and Services are necessary for students with a disability needing an accommodation. ESL students may request extended time for the math assessment from testing staff. Contact the Testing Office, 760.795.6685, for information. Students who have extended time authorization should arrive before 2 p.m.

### Obtaining the Assessment Score Report

Students will receive an assessment score report immediately after they complete the assessment. Additional assessment score reports are released to the examinee only—photo identification is required. Included with the assessment score report is a placement recommendation for English, ESL, and/or math. The recommendation will be entered into SURF on a nightly basis, allowing students to enroll in the appropriate class.

Students who have questions about their placement after advisement and/or retesting should see a counselor. Counseling offices are located in Bldg. 3700 on the Oceanside Campus, 760.795.6670 and in the Administration Building on the San Elijo Campus, 760.944.4449, x6670.

### Retesting & Assessment Fee Policies

MiraCosta College students may take the English, ESL, or any of the four mathematics assessments only two times. Once this maximum is reached, students will not have the option of further retesting. (Tests given through MiraCosta's high school outreach testing program will not be counted toward the maximum.)

For English, ESL, and mathematics assessments, students must wait at least 24 hours before retesting. Students who do not intend to enroll at MiraCosta College but wish to take an English or ESL assessment or any of the four mathematics assessments will be charged \$30.

### Alternatives to Taking MiraCosta College's Assessments

1. Take your transcript from another college showing completion with a grade of "C" or better in a prerequisite English/math class to the Admissions and Records Office; or
2. Take your English/math assessment results from another California community college to the Admissions and Records Office and submit with a "Matriculation: Alternatives to Assessment" form (available in the Admissions and Records Office or at [miracosta.edu/forms](http://miracosta.edu/forms)). Your document must state the course in which you are eligible to enroll. A score alone is not sufficient; or
3. Take the transcript or diploma of your bachelor's degree to the Admissions and Records Office for English course placement at the 200 level and math course placement at the 30 level; or
4. If you have achieved one of the following minimum scores, take documentation to the Testing Office and fill out an "Alternate Tests Review Request" form. The

documentation, along with other factors, will be reviewed to determine placement.

### English

- ▶ Advanced Placement (AP) Program English (language or literature) test with a score of three or higher.
- ▶ International Baccalaureate (IB) Higher Level English Examination with a score of five or higher.
- ▶ California State University system Early Assessment Program (EAP) result stating: "Ready for CSU or participating CCC college-level English courses."
- ▶ California State University system English Placement Test (EPT) with a score of 151 or higher.
- ▶ Passing score on the UC Analytical Writing Placement Examination.

### Math

- ▶ Advanced Placement Program calculus test (AB or BC) with a score of three or higher.
- ▶ College Level Examination Program examination in mathematics with a score of 50 or higher.
- ▶ California State University system Early Assessment Program (EAP) result stating: "Ready for CSU or participating CCC college-level mathematics courses."
- ▶ California State University system Entry Level Mathematics (ELM) test with a score of 50 or higher.

NOTE: Classes in other subject areas may also require English and math competencies.

For further information about testing, students may call 760.795.6685 or visit the department's website: [www.miracosta.edu/student-services/testing](http://www.miracosta.edu/student-services/testing).

### Step 3: Orientation

Students who have a SURF ID and password complete an online orientation that introduces them to MiraCosta's academic programs and student services. It also provides an overview of how to enroll in classes and tips for a successful college experience.

At the end of the online orientation, students take a quiz to test their understanding of the material. When students pass the quiz, their records are automatically updated, usually within 24 hours, to show completion of the orientation component of matriculation.

### Step 4: Advisement

Students who have a SURF ID and password complete online academic advisement, which has two presentation options: Transfer Advisement or Associate Degree & Career and Technical Education Advisement. Both presentations cover educational planning and class scheduling, and both provide suggestions for those who are undecided about their goals. (Students may complete both presentations, but only one is needed to satisfy the matriculation requirement.)

Students will use their English and math placement results as a reference when completing either presentation. At the end of the presentation, students take a quiz to test their understanding of the material covered. When students pass the quiz, their records are automatically updated, usually within

24 hours, to show completion of the advisement component of matriculation.

For further information about orientation, advisement, or follow-up opportunities with a counselor, students may call 760.795.6670 or visit the department's website: [www.miracosta.edu/student-services/counseling](http://www.miracosta.edu/student-services/counseling).

## Step 5: Education Plan

One of the best ways students can keep their education and career goals on track is to create an education plan with their counselor. An "ed plan" gives students a roadmap for how to achieve their academic goal, including a list of courses and requirements, important dates and deadlines, and relevant transfer and career information.

Beginning fall 2014, new to MiraCosta College students are required to complete an education plan to earn and maintain enrollment priority. Students will complete an abbreviated (one or two semester) education plan when they complete online advising.

Students are encouraged to develop a comprehensive (four or more semester) education plan with a counselor as soon as possible but no later than the end of their second semester at MiraCosta to maintain their priority enrollment. New students who matriculate may be eligible to receive an early counseling appointment time to develop a comprehensive education plan.

## Step 6: Enrollment

Upon completion of the above steps—application, English and mathematics assessment, orientation, advisement, and education plan—students receive a priority enrollment date and time. Concurrently enrolled high school students may enroll two weeks prior to the start of the fall or spring terms and one week prior to the primary summer term.

## Exemption from the Matriculation Process

To be exempt from the matriculation process at MiraCosta, a student must meet **one** of the following conditions:

1. The student was exempt during a previous semester, or
2. The student has earned an associate or higher degree from an accredited institution, or
3. The student has previously attended another college and has indicated one of the following as an educational goal:
  - ▶ Discover or formulate career interest, plans, goals
  - ▶ Prepare for a new career (acquire job skills)
  - ▶ Advance further in current job or career (update job skills)
  - ▶ Maintain a certification or license (e.g., nursing, real estate)
  - ▶ Personal interest; no intention to use credit for certificate, degree, or transfer
  - ▶ Complete credits for high school diploma or GED.

## Exemption from Assessment (Testing) Only

To be exempt from the assessment component of matriculation, a student must meet one of the following conditions:

1. The student has completed the prerequisite course with a grade of "C" or higher at another college for any math or English course(s) in which he or she wishes to enroll (transcript or grade report required).
2. The student has taken an approved assessment test at another California community college that can be used to meet the prerequisite for the math or English course(s) in which he or she wishes to enroll.

Exemption from assessment and/or matriculation does not automatically give students priority enrollment privileges. Exempted students who want priority enrollment are encouraged to participate in the matriculation and/or assessment process.

## Student Rights & Responsibilities

Students have the right to challenge or appeal any step in the matriculation process by contacting the dean of Counseling and Student Development at 760.795.6892. To challenge a course prerequisite or corequisite, students must contact the Admissions and Records Office on either campus.

Students may refuse to participate in any matriculation service; however, refusal will not entitle students to early-enrollment privileges or to waive course prerequisites or corequisites.

Students are responsible for expressing broad educational intent upon admission and for declaring a specific educational goal by the time they have completed their second semester. Students are also responsible for attending class, completing assignments, arranging counseling appointments, and maintaining progress toward their educational goal.

*(Sources: Title 5 §55530; MCCC Board Policy/Administrative Procedure 5050. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

# Admissions Information

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## Admissions & Records Office

**Oceanside, Building 3300:** 760.795.6620

**San Elijo, Administration Building:** 760.634.7870

[www.miracosta.edu/student-services/admissions](http://www.miracosta.edu/student-services/admissions)

## Eligibility for Admission

To attend MiraCosta College, a student must be one of the following:

- ▶ Eighteen years of age or older and able to benefit from instruction
- ▶ A high school graduate or equivalent
- ▶ A sophomore, junior, or senior in high school with a Concurrent Enrollment Permit signed by the high school principal and parent. This form is available at high school counseling offices and Admissions and Records at both MiraCosta campuses. Students under 18 years of age who have not completed high school and are not pursuing the equivalent of a high school education should contact the Admissions and Records Office for more information.

## Residency Requirements

The residency rules as established by Title 5 of the California Code of Regulations require one year of physical presence in the state of California prior to the first day of the academic term combined with one year of evidence of intent and ability to establish residency in California. Exceptions and limitations exist. Students may be required to present evidence regarding their residency.

Once students complete and submit the Application for Admission, the Admissions and Records Office will determine their residency status. Students should contact Admissions and Records for further information regarding residency requirements.

## Admission of International Students

**Oceanside:** 760.795.6897

[www.miracosta.edu/iip](http://www.miracosta.edu/iip)

As part of its educational program, MiraCosta promotes the internationalization of its college community by attracting capable international students. MiraCosta is authorized under federal law to enroll nonimmigrant F-1 visa students.

The college's Institute for International Perspectives (IIP) processes international student admissions and provides support services for F-1 students attending MiraCosta College. Prospective international students can be considered for admission to MiraCosta after submitting in writing to the IIP all required application materials as outlined by MCCC Administrative Procedure 5012 including the following:

- ▶ Official high school (secondary school) transcript translated to English
- ▶ Official transcripts in English from all colleges and universities attended
- ▶ Test of English as a Foreign Language (TOEFL) score or other proof of English proficiency
- ▶ Proof of financial certification for all educational and personal expenses while attending college as an F-1 visa student.

All F-1 visa students must contact the IIP prior to enrolling at MiraCosta. The priority deadline to submit an application for fall semester is July 1 of the application year; the priority deadline to submit an application for spring semester (which begins in January) is November 15 of the previous year.

International students who do not meet the college's English language proficiency requirement and/or wish to improve their English skills can apply for full-time English language training offered by the college's Community Services program English Language Institute.

Applications for admission and details regarding MiraCosta's international student programs are available at the IIP (located on the Oceanside Campus) or on the institute's website.

## Special Admission: Nursing

Nursing students have special application and registration procedures. They should contact the Admissions and Records Office at either campus for specific details.

## Information for Veterans

**Oceanside, Building 3300:** 760.757.2121, x6285

Students receiving GI Bill educational benefits are subject to the following general policies:

- ▶ Students must declare a major and enroll in classes required for their major
- ▶ Students must have ALL prior college and military credit evaluated
- ▶ Transcripts must be received by the college before the end of their first semester
- ▶ Students must meet with a MiraCosta academic counselor to obtain an educational plan during their first semester
- ▶ Students must be making satisfactory progress toward their educational goals
- ▶ Students must report all changes in their educational status, including adds and drops in class schedule, education plans, or Transfer Admission Guarantee (TAG) agreements, to MiraCosta's Veterans Education Office.

Continuing students should notify the appropriate staff member of their intention to continue the GI Bill prior to the end of each term to prevent interruption. Because not all classes are VA approved, students should have their classes reviewed by a counselor.

Students changing their major must file the necessary paperwork and make a counseling appointment to update their education plan. It takes approximately 6 to 8 weeks to process a VA Education Claim.

## Early Military Discharge

Military service personnel who plan to request an early discharge in order to attend MiraCosta College should complete an Application for Admission and request confirmation from the Admissions and Records Office.

## Full/Part-Time Student Status

Full-time status is required for certain programs, including the following:

- ▶ **Intercollegiate sports:** Students must be actively enrolled in at least 12 units.
- ▶ **Veterans:** Students must be enrolled in at least 12 units. Reduced benefits are available for students taking at least 6 units.
- ▶ **Financial aid:** Most programs require at least half-time enrollment, which is 6 units.
- ▶ **EOPS:** Students must be enrolled in at least 12 units or 14 contact hours per week.

## Enrolling in Courses

Students may enroll online using the SURF online enrollment system with certain exceptions (e.g., challenging a prerequisite or time conflict). All enrollment instructions, important dates and times, and online restrictions are described in each semester's class schedule.

The college provides early enrollment dates for matriculated students (see Matriculation p. 14), students participating



in Extended Opportunity Programs and Services (EOPS) or Disabled Students Programs and Services (DSPS), foster youth and former foster youth (up to and including the age of 24), and active duty or recently discharged military personnel. (Contact Admissions and Records, DSPS, EOPS, or the Veterans Education Office for more information.) Note: Priority enrollment may not apply to enrollment in certain vocational or allied health programs that require a separate application process.

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## **ALERT: Changes to Priority Registration—Effective Fall 2014**

The California Community Colleges Board of Governors approved changes that will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment, or transfer and to reward students who make progress toward their educational goals.

- ▶ New students who have completed college orientation and assessment and have developed educational plans as well as continuing students in good academic standing who have not exceeded 90 units (not including units in basic English, math, or English as a Second Language) will have priority over students who do not meet these criteria.
- ▶ Active duty military and recently discharged veterans, current and former foster youth, followed by students in Extended Opportunity Programs and Services and Disabled Student Programs and Services will continue to have the earliest priority for registration if they meet the same criteria listed above.
- ▶ The regulations, unanimously approved by the Board of Governors, will be implemented in fall 2014. We encourage students on probation to seek help to improve their academic standing. Students nearing 90 units should carefully plan their remaining courses.

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## **Credit Courses**

Most MiraCosta College courses are offered for credit. That means they are taught by credentialed faculty who meet with students at regularly scheduled times or in self-paced or online formats, and they offer graded instructional experiences that require preparation averaging two hours of additional study for every hour of instruction (lecture). Credit courses are offered to meet requirements for two- and four-year degrees, job preparation or advancement, and basic skills.

**Courses numbered from 0 to 49** are basic skills or college preparatory courses. Credit from these courses does not apply toward the associate degree and is not intended for transfer to a four-year college or university.

Students may take a maximum of 30 units of such courses; however, an exception is made for students enrolled in one or more courses of English as a Second Language (ESL) and students identified as having a learning disability. (For more information, see Non-Degree Applicable Courses in the Academic Standards & Policies p. 317 section of the catalog.)

**Courses numbered from 50 to 99** provide credit toward the associate degree, but this credit is not intended for transfer to a four-year college or university. However, the final determination for credit rests with the transfer institution.

**Courses numbered from 100 to 199** represent introductory material and expectations for vocational or academic programs. These courses provide credit toward the associate degree, and this credit is intended for transfer to a four-year college or university. However, some courses that fall within this numbering system may be associate-degree-applicable only, and the final determination regarding the transfer of credit rests with the receiving institution.

Courses that at minimum transfer to the California State University (CSU) or University of California (UC) as elective credit identify their transfer status in the "acceptable for credit" section of their course descriptions.

Students are encouraged to meet with a MiraCosta College counselor and refer to [www.assist.org](http://www.assist.org) to determine if a course also meets a specific major-preparation requirement. Courses approved for the CSU (Plan B) and UC (Plan C) general education patterns are identified in the Transferring Course Work section of the catalog.

**Courses numbered from 200 to 299** often assume skills and knowledge acquired in previous courses. Like the 100-level courses, they provide credit toward the associate degree, and this credit is intended for transfer to a four-year university. However, some courses that fall within this numbering system may be associate-degree-applicable only, and the final determination regarding the transfer of credit rests with the receiving institution.

Courses that at minimum transfer to the California State University (CSU) or University of California (UC) as elective credit identify their transfer status in the "acceptable for credit" section of their course descriptions.

Students are encouraged to meet with a MiraCosta College counselor and refer to [www.assist.org](http://www.assist.org) to determine if a course also meets a specific major-preparation requirement. Courses approved for the CSU (Plan B) and UC (Plan C) general education patterns are identified in the Transferring Course Work section of the catalog.

**Courses numbered from 900 to 999** do not fall in any of the above categories but are, for the most part, specialized or advanced. Credit from these courses cannot be applied toward an associate degree.

## **Course Identification Numbering System (C-ID)**

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. The purpose of a C-ID designation is to identify comparable courses within the California community college system.

When a C-ID number is listed in the catalog or schedule at the end of a MiraCosta course description (e.g., C-ID AJ120), students can be assured that it will be accepted in lieu of a course bearing the same C-ID designation at another community college.

However, many universities, including the University of California (UC), do not participate in the C-ID numbering system. Therefore, students should always go to [www.assist.org](http://www.assist.org) to confirm how each community college's course will be accepted at a specific four-year college or university for transfer credit.

### Course Outlines

Students wishing detailed information about courses, such as minimum standards in terms of learning objectives, types of assignments, and level of difficulty involved, may access course outlines on the Courses and Programs webpage.

### Course Selection

Course selection is generally the student's responsibility and is based on the student's education plan and previous academic record. Enrollment in English and math courses may require placement testing, which is described under "Assessment" in the Matriculation section of the catalog (see Matriculation p. 14). Members of the counseling staff are available to assist students in evaluating their academic potential and in making proper class selections.

### Requisites & Other Enrollment Limitations

Prerequisites and corequisites are conditions of enrollment that students have to meet in order to register in a specific course. A prerequisite is a course that must be completed with a "C" or better prior to registration in the specific course; a corequisite is a course that is required to be taken the same semester as another course. Prerequisites and corequisites may be established for any of the following reasons:

- ▶ They ensure students have the knowledge and skills that are necessary for success in a specific course.
- ▶ They are required by a four-year public institution.
- ▶ They are part of a closely related lecture/lab pairing within a discipline.
- ▶ They are required by statute or regulation.
- ▶ They are necessary to protect the health or safety of the student or others.

Other enrollment limitations are established to prevent students from duplicating course work or from enrolling in two sections of the same course at the same time. In addition, some intercollegiate competition and public performance courses have auditions or try-outs that restrict enrollment to those students judged most qualified.

### Meeting & Clearing Prerequisites

Students may meet prerequisite requirements through satisfactory completion of designated MiraCosta courses or by completing course work from other United States regionally accredited post-secondary institutions.

To clear prerequisites taken at another institution, students need to provide a transcript or other evidence, such as a grade report, to the Admissions and Records Office along with a Requisite Review form. The office reviews the transcript or other evidence to determine applicability.

Additionally, students may meet prerequisites by qualifying through appropriate MiraCosta competency or other approved exams. High school course work may not be used to clear

prerequisites unless the prerequisite listed in the course description specifically allows for it.

Only grades of "C" or higher (2.0 grade points based on a 4.0 scale or the equivalent) may be used to clear a prerequisite unless the course description states otherwise.

All prerequisites need to be cleared before students can enroll online. Students who are enrolled in a requisite course can enroll in a course that requires the prerequisite for the following semester pending proof of the requisite course's satisfactory completion. If a student does not pass the requisite course with a "C" or better, he or she will be involuntarily withdrawn from the course and refunded applicable fees.

### Challenging Requisites & Other Enrollment Limitations

A student may challenge any prerequisite, corequisite, or other enrollment limitation by submitting a MiraCosta College Challenge form at the time of registration to the Admissions and Records Office. The student will be enrolled in the requested class if space is available.

The department whose course requisite or enrollment limitation is being challenged will review the challenge and notify the student of the department's decision within five instructional days (excluding weekends and holidays). If the challenge is upheld, the student may remain in the course; if it is denied, the student will be dropped from the class and refunded all applicable fees.

The only grounds for challenging a prerequisite or corequisite are as follows:

- ▶ It has not been established in accordance with the district's process for establishing prerequisites and corequisites.
- ▶ It is in violation of Title 5.
- ▶ It is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- ▶ The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite or corequisite.
- ▶ The student will be subject to undue delay in attaining the goal of his or her student educational plan because the prerequisite or corequisite course has not been made reasonably available.

The only grounds for challenging an enrollment limitation are as follows:

- ▶ It is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- ▶ The district is not following its enrollment procedures.
- ▶ The basis for the limitation does not in fact exist.

### Multiple & Overlapping Enrollments

Students may not enroll in two or more sections of the same credit course during the same term unless the length of the courses allows enrollment without the student being enrolled in more than one section at any given time.

Enrollment in two or more courses that have overlapping meeting times is not allowed except in special circumstances. To request approval for such an exception, the student needs to submit a Time Conflict Approval form. If the student is

allowed to enroll in overlapping classes, then for attendance accounting purposes, he or she must satisfy **all** of the following requirements:

- ▶ The student provides sound justification other than scheduling convenience.
- ▶ The director of Admissions and Records approves the schedule.
- ▶ MiraCosta maintains documentation describing the justification and showing the student made up the hours of overlap during the same week under the instructor's supervision.

## Adding Classes

Full-semester-length and 15-week classes may be added through the first week of the semester (or session) or, at the instructor's discretion, through the second week. If a student wishes to add a class that is closed (full), he or she may attend the first class meeting and request a permission number from the instructor if room becomes available.

A student has not successfully added a class until he or she has officially enrolled and paid the appropriate fees. The instructor will ask the student to verify enrollment with the receipt obtained from SURF or the Admissions and Records Office/Student Accounts.

A student may not add a class after the deadline listed in the class schedule. Students who believe they have extenuating circumstances for adding late may petition the instructor and appropriate dean. Deadlines for short-term, late-start, and open-entry classes are available in the Admissions and Records Office.

## Dropping Classes

Students are responsible for dropping their own unwanted classes; however, instructors may drop students who are absent for the first class meeting or who have excessive absences thereafter. In addition, students may be dropped for non-payment, for failing to meet prerequisites, or as a result of disciplinary action.

To avoid receiving a failing grade, a student must officially drop a class either by using the online SURF system or by submitting a Drop Card to the Admissions and Records Office by the appropriate deadline. The instructor's signature is not required on the Drop Card.

Three deadlines pertain to dropping a class:

- ▶ The first entitles the student to a refund and no record on his or her transcript.
- ▶ The second deadline results in a "W" (withdrawal) rather than an evaluative grade and no refund.
- ▶ The third deadline is the 60 percent withdrawal date for calculating return of Title 5 funds for financial aid purposes.

Each semester's class schedule lists the deadlines for dropping standard full-semester and short-term classes.

## Wait List for Full Classes

Some classes fill quickly. Prior to the start of the class, students have the option to be placed on a wait list for full sections. Throughout registration before the first class meeting, a nightly

process will attempt to auto enroll students into any available seats. Information regarding success, payment required, and problems will be communicated to students via email.

If not auto-enrolled, wait list students (along with all enrolled students) are required to attend the first meeting of the class. If enrolled students are not present or other students decide to withdraw from the class, the instructor may allow students from the wait list to enroll. The instructor issues those students a permission number to use for adding the class on SURF.

Students who wish to waitlist online courses should select wait list and contact the instructor via email once the class begins to inquire about possible openings.

Classes for which a student is waitlisted do not count as official enrollment and may not be used to fulfill enrollment requirements toward financial aid or verifications of enrollment.

## Fees

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MiraCosta College is required by state law to charge each student a per-unit enrollment fee for credit classes. This fee is subject to change as directed by the California Legislature. All other fees are subject to change as directed either by the California Legislature or by the MiraCosta College Board of Trustees in accordance with Title 5 of the California Code of Regulations.

Detailed information about fees, financial aid, and scholarships can be found in each semester's class schedule, in the Financial Aid Office (located in Building 3000 of the Oceanside Campus), and at [www.miracosta.edu/student-services](http://www.miracosta.edu/student-services).

Fees are due at the time of enrollment. Any debt will result in denial of further enrollment privileges and withholding of services, such as transcript requests and enrollment verifications.

## Non-Resident Tuition

International students and non-California residents pay a per-unit non-resident fee. A student classified as a non-resident is required, except as otherwise provided, to pay a non-resident fee per unit in addition to the regular enrollment fee.

## Cost of Textbooks

Most credit courses require students to provide their own textbooks, lab manuals, workbooks, and supplies. Course materials such as these can be purchased new or used from the college bookstore.

Because textbooks are often more expensive than the enrollment fee, students are encouraged to participate in the bookstore's textbook rental, used book, and book buy-back programs. Students who need assistance paying for books should contact the Financial Aid Office to determine their eligibility for financial aid, book grants, or book loans.

Books for classes taught at the Oceanside Campus and all online courses must be purchased or rented at the Oceanside Spartan Bookstore or the Oceanside website; books for classes taught at the San Elijo Campus must be purchased or rented



at the San Elijo bookstore or the San Elijo website; books for classes taught at the Community Learning Center (CLC) must be purchased or rented at the CLC bookstore.

## Health Services Fee

All students enrolled in credit courses and taking any number of units at the Oceanside Campus, San Elijo Campus, or Community Learning Center are required to pay a health services fee as prescribed by the MiraCosta College Board of Trustees.

Students enrolled in credit courses conducted at other locations must also pay the health services fee. However, companies or school districts that arrange for MiraCosta to conduct classes at off-site locations may request a waiver of the health services fee by providing proof of accident insurance. Arrangements for a fee waiver need to be made with the Office of Instruction when off-site class negotiations are conducted.

The following students are not required to pay the health services fee:

- ▶ Those who are enrolled in noncredit courses. (They may choose to pay the fee if they want to use and benefit from the health and medical services that the Health Services Office provides.)
- ▶ Those who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. (These students must present documentary evidence of their affiliation with a bona fide religious sect, denomination, or organization.)

## Instructional Material Fees

Some courses have a "required instructional and other materials" fee, which means students must purchase certain materials as a condition of their registration, enrollment, or entry into a class. These materials must be necessary for the student to achieve the respective course's objectives, and they must be of continuing value to the student outside of the classroom setting (per Title 5 §59402). Examples of these materials include, but are not limited to, tools, equipment, and clothing that are necessary for a student's vocational training and employment.

## Parking Fees

All student vehicles parked on campus must be registered with the Parking/Campus Police Office, which is located in Parking Lot 1A on the Oceanside Campus and on the east side of the entrance to the San Elijo Campus. Upon request, the office will provide a copy of all the rules and regulations that pertain to parking on campus.

A parking fee is charged for registration of each vehicle each semester with some exceptions, which are listed in the class schedule, and the fee varies with the type of vehicle. Students receive a parking decal when they register their vehicle, and it needs to be affixed properly to the registered vehicle. Students who violate the college's parking rules and regulations are subject to citations and fines.

## Student Center Fee

A Student Center fee of \$1 per credit unit with a maximum of \$10 per academic year (summer through spring) is charged

to students enrolled in on-campus credit classes at the San Elijo or Oceanside Campus. This fee is waived for students who provide the Financial Aid Office with documentation of their participation in AFDC/TANF, SSI, or General Relief.

## Student Identification Card Fee (optional)

The student identification (ID) card supports a variety of college services, such as using computer and language labs and writing checks in the college bookstore. The student ID card also serves as the college library card, expediting access to the library circulating collection and academic reserve collections. Students without a valid MiraCosta student ID card must provide proof of current semester registration along with a government-issued photo ID and proof of current address to access these library services.

Another advantage of having a student ID card is the cardholder discount students receive at various North County businesses, such as at participating copy centers, theatres, restaurants, clubs, museums, and sports events. In addition, ID card fees help fund a number of student activities and campus events as well as the publication of the Chariot student newspaper.

To obtain a card, students need to pay the fee at enrollment and bring their receipt of purchase and a picture ID to the Student Activities Office at either campus.

## Transcript Fees

Two transcripts are provided to each student without cost. Additional copies cost \$5 each. An additional \$2 processing fee is charged for transcripts ordered **online**.

## California Veteran Dependent Exemption

The basic benefit is the waiver of tuition and required incidental fees at a California community college, California State University, or University of California. Dependents who may be eligible for this benefit include the following:

- ▶ A child or surviving spouse of a veteran who died in the line of duty or as a result of a service-connected disability
- ▶ A child or spouse of a totally disabled, service-connected veteran
- ▶ A child of a veteran who has applied for a service-connected disability, has received a rating of zero or more percent, and falls within the income guidelines.

Contact the MiraCosta College Veterans Education Office (760.757.2121 x6285), the California Association of County Veterans Service Officers, or the California Department of Veterans Affairs (916.503.8397) for information about how to apply for this college fee waiver.

## Penalty for Dishonored Checks

A \$10 penalty is levied for every check dishonored by the bank and returned to the college. This penalty is in addition to any and all other fees, fines, and charges.

A \$10 processing fee is charged for a clearance of a HOLD that has been put on a student's record.

## Delinquent Debt Collection Charge

Each student is responsible for paying all fees for a term or session. When classes remain on or are added to a student's schedule and fees are not paid, the fees owed are past due and subject to the collections process. If a delinquent debt is sent to the State Chancellor's Office Tax Offset Program, a 25 percent penalty charge may be added to the balance owed.

## Refunds

### Student Eligibility for Refund

Refunds of enrollment, non-resident, Student Center, health services, and materials fees are given to the following students:

- ▶ Those whose classes have been canceled by the district
- ▶ Those who have officially dropped from classes (they have dropped online using SURF or turned in a Drop Card to the Admissions and Records Office) during the first two weeks of a full-semester class (or by 10 percent of a short-term class)
- ▶ Those who are members of an active or reserve military service who receive orders compelling a withdrawal from courses at any time during the semester.

### Processing of Refunds

Refunds are automatically mailed or credited to the student's credit card throughout the semester. Students who have not received their refund by the sixth week of classes should call the Student Accounts Office at 760.795.6835.

Students who receive federal financial aid funds and totally withdraw before the 60 percent date of the term require a refund and repayment calculation to determine funds owed back to the various federal aid programs by both the college and the student. Unofficial withdrawals (grades of all Fs and/or Ws) also require a refund and repayment calculation. Refunds of federal aid programs are made according to a formula established by the U.S. Department of Education. Additional information is available in the Financial Aid Office.

## Alternative Sources of Credit

Students may use nontraditional credit to satisfy general education, elective, or major course requirements, but it cannot be granted for non-degree-applicable classes. MiraCosta College grants nontraditional vocational credit only for vocational subjects that MiraCosta offers.

### Credit from Other Colleges

MiraCosta grants credit for most courses taken at United States regionally accredited institutions of higher learning (Associations of Colleges and Schools), but MiraCosta reserves the right to evaluate work completed at other colleges. Credit earned at a time when an institution was a candidate for accreditation may be accepted for credit.

Courses completed at another California community college that were approved for a general education category as

outlined in Title 5 will be applied to the same general education category at MiraCosta and can be used to satisfy associate degree requirements.

Transfer credits from institutions using the quarter system will be evaluated as follows: each unit of work for a quarter is equivalent to two-thirds of a unit of work for a semester (e.g., 3 quarter units = 2 semester units).

### International Course Work

International course work must be evaluated by an accredited and approved evaluation service. Courses may be used to fulfill prerequisite, major, general education, or math competency requirements only if course descriptions in English are submitted for review along with the evaluated foreign transcript. Course descriptions reviewed for the English competency and/or general education requirements will be considered only if the language of instruction was English. MiraCosta College will not determine course transferability to other colleges and universities.

### Advanced Placement (AP) Examination Program

MiraCosta grants advanced placement and advanced credit toward its associate degree to high school students who attain scores of 3, 4, or 5 on AP exams administered by the College Entrance Examination Board.

Students may earn a minimum of 3 semester units of credit toward their associate degree at MiraCosta for each AP exam satisfactorily passed while in high school. AP credit can also be used to satisfy California State University and University of California transfer admission requirements. The Advanced Placement Guide p. 24 identifies how specific AP exams can be used for these purposes.

High school students who intend to participate in this program should make the necessary arrangements with their high schools and should request when they take the AP exams that their test scores be sent to the Counseling Office. To obtain credit for advanced placement at MiraCosta, students should make an appointment to see a counselor. In addition, students intending to transfer to four-year institutions should consult a MiraCosta counselor or the individual university regarding AP credit policies.

### International Baccalaureate (IB) Examination Program

MiraCosta grants credit toward the associate degree for most higher level exams passed with a minimum score of 5. However, individual departments have the right to set scoring standards and to determine course equivalency. Students intending to transfer to four-year institutions should consult with the individual university regarding its credit policy. The International Baccalaureate Guide p. 27 identifies how specific exams can be used for these purposes.

### College Level Examination Program (CLEP)

MiraCosta may award credit for successful completion of certain CLEP general examinations and subject examinations. These examinations are especially valuable for people whose learning experiences have taken place primarily outside formal

classrooms. The CLEP Guide p. 28 identifies how specific exams can be used for these purposes.

## Military Service Schools

MiraCosta College grants experience credit of 3 elective units for submission of any DD214, 295, or other military transcript. Additionally, active duty military personnel and U.S. military veterans may satisfy Area E2 Self-Development of MiraCosta College's general education pattern (Plan A p. 55) or Area E-Self-Development on the California State University general education pattern (CSU-GE, Plan B p. 72) through submission of a military transcript.

Military service school training will be evaluated and awarded associate degree credit in accordance with the recommendations contained in the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Forces. In most circumstances, the units awarded will be elective credit. Students may also receive credit for USAFI/Dantes subject standardized tests and USAFI courses by submitting an official transcript to the Admissions and Records Office. Students should submit a verified copy of their DD214/military transcript to the Admissions and Records Office for evaluation.

## CTE Transitions—College Credit for High School Classes

**Oceanside, Building 3700:** 760.757.2121, x6578

[www.miracosta.edu/instruction/ctetransitions](http://www.miracosta.edu/instruction/ctetransitions)

The CTE Transitions program awards college credit to high school students who earn an A or B in career-related "articulated" high school courses. An articulated course is one in which the high school teacher and MiraCosta College faculty have formally agreed that the high school course's outline, syllabus, textbook, and final exam are comparable to those in a course of the same subject at MiraCosta. More than 40 different high school courses have been articulated in the following subjects: accounting, architecture, automotive technology, business administration, business office technology, child development, design drafting technology, engineering, horticulture, medical assisting, and nursing. Students who are taking courses in these subjects at area high schools may be eligible for CTE Transitions credit. To find out which high school courses offer articulated MiraCosta College credit, students should visit the CTE Transitions website.

## Credit by Examination

Credit by institutional examination is available only under the following conditions:

- ▶ A departmental or program credit by institutional examination policy is on file with Student Services.
- ▶ An instructor who has been designated by departmental statement as eligible to give credit by institutional examination in the course agrees that such credit by institutional examination is appropriate. This instructor is also responsible for writing, selecting, and administering the exam.
- ▶ Units earned under credit by examination provisions do not count in the 12 units in residence required for graduation.
- ▶ To receive credit by institutional examination, a student must be in good standing and must complete (with a grade other than "W") at least 3 units of work at MiraCosta College during the semester, other than those units that are earned through institutional examination.
- ▶ Credit by institutional examination is limited to those courses in the MiraCosta College catalog current for the period of evaluation.
- ▶ An examination may be taken only one time for a specific subject and will not be given in a subject previously completed unsatisfactorily (D, F, or NP).
- ▶ The deadline for returning the completed petition for credit by institutional examination to the Admissions and Records Office is Friday of the sixth week of classes during a regular semester or the third week of classes during summer intersession.
- ▶ All examinations will be given during the period reserved for "day class" final examinations each regular semester, unless special permission is secured from the examining instructor.
- ▶ All examinations will be graded using the full range of grades available for any class.
- ▶ Credit by institutional examination will generally not be offered for a course that is a prerequisite to a course for which the student has already received college credit in a previous semester.
- ▶ A maximum of 15 units will be granted as credit by institutional examination at MiraCosta College. Note: This number does not include Advanced Placement, CLEP, or other similar standardized tests.
- ▶ Credit by institutional examination in a course will be noted on the student's permanent record by a notation next to the course.
- ▶ Credit by institutional examination will be recorded on the student's permanent record only if department and institutional policy has been followed.
- ▶ Charges will be assessed for credit by institutional examination. Units earned through credit by institutional exam cannot be counted for federal financial aid payment purposes.
- ▶ Credits acquired by examination are not applicable to meeting of such unit-load requirements as Selective Service deferment, veteran's, or Social Security benefits.
- ▶ Credit by institutional exam is covered by the Board of Governors Fee Waiver Program, if eligible.



# Advanced Placement Guide

Advanced Placement (AP) exams with a minimum score of 3 can be used toward associate degree requirements, CSU admission and GE certification requirements, and UC admission and IGETC certification requirements.

Advanced Placement Exam	MCC Course(s) Maximum AA/AS Units*	MiraCosta GE Area	CSU GE Certification Area/Semester Units**	CSU Minimum Admission Semester Units**	IGETC Certification Area/Semester Units***	UC Admission Semester Units***
Art History	ART 258 and ART 259 6 units	Area C 3 units	Area C1 or C2 3 units	6 units	Area 3A or 3B 3 units	5.3 units
Studio Art (any exam)	N/A 3 units	No GE	N/A	3 units per exam	N/A	5.3 units (max credit for Studio Art AP exams)
Biology	BIO 100 or BIO 101 and BIO 101L 6 units	Area B 4 units	Areas B2 and B3 4 units	6 units	Area 5B (with lab) 4 units	5.3 units
Calculus AB	MATH 150/ MATH 150H 3 units	Area A2	Area B4 3 units	3 units (only one Calculus AP exam applied to degree)	Area 2A 3 units	2.7 units (5.3 units max credit for Calculus AP exams)
Calculus BC	MATH 150/ MATH 150H and MATH 155 6 units	Area A2 3 units	Area B4 3 units	6 units (only one Calculus AP exam applied to degree)	Area 2A 3 units	5.3 units (max credit for Calculus AP exams)
Calculus AB Subscore	N/A	N/A	Area B4 3 units	3 units (only one Calculus AP exam applied to degree)	Area 2A 3 units	2.7 units (5.3 unit max credit for Calculus AP exams)
Chemistry	CHEM 110 (only if score of 4 or 5) 6 units	Area B 4 units	Areas B1 and B3 4 units	6 units	Area 5A (with lab) 4 units	5.3 units
Chinese Language & Culture	N/A 6 units	Area C 4 units	Area C2 3 units	6 units	Areas 3B and 6 3 units	5.3 units
Computer Science A	CS 111 3 units	No GE	N/A	3 units (only one CS AP exam applied to degree)	N/A	1.3 units
Computer Science AB (discontinued after May 2009)	N/A 6 units	No GE	N/A	6 units (only one CS AP exam applied to degree)	N/A	2.7 units (max credit for both CS AP exams)
Economics: Macroeconomics	ECON 101 3 units	Area D	Area D2 3 units	3 units	Area 4 3 units	2.7 units
Economics: Microeconomics	ECON 102 3 units	Area D	Area D2 3 units	3 units	Area 4 3 units	2.7 units
English: Language & Composition	ENGL 100 6 units	Area A1 3 units	Area A2 3 units	6 units	Area 1A 3 units	5.3 units (max credit for English AP exams)
English: Literature & Composition	ENGL 100 and LIT elective 6 units	Area A1 3 units Area C 3 units	Areas A2 and C2 6 units	6 units	Area 1A or 3B 3 units	5.3 units (max credit for English AP exams)
Environmental Science	N/A 4 units	Area B 4 units	Areas B1 and B3 4 units	4 units	Area 5A (with lab) 3 units	2.7 units

French Language	FREN 201 6 units	Area C 4 units	Area C2 3 units	6 units	Areas 3B and 6 3 units	5.3 units
French Literature	FREN 202 6 units	Area C	N/A	6 units	Areas 3B and 6 3 units	5.3 units
German Language	GERM 201 6 units	Area C 4 units	Area C2 3 units	6 units	Areas 3B and 6 3 units	5.3 units
Geography (Human)	GEOG 102 3 units	Area D	Area D5 3 units	3 units	Area 4 3 units	2.7 units
Government & Politics: Comparative	PLSC 103 3 units	Area D	Area D8 3 units	3 units	Area 4 3 units	2.7 units
Government & Politics: United States+	PLSC 102 3 units	Areas D, F, G Max 3 units	Areas D8 and US-2 CSU AI requirement 3 units	3 units	Area 4 3 units	2.7 units
History: European	HIST 104/ HIST 104H 6 units	Areas C, F Max 3 units	Area C2 or D6 3 units	6 units	Area 3B or 4 3 units	5.3 units
History: United States+	HIST 110/ HIST 110H 3 units	Areas D, F, G Max 3 units	Area C2 or D6 and US-1 CSU AI requirement 3 units	6 units	Area 3B or 4 3 units	5.3 units
History: World	HIST 100/ HIST 100H and HIST 101/ HIST 101H 6 units	Areas D, F Max 3 units	Area C2 or D6 3 units	6 units	Area 3B or 4 3 units	5.3 units
Italian Language & Culture	ITAL 201 6 units	Area C 4 units	N/A	6 units	Areas 3B and 6 3 units	5.3 units
Japanese Language & Culture	JAPN 201 6 units	Area C 4 units	Area C2 3 units	6 units	Areas 3B and 6 3 units	5.3 units
Latin: Literature (discontinued after May 2009)	N/A 6 units	Area C 3 units	N/A	6 units	Areas 3B and 6 3 units	2.7 units
Latin: Vergil	N/A 3 units	Area C	Area C2 3 units	3 units	Areas 3B and 6 3 units	2.7 units
Music Theory	MUS 101 6 units	No GE	N/A	6 units	N/A	5.3 units
Physics B	PHYS 111 and PHYS 112 6 units	Area B	Areas B1 and B3 4 units (until fall '15)	6 units	Area 5A (with lab) 4 units	5.3 units (max credit for Physics AP exams)
Physics C: Electricity & Magnetism	PHYS 152 4 units	Area B	Areas B1 and B3 4 units	4 units	Area 5A (with lab) 3 units	2.7 units (5.3 units max credit for Physics AP exams)
Physics C: Mechanics	PHYS 151 4 units	Area B	Areas B1 and B3 4 units	4 units	Area 5A (with lab) 3 units	2.7 units (5.3 units max credit for Physics AP exams)
Physics 1	PHYS 111 4 units	Area B	Areas B1 and B3 4 units (maximum GE credit for Physics AP exams)	4 units (6 units maximum credit for Physics AP exams)	N/A	N/A
Physics 2	PHYS 112 4 units	Area B	Areas B1 and B3 4 units (maximum GE credit for Physics AP exams)	4 units (6 units maximum credit for Physics AP exams)	N/A	N/A

Psychology	PSYC 101 / PSYC 101H 3 units	Area D	Area D9 3 units	3 units	Area 4 3 units	2.7 units
Spanish Language	SPAN 201 6 units	Areas C, F 4 units	Area C2 3 units	6 units	Areas 3B and 6 3 units	5.3 units
Spanish Literature	SPAN 202 6 units	Area C 4 units	Area C2 3 units	6 units	Areas 3B and 6 3 units	5.3 units
Statistics	MATH 103 4 units	Area A2	Area B4 3 units	3 units	Area 2A 3 units	2.7 units

**\* MCC Advanced Placement Policies**

The AP exams listed above may be applied for course and unit credit toward the MiraCosta College associate degree requirements.

**\*\* CSU Advanced Placement Policies**

The AP exams listed above may be incorporated into certification of CSU General Education-breadth requirements. All CSU campuses will accept the minimum units shown if the examination is included in full or subject area certification; individual CSU campuses may choose to accept more units than those specified towards completion of general education breadth requirements. The CSU Minimum Admission Semester Units column reflects the minimum number of units all CSU campuses will accept toward CSU admission.

**\*\*\* UC Advanced Placement Policies**

Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language Other Than English (LOTE). The last column reflects the minimum number of units all University of California campuses will accept toward UC admission.

**+** This examination only partially fulfills the CSU American Institutions graduation requirement but can be used toward the requirement.

# International Baccalaureate (IB) Credit Guide for General Education (GE)

IB Exam	MiraCosta GE Area/ Semester Units	CSU-GE Certification Area/Semester Units	CSU Minimum Admission Semester Units	IGETC Certification Area/Semester Units	UC Minimum Admission Semester Units
Biology HL	Area B/3 units	Area B2 (w/out lab)/3 units	6 units	Area 5B (w/out lab)/3 units	5.3 units
Chemistry HL	Area B/3 units	Area B1 (w/out lab)/3 units	6 units	Area 5A (w/out lab)/3 units	5.3 units
Economics HL	Area D/3 units	Area D2/3 units	6 units	Area 4/3 units	5.3 units
Geography HL	Area D/3 units	Area D5/3 units	6 units	Area 4/3 units	5.3 units
History HL (any region)	Area D/3 units	Area C2 or D6/3 units	6 units	Area 3B or 4/ 3 units	5.3 units
Language A1 HL (any language) *	Area C/3 units	Area C2/3 units (until fall '13)	6 units	Area 3B/3 units	5.3 units
Language A2 HL (any language) *	Area C/3 units	Area C2/3 units (until fall '13)	6 units	Area 3B/3 units	5.3 units
Language A Literature HL	Area C/3 units	Area C2/3 units	6 units	Area 3B/3 units	5.3 units
Language A Language and Literature HL	Area C/3 units	Area C2/3 units	6 units	Area 3B/3 units	5.3 units
Language B HL (any language) *	Area C/3 units	N/A	6 units	Area 6/3 units	5.3 units
Mathematics HL *	Area A2/3 units	Area B4/3 units	6 units	Area 2/3 units	5.3 units
Physics HL	Area B/3 units	Area B1 (w/out lab)/3 units	6 units	Area 5A (w/out lab)/3 units	5.3 units
Psychology HL	Area D/3 units	Area D9/3 units	3 units	Area 4/3 units	5.3 units
Theatre HL*	Area C/3 units	Area C1/3 units	6 units	Area 3A/3 units	5.3 units

NOTE: Each CSU and UC campus determines how it will apply external examinations toward credit in the major. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

\* A minimum score of 5 for all exams is required by the University of California (UC). California State University (CSU) requires a minimum score of 5, except for Mathematics, Language, and Theatre exams, which require a score of 4. MiraCosta requires a score of 5 for all exams except Mathematics, which requires a minimum score of 4.



# College Level Examination Program (CLEP) for MiraCosta College and California State University (CSU)

CLEP tests with a minimum score of 50 can be used toward associate degree general education and elective requirements as well as CSU admission and general education certification requirements.

CLEP Exam	MiraCosta GE Area/ Semester Units	MiraCosta Associate Degree Semester Units	CSU GE Certification Area/Semester Units	CSU Minimum Admission Semester Units
American Government	Area D/3 units	3 units	Area D8/3 units	3 units
American Literature	Area C/3 units	3 units	Area C2/3 units	3 units
Analyzing and Interpreting Literature	Area C/3 units	3 units	Area C2/3 units	3 units
Biology	Area B/3 units	3 units	Area B2/3 units	3 units
Calculus*	Area A2/3 units	3 units	Area B4/3 units	3 units
Chemistry	Area B/3 units	3 units	Area B1/3 units	3 units
College Algebra*	Area A2/3 units	3 units	Area B4/3 units	3 units
College Algebra- Trigonometry* (no longer offered)	Area A2/3 units	3 units	Area B4/3 units	3 units
College Mathematics	N/A	N/A	N/A	N/A
English Composition no essay (not offered after 7/1/10)	N/A	N/A	N/A	N/A
English Composition with essay (not offered after 7/1/10)	N/A	N/A	N/A	N/A
English Literature	Area C/3 units	3 units	Area C2/3 units	3 units
Financial Accounting	N/A	3 units	N/A	3 units
French Level I (score of 50) +	N/A	6 units	N/A	6 units
French Level II (score of 59) +	Area C/3 units	12 units	Area C2/3 units	12 units
Freshman College Composition (not offered after 7/1/10)	N/A	N/A	N/A	N/A
German Level I (score of 50) +	N/A	6 units	N/A	6 units
German Level II (score of 60) +	Area C/3 units	12 units	Area C2/3 units	12 units
History, U.S. I ++	Area D and AI Requirement/ 3 units	3 units	Area D6 and US-1 AI Requirement/ 3 units	3 units
History, U.S. II ++	Area D and AI Requirement/ 3 units	3 units	Area D6 and US-1 AI Requirement/ 3 units	3 units
Human Growth and Development	N/A	3 units	Area E/3 units	3 units
Humanities	Area C/3 units	3 units	Area C2/3 units	3 units
Information Systems and Computer Applications	N/A	3 units	N/A	3 units
Introduction to Educational Psychology	N/A	3 units	N/A	3 units
Introductory Business Law	N/A	3 units	N/A	3 units
Introductory Psychology	Area D/3 units	3 units	Area D9/3 units	3 units

Introductory Sociology	Area D/3 units	3 units	Area D10/3 units	3 units
Natural Sciences	Area B/3 units	3 units	Area B1 or B2/3 units	3 units
Pre-Calculus*	Area A2/3 units	3 units	Area B4/3 units	3 units
Principles of Accounting	N/A	3 units	N/A	3 units
Principles of Macroeconomics	Area D/3 units	3 units	Area D2/3 units	3 units
Principles of Management	N/A	3 units	N/A	3 units
Principles of Marketing	N/A	3 units	N/A	3 units
Principles of Microeconomics	Area D/3 units	3 units	Area D2/3 units	3 units
Social Sciences and History	N/A	N/A	N/A	N/A
Spanish Level I (score of 50) +	N/A	6 units	N/A	6 units
Spanish Level II (score of 63) +	Area C/3 units	12 units	Area C2/3 units	12 units
Trigonometry* (no longer offered)	Area A2/3 units	3 units	Area B4/3 units	3 units
Western Civilization I	Area D/3 units	3 units	Area C2 or D6/ 3 units	3 units
Western Civilization II	Area D/3 units	3 units	Area D6/3 units	3 units

**MiraCosta CLEP Policies:** All CLEP exams may be applied for unit credit toward the satisfaction of a GE category or as elective units toward the MiraCosta College associate degree.

\* Satisfies MiraCosta Mathematics Competency requirement.

+ If a student passes more than one CLEP exam in the same language other than English (French, German, and Spanish), only one examination may be applied to the associate degree. For each of these tests, a passing score of 50 earns 6 units of elective credit; higher scores earn more units and placement in Area C of general education.

**CSU CLEP Policies:** All CLEP exams may be incorporated into certification of CSU GE-breadth requirements. All CSU campuses will accept the minimum units shown if the examination is included in full or subject area certification; individual CSU campuses may choose to accept more units than those specified towards completion of general education breadth requirements. The CSU Minimum Admission Semester Units column reflects the minimum number of units all CSU campuses will accept toward CSU admission. The CSU has grandfathered in this policy to guide CLEP submissions for any year the CLEP exam was taken.

+ If a student passes more than one CLEP exam in the same language other than English (French, German, and Spanish), only one examination may be applied to the bachelor's degree. For each of these tests, a passing score of 50 earns 6 units of admissions credit; higher scores earn more units and placement in Area C2 of CSU-GE breadth.

++ This examination only partially fulfills the CSU American Institutions graduation requirement but can be used toward the requirement.

**UC CLEP Policies:** The University of California currently does not accept CLEP examinations.



# Student Support Programs & Services

The background of the page is a solid light blue color. Overlaid on this are several abstract, wavy lines in various shades of blue, ranging from a very light, almost white blue to a vibrant, deep blue. These lines flow across the page, creating a sense of movement and depth. The overall aesthetic is clean, modern, and professional.



## Academic Services & Tutoring

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### Tutoring & Academic Support Center (TASC)

**Oceanside, Building 1200:** 760.795.6682  
**San Elijo, Room 105:** 760.944.4449, x7748  
**Community Learning Center, Academic Support Center:** 760.795.8724

[www.miracosta.edu/studentsservices/tutoring/](http://www.miracosta.edu/studentsservices/tutoring/)

The Tutoring and Academic Support Center (TASC) is committed to enhancing student retention and success by providing assistance to students through innovative academic support services. Full- and part-time students enrolled at MiraCosta College are eligible to use these services free of charge.

TASC assists students by providing individual and group tutoring, supplemental learning assistance, self-help materials, and student success workshops on a variety of subjects. Services are available during day and evening hours at the Community Learning Center and the San Elijo and Oceanside campuses.

### Math Learning Center (MLC)

**Oceanside, Building 1200:** 760.757.2121, x6398  
**San Elijo, Room 103:** 760.944.4449, x7751

[www.miracosta.edu/instruction/mathematics/mathlearningcenter](http://www.miracosta.edu/instruction/mathematics/mathlearningcenter)

The Math Learning Center (MLC) provides assistance to MiraCosta math students through a variety of services. Services are free of charge and include drop-in tutoring; help with homework for individuals or groups; self-help materials, such as video lectures; textbook checkout (for use only in the MLC); and testing services. MLC services are available during day and evening hours at both the Oceanside and San Elijo campus libraries. (Note: The San Elijo MLC may not be open during the summer session.)



### Writing Center

**Oceanside, Building 1200 (first floor)**  
**San Elijo, Room 105 (first floor)**  
**760.795.6861**

[www.miracosta.edu/studentsservices/writingcenter/](http://www.miracosta.edu/studentsservices/writingcenter/)

The Writing Center is for all writers and readers, whether you're an advanced writer looking for a second opinion or a beginning writer just developing your skills. Perhaps you're plagued by grammar issues or have trouble with assigned reading. Whatever your writing and reading goals, the Writing Center is the place for you!

We offer 30-minute, same-day appointments, or appointments up to two weeks in advance. We help with writing, reading, transfer and scholarship essays, and parts of speech. Even better, our services are free of charge! Stop by today and get to know us.

## Admissions & Records Office

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**Oceanside, Building 3300:** 760.795.6620  
**San Elijo, Administration Building:** 760.634.7870  
**Community Learning Center, Building A:** 760.795.8710

[www.miracosta.edu/studentsservices/admissions](http://www.miracosta.edu/studentsservices/admissions)

The Admissions and Records Office is responsible for processing applications, enrolling students in credit and noncredit community education classes, processing grades, maintaining academic records, sending transcripts to other schools, evaluating records for graduation, and enforcing academic regulations. The function of Admissions and Records is handled in three locations: the Oceanside Campus, the San Elijo Campus, and the Community Learning Center (Adult High School Diploma Program and noncredit classes).

## Athletics

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[www.miracosta.edu/studentservices/athletics](http://www.miracosta.edu/studentservices/athletics)

### Intercollegiate Athletics—MiraCosta College Spartans



The MiraCosta College Intercollegiate Athletic Department takes equal pride in academic and athletic achievements; GPA and transfer rates matter just as much as wins and losses. MiraCosta fields intercollegiate teams in men's soccer, women's soccer, men's basketball, women's basketball, women's volleyball, and women's sand volleyball.

MiraCosta College participates in the California Community College Athletic Association (CCCCAA), along with more than 100 California community colleges, and is a member of the Pacific Coast Athletic Conference, which includes the eight community colleges in San Diego County and Mt. San Jacinto College (Hemet, California.) MiraCosta also has a surf team that competes in the collegiate division of the National Scholastic Surfing Association.

To participate in intercollegiate athletics, a student must be admitted to the college, be enrolled full time, and meet eligibility requirements of the CCCCCAA. Students who have not played any college sports are immediately eligible in their first semester.

Special rules apply to transfer students. Students wishing to determine eligibility status should contact the athletic director.

**Athletic Director: Pat Conahan, 760.757.2121, x6242**

### Intramural Sports



The Intramural Sports program is open to all students free of charge and provides a safe, fun atmosphere where students can meet new people and enjoy physical activity by

participating in a variety of one-day sports tournaments. Sports include soccer, beach soccer, basketball, dodgeball, flag football, volleyball, sand volleyball, ultimate frisbee, kayaking, hiking, and ping pong. Tournaments are for both men and women, and all skill-levels are welcome to participate.

**Intramural Director: Pat Conahan, 760.757.2121, x6242**

## Bookstores

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**Oceanside, Building 3400:** 760.795.6630

**San Elijo, Room 307:** 760.634.7830

**Community Learning Center:** 760.795.8708

The Spartan Bookstores are operated by Follett, Inc. The Oceanside Campus bookstore is located in the Student Center; the San Elijo Campus bookstore is located in Building 300. Everything the bookstores offer may also be ordered through [www.efollett.com](http://www.efollett.com).

The bookstores have textbooks and school supplies that are needed for MiraCosta College classes as well as discounted computer software, art supplies, calculators, tape recorders, batteries, backpacks, clothing, snacks, greeting cards, gifts, and sundries.

# College Police & Lost and Found

## College Police

**Oceanside, Building 1100:** 760.795.6640  
**San Elijo, Parking/Police Kiosk:** 760.795.6640  
**Community Learning Center:** 760.795.6640  
**Parking Information Line:** 760.795.6674  
**On Campus Emergency:** x6911

[www.miracosta.edu/police](http://www.miracosta.edu/police)



College Police is responsible for ensuring the general safety and security of students, faculty, and staff as well as operating parking on college properties. Students are required to purchase and display a daily parking permit or new parking permit for each semester (fall, spring, and summer) and may park at the Oceanside Campus in marked stalls in student lots 1A, 1B, 2A, 2B, 3A, 3B, 3C, 4C, 5A, or 5B and in marked spaces along Barnard Drive. Additionally, after 6 p.m. students with valid student permits may park in staff spaces on the Oceanside Campus in Parking Lots 1C, 3C, and 5A only. At the San Elijo Campus and Community Learning Center, students may park in marked spaces in student lots. Parking permits are required at all times while school is in session. Daily parking permits may be purchased at all three campuses. The district accepts no responsibility for damage to vehicles or their contents while parked on district property. (Source: MCCCCD Board Policy/Administrative Procedure 6750.)

Disabled students who require special parking must have a Department of Motor Vehicles (DMV) placard or plate, which can be obtained at the local DMV office. Students who have a valid disabled placard or plate must still register their vehicle with College Police but do not need to purchase a parking permit. Disabled placards will be honored in lieu of a parking permit. Temporary parking arrangements can be made for students who sustain a temporary injury; these permits are available at the Disabled Students Programs and Services Office. MiraCosta College Parking Guidelines are available at College Police offices and on the College Police website.

Students, staff, faculty, and campus guests may request an escort from College Police. The service is provided during regular office hours at each campus location. College Police assists with vehicle lock outs, jump starts, and traffic control, and it hosts community policing events and a women's self-

defense program. College Police also coordinates the district's Emergency Preparedness Program.

A copy of MiraCosta College's annual Safety & Security Report (in accordance with the Uniform Crime Reporting Procedures and the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act) is available to students and prospective students. This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the college, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault. You can obtain a copy of this report by contacting College Police or through the College Police website.

Hours of the College Police Office at each campus are as follows:

### Oceanside Campus:

Monday-Friday, 7 a.m.-11 p.m.  
Saturday, 7 a.m.-3 p.m.

### San Elijo Campus:

Monday-Friday, 7 a.m.-10 p.m.  
Saturday, 8 a.m.-3 p.m.

### Community Learning Center:

Monday-Thursday, 7 a.m.-9:30 p.m.  
Friday-Saturday, 7 a.m.-3 p.m.

## Lost & Found

**Oceanside, Building 1100:** 760.795.6640  
**San Elijo, Administration Building:** 760.634.7870

[www.miracosta.edu/police](http://www.miracosta.edu/police)

Lost & Found is located at the College Police Office at the Oceanside Campus and in the Administration Building at the San Elijo Campus.

## Career Studies & Services

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Oceanside, Building 3700: 760.795.6772

[www.miracosta.edu/careers](http://www.miracosta.edu/careers)

To empower students to make informed, intentional career decisions is the mission of Career Studies & Services, also known as the Career Center. At the Career Center, students find the instruction, guidance, and resources they need to prepare to successfully transition from an academic environment to a professional workplace environment. In addition to courses in career and life planning, internships, and cooperative work experience education, the Career Center offers career counseling, assessment, exploration, and workshops. The Career Center also assists students with developing the skills they need to successfully conduct job and internship searches.

The Career Center's website offers 1-3 minute videos about how to prepare for obtaining professional employment, an online resume and cover letter workshop, and information about how to leverage your networks to discover potential opportunities through our online job search boot camp. At our campus location, students may access the computers in our lab and the resources in our library. The lab is equipped with up-to-date career and employability skills software and access to relevant Internet sites. The library's resources include a collection of print materials and DVDs on a variety of careers, labor market forecasts, and all aspects of preparing for an employment search.

The Career Center's services are offered through individual sessions and group workshops on either a walk-in or by-appointment basis. More information is available at the Career Center's website.

## Child Development Center

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Oceanside, Building 8000: 760.795.6656

[www.miracosta.edu/childdev](http://www.miracosta.edu/childdev)



MiraCosta College's Child Development Center serves as a campus laboratory school, providing both academic instruction to college students enrolled in child development courses and early care and education to children of student, staff, and community families. The Center provides developmentally appropriate, play-based, and inclusive programming for children between the ages of 18 months and 5 1/2 years.

Located on the Oceanside Campus, the Child Development Center is open weekdays from 7:30 a.m.-4:45 p.m. throughout the academic year. Either half-day or full-day classroom options are available. MiraCosta's student families receive priority enrollment as well as reduced tuition.

Applications for enrollment are available online each semester at the Center's website. Registration for the fall semester begins early May, and registration for the spring semester begins early November. Classes fill quickly and families are encouraged to apply early. For additional information and program requirements, interested families should visit the Child Development Center website or call 760.795.6656.



## Counseling Services

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**Oceanside, Building 3700:** 760.795.6670

**San Elijo, Administration Building:** 760.944.4449, x6670

**Hours:** Monday–Thursday, 8 a.m.–7 p.m.; Friday, 8 a.m.–4:30 p.m.

[www.miracosta.edu/counseling](http://www.miracosta.edu/counseling)

The Counseling Center offers individualized academic, career, and personal counseling to assist both prospective and current students in developing their educational programs, coordinating their career and academic goals, and understanding graduation, major, certificate, and transfer requirements.

Students can visit or call the office for appointments or drop-in times. For more information and online advising, students should go to the Counseling Services website.

## Disabled Students Programs & Services (DSPS)

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**Oceanside, Building 3000:** 760.795.6658

[www.miracosta.edu/studentsservices/dsps](http://www.miracosta.edu/studentsservices/dsps)

MiraCosta is committed to ensuring that students with disabilities receive appropriate and reasonable accommodations in instructional activities as mandated by federal and state law and by college/district policy. A student seeking an academic accommodation due to a documented disability should request assistance from Disabled Students Programs and Services (DSPS). The student must present verifying documentation of his or her disability from a qualified professional as determined by DSPS.



DSPS will assess and document the extent of the student's educational functional limitations. Depending on the educational functional limitations and severity of the disability, DSPS will recommend appropriate accommodations while maintaining academic integrity.

Accommodations may include interpreters or real-time captioning for the deaf and hard of hearing, alternate format materials (such as Braille, large print, or e-text), test accommodations, note takers, equipment loan, and priority enrollment. In addition, the department offers an Assistive Computer Lab, learning strategies classes designed for students with learning disabilities, and special noncredit classes for the developmentally delayed learner. All services are designed to help students participate fully in the regular college program.

## Extended Opportunity Programs & Services (EOPS)

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**Oceanside, Building 3000:** 760.795.6680

[www.miracosta.edu/studentsservices/eops](http://www.miracosta.edu/studentsservices/eops)

Extended Opportunity Programs and Services (EOPS) is a state-wide outreach and special assistance program that provides a unique educational support system for individuals from educationally and financially disadvantaged backgrounds. EOPS participants receive advising, special financial aid information and assistance, and a wide variety of other services. For former and current foster youth, EOPS has a new component of specialized services. Resources and Assistance for Former Foster Youth (RAFFY) is designed to help emancipated minors and former foster youth with the transition to college and independent living.

CalWORKs services are available through the MiraCosta CalWORKs program located in EOPS.

### To apply, students must complete the following:

1. Board of Governors Fee Waiver application (available in the Financial Aid Office)
2. MiraCosta College enrollment application (available at the Admissions and Records Office)
3. Free Application for Federal Student Aid (FAFSA) and all necessary documents (available in the Financial Aid Office).

### To qualify, students must be:

1. Disadvantaged according to criteria established by state regulations
2. Enrolled in a minimum of 12 units.

EOPS works to foster pride and dignity in students, thereby increasing self-esteem and motivation to make education accessible.

## Financial Aid Office

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**Oceanside, Building 3000:** 760.795.6711



[www.miracosta.edu/financialaid](http://www.miracosta.edu/financialaid)

Financial aid includes a variety of federal and state programs designed to provide financial support toward a student's successful completion of academic goals. The purpose is to bridge the gap between educational costs and available resources.

Application processing, from filing to eligibility for disbursement, may take up to 12 weeks. The Financial Aid Office (FAO) recommends applying early. Because of the lengthy processing time required, students should be prepared to pay their initial school expenses, for which they will be reimbursed once financial aid funds are disbursed.

Financial aid programs available at MiraCosta College include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and Federal Direct Student Loans. State programs include the Extended Opportunity Programs and Services (EOPS), the Board of Governors (BOG) Fee Waiver that covers enrollment fees, Cal Grant B or C, and the Chafee Grant, which is designed specifically for foster youth.

Students should file the Free Application for Federal Student Aid (FAFSA) electronically at [www.fafsa.gov](http://www.fafsa.gov). To be considered for FSEOG, FWS, or the Cal Grant programs, students must file the FAFSA by March 2 of each year, preceding the school year for which the student plans to attend and receive financial aid. Though March 2 is a requirement for the programs listed above, all students are encouraged to apply by this date to ensure timely file processing for all financial aid programs. Students who wish to borrow under the Direct Loan program must complete their file, including all necessary documentation, in time for the FAO to complete a loan origination prior to the end of the term of enrollment.

The FAFSA also serves as the application for the BOG Fee Waiver. In the rare case that an applicant may not be completing a FAFSA, a separate BOG Fee Waiver application will be available from the FAO.

**Minimum eligibility requirements for federal aid programs include the following:**

1. Be a U.S. citizen or eligible non-citizen as defined on the FAFSA.

2. Possess a high school diploma (or its equivalent) or be at least 18 years of age and able to demonstrate an ability to benefit from college-level instruction if enrolled in an eligible program prior to July 1, 2012. If the student enrolls for the first time after July 1, 2012, he or she must have a high school diploma or its equivalent.
3. Be enrolled in an eligible program leading to a certificate, a degree, or transfer.
4. Maintain financial aid Satisfactory Academic Progress (SAP).
5. Not be in default on a federal student loan or owe a repayment of federal grant funds.

Students enrolled less than half-time are not eligible for student loan programs, FSEOG, or FWS.

## Financial Aid Satisfactory Academic Progress (SAP)

In accordance with federal regulations, Satisfactory Academic Progress (SAP) is reviewed using maximum time frame/pace of progression (quantitative) and GPA (qualitative) criteria at the end of each academic year. Standards apply to all students regardless of previous financial aid history. These standards must be met to be eligible for financial aid initially and year to year. SAP covers all federal programs, including Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Work Study (FWS), and Direct Loans. The SAP policy also applies to the state Cal Grant program.

The complete Financial Aid Satisfactory Academic Progress policy is available on the Financial Aid Office website.

## Refunds

Students who receive federal financial aid funds and who totally withdraw before the 60 percent date of the semester require a refund and repayment calculation to determine funds owed back to the various federal aid programs by both the school and the student. Refunds of the federal aid programs are made according to the formula established by the U.S. Department of Education and State of California Title V grading regulations. Additional information is available at the Financial Aid Office.

## Ineligible Programs/Courses for Federal Financial Aid

Eligible programs must be a minimum of 15 weeks in length and require at least 16 semester units. When used as the major for an associate degree, a program that is not eligible as a certificate program may be eligible as a degree program. (Certificate programs are described under Areas of Study & Courses.)

Any pre-collegiate courses taken to meet high school requirements are ineligible, even if they can also be used toward a degree program.

**Credit by Exam:** Courses taken in this manner cannot be considered in determining financial aid eligibility.

**Repeated Courses:** A student may be awarded federal aid funds when repeating, for the first time only (i.e., one repetition per class), a previously passed course in a term-based program. Previously passed means the student obtained

## Student Support Programs & Services

a grade higher than "F." Students enrolled in non-term-based programs may not receive credit for retaking course work.

**Remedial Course Work:** Once a student has attempted 30 units of remedial course work (whether successfully completed or not), no additional remedial courses can be included when determining enrollment status for federal financial aid programs.

## Food Pantry

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The Food Pantry provides emergency food assistance to students in need. Any student who is currently enrolled at MiraCosta qualifies for support. The program provides short-term relief and offers referrals for additional community resources. All services are confidential. Food distribution is handled by the following Student Services offices:

### Service Learning

Oceanside Campus, Building 3300, 760.795.6616

### Health Services

Oceanside Campus, Building 3300, 760.795.6675

### Student Activities

San Elijo Campus Student Center, 760.944.4449, x7782

## Food Services

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**Oceanside, Building 3400:** 760.795.6886

**San Elijo, Student Building:** 760.634.7886

The Oceanside Campus food service, located on the upper level of the Student Center, is open for breakfast, morning breaks, lunch, and dinner during the school year and for morning breaks and lunch during the summer. Daily lunch specials, homemade soups, sandwiches, hamburgers, fries, salads, fruits, vegetarian foods, desserts, and hot and cold drinks are available Monday–Thursday, 7 a.m.–8 p.m., and Friday, 7 a.m.–2 p.m. Students can enjoy their meals in the dining room with an ocean view or in one of the patio areas.

The San Elijo Campus has daily lunch specials, soups, pizzas, wraps, sandwiches, fruit, pastries, and many more daily menu items. The café is open for the fall and spring semesters Monday–Thursday. Grab & Go is available from 7:00 - 8:30 a.m. Breakfast is served from 8:30–10:30 a.m., lunch from 10:30 a.m.–2 p.m. Friday is Grab & Go only from 8:00 a.m. - 1:30 p.m.

Both campuses have vending machines stocked with hot and cold beverages, candy, chips, and other snack foods.

## Health Services

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**Oceanside, Building 3300, Room 3326:** 760.795.6675

**San Elijo, Student Center, Room 922:** 760.944.4449, x7747

[www.miracosta.edu/student-services/health-services](http://www.miracosta.edu/student-services/health-services)

Email: [mccshs@miracosta.edu](mailto:mccshs@miracosta.edu)

Facebook: Link from our website or search MiraCosta College Student Health Services



Student Health Services Program helps students achieve their desired educational objectives through the maintenance of optimal physical, mental, and emotional health. The health services fee all students pay when they enroll covers the cost of secondary student accident insurance and helps fund the operational expense of Health Services.

Most health and medical services are provided without additional charges to students.

The Student Health Services centers are staffed by registered nurses who are trained to assist students who have medical and health problems. Health Services focuses its services and programs in the following areas:

- ▶ Nursing services provided by registered nurses
- ▶ Health education and promotional events
- ▶ Health assessment, intervention, and referrals as needed
- ▶ Sexually transmitted disease testing information and referral
- ▶ Medical services by physician and nurse practitioner
- ▶ Personal counseling through the marriage and family therapy intern program
- ▶ Community resources listing and referral
- ▶ Communicable disease control
- ▶ Service learning opportunities.

## International Students & Study Abroad

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### Institute for International Perspectives (IIP)

**Oceanside, Building 3400:** 760.795.6897

[www.miracosta.edu/iip](http://www.miracosta.edu/iip)

The Institute for International Perspectives (IIP) endeavors to internationalize MiraCosta College by supporting international students, administering study abroad programs, and promoting international cultural activities. The IIP supports international students enrolled on an F-1 visa in the college's academic programs and the full-time intensive English Language Institute (ELI) program offered through Community Services. International students with an F-1 or M-1 visa must contact the IIP and review the admission requirements found under the Admissions & Enrollment section of this catalog.

The IIP also offers international study programs. Current study abroad programs are semester-long requiring full-time enrollment. Study abroad programs offer only courses approved in accordance with Title 5 of the California Code of Regulations and taught by faculty meeting the minimum qualifications for providing instruction.

## Library & Information Hub

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**Oceanside, Building 1200:** 760.795.6715  
**San Elijo, Building 100:** 760.634.7850  
**Community Learning Center, Academic Support Center, Building A:** 760.795.8733

[library.miracosta.edu](http://library.miracosta.edu)



MiraCosta's libraries provide extensive resources and services for students, faculty, and staff. Information resources include the following:

- ▶ More than 69,000 books, 184,000 e-books, 7,300 DVDs/videos, 20,000 online videos, and 3,000 CDs
- ▶ Over 90 online reference databases covering a variety of disciplines, such as science, literature, health, social sciences, and the humanities
- ▶ Access to more than 34,000 periodical titles through full-text online databases, such as EBSCOhost and JSTOR
- ▶ Remote access for students, staff, and faculty to all library databases (requires SURF ID and password)
- ▶ CD, DVD, video, and cassette players as well as adaptive technology devices
- ▶ Hundreds of computers featuring a range of software applications that support college courses

- ▶ Printing, photocopying, and scanning equipment.

Information and instructional services include the following:

- ▶ Research assistance available in-person and by email, online chat, text, and phone
- ▶ Library instruction geared to the needs of specific classes upon request
- ▶ Library research workshops offered on-ground and online
- ▶ Online Library Science credit courses (LIBR 101, LIBR 201) that are UC/CSU transferable
- ▶ Reciprocal borrowing privileges with the Palomar College and Cal State San Marcos libraries
- ▶ Group study rooms
- ▶ Academic reserve collections in a variety of print, audio-visual, and digital formats
- ▶ Instructional exhibits and displays of student projects
- ▶ Intralibrary loans between the three MiraCosta College campuses
- ▶ Interlibrary loan for books and periodical articles
- ▶ Library resources access via mobile devices.

Library and Information Hubs at both Oceanside and San Elijo campuses are open the following days and times:

Monday–Thursday, 8 a.m.–9:30 p.m.  
 Friday, 8 a.m.–3 p.m.  
 Saturday, 10 a.m.–5 p.m.

Library hours at the Community Learning Center vary according to student demand.

On legal or administrative holidays and during semester breaks, the libraries may be closed or on a special schedule. Changes in hours are posted on the library webpage and in each library as necessary, and they are also recorded at 760.795.6717.

## Scholarships

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**Oceanside, Building 3000:** 760.795.6751

[www.miracosta.edu/scholarships](http://www.miracosta.edu/scholarships)





Continuing MiraCosta College students, graduating high school seniors planning to attend MiraCosta, and MiraCosta students transferring to a four-year college may apply for a MiraCosta College Foundation scholarship. Scholarships are funded by the MiraCosta College Foundation, local service organizations, businesses, and individuals. General scholarships are also available as well as scholarships for students pursuing specific academic fields.

## School Relations/ Outreach

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**Oceanside, Building 3400:** 760.795.6894

[www.miracosta.edu/studentservices/ambassadors](http://www.miracosta.edu/studentservices/ambassadors)

The MiraCosta College Office of School Relations/Diversity Outreach serves as a resource for students, parents, faculty, and staff from schools in the college service area, and it is responsible for implementing student outreach services to encourage diversity in the student body. The program's general goals are as follows:

- ▶ Encourage all students to prepare for and pursue a college education by providing college workshops and pre-enrollment advising services
- ▶ Provide target outreach services for under-represented and educationally disadvantaged students in order to encourage their enrollment in college
- ▶ Assist students with their transition into college by providing them with matriculation and admissions-related services
- ▶ Establish partnerships and maintain positive relations with the administration, faculty, and staff of district K-12 schools

- ▶ Represent MiraCosta and promote the college in the community.
- ▶ Provide campus tours.

## Student Ambassador Program

**Oceanside, Building 3400, Room 3435:** 760.795.6894

**San Elijo, Student Center:** 760.944.4449, x7768

[www.miracosta.edu/studentservices/ambassadors/studentambassadors.html](http://www.miracosta.edu/studentservices/ambassadors/studentambassadors.html)

Student ambassadors are MiraCosta students hired by the School Relations/Diversity Outreach Department. Ambassadors serve as peer advisers to high school students in district schools, develop workshops for elementary and junior high school students, provide information at community events, provide on-campus tours, and perform a variety of other high-profile assignments. Ambassadors must be enrolled in at least six units, maintain a 2.5 grade point average, and be available to work between 5 and 15 hours per week. Applications are available at the Student Ambassador's website.



## Student Accounts Office/Cashier

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**Oceanside, Building 3200:** 760.795.6835

**San Elijo, Administration Building:** 760.634.7762

The Student Accounts Office processes all student payments, tuition assistance forms, deferment forms, and refunds. It is where eligible students may pick up their emergency loan and scholarship checks. The office accepts cash, checks, money orders, and Visa, Mastercard, and Discover credit cards for payments; however, office staff cannot cash personal or payroll checks.

Students may also pay enrollment and related fees online at [surf.miracosta.edu](http://surf.miracosta.edu).

## Student Activities Office

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**Oceanside, Building 3400, Room 3435:** 760.795.6890

**San Elijo, Student Center:** 760.634.7806

The Student Activities Office is rich with activities, events, information, and resources, and it acts as a focal point for

service and leadership-development programs, such as the following:

- ▶ Support for the Associated Students of MiraCosta College
- ▶ Support for campus clubs
- ▶ Support for *The Chariot* student newspaper
- ▶ Campus Information Center, including posting approval and literature distribution
- ▶ Campus social, recreational, cultural, and educational programming
- ▶ Community service and volunteer activities
- ▶ Emerging Leaders Institute
- ▶ Housing referrals
- ▶ On-campus events.

These services enhance the student's educational experience and foster his or her social and intellectual development. The staff is firmly committed to actively promoting student involvement and development.

#### Oceanside Campus office hours:

Monday–Thursday, 8 a.m.–7 p.m.  
Friday, 8 a.m.–4:30 p.m.

#### San Elijo Campus office hours:

Monday–Thursday, 8 a.m.–5 p.m.  
Friday, 8 a.m.–4:30 p.m.

## Associated Students of MiraCosta College



**Oceanside, Building 3400:** 760.795.6891  
**San Elijo, Student Center:** 760.944.4449, x7782

All students are members of the Associated Students of MiraCosta College (ASMCC). The organization that represents the ASMCC is the Associated Student Government (ASG). The goal of the ASG is to give a voice to all MiraCosta students, enabling them to become part of the college community. ASG's major responsibilities include appointing students

to campuswide committees, sharing governance in the development of college policies and annual budget, adopting and overseeing use of an annual ASG budget, allocating funds for new programs/projects, granting club charters, and providing and administering a program of activities and services for students.

Any interested student with a 2.0 grade point average or above and enrolled in at least five units each semester is eligible to seek an ASG office. The weekly meetings of ASG are called the Student Senate and are open to all MiraCostans. Meeting times are available in the Student Activities Office.

## Student Senate Positions

Students who manage the business of the Student Senate represent a variety of ages, interests, and academic majors. Some have prior experience in student government, but others are simply interested in discovering their leadership potential through participation. Each member gains valuable experience through exposure to the variety of requests and programs addressed by the Student Senate. The following officers compose the Student Senate: president, student trustee, executive vice president, and vice president of the San Elijo Campus. Appointed positions are vice president of programming, Oceanside Campus; vice president of the Community Learning Center; vice president of programming, San Elijo Campus; vice president of public relations; chair of the Inter-Organizations Council; and 22 senators.

## Campus Clubs & Organizations

Joining a campus club is a great way for students to enrich their academic experience at MiraCosta. The college's wide variety of clubs changes periodically with the changing interests of the student body.

All club members have a voice through the Inter-Club Council (ICC), to which each club sends a representative. ICC develops effective, organized, and fair policies so all clubs will thrive. The fall and spring semester ICC-sponsored "Club Recruitment Day" gives interested students an opportunity to learn about the various clubs on campus and allows clubs to increase their membership.

Students who wish to start a club begin by filing a petition for a charter that includes a list of 10 credit students and a full-time staff/faculty adviser. They attach a proposed constitution and submit the petition to the Student Activities Office. For more information, students should contact either the ICC chair in the Associated Student Office, 760.795.6891, or the Student Activities Office, 760.795.6890.

Chartered clubs at MiraCosta are listed below, but not all are currently active. Interested students should check with the Student Activities Office for more information.

## Honors Organizations

- ▶ Phi Theta Kappa Club

## Co-Curricular

- ▶ Allied Health Occupations Club
- ▶ Backstage Players

- ▶ Business Club
- ▶ Club Biomed
- ▶ Communications Club
- ▶ Engineering Club
- ▶ Horticulture Club
- ▶ Finance & Investment Club
- ▶ Math Club
- ▶ Natural Science Club
- ▶ Physics Club
- ▶ Puente Club
- ▶ Spanish Club

## Multicultural/Ethnic

- ▶ Ballet Folklorico Xochiquetzal
- ▶ Barrio Arte
- ▶ Black Student Union
- ▶ Chinese Club
- ▶ International Club
- ▶ Japanese Club
- ▶ Japanese Animation Club
- ▶ Latina Leadership Network
- ▶ MEChA

## Special Interest

- ▶ Anime & Manga
- ▶ Dance Club
- ▶ Encuentros
- ▶ Friends of EOPS
- ▶ Gay Straight Alliance
- ▶ InterVarsity Christian Fellowship
- ▶ Non-Partisan Political Discussion Group
- ▶ Outdoors Club
- ▶ Parents on Campus
- ▶ Producers Club
- ▶ Soccer Club

## The Chariot—Student Newspaper

Oceanside, Building 3400: 760.757.2121, x6254

*The Chariot*, MiraCosta's official student newspaper, serves the college by covering campus news and features as well as by offering opinion pieces, community information, and student activity announcements. In the process, *Chariot* staffers have the opportunity to gain practical experience in all aspects of newspaper production. Published every week during the regular school year, *The Chariot* is distributed free of charge to students, faculty, and staff.

## College Hour

College Hour is a program of student events and activities between 12:15–1:15 p.m. on given Thursdays during fall and spring semesters. Since some classes are scheduled during this time, students who wish to be involved should arrange their schedules to keep the time slot free.

College Hour events include concerts, meetings, performances, games, interactive workshops, club activities, and lectures.

## Housing Referral

**Oceanside, Building 3400:** 760.795.6890  
**San Elijo, Student Center:** 760.944.4449, x7782

[www.miracosta.edu/student-services/housing](http://www.miracosta.edu/student-services/housing)

The Student Activities Office maintains a webpage for students who need housing or a roommate. Arrangements may include rooms, apartments, houses to rent/share, or room and board in exchange for work.

## ID Cards

**Oceanside, Building 3400:** 760.795.6890  
**San Elijo, Student Center:** 760.944.4449, x7782

The MiraCosta student ID card is helpful when checking out library materials (including reserved materials), using the computer labs, writing checks in the college bookstores, providing identification for test-taking, and using certain college facilities. Additionally, the card may be used for off-campus discounts at participating copy centers, theatres, restaurants, clubs, museums, and sports events, just to name a few. With the discount on just two movie tickets, a cardholder will save more than the cost of the ID card.

Student ID card fees help support MiraCosta's student government, including Associated Student elections; campus clubs; community events; cultural celebrations, such as African-American History Month, Asian Pacific events, and Cinco de Mayo; and *The Chariot* student newspaper.

### To get an ID card, students need to do the following:

- ▶ Pay their fees at enrollment
- ▶ Bring their receipt to the Student Activities Office, located in the Student Center of the Oceanside and San Elijo campuses, along with one of the following valid forms of identification:
  - ▶ Driver's license containing a photograph
  - ▶ Temporary California driver's license containing a photograph



- ▶ State-issued identification card containing a photograph
- ▶ U.S. military ID card (active duty, reserve, or dependent)
- ▶ Driver's license issued by a Canadian government authority
- ▶ Driver's license issued by the District of Columbia, American Samoa, Guam, Puerto Rico, or Virgin Islands
- ▶ U.S. passport
- ▶ Foreign passport
- ▶ Alien Registration Card ("Green Card")
- ▶ California Department of Corrections Privilege card [CDC 130-A(7-88)]
- ▶ Matrícula Consular card.
- ▶ Have their picture taken and the card made while they wait
- ▶ Make sure they have a current sticker on the card.

## Information Center

**Oceanside, Building 3400:** 760.795.6890

Individuals who have news or information to distribute can bring a copy to the Student Activities Office and it will be displayed at the Information Center.

## Posting/Publicity Regulations

All items posted on campus must be approved by the Student Activities Office. The posting of all approved flyers, posters, and banners is allowed only on designated bulletin boards. Because items can be posted for no more than two weeks, the office date-stamps each one. More specific information on posting regulations is available at the Student Activities Office in the Student Center.



## Testing Services

**Oceanside, Building 3300:** 760.795.6685  
**San Elijo, Building 100:** 760.944.4449, x7752

Testing Services administers tests for course placement and serves as a test center for the American College Testing Program (ACT). MiraCosta's course placement tests (English Assessment, ESL Assessment, and Math Competency Exam) are offered free of charge to MiraCosta students. All other tests require payment of fees at the time of application. Fees vary, and in most cases they are nonrefundable.

Computerized English and math placement testing is done at the Oceanside Campus's Testing Services Lab, the San Elijo

Campus's Testing Center, and the Community Learning Center. Students are allowed to take the English or ESL Assessment, or any of the four mathematics tests twice. Tests given through MiraCosta's high school outreach testing program will not be counted toward this maximum. Students must wait at least 24 hours after their initial test before retesting.

The course placement tests are open to students who have submitted an application for admission or who are currently enrolled. Acceptable photo identification is required. Individuals who do not intend to enroll at MiraCosta but wish to take the English or ESL Assessment or any of the four mathematics tests are charged a fee.

Adaptive testing is available to students referred by Disabled Students Programs and Services (DSPS), and extended time on the math test is offered to students who are non-native speakers of English. Scores may be used to meet various academic requirements. Questions concerning the accuracy of scores must be addressed to Testing Services within six weeks of test completion.

## Academic Proctoring Center

The Academic Proctoring Center (APC) provides a proctored test site for students enrolled in online courses at MiraCosta that have an on-campus testing requirement. In addition, the center proctors instructor-authorized makeup exams for special student circumstances. Students referred by DSPS for testing with extended time may also utilize this service. By individual arrangement, the Academic Proctoring Center also administers external examinations. Photo identification is required for all testing in the APC.

## Transfer Center

**Oceanside, Building 3700:** 760.795.6880

[www.miracosta.edu/student-services/transfercenter](http://www.miracosta.edu/student-services/transfercenter)

The Transfer Center provides services that directly assist potential transfer students preparing for upper-division work at a four-year college or university. The center attempts to identify and encourage students who choose transfer as their educational goal. Advising sessions with university representatives and transfer workshops are among the services the center provides. (For transfer recommendations and important dates, see Transfer Center Services p. 71 in the Transferring Course Work section of the catalog.)

Transfer Center staff coordinate all University of California transfer admission guarantee programs, which are described in the Transferring Course Work p. 68 section of the catalog. Counselors are available for all students who wish to have an individual student educational plan tailored to their personal goals. In addition, the center provides advising for special programs, such as UniversityLink and the Honors Scholar Program.



## Veterans Education Office

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Oceanside, Building 3300: 760.757.2121, x6285

[www.miracosta.edu/studentsservices/veteransservices](http://www.miracosta.edu/studentsservices/veteransservices)

The Veterans Education Office provides assistance to veterans and their dependents who may be eligible for various educational benefits. General information about these benefits can be found on the Student Services website.



## Veterans Information Center

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Oceanside, Building 3000: 760.757.2121, x6222

[www.miracosta.edu/studentsservices/veteransinfocenter/](http://www.miracosta.edu/studentsservices/veteransinfocenter/)

The Veterans Information Center is located on the Oceanside campus. The center provides information about campus and community resources as well as a place to study, use the computer lab, do homework, or just relax.

The center is staffed by peer advisors who are veterans themselves and understand the challenges other veteran students face. They can provide veteran students with information related to enrollment, academic success, financial aid, health services, counseling, and more.





# Academic Programs



## Academic Awards

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### President's List

The President's List honors students in good standing who achieve a high level of academic success at MiraCosta College. Students are eligible when they accomplish the following:

- ▶ Complete a minimum of 12 total graded units within a single regular semester
- ▶ Earn a GPA of at least 3.5 in the courses taken within the single regular semester.

### President's Permanent Honor Roll

Students in good standing are eligible for the President's Permanent Honor Roll when they accomplish the following:

- ▶ Complete a minimum of 60 degree-applicable units at MiraCosta College
- ▶ Qualify for placement on the President's List at least three semesters with a minimum cumulative MiraCosta College GPA of 3.5
- ▶ Receive no grade lower than a "C" or "P." Courses repeated by academic renewal or course repetition are not excluded.

### Medal of Honor

The Medal of Honor for Academic Excellence is awarded each year to five students nominated by the faculty. Sponsored by the MiraCosta College Foundation, it is the college's highest academic honor. Eligibility information may be obtained by contacting the Office of the Vice President of Student Services at 760.795.6895.



**2014 Medal of Honor Recipients: Richard Huizar, Alexandra Slowik, Travis Williamson, Ariella Sosis and Angela Yoo**

## Cooperative Work Experience Education (Co-op)

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Oceanside, Building 3700: 760.795.6772  
[www.miracosta.edu/careers](http://www.miracosta.edu/careers)

Co-ops are designed to help students develop and improve their workplace competencies while undertaking expanded responsibilities and learning new skills at work. Students learn how to establish and achieve workplace goals and to assess how their goals and behaviors contribute to their development as professionals.

Students working in jobs related to their major should enroll in Occupational Cooperative Work Experience Education courses, which are the courses numbered 299 in a variety of career and technical education disciplines. Students who are undecided about their major or who are working in a field unrelated to their major should enroll in the General Cooperative Work Experience Education course, WKEX 233. Both types of co-op courses help students learn how to achieve the knowledge, skills, and attitudes they need for career success. Students studying under the GI Bill receive benefits only for enrollment in occupational work experience education courses.

Students enrolled in any cooperative work experience education course are required to do the following:

- ▶ Meet with the instructor at least twice at the worksite during the semester
- ▶ Work a minimum of 60 non-paid hours per unit or 75 paid hours per unit, for a maximum of 4 units per semester (occupational co-op only; 3 units is the maximum for general co-op)
- ▶ Develop and meet learning objectives, complete assignments, and document monthly hours worked.

Specific information about the Co-op Program is available on the Career Center website.

## Directed Study

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### Admissions & Records Office

Oceanside: 760.795.6620 • San Elijo: 760.634.7870

Directed Study courses provide an opportunity for students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses offered at MiraCosta College. Directed Study courses are available in many disciplines and are identified with 298 as their course number.

Students enrolled in a Directed Study course work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement, which is a learning contract developed collaboratively with the instructor, approved by the department

chair, instructional dean and instructor, and submitted to the Admissions and Records Office by the add deadline for semester-long length courses. Three units is the maximum Directed Study credit that may be applied toward a degree.

To enroll in a Directed Study course, students must have successfully completed 12 units of college work with at least a 3.0 grade-point average. Directed Study Agreement forms are available from Admissions and Records.

## Honors Scholar Program

Oceanside, Student Center: 760.795.6878



[www.miracosta.edu/honors](http://www.miracosta.edu/honors)

The Honors Scholar Program (HSP) provides highly motivated students enriched academic experiences as well as opportunities for civic engagement. Successful completion of the program may give honors students a competitive edge in consideration for transfer admission to some four-year colleges and universities.

Students interested in virtually every major can participate in the Honors Scholar Program while making continuous progress toward graduation from MiraCosta College and transfer to a four-year institution. Honors students are guided by a Transfer Center counselor to establish an individualized educational plan that best suits their particular educational goals.

Additionally, the Honors Scholar Program cultivates a heightened sense of community for its members by actively supporting social activities and cultural outings that build camaraderie and public service. Honors Lounges located at both the Oceanside and San Elijo campuses provide communal space for honors students to study, socialize, and collaborate.

Honors courses are designed to develop exceptional academic ability by providing challenging course work through intensive instruction from outstanding faculty in small classes. These courses fulfill IGETC and CSU general education requirements and are offered at both the Oceanside and San Elijo campuses.

Of special note, exemplary students in the Honors Scholar Program have opportunities to present and publish their

academic work at undergraduate research conferences in California.

The Honors Scholar Program at MiraCosta College is a certified member of the UCLA Transfer Alliance Program (TAP), closely coordinating its program outcomes with admission requirements for UCLA's College of Letters and Science. The program is also an active participating member of the Honors Transfer Council of California, the Western Regional Honors Conference, and the National Honors Collegiate Council.

Honors students interested in leadership development may also apply to become an Honors Navigator. Students carefully selected for this role serve as peer mentors or project leaders and participate in outreach efforts for the Honors Scholar Program.

### Current Honors Curriculum

While HSP students in good standing have first access to the honors courses, any student may enroll in an honors course; acceptance to the Honors Scholar Program is not required for enrollment.

Complete five from the following:

ADM 100H	Introduction to the Administration of Justice (Honors)
ANTH 101H	Biological Anthropology (Honors)
ANTH 102H	Cultural Anthropology (Honors)
ART 260H	History of Modern Art (Honors)
BUS 140H	Legal Environment of Business (Honors)
BUS 290H	Business Communication (Honors)
ENGL 201H	Critical Thinking, Composition, and Literature (Honors)
ENGL 202H	Critical Thinking and Composition (Honors)
FILM 101H	Introduction to Film (Honors)
GEOL 101H	Physical Geology (Honors)
GEOL 101LH	Physical Geology Laboratory (Honors)
HIST 100H	World History to 1500 (Honors)
HIST 101H	World History Since 1500 (Honors)
HIST 103H	Western Civilization to 1648 (Honors)
HIST 104H	Western Civilization Since 1648 (Honors)
HIST 105H	History of England (Honors)
HIST 110H	United States History to 1877 (Honors)
HIST 111H	United States History Since 1877 (Honors)
HIST 113H	American Military History (Honors)
HUMN 101H	Introduction to the Arts (Honors)
LIT 265H	Shakespeare Studies (Honors)
MATH 150H	Calculus and Analytic Geometry (Honors)
MUS 119H	Jazz History (Honors)
OCEA 101H	Introduction to Oceanography (Honors)
PHSN 108H	Introduction to Climate Change (Honors)
PSYC 101H	General Psychology (Honors)
PSYC 104H	Statistics for Behavioral Science (Honors)
SOC 101H	Introduction to Sociology (Honors)

SOC 104H Statistics for the Behavioral Sciences  
(Honors)

## Program Admission Requirements

- ▶ Have a cumulative GPA of 3.50 in high school or 3.25 in 12 units of college-degree applicable course work
- ▶ Be eligible for English 100, as established by an assessment test or equivalent
- ▶ Complete the honors application, including application form, statement of purpose, two letters of recommendation, unofficial transcripts, and signed Statement of Academic Integrity
- ▶ Complete the matriculation p. 14 process (orientation, testing, and advisement).

Students who do not meet admission requirements directly may submit an Appeal for Admission, which is reviewed on a case-by-case basis by an ad hoc committee organized by the Honors Coordinator.

Application instructions and forms are available online at [www.miracosta.edu/honors](http://www.miracosta.edu/honors).

## Program Completion Requirements



### For MiraCosta College Honors Scholars

- ▶ Minimum degree applicable GPA of 3.50 in college course work
- ▶ Completion of five honors courses
- ▶ Active involvement in HSP at MiraCosta College for a minimum of two semesters
- ▶ Participation in 20 verified hours of honors activities
- ▶ Responsible and ethical behavior upheld, as outlined in the Statement of Academic Integrity and MiraCosta College Standards of Student Conduct.

### For UCLA TAP Certification

- ▶ Minimum degree applicable cumulative GPA of 3.50 in college course work
- ▶ Completion of five honors courses representing at least 15 units of honors coursework
- ▶ Enrollment in honors courses for two semesters at MiraCosta College
- ▶ Education Plan established with the MiraCosta College Transfer Center

- ▶ Responsible and ethical behavior upheld, as outlined in the Statement of Academic Integrity and MiraCosta College Standards of Student Conduct.

**For a complete description of requirements for program admission, good standing, and program completion, contact the MiraCosta College Honors Office or visit the website.**

## Internship Studies Program

**Oceanside, Building 3700: 760.795.6772**

[www.miracosta.edu/careers](http://www.miracosta.edu/careers)

Internships are designed to provide MiraCosta College students with workplace experience and new skills. The Internship Studies Program benefits students, faculty, and the academic disciplines by linking classroom learning to the work world, promoting the development of professional relationships, and adding significant work experience to students' resumes. The program offers business, industry, and organizations the talents and energy of students who not only contribute to workforce development but also strengthen the link between the educational and business communities. Students who intend to transfer are advised to enroll in Internship Studies for no more than 6 units during community college attendance.

Interns are required to obtain a recommendation from a faculty member in the discipline in which they are seeking the internship. Interns must have been enrolled in the faculty member's class and must have performed well. Guidelines for obtaining faculty recommendations vary by discipline and are available in the Career Center.

Once students obtain an internship placement, they are required to do the following:

- ▶ Meet with the instructor at least twice at the worksite during the semester
- ▶ Work a minimum of 60 non-paid hours per unit or 75 paid hours per unit, for a maximum of 3 units per semester
- ▶ Develop and meet learning objectives, complete assignments, and document monthly hours worked.

Internships are available in many disciplines and are identified with 292 as their course number.

## Phi Theta Kappa Honor Society

**Oceanside: 760.757.2121, x6895 or x7792**

The Phi Theta Kappa Honor Society was established in 1929 to acknowledge and promote the academic achievements of two-year college students. Membership in Phi Theta Kappa provides opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programming. With a membership of more than one million students throughout 1,100 worldwide chapters, Phi

Theta Kappa is the largest honor society in American higher education.

Each year Phi Theta Kappa selects a study topic intended to unite faculty and students across disciplines. The theme provides a focal point for academic work and service activities.

Membership benefits include the Phi Theta Kappa diploma seal, the privilege of wearing the honors stole and tassel at graduation, a myriad of scholarships (more than \$87 million), the opportunity to travel to academic conferences throughout the year, and the honor of becoming an alumni member after graduation. Transcripts sent to four-year institutions will identify the student as a member of Phi Theta Kappa.

To qualify for membership, students must have the following:

- ▶ Current enrollment at MiraCosta at the time they apply
- ▶ Successful completion of 12 or more units at MiraCosta
- ▶ A GPA at MiraCosta of at least 3.5.

Through these community placements, students apply classroom knowledge to everyday situations and real problems. They gain practical experience that can help them explore or confirm possible career choices while earning documented work experience. In addition, students who participate in service learning discover the value of contributing to their community. For more information about the program, including its courses and community partners, students should visit the program's website.

## Puente Project

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**Oceanside, Building 3700:** 760.757.2121, x6296

[www.miracosta.edu/puente](http://www.miracosta.edu/puente)

The Puente Program was originally created to increase the number of Mexican-American/Latino students transferring to four-year colleges and universities. It is now open to all students who want to succeed academically, gain recognition as leaders, and graduate from four-year universities.

Puente is a year-long program that includes intensive writing instruction, one-on-one work with a counselor to develop an educational plan, work with community-based mentors, and educational and cultural enrichment activities. Puente scholars enroll in designated sections of ENGL 50 and COUN 110 in the fall and ENGL 100 and COUN 105 in the spring. Puente scholars remain fully supported by the program until they successfully transfer to a four-year university or college.

## Service Learning Program

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**Oceanside, Building 3300:** 760.795.6616

[www.miracosta.edu/student-services/servicelearning](http://www.miracosta.edu/student-services/servicelearning)

The Service Learning Program partners academic instruction with community service. Each semester approximately 60 courses at MiraCosta offer a service component. Students work with their instructors and the Service Learning and Volunteer Center to find meaningful service opportunities in the community that relate to what they are learning in the classroom. MiraCosta's community service placements include youth programs, conservation efforts, homeless and hunger programs, senior services, and literacy programs as well as opportunities within public schools.





# Associate Degrees & Certificates

# Instructional Services

Oceanside, Building 4700: 760.795.6812

www.miracosta.edu/instruction

Instructional Services is responsible for the administration of the various educational programs offered by MiraCosta College. With the assistance of department chairs, deans, and faculty, the college's instructional programs are proposed, developed, and implemented for the primary purpose of providing opportunities for students to reach their desired educational goals. Such goals include associate degrees, certificates of achievement and proficiency in many career and technical education areas, and diplomas and certificates in the noncredit program for adults seeking to finish basic or high school education.

## Associate Degrees

MiraCosta College offers the following degrees: Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Arts for Transfer (A.A.-T), and Associate in Science for Transfer (A.S.-T). The awarding of an associate degree at MiraCosta represents more than an accumulation of units. It also symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Students who graduate with an associate degree from MiraCosta possess sufficient depth in some field of knowledge to contribute to lifetime interest and career pursuit.

The associate degree is designed to prepare students either for transfer to a four-year college or university or for immediate employment. The academic disciplines as well as the career and technical disciplines for which MiraCosta offers an associate degree are identified on the Associate Degrees & Certificate Programs table p. 61.

Although the associate degree recognizes the completion of lower-division course requirements, it does not guarantee admission to a four-year college or university.

### Associate in Arts (A.A.) and Associate in Science (A.S.) Requirements

Students who wish to earn an associate degree from MiraCosta must meet the following requirements (per MCCC Board Policy/Administrative Procedure 4100).

#### Major & Grades

Students must complete a minimum of 18 units in a chosen major or area of emphasis and complete each course with a "C" or better (or a "P" if the course is taken on a "pass/no pass" basis). Students may use courses to satisfy both a general education and a major requirement.

#### General Education

Students have three general education patterns from which to choose but are strongly encouraged to consult with a MiraCosta counselor for assistance in selecting the general

education pattern that is most appropriate for their educational goal.

- ▶ **Plan A:** Completion of MiraCosta College General Education Requirements (Plan A p. 55)\*
- ▶ **Plan B:** Completion and certification of California State University General Education (CSU GE) Breadth (Plan B p. 72)
- ▶ **Plan C:** Completion and certification of University of California/California State University Intersegmental General Education Transfer Curriculum (IGETC; Plan C p. 76).

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. However, courses may be used to satisfy both a general education and a major requirement.

*\*The Plan A general education requirement may be met by submitting a transcript verifying completion of a bachelor's degree from a United States regionally accredited college or university.*

#### MiraCosta College General Education Outcomes

General education outcomes identify the knowledge, skills, and abilities that students will be able to demonstrate after completing MiraCosta's general education program.

Outcome	Outcome Description
Effective Communication	Write, speak, read, and otherwise communicate <ul style="list-style-type: none"> <li>▶ accurately within a specified domain</li> <li>▶ to a variety of contexts, audiences, and purposes</li> <li>▶ with clarity of expression</li> <li>▶ logically in both content and organization</li> <li>▶ correctly (e.g., grammar, syntax, punctuation)</li> <li>▶ in a mature style</li> </ul>
Critical Thinking	<ul style="list-style-type: none"> <li>▶ Define and analyze problems clearly</li> <li>▶ Think independently, creatively, and logically</li> <li>▶ Reason</li> <li>▶ Apply appropriate problem solving methods</li> <li>▶ Combine evidence to support a theory or argument</li> <li>▶ Analyze and synthesize multiple types of information from multiple perspectives</li> <li>▶ Display skeptical inquiry</li> </ul>

## Global Awareness (and Responsible Citizenship)

- ▶ Display awareness of logical and global issues
- ▶ Value and respect diversity
- ▶ Value and respect multiple perspectives
- ▶ Value his or her place and role in a global community
- ▶ Make informed decisions
- ▶ Recognize the ethical implications of personal behavior
- ▶ Recognize the ethical implications of political, social, and economic institutions
- ▶ Demonstrate good citizenship in the classroom, workplace, and community

## Information Literacy

- ▶ Assess an information need and develop an effective search strategy
- ▶ Locate and gather relevant information resources using appropriate technologies
- ▶ Critically evaluate information and information sources
- ▶ Organize and/or synthesize information
- ▶ Effectively communicate information using appropriate technologies
- ▶ Recognize ethical and legal issues surrounding the use of information
- ▶ Display ethical behavior in the use of information

## Productive Work Habits

- ▶ Display intellectual curiosity
- ▶ Demonstrate the ability to work independently and collaboratively
- ▶ Display strong work ethics and responsibility
- ▶ Participate in activities in the classroom, workplaces, and community
- ▶ Display strong academic and workplace ethics, such as good study habits, time management, organizational skills, and efficient and appropriate use of campus resources

## Aesthetic Literacy and Appreciation

- ▶ Recognize diverse elements of beauty and form
- ▶ Identify and differentiate artistic elements and techniques
- ▶ Recognize the value of artistic expression in visual and performing arts, literature, and language
- ▶ Appraise artistic experiences with informed sensitivity

**Units**

Students must complete a minimum of 60 degree-applicable units of credit.

**Grade Point Average (GPA)**

Students must maintain a minimum grade point average of 2.0 in all units attempted at MiraCosta and a combined 2.0 grade point average, including all work transferred to the college that is to be included in the degree evaluation. A grade of "A," "B," "C," or "P" is required for all courses to be counted toward an associate degree major or area of emphasis.

Students may need a higher GPA for admission to a University of California campus or to UC/CSU impacted programs and majors than is required for MiraCosta's associate degree.

**Residency**

Complete a minimum of 12 units in residence at MiraCosta College, with at least 6 of those 12 in the major or area of emphasis.

**Competencies**

All students seeking an associate degree must demonstrate competence in reading, written expression, and mathematics. However, achievement of minimum competency does not mean students have met course-work requirements for the associate degree.

*Note: These competencies are met when students complete either the CSU GE-Breadth (Plan B) or IGETC (Plan C) general education pattern or submit an official transcript verifying completion of a bachelor's degree from a United States regionally accredited college or university.*

**Reading:** Reading competency must be demonstrated by completing **one** of the following options:

- ▶ Achieve a qualifying score on the reading component of the MiraCosta College English Assessment that gives a recommendation for READ 100 p. 52
- ▶ Present proof of achieving one of the following minimum test scores:
  - ▶ A passing score on the CSU English Placement Exam
  - ▶ A score of 3, 4, or 5 on a College Board Advanced Placement English Examination
  - ▶ A score of 5 or better on the International Baccalaureate Higher Level English Test.
- ▶ Complete one of the following with a minimum grade of "C" or "P": READ 100, READ 101; ENGL 100, ENGL 201, ENGL 201H, ENGL 202, ENGL 202H; or equivalent.

**Writing:** Writing competency must be demonstrated by completing **one** of the following options:

- ▶ Achieve a qualifying multimeasure score on the MiraCosta College English Assessment that gives placement into ENGL 100 p. 52
- ▶ Present proof of achieving one of the following minimum test scores:
  - ▶ A passing score on the CSU English Placement Exam
  - ▶ A score of 3, 4, or 5 on a College Board Advanced Placement English Examination
  - ▶ A score of 5 or better on the International Baccalaureate English Language A1 Higher Level Examination.
- ▶ Complete one of the following with a minimum grade of "C" or "P" at MiraCosta or an equivalent course at another regionally accredited college: ENGL 100, ENGL 201, ENGL 201H, ENGL 202, ENGL 202H.

**Mathematics:** Math competency must be demonstrated by completing **one** of the following options:

- ▶ Pass a MiraCosta mathematics course numbered 64 through 270 or equivalent with a minimum grade of "C" or "P"
- ▶ Achieve a qualifying score on the MiraCosta College Mathematics Competency Examination that gives clear placement into a math course numbered 103 through 150
- ▶ Present proof of achieving one of the following minimum test scores:
  - ▶ A passing score on the College Board Mathematics Achievement Test (500 Level I; 600 Level II)
  - ▶ A score of 3, 4, or 5 on a College Board Advanced Placement Math Examination
  - ▶ A minimum score of 50 on a College-Level Examination Program Subject Exam (College Algebra, Pre-calculus, or Calculus)
  - ▶ A score of 4 or better on an International Baccalaureate Mathematics Examination.

## Associate in Arts for Transfer (A.A.-T), Associate in Science for Transfer (A.S.-T) Requirements

MiraCosta College offers associate degrees for transfer to the California State University (CSU). These degrees have been developed as a result of the Student Transfer Achievement Reform (STAR) Act and are designed to provide a clear pathway to a CSU major and baccalaureate degree.

A.A.-T and A.S.-T degree requirements are as follows:

- ▶ Complete 60 semester (90 quarter) CSU transferable units
- ▶ Complete all courses required in the major with a "C" or better
- ▶ Complete the CSU-GE or CSU-IGETC general education pattern
- ▶ Achieve a minimum CSU transferable GPA of 2.0
- ▶ Complete a minimum of 12 units in residence at MiraCosta College.

California Community College students who are awarded an A.A.-T or A.S.-T degree are guaranteed priority admission with junior status to a participating CSU campus and given priority admission to their local CSU campus.

This priority does not guarantee admission to a specific major. Participating CSU campuses determine that the degree awarded by MiraCosta is similar to a degree that can be awarded at that campus. This may include an emphasis or option within the degree or another degree program. Once admitted, the student will be required to complete only 60 additional prescribed units to qualify for the similar baccalaureate degree. MiraCosta students earning an A.A.-T or A.S.-T degree or completing traditional admission requirements have local priority admission to California State University San Marcos.

At the time of this publication, MiraCosta offers an A.A.-T in communication studies, history, psychology, sociology, studio arts, and theater arts and an A.S.-T in administration of justice, business administration, and mathematics. To view which CSU campuses accept these degrees, please visit [www.sb1440.org](http://www.sb1440.org).

Students are encouraged to consult with a MiraCosta counselor to determine which CSU campuses are participating in this program and which degrees are considered similar on those campuses.

An Associate in Arts or Associate in Science for Transfer degree may not be the best option for students intending to transfer to a particular CSU campus, the University of California, or a private or out-of-state university.

Students are encouraged to consult with a MiraCosta counselor for further information regarding the most efficient pathway to transfer and to develop an educational plan designed to meet their educational goals.

## Applying for the Associate Degree

Students who expect to receive an associate degree must file a petition by the 30 percent deadline of the final semester leading to their graduation. (Students intending to graduate during the summer intersession may petition during the spring semester.) Final dates to file a petition are as follows:

- ▶ **Fall 2014: September 22, 2014**
- ▶ **Spring 2015: February 20, 2015**

Official transcripts from all colleges attended (or concurrently attending), approved substitutions and waivers, educational plans, and any other necessary documents must be on file in the Counseling Office before a student submits a petition to graduate. Petitions submitted after the deadline are automatically processed in the subsequent semester.

## Multiple Degrees

Students who are in progress to complete or who have previously been awarded a MiraCosta associate degree may be qualified for an additional associate degree under the following circumstances:

- ▶ The additional degree represents a new major.
- ▶ Each degree has at least 12 mutually exclusive major units.
- ▶ All degree requirements have been met, with at least 12 units in residence completed in the additional major at MiraCosta College.

(Source: MCCCCD Administrative Procedure 4100.)



## Commencement



The MiraCosta College commencement ceremony is held once a year in May at the end of the spring semester. Students who submit a petition for an associate degree or certificate of achievement are eligible to attend the commencement ceremony provided they meet the requirements for the degree or certificate. Students who are eligible to attend the ceremony will receive information about participating in the ceremony from the Student Activities Office prior to the ceremony.

## Plan A

### MiraCosta College General Education Requirements 2014-2015

Plan A will satisfy general education requirements at MiraCosta College but will not satisfy all general education requirements for transfer to a CSU or UC campus and is not intended for students transferring to a four-year institution.

#### AREA A—Language & Reasoning

These courses develop the principles and applications of language toward

- ▶ Logical thought
- ▶ Clear and precise expression
- ▶ Critical evaluation of communication.

#### A1. English Composition

A minimum of 3 semester units is required.

Required courses:

ENGL 100	Composition and Reading *	4
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#### A2. Communication & Analytical Thinking

A minimum of 3 semester units is required. Select one course from any discipline.

Required courses:

BIO 180	Biostatistics	4
BTEC 180	Biostatistics	4
COMM 101	Public Speaking	3
COMM 106	Group Communication	3
COMM 207	Interpersonal Communication	3
COMM 212	Argumentation	3

ENGL 201	Critical Thinking, Composition, and Literature *	4
ENGL 201H	Critical Thinking, Composition, and Literature (Honors) *	4
ENGL 202	Critical Thinking and Composition *	4
ENGL 202H	Critical Thinking and Composition (Honors) *	4
MATH 64	Intermediate Algebra	4
MATH 103	Statistics *	4
MATH 105	Concepts and Structures of Elementary Mathematics I *	3
MATH 106	Concepts and Structures of Elementary Mathematics II *	3
MATH 115	Calculus with Applications *	4
MATH 126	Pre-Calculus I: College Algebra	4
MATH 131	Pre-Calculus II: Trigonometry and Analytic Geometry	4
MATH 135	Pre-Calculus Mathematics *	5
MATH 150	Calculus and Analytic Geometry I *	5
MATH 150H	Calculus and Analytic Geometry (Honors)	5
MATH 155	Calculus and Analytic Geometry II *	4
MATH 260	Calculus and Analytic Geometry III *	4
PHIL 100	Informal Logic and Critical Thinking	3
PSYC 104	Statistics for Behavioral Science	4
PSYC 104H	Statistics for Behavioral Science (Honors)	4
READ 100	Critical Reading and Thinking *	3
READ 101	Reading for College Success *	3
SOC 104	Statistics for Behavioral Science	4
SOC 104H	Statistics for the Behavioral Sciences (Honors)	4

#### AREA B—Natural Sciences

These courses examine the physical universe, its life forms, and its natural phenomena. These courses will

- ▶ Help the student develop an appreciation and understanding of the scientific method
- ▶ Encourage an understanding of the relationships between science and other human activities.

A minimum of 4 semester units is required. Courses with a laboratory component are defined with a #.

Required courses:

ANTH 101	Biological Anthropology	3
ANTH 101H	Biological Anthropology (Honors)	3
ANTH 101L	Biological Anthropology Laboratory #	1
ANTH 190	Primate Behavior and Ecology	3
ASTR 101	Descriptive Astronomy	3
ASTR 101L	Descriptive Astronomy Laboratory #	1
ASTR 120	Life in the Universe	3
ASTR 201	Introductory Astronomy	3

BIO 100	General Biology (Lecture and Lab) #	4
BIO 101	General Biology	3
BIO 101L	General Biology Laboratory #	1
BIO 102	Ecology and Environmental Biology #	4
BIO 103	Animal Diversity	3
BIO 105	Genes and Technology in Society	3
BIO 150	General Botany #	4
BIO 170	Marine Biology #	4
BIO 172	Marine Ecology	3
BIO 202	Foundations of Biology: Evolution, Biodiversity, and Organismal Biology #	4
BIO 204	Foundations of Biology: Biochemistry, Cell Biology, Genetics, and Molecular Biology #	4
BIO 220	Human Physiology #	4
CHEM 100	Introductory Chemistry #	4
CHEM 102	Introduction to Organic and Biological Chemistry #	4
CHEM 104	Chemistry of Living Things (Introduction to General, Organic, and Biochemistry) #	5
CHEM 108	Preparatory Chemistry	3
CHEM 110	General Chemistry #	5
CHEM 111	General Chemistry #	5
EART 106	Earth and Space Science	3
GEOG 101	Physical Geography	3
GEOG 101L	Physical Geography Laboratory #	1
GEOL 101	Physical Geology	3
GEOL 101H	Physical Geology (Honors)	3
GEOL 101L	Physical Geology Laboratory #	1
GEOL 101LH	Physical Geology Laboratory (Honors) #	1
GEOL 120	Environmental Geology: Earth Hazards and Humanity	3
HORT 116	Plant Science #	4
OCEA 101	Introduction to Oceanography	3
OCEA 101H	Introduction to Oceanography (Honors)	3
OCEA 101L	Introductory Oceanography Laboratory #	1
PHSN 101	Fundamentals of Physical Science	3
PHSN 106	Energy, Motion, and Matter: An Introduction to Physics and Chemistry	3
PHSN 108	Introduction to Climate Change	3
PHSN 108H	Introduction to Climate Change (Honors)	3
PHYS 111	Introductory Physics I #	4
PHYS 112	Introductory Physics II #	4
PHYS 151	Principles of Physics I #	4
PHYS 152	Principles of Physics II #	4
PHYS 253	Principles of Physics III #	4
PSYC 260	Physiological Psychology	3

## AREA C—Humanities

These courses study the cultural activities and artistic expressions of human beings. These courses will develop

- ▶ An awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation
- ▶ An aesthetic understanding
- ▶ An ability to make value judgments.

A minimum of 3 semester units is required. Select one course from any discipline.

### Required courses:

ART 100	Drawing and Composition	3
ART 101	Design and Color	3
ART 103	3D Design	3
ART 157	Art Orientation	3
ART 158	Traditional Arts of Africa, Oceania, and the Americas	3
ART 177	Art in the Elementary Schools	3
ART 201	Objects and Ideas in Contemporary Art	3
ART 230	Introduction to Sculptural Installation	3
ART 244	Digital Media for the Visual Artist	3
ART 254	Understanding and Appreciating the Photographic Image	3
ART 258	Ancient to Gothic Art	3
ART 259	History of Renaissance to Modern Art	3
ART 260	History of Modern Art	3
ART 260H	History of Modern Art (Honors)	3
ART 290	Landmarks of Art	3
CHNS 101	Elementary Chinese (First Semester)	4
CHNS 102	Elementary Chinese (Second Semester)	4
CHNS 201	Intermediate Chinese (Third Semester)	4
COMM 111	Oral Interpretation of Literature	3
COMM 215	Intercultural Communication	3
DESN 107	History of Western Architecture -A Sustainable Perspective	3
DNCE 100	Dance Appreciation	3
DNCE 101	Dance History	3
DNCE 105	Dance Cultures of the World	3
DRAM 105	Introduction to Theatre	3
DRAM 120	Dramatic Literature (Ancient Greeks to Shakespeare)	3
DRAM 121	Dramatic Literature (Restoration to Present)	3
DRAM 130	Acting I	3
FILM 101	Introduction to Film	3
FILM 101H	Introduction to Film (Honors)	3
FILM 106	Study of Filmed Plays	3
FILM 110	Film History	3
FREN 101	Elementary French (First Semester)	4
FREN 102	Elementary French (Second Semester)	4
FREN 201	Intermediate French (Third Semester)	4
FREN 202	Intermediate French (Fourth Semester)	4
GRMN 101	Elementary German (First Semester)	4

GRMN 102	Elementary German (Second Semester)	4	SPAN 202	Intermediate Spanish (Fourth Semester)	4
GRMN 201	Intermediate German (Third Semester)	4	SPAN 203	Spanish for Native Speakers	4
HIST 103	Western Civilization to 1648	3	SPAN 205	Hispanic Film, Literature, and Composition	3
HIST 103H	Western Civilization to 1648 (Honors)	3			
HIST 104	Western Civilization Since 1648	3			
HIST 104H	Western Civilization Since 1648 (Honors)	3			
HUMN 101	Introduction to the Arts	3			
HUMN 101H	Introduction to the Arts (Honors)	3			
HUMN 250	American Studies: First Contact Through the Civil War	3			
HUMN 251	American Studies: 1870s to the Present	3			
ITAL 101	Elementary Italian (First Semester)	4			
ITAL 102	Elementary Italian (Second Semester)	4			
ITAL 121	Introduction to Italian Culture	3			
ITAL 201	Intermediate Italian (Third Semester)	4			
ITAL 202	Intermediate Italian (Fourth Semester)	4			
ITAL 210	Intermediate Italian Conversation and Reading	3			
JAPN 101	Elementary Japanese (First Semester)	4			
JAPN 102	Elementary Japanese (Second Semester)	4			
JAPN 201	Intermediate Japanese (Third Semester)	4			
JAPN 202	Intermediate Japanese (Fourth Semester)	4			
LIT 120	Introduction to Literature	3			
LIT 250	American Literature: First Contact Through the Civil War	3			
LIT 251	American Literature: Mid-1800s to the Present	3			
LIT 260	English Literature Through the 18th Century	3			
LIT 261	English Literature: Romantic to Contemporary	3			
LIT 265	Shakespeare Studies	3			
LIT 265H	Shakespeare Studies (Honors)	3			
LIT 270	World Literature to 1600	3			
LIT 271	World Literature Since 1600	3			
MUS 100	Introduction to Music Theory	3			
MUS 113	Multicultural Roots of American Music	3			
MUS 114	History of Rock and Roll	3			
MUS 115	History and Appreciation of Western Music	3			
MUS 116	A Survey of World Music	3			
MUS 119	Jazz History	3			
MUS 119H	Jazz History (Honors)	3			
PHIL 101	Introduction to Philosophy: Knowledge and Reality	3			
PHIL 102	Contemporary Moral Problems	3			
PHIL 221	Philosophy of Religion	3			
RELG 101	World Religions	3			
RELG 105	Eastern Religions	3			
SPAN 101	Elementary Spanish (First Semester)	4			
SPAN 102	Elementary Spanish (Second Semester)	4			
SPAN 201	Intermediate Spanish (Third Semester)	4			

### Area D—Social & Behavioral Sciences

These courses focus on people as members of society. These courses will

- ▶ Develop an awareness of the method of inquiry used by the social and behavioral sciences
- ▶ Stimulate critical thinking about the ways people act and have acted in response to their societies
- ▶ Promote appreciation of how societies and social subgroups operate.

A minimum of 3 semester units is required. Select one course from any discipline.

ADM 100	Introduction to the Administration of Justice	3
ADM 100H	Introduction to the Administration of Justice (Honors)	3
ADM 200	Concepts of Criminal Law	3
ANTH 102	Cultural Anthropology	3
ANTH 102H	Cultural Anthropology (Honors)	3
ANTH 103	Introduction to Archaeology	3
ANTH 104	Native American Cultures	3
ANTH 190	Primate Behavior and Ecology	3
CHLD 113	Child and Adolescent Growth and Development	3
COMM 120	Principles of Human Communication	3
COMM 135	Gender Studies in Communication	3
COMM 220	Introduction to Mass Communication	3
CSIT 160	Technology, the Individual, and Society	3
ECON 100	Survey of Economics	3
ECON 101	Principles of Economics: MACRO	3
ECON 102	Principles of Economics: MICRO	3
GEOG 102	Cultural Geography	3
GEOG 104	World Geography	3
GEOG 108	Environmental Sustainability and Society	3
GERO 101	Introduction to Aging	3
GERO 250	Intergenerational Issues	3
HIST 100	World History to 1500	3
HIST 100H	World History to 1500 (Honors)	3
HIST 101	World History Since 1500	3
HIST 101H	World History Since 1500 (Honors)	3
HIST 105	History of England	3
HIST 105H	History of England (Honors)	3
HIST 107	East Asian Societies	3
HIST 109	History of the Middle East	3
HIST 110	United States History to 1877	3
HIST 110H	United States History to 1877 (Honors)	3
HIST 111	United States History Since 1877	3
HIST 111H	United States History Since 1877 (Honors)	3
HIST 113	American Military History	3

HIST 113H	American Military History (Honors)	3
HIST 115	Women in American History	3
HIST 116	History of the Americas to 1830	3
HIST 117	History of the Americas Since 1830	3
HIST 141	Mexican American History Through 1877	3
HIST 142	Mexican American History Since 1877	3
HIST 145	African American History to 1877	3
HIST 146	African American History Since 1877	3
HIST 165	California History	3
PLSC 101	Introduction to Political Science	3
PLSC 102	American Institutions and History	4
PLSC 103	Comparative Government	3
PLSC 150	Introduction to International Relations	3
PSYC 100	Psychology of Personal Growth	3
PSYC 101	General Psychology	3
PSYC 101H	General Psychology (Honors)	3
PSYC 103	Social Psychology	3
PSYC 121	Human Development	3
PSYC 170	Psychology of Aging: Adult Development and Aging	3
SOC 101	Introduction to Sociology	3
SOC 101H	Introduction to Sociology (Honors)	3
SOC 102	Contemporary Social Problems	3
SOC 103	Social Psychology	3
SOC 105	Introduction to Justice Studies	3
SOC 110	Comparative Cultures	3
SOC 120	Introduction to Women's Studies	3

## Area E—Lifelong Learning

Courses in this category equip student learners for lifelong understanding and development of themselves as integrated physiological, social, and psychological beings. Technology and information-fluency courses develop the students' ability to skillfully and effectively make use of two or more technological tools to access, evaluate, analyze, integrate, and utilize information in a variety of contexts in order to apply it to decision making, critical thinking, and problem solving in their lives. Self-development courses encourage attentiveness to health and well-being and to the practical aspects of managing and improving students' lives.

A minimum of 3 semester units is required. Select one course from either group.

### E1. Technology & Information Fluency

ACCT 101	Practical Accounting	4
ACCT 145	Individual Income Tax	4
BUS 133	Project Management	3
CSIT 110	Computer Applications	3
CSIT 120	Fundamentals of Computer Information Systems	3
CSIT 137	Google Apps for Business	3
CSIT 155	Social Media for Business	3
LIBR 101	College Research Skills	1
LIBR 201	Research in the Digital Age	3
MAT 120	Media Design 1: Production	3

MAT 125	Web Design 1: Fundamentals	3
MAT 150	Flash 1: Animation and Interactivity	3
MAT 165	Web Design 2: Tools and Techniques	3

### E2. Self-Development\*\*\*

BUS 136	Human Relations in Business	3
BUS 147	Personal Finance	3
CHLD 113	Child and Adolescent Growth and Development	3
COUN 100	Career and Life Planning	3
COUN 110	College Success Skills	3
CRLP 100	Career and Life Planning	3
CSIT 165	Living in an Online World	3
GERO 101	Introduction to Aging	3
GERO 250	Intergenerational Issues	3
HEAL 101	Principles of Health	3
INTR 100	Foundation Skills for the College Experience	4
NURS 283	Medical Surgical Nursing IV	6
NUTR 100	Nutrition Today	3
NUTR 105	Human Performance and Sports Nutrition	3
NUTR 125	Nutrition and Aging	3
PSYC 121	Human Development	3
PSYC 145	Psychology/Sociology of the Family	3
PSYC 170	Psychology of Aging: Adult Development and Aging	3
SOC 145	Psychology/Sociology of the Family	3

### Area F—Cultural Diversity\*\*

Courses in this category demonstrate sensitivity to and promote a climate of cultural diversity. They focus specifically on a multicultural and global perspective and foster an understanding of the student's role in a global community. Courses that fulfill this requirement introduce and examine the intersection of ethnicity, language, or culture with gender, sexuality, class, or other important social categories, such as religion.

A minimum of 3 semester units is required.

ADM 230	Policing in a Diverse and Multicultural Society	3
BUS 136	Human Relations in Business	3
BUS 160	International Business	3
CHLD 210	Child, Family, and Community	3
COMM 215	Intercultural Communication	3
DNCE 105	Dance Cultures of the World	3
DNCE 169	Introduction to World Dance Forms	1
DNCE 171	Selected World Dance	1
GEOG 102	Cultural Geography	3
GEOG 104	World Geography	3
GERO 101	Introduction to Aging	3
GERO 130	Caregiving: Techniques for Working with the Frail Elderly	3
HIST 100	World History to 1500	3
HIST 100H	World History to 1500 (Honors)	3

HIST 101	World History Since 1500	3	HIST 111H	United States History Since 1877 (Honors)	3
HIST 101H	World History Since 1500 (Honors)	3	HIST 116	History of the Americas to 1830	3
HIST 103	Western Civilization to 1648	3	HIST 117	History of the Americas Since 1830	3
HIST 103H	Western Civilization to 1648 (Honors)	3	HIST 141	Mexican American History Through 1877	3
HIST 104	Western Civilization Since 1648	3	HIST 142	Mexican American History Since 1877	3
HIST 104H	Western Civilization Since 1648 (Honors)	3	HIST 145	African American History to 1877	3
HIST 105	History of England	3	HIST 146	African American History Since 1877	3
HIST 105H	History of England (Honors)	3	HIST 165	California History	3
HIST 110	United States History to 1877	3	PLSC 102	American Institutions and History	4
HIST 110H	United States History to 1877 (Honors)	3			
HIST 111	United States History Since 1877	3			
HIST 111H	United States History Since 1877 (Honors)	3			
HIST 113	American Military History	3			
HIST 113H	American Military History (Honors)	3			
HIST 115	Women in American History	3			
HIST 116	History of the Americas to 1830	3			
HIST 117	History of the Americas Since 1830	3			
HIST 141	Mexican American History Through 1877	3			
HIST 142	Mexican American History Since 1877	3			
HIST 145	African American History to 1877	3			
HIST 146	African American History Since 1877	3			
LIT 270	World Literature to 1600	3			
LIT 271	World Literature Since 1600	3			
MUS 116	A Survey of World Music	3			
MUS 119	Jazz History	3			
MUS 119H	Jazz History (Honors)	3			
NUTR 108	Cultural Aspects of Foods and Nutrition	3			
PLSC 102	American Institutions and History	4			
PSYC 121	Human Development	3			
RELG 101	World Religions	3			
RELG 105	Eastern Religions	3			
SOC 110	Comparative Cultures	3			
SOC 120	Introduction to Women's Studies	3			
SOC 207	Race and Ethnic Relations	3			
SOC 230	Introduction to Chicana/o Studies	3			
SOC 240	Introduction to Black Studies	3			
SPAN 101	Elementary Spanish (First Semester)	4			
SPAN 102	Elementary Spanish (Second Semester)	4			
SPAN 201	Intermediate Spanish (Third Semester)	4			
SPAN 203	Spanish for Native Speakers	4			
SPAN 205	Hispanic Film, Literature, and Composition	3			

### Area G—American Institutions & History\*\*

Courses in this category develop the knowledge and skills necessary for intelligent citizenship. They focus on the major events and issues in U.S. history and the political processes used in the United States.

A minimum of 3 semester units is required.

Required courses:

HIST 110	United States History to 1877	3
HIST 110H	United States History to 1877 (Honors)	3
HIST 111	United States History Since 1877	3

HIST 111H	United States History Since 1877 (Honors)	3
HIST 116	History of the Americas to 1830	3
HIST 117	History of the Americas Since 1830	3
HIST 141	Mexican American History Through 1877	3
HIST 142	Mexican American History Since 1877	3
HIST 145	African American History to 1877	3
HIST 146	African American History Since 1877	3
HIST 165	California History	3
PLSC 102	American Institutions and History	4

### Important Information & Footnotes

This general education pattern is subject to change year by year, but students are assured that courses taken to meet this requirement will be honored if they are approved for the academic year that the course is completed.

Credit will not be awarded for both the honors and the non-honors version of a course.

Courses may be used to satisfy a general education and a major requirement.

Courses listed in two different areas may be used in either area but not both.

\* Courses completed with a "C" or "P" can be used to meet the graduation competency requirements.

\*\* Courses completed in these categories may also satisfy other general education requirements.

\*\*\* Active duty military personnel and U.S. military veterans may satisfy E-2 through submission of a military transcript that demonstrates the completion of Basic Training or Recruit Training (DD214, DD295, or other military transcript).

# Laboratory course.

## Certificates

### Certificates of Achievement

Certificates of achievement are designed to prepare students for employment in specific career areas. The total units required for a certificate of achievement varies with each discipline. In developing certificates, MiraCosta faculty collaborate with employers who describe the knowledge, skills, and competencies needed for success in all aspects of a trade or occupation. Students should have basic knowledge in reading, writing, and math to master the work and to advance in the occupation they select. MiraCosta's certificates of achievement are identified on the Associate Degrees & Certificate Programs p. 61 table. Course requirements for specific certificates are listed alphabetically by subject under Areas of Study & Courses.

Many certificates of achievement can be used to satisfy associate degree major requirements. Interested students should review the degree requirements and supplement certificate courses with appropriate general education courses.

To obtain a certificate of achievement, students must earn a minimum grade of "C" or "P" in each course counted toward the certificate and complete 6 of the last 12 certificate units in residence at MiraCosta College. Students are eligible to



receive certificates of achievement with honors if they earn a grade point average of 3.00-3.45. Certificates of achievement with highest honors are awarded to students with grade point averages of 3.50-4.00.

Certificate programs that are taken as part of and prior to an associate degree are approved for veterans' benefits.

## Applying for a Certificate of Achievement

Students who expect to receive a certificate of achievement must file a petition by the 30 percent deadline of the final semester leading to their graduation. (Students intending to graduate during the summer intersession may petition during the spring semester.) Final dates to file a petition are as follows:

- ▶ **Fall 2014: September 22, 2014**
- ▶ **Spring 2015: February 20, 2015**

Official transcripts from all colleges attended (or concurrently attending), approved substitutions and waivers, educational plans, and any other necessary documents must be on file in the Counseling Office before a student submits a petition to graduate. Petitions submitted after the deadline are automatically processed in the subsequent semester.

## Certificates of Proficiency

Certificates of proficiency are short-term certificates, typically requiring fewer than 18 units of course work, that introduce students to one aspect of a trade or occupation. A certificate of proficiency is a good choice for students who wish to test a potential career area, who want to be competitive for entry-level jobs in one part of an industry, or who prefer to enter the industry and pursue further education in that field after they start working.

Certificates of proficiency are designed to prepare students for the first step in a career ladder. In some cases, the courses completed for these certificates can also be applied toward a certificate of achievement and/or an associate degree.

MiraCosta's certificates of proficiency are identified on the Associate Degrees & Certificate Programs p. 61 table. Course requirements for specific certificates are listed alphabetically by subject under Areas of Study & Courses.

Eligibility for certificates of proficiency includes earning a minimum grade of "C" or "P" in every course. Additionally, at least 6 units or the maximum number of units required for the certificate, whichever is less, must be completed in residence at MiraCosta College.

Certificate programs that are taken as part of and prior to an associate degree are approved for veterans' benefits.

## Applying for a Certificate of Proficiency

Certificates of proficiency are not noted on student transcripts. To apply for a certificate of proficiency, students should obtain the appropriate form online or from the Instructional Services Office.

## Commencement



The MiraCosta College commencement ceremony is held once a year in May at the end of the spring semester. Students who submit a petition for an associate degree or certificate of achievement are eligible to attend the commencement ceremony provided they meet the requirements for the degree or certificate. Students who are eligible to attend the ceremony will receive a packet of information about participating in the ceremony from the Student Activities Office prior to the ceremony.

# Associate Degrees & Certificate Programs

Major Area	Certificate of Proficiency	Certificate of Achievement	Associate Degree
Accounting (ACCT) p. 82		•	•
Billing, Cost, and Accounting Assistant	•		
Bookkeeping		•	•
Income Tax Preparer	•		
Administration of Justice (ADM) p. 85			
Administration of Justice for Transfer			•
Law Enforcement		•	•
Art (ART) p. 92			
Digital Photography		•	•
Studio Art for Transfer			•
Automotive Technology (AUTO) p. 103		•	•
Automotive Alignment, Brakes, and Suspension	•		
Automotive Electronics	•		
Automotive Electronics, Computers, and Emissions and/or HVAC		•	
Automotive Quick Service Assistant	•		
Automotive Repair: Drive-Train Specialist	•		
Basic Engine Performance	•		
California Smog Check Technician		•	
Biotechnology (BTEC) p. 112			
Bioprocess Technology		•	
Laboratory Skills	•		
Research and Development		•	•
Business Administration (BUS) p. 116			
Business Administration for Transfer			•
Business Fundamentals	•		
Entrepreneurship		•	•
Entrepreneurship Fundamentals	•		
Management		•	•
Marketing		•	•
Project Management	•		
Retail Assistant	•		
Retail Management		•	•
Social Media for Business		•	
Business Office Technology (BOT) p. 123			
Administrative Professional		•	•
Office Assistant	•		
Office Manager		•	•
California State University General Education (CSU GE)		•	
Child Development (CHLD) p. 129			
Assistant Teacher	•		
Associate Teacher		•	•
Early Intervention and Inclusion		•	
Master Teacher		•	•
Site Supervisor		•	•
Teacher		•	•
Communication (COMM) p. 137			
Communication Studies for Transfer			•
Computer Science (CS) p. 140			•
Computer Programming Fundamentals		•	•
Computer Studies & Information Technology (CSIT) p. 143			

# Associate Degrees & Certificates

Certified Computer Desktop Support Specialist	•	
Computer Applications Professional for Business	•	•
Computer Applications User	•	
Computer Competencies for the Workplace	•	
Computer Studies	•	•
E-Commerce	•	
Emerging Technologies in Computer Studies	•	
Microsoft Certified Application Specialist for Business	•	
Network and Desktop Systems Administration	•	•
Dance (DNCE) p. 152		•
Dance Instructor	•	
Pilates Instructor	•	
Design (DESN) p. 160		
3D Modeling and Prototyping	•	
Applied Design	•	
Architectural Design	•	•
Computer-Aided Drafting	•	•
Computer-Aided Drafting and Design	•	•
Construction Management	•	
Drafting Fundamentals	•	
Engineering Design Graphics	•	
Mechanical Design	•	•
Dramatic Arts (DRAM) p. 166		•
Design and Technology	•	•
Theatre Arts for Transfer		•
Gerontology (GERO) p. 183		•
Optimal Aging and Older Adulthood	•	
History (HIST) p. 186		
History for Transfer		•
Horticulture (HORT) p. 191		
Irrigation Technology	•	
Landscape Architecture	•	•
Landscape Management	•	•
Nursery/Horticulture Crop Production	•	•
Wine and Viticulture Technology	•	
Hospitality (HOSP) p. 197		
Catering Operations	•	
Dining Room Operations	•	
Food Service Operations	•	
Front Office Operations	•	
Hospitality Management	•	•
Meeting and Event Management	•	
Restaurant Management	•	•
Rooms Division Management	•	
Intersegmental General Education Transfer Curriculum ( IGETC )	•	
Italian (ITAL) p. 202		•
Kinesiology (KINE) p. 206		
Personal Fitness Trainer	•	
Yoga Instructor	•	
Liberal Arts p. 211		
Applied Health, Nutrition and Kinesiology		•
Arts and Humanities		•
Business and Technology		•
Creative and Applied Arts		•
Mathematics and Sciences		•
Multicultural Studies		•

Social and Behavioral Sciences			•
Massage (MASG) p. 224			
Holistic Health Practitioner (1,000 Hours)		•	
Massage Therapist (500 Hours)		•	
Mathematics (MATH) p. 226			
Mathematics for Transfer			•
Media Arts & Technologies (MAT) p. 229			
Digital and Print Publishing	•		
Graphic Communication	•		
Graphic Design		•	•
Video and Animation	•		
Video and Media Design		•	
Web Design	•		
Web Development and Design		•	•
Medical Administrative Professional (MAP) p. 236			
Medical Insurance and Coding Specialist	•		
Medical Office Professional		•	•
Medical Office Specialist	•		
Music (MUS) p. 238			
Music Performance			•
Music Technology (MTEC) p. 246	•		
Audio Recording Production		•	•
Business of Music		•	
Digital Audio	•		
Live Performance Audio		•	
Performance Technician	•		
Nursing (NURS) p. 251			
Certified Nursing Assistant	•		
Home Health Aide	•		
Licensed Vocational Nursing		•	•
Registered Nursing (ADN)			•
Registered Nursing (LVN-to-RN)			•
Nutrition (NUTR) p. 257			
Fitness Nutrition Specialist	•		
Psychology (PSYC) p. 266			•
Human Development			•
Psychology for Transfer			•
Research Fundamentals	•		
Volunteer Services	•		
Real Estate (REAL) p. 273		•	•
Assistant	•		
Entrepreneurship		•	•
Finance	•		
Property Management	•		
Sales	•		
Sociology (SOC) p. 278			
Research Fundamentals	•		
Sociology for Transfer			•
Volunteer Services	•		
Spanish (SPAN) p. 283			
Career Spanish for Medical Personnel	•		
Surgical Technology (SURG) p. 285		•	•





# Transferring Course Work

# Transfer Options



MiraCosta College students have the opportunity to transfer to a variety of public and private/independent colleges and universities. In California, students may transfer to a college or university in the University of California (UC) system, California State University (CSU) system, or various private/independent universities and colleges. Transfer students should be aware of both the entrance and graduation requirements of the university or college they wish to attend. MiraCosta's curriculum is designed to prepare students to transfer to four-year colleges or universities by providing instruction in general education course work and preparatory courses for specific majors.

Students should work closely with a counselor to develop an educational plan that is based on completing articulated courses, which are courses that can be used to satisfy general education and major-preparation requirements at specific transfer universities. MiraCosta's articulation agreements with the public universities in California can be found online at [www.assist.org](http://www.assist.org).

As soon as possible after enrolling at MiraCosta, students should choose the specific major area they wish to pursue and the four-year college or university they wish to attend. The counseling staff is available to assist students in making these important decisions.

## CSU Transfer

The California State University (CSU) system has 23 campuses across the state. The CSU offers students the choice of more than 1,800 bachelor's and master's degree programs in 240 subject areas.

To obtain a bachelor's degree from a CSU campus, students must complete a minimum of 120 semester units (180 quarter units). A maximum of 70 units of transferable credit will be accepted for courses completed at MiraCosta or any California

community college. Information about which courses transfer to the CSU is included in the catalog course descriptions (see How to Read Course Descriptions p. 82). This information can also be found at [www.assist.org](http://www.assist.org).

### Minimum Transfer Requirements

The CSU will consider a student a transfer applicant if he or she enrolled in a regular session at a college or university (excluding summer session or intersession) immediately following high school. The vast majority of community college students enter the CSU as upper-division transfer students. In order to be eligible to transfer to the CSU, students must meet the minimum requirements described below.

### Upper-Division Transfer Minimum Eligibility Requirements

Transfer students are eligible for admission with junior status with 60 or more transferable semester units or 90 quarter units if they satisfy the following requirements:

- ▶ Maintain a minimum college GPA of 2.00 or better in all transferable college units attempted
- ▶ Complete the four basic subjects in written communication, oral communication, critical thinking, and mathematics/quantitative reasoning, which are part of the overall general education requirements
- ▶ Complete additional general education units that comprise the total CSU general education pattern of 39 units
- ▶ Are in good standing at the last college or university attended (i.e., are eligible to re-enroll).

### Lower-Division Transfer Minimum Eligibility Requirements

Due to enrollment demands, most CSU campuses restrict or prohibit the admission of lower-division transfer students who have earned fewer than 60 transferable semester units (90 quarter units). However, campuses may accept applications from lower-division students who are applying to science, technology, engineering, or mathematics majors if they satisfy the following requirements:

- ▶ Have a college grade point average of 2.00 or better in all transferable college units attempted
- ▶ Are in good standing at the last college or university attended (i.e., are eligible to re-enroll)
- ▶ Meet the eligibility index required of a first-time freshman
- ▶ Meet the college-preparatory course requirements for a first-time freshman or have successfully completed necessary courses to make up any deficiencies in their high school records.

*Note: Most CSU campuses will not accept lower-division transfer students.*

## Associate in Arts for Transfer (A.A.-T) or Associate in Science for Transfer (A.S.-T) to the California State University

A California community college student who has earned the Associate in Arts for Transfer (A.A.-T) degree or the Associate in Science for Transfer (A.S.-T) degree will be granted priority admission to the CSU into a similar baccalaureate degree program with a guarantee of junior standing as long as the student meets all prescribed admission requirements. (See the Associate Degrees section of the catalog for specific requirements to complete this type of degree.) Once admitted, the student will be required to complete no more than 60 additional prescribed units to qualify for the similar baccalaureate degree.

An A.A.-T or A.S.-T degree does not guarantee a student admission for a specified major or campus, but it does require the CSU to grant a student priority-admission consideration to the local CSU campus and to a program or major that is deemed similar to the transfer A.A.-T or A.S.-T degree as determined by the CSU. The local CSU campus for MiraCosta students is California State University San Marcos (CSUSM).

Associate degrees for transfer to the CSU offered by MiraCosta are listed both in this catalog under the discipline offering the degree and on the MiraCosta College articulation website at [www.miracosta.edu/student-services/articulation](http://www.miracosta.edu/student-services/articulation). At the time of this publication, MiraCosta offers an A.A.-T in communication studies, history, psychology, sociology, studio arts, and theater arts and an A.S.-T in administration of justice, business administration, and mathematics.

A list of Associate in Arts and Associate in Science for Transfer degrees offered at all community colleges and a listing of participating CSU campuses accepting those degrees can be found at [www.sb1440.org](http://www.sb1440.org). Students are encouraged to consult with a MiraCosta counselor to determine the most appropriate and efficient path for transfer to the CSU.

## Advanced Placement, International Baccalaureate, & College Level Examination Program Credit

Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) credit can be used to satisfy the required 60 transferable units. The Advanced Placement Guide p. 24, International Baccalaureate Guide p. 27, and College Level Examination Program Guide p. 28 identify which exams can be used for general education credit and CSU admission units.

## Impacted Programs

An undergraduate major, program, or campus is designated as impacted when there are more eligible applicants than there are available spaces. Impacted majors, programs, or campuses are authorized to use supplementary admissions criteria to screen applicants, such as the following:

- ▶ Completing specific courses
- ▶ Accumulating a specific number of college units
- ▶ Earning a specific grade point average

- ▶ Meeting advance application deadlines
- ▶ Participating in interviews or special evaluations.

The list of impacted programs may vary from year to year, as majors are added and deleted frequently. Also, a major impacted at one campus may be open at another; therefore, students should consult [www.assist.org](http://www.assist.org), a MiraCosta counselor, or a representative at their intended transfer campus to receive updated information about impacted majors.

## Transfer Planning

Students are strongly encouraged to meet with a MiraCosta College counselor to develop an appropriate transfer plan. A transfer plan consists of **general education courses**, **major preparation courses**, and, if additional units are required, **transferable elective courses**. The counselors ensure students are aware of CSU application deadlines and all necessary transfer requirements.

## General Education Requirements: CSU-GE (Plan B)

All students obtaining a bachelor's degree from a CSU campus must satisfy general education (GE) requirements. A minimum of 48 semester units is required for GE-Breadth: 39 units of lower-division and 9 units of upper-division courses. All of the lower-division courses for GE-Breadth may be completed at MiraCosta before students transfer to a CSU campus. To satisfy the GE-Breadth requirements, students must take specified courses in the following areas:

**Area A — English Language Communication and Critical Thinking**

**Area B — Scientific Inquiry and Quantitative Reasoning**

**Area C — Arts and Humanities**

**Area D — Social Sciences**

**Area E — Lifelong Learning and Self-Development.**

This pattern of courses, called CSU-GE-Breadth, is illustrated on Plan B p. 72. Students may also choose to complete the CSU-UC IGETC pattern, illustrated on Plan C p. 76, to complete the CSU general education requirements.

## Major Preparation

Students need to identify a major and complete the required admission courses for that major. MiraCosta has articulation agreements with most CSU campuses. These agreements, which can be viewed at [www.assist.org](http://www.assist.org), tell students which courses at MiraCosta can satisfy a major requirement at a CSU campus.

At some CSU campuses, the required GPA in these major preparation courses may be higher than the admission criteria GPA. And at some CSU campuses, completion of all major preparation courses will make an applicant much more competitive in the admission's process.

## Transferable Electives

If additional units are needed to meet the 60-unit admission requirement, students can complete transferable elective

# Transferring Course Work

courses. Students may explore areas of interest through any course work at MiraCosta as long as the course is designated as CSU transferable. The course descriptions in the college catalog and schedule of classes indicate this designation where it applies.

## History, Constitution, and American Ideals

All CSU campuses have a graduation requirement known as History, Constitution, and American Ideals. Students may be certified as completing this requirement at MiraCosta by completing one of the five groups of classes listed on Plan B p. 72.

## CSU-GE-Breadth Certification

MiraCosta is authorized to certify up to 39 lower-division GE-Breadth units. Certification means that the CSU will accept the courses approved to meet the CSU-GE-Breadth areas on Plan B p. 72. Students should request certification of course work that meets CSU-GE-Breadth requirements because certification ensures students will not be asked to complete additional lower-division general education courses after they transfer.

MiraCosta can certify each subject area (Area A, B, C, D, or E) or the whole pattern. Students may apply for full or partial certification at the MiraCosta Admissions and Records Office at the time they request a transcript be sent to a CSU campus. The specific rules that apply for CSU-GE-Breadth Certification are as follows:

- ▶ All courses taken in Areas A and B4 must be completed with a grade of "C" or better. A grade of "P" (Pass) is acceptable if it is equivalent to a grade of "C" or higher at the institution where the work was completed.
- ▶ Courses taken at another California community college will be applied to the subject areas in which they are listed at the institution where the work was completed.
- ▶ A course taken at a United States regionally accredited institution (which does not maintain a CSU-GE-Breadth certification list) may be approved for certification if that course is equivalent to a MiraCosta College course or it has been approved for general education in a comparable category at the institution where the work was completed.
- ▶ Courses completed at foreign institutions are not acceptable for CSU-GE-Breadth certification.

After transfer to a CSU campus, students will need to complete the nine additional general education units that are taught at the upper-division level.

## Certificate of Achievement in CSU General Education

Students who complete the entire CSU General Education Breadth certification pattern of courses are eligible to receive a Certificate of Achievement in CSU General Education. These courses, which satisfy lower-division general education requirements to any CSU campus, are listed on Plan B p. 72. *(Note: This program may not be appropriate for some majors, so students should consult with a MiraCosta College counselor*

*to develop an appropriate educational plan for their intended major and CSU campus.)*

# UC Transfer

The University of California (UC) system includes nine undergraduate campuses across California. They are located in the following areas: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz.

To obtain a bachelor's degree from the UC, a student must complete a minimum of 120 semester units (180 quarter units). A maximum of 70 units of transferable credit toward a bachelor's degree will be accepted for courses completed at any or all California community colleges. The UC may limit the amount of credit received for some courses. For example, no credit will be given for an introductory course if it is taken after a more advanced course, credit may be limited for courses with overlapping content, and duplicate credit will not be awarded for both the honors and non-honors version of a course. The UC credit limitations that apply to MiraCosta College courses are identified in the catalog course descriptions.

## Priority Eligibility for Transfer Students

The UC will consider a student a transfer applicant if he or she enrolled in a regular session at a college or university, except while in high school or summer session, immediately following high school.

Students who transfer to a UC campus from MiraCosta or any California community college with 60 transferable units are given priority over all other transfer applicants, including those from four-year institutions, if they meet **all** of the following criteria:

- ▶ They were enrolled at one or more of the California community colleges for at least two terms (excluding summer session).
- ▶ The last college they attended prior to enrollment at a UC campus was a California community college (excluding summer session).
- ▶ They have at least 30 semester UC transferable units at one or more community colleges.

## Upper-Division Transfer Admission

The vast majority of students transfer to the UC as upper-division transfer students. Students must fulfill both of the following criteria for upper-division transfer eligibility:

- ▶ Complete 60 semester (90 quarter) units of transferable college credit with at least a 2.4 GPA. No more than 14 semester (21 quarter) units may be taken "P/NP" (Pass/No Pass).\*
- ▶ Complete the following requirements, earning a grade of "C" or better in each course:
  - ▶ Two transferable college courses (3 semester or 4-5 quarter units each) in English composition

- ▶ One transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning
- ▶ Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: arts and humanities, social and behavioral sciences, and physical and biological sciences.

*Note: Students who complete 60 transferable units that include the Intersegmental General Education Transfer Curriculum (IGETC) will meet the minimum admission requirements described above.*

\*Meeting the minimum transfer admissions eligibility requirements does not guarantee a student's admission to the major and UC campus of his or her choice. Most UC campuses require a higher GPA for admission and for major-preparation courses. In cases where there are more eligible applicants than transfer openings, applicants with the strongest academic preparation are given priority. To learn more about requirements that can be met to make an applicant more competitive for admission to a specific UC campus as well as important application deadlines, students should meet with a MiraCosta College counselor, visit the Transfer Center, or review information available online at [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions).

### Lower-Division Transfer Admission

Students may be eligible for lower-division transfer if they were eligible for UC admission as freshmen upon high school graduation and had a 2.0 GPA in their transferable college course work.

Students who met the Scholarship Requirement in high school but did not satisfy the a-g Subject Requirement may become eligible to transfer by taking transferable college courses in the subjects they are missing, earning a minimum grade of "C" in each of these required courses, and earning an overall "C" (2.0) average in all transferable college course work. Students can find more information about the Subject, Scholarship, and Examination requirements on the UC Admissions website: [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions).

*Note: Most UC campuses will not admit transfer students who have fewer than 60 transferable units completed even if they were eligible out of high school.*

### Advanced Placement & International Baccalaureate Credit

Advanced Placement (AP) and International Baccalaureate (IB) credit can also be used to satisfy the 60 transferable units. The Advanced Placement Guide p. 24 and the International Baccalaureate Guide p. 27 identify which exams can be used for general education credit and UC admission units.

### Impacted Programs

An undergraduate major, program, or campus is designated as impacted when there are more eligible applicants than spaces available at a campus. Such majors, programs, or campuses are authorized to use supplementary admissions

criteria to screen applicants. This criteria may include the following:

- ▶ Completing specific courses
- ▶ Accumulating a specific number of college units
- ▶ Earning a specific grade point average
- ▶ Meeting advance application deadlines
- ▶ Participating in interviews or special evaluations.

Impacted programs vary from year to year, depending on the number of applicants to the program. A major impacted at one campus may be open at another; therefore, students should consult [www.assist.org](http://www.assist.org), a MiraCosta counselor, or a representative at their intended transfer campus to obtain updated information about impacted majors.

### Transfer Planning

Students are strongly encouraged to meet with a MiraCosta College counselor to develop an appropriate transfer plan. A transfer plan consists of **general education courses**, **major preparation courses**, and, if additional units are required, **transferable elective courses**. MiraCosta's counselors ensure students are aware of UC application deadlines and all necessary transfer requirements.

### General Education Requirements: IGETC (Plan C)

To earn a bachelor's degree from a UC, students must complete a program of general education (GE). They have the option of completing either the Intersegmental General Education Transfer Curriculum (IGETC) pattern (Plan C p. 76) or a campus-specific lower-division GE pattern. The UC campus-specific GE patterns mirror the GE requirements of students who enrolled at UC as freshmen. Students who follow a campus-specific GE pattern must complete the MiraCosta courses that are specified in the GE articulation agreement, which can be found at [www.assist.org](http://www.assist.org).

IGETC is most helpful to students who want to keep their options open, such as those who know they want to transfer but have not yet decided upon a particular campus or major. Students are strongly encouraged to complete IGETC prior to transfer as doing so can be advantageous in the admission's process for many majors on most UC campuses. However, students who intend to transfer into majors that require extensive lower-division preparation, such as engineering or the physical and natural sciences, should concentrate on completing the many prerequisite courses for the major that the college screens to determine eligibility for admission. All students are strongly advised to work with a MiraCosta College counselor to determine which option for completing general education is most appropriate for their educational goal.

*Note: California community college transfer students may complete the IGETC pattern to satisfy the lower-division GE requirements at both the UC and CSU. Students who began college at a UC campus and who intend to transfer back to that campus cannot use IGETC. However, students who began*



college at a UC campus and intend to transfer to a different UC campus may use IGETC.

## Major Preparation

Students need to identify a major and complete the required admission courses for that major. MiraCosta has articulation agreements with all UC campuses. These agreements, which can be viewed at [www.assist.org](http://www.assist.org), tell students which courses at MiraCosta can satisfy a major requirement at a UC campus. At some UC campuses, the required GPA in these major-preparation courses may be higher than the admission criteria GPA. Students should choose their major as early as possible for the following reasons:

- ▶ UC campuses admit transfer students to specific majors.
- ▶ Admission to most majors and campuses is competitive, and being fully prepared for a major improves the student's chance of admission.
- ▶ Choosing a major early allows the student to stay focused on completing requirements before he or she transfers.
- ▶ Changing majors is difficult after the student is admitted and usually delays graduation.

## Transferable Electives

Students who have completed all requirements for their major and have selected courses appropriate for the general education pattern at a UC campus may need to complete additional UC transferable courses to earn the required 60 transferable units. These courses are often referred to as electives. The course descriptions in the college catalog and schedule of classes indicate when a course is UC transferable.

## University of California Transfer Admission Programs

Many UC campuses offer guaranteed admission to California community college students who meet specific requirements.

### Transfer Admission Guarantee (TAG)

Some UC campuses offer a Transfer Admission Guarantee (TAG) program. By participating in a TAG, students receive early review of their academic records, early admission notification, and specific guidance about major preparation and general education course work. For complete information about TAGs offered at participating UC campuses, students should see a MiraCosta College counselor, visit the Transfer Center, or locate information at the following website: [www.universityofcalifornia.edu/admissions/transfer/guarantee/index.html](http://www.universityofcalifornia.edu/admissions/transfer/guarantee/index.html)

### UC Los Angeles (UCLA) Transfer Alliance Program (TAP)

The Transfer Alliance Program (TAP) is a collaboration between the MiraCosta College Honors Scholar Program and UCLA College of Letters and Sciences in conjunction with Undergraduate Admissions and Relations with Schools. The program is designed to foster academic excellence at MiraCosta and other participating community colleges and to promote diversity and retention in the UCLA transfer population.

Students wishing to participate in this program must meet the following criteria:

- ▶ Enroll in and complete MiraCosta's Honors Scholar Program p. 47
- ▶ Complete a minimum of 60 transferable units, including five honors classes, with a competitive GPA.

Students who complete MiraCosta's Honors Scholar Program p. 47 receive priority consideration for admission to many majors within UCLA's College of Letters and Sciences. Admitted TAP students are also eligible to apply for TAP scholarships.

## UC Irvine (UCI) Community College Honors Transfer Program

The UCI Community College Honors Transfer Program offers transfer students priority consideration for admission to UCI and provides them with library privileges and opportunities to participate in cultural activities on the UCI campus. Students wishing to participate in this program must be enrolled in and complete MiraCosta College's Honors Scholar Program p. 47.

## UC San Diego (UCSD) University Link Program

This program is designed for freshmen, active duty military and veterans, current/former foster youth, and for students whose family income is no more than \$40,000 per year. This program represents a partnership among UCSD, MiraCosta College, and local high schools. It guarantees admission to UCSD if the student completes his or her first two years of college course work at MiraCosta, and meets specific UCSD admission and GPA requirements. Students in the program receive individual academic advisement and counseling, informational workshops and tours, invitations to special events at UCSD, and contact with current UCSD students.

UCSD recommends that students in the program complete a college success course at MiraCosta. These courses include COUN 100, COUN 105, COUN 110, and INTR 100.

Students must sign and submit the University Link agreement form **no later than** by the end of their first year of enrollment at MiraCosta. More information about this program can be found at: <https://admissions.ucsd.edu/transfers/prep-programs/university-link.html>.

## IGETC Certification

Prior to transfer from MiraCosta, students can request certification of the IGETC pattern (Plan C p. 76). Certification ensures students will not be asked to complete additional lower-division general education courses after they transfer. The following rules apply to IGETC Certification:

- ▶ All courses must be completed with a "C" or better. A grade of "P" (Pass) is acceptable if it is equivalent to a grade of "C" or higher at the institution where the work was completed.
- ▶ Courses taken at another California community college will be applied to the subject areas in which they are listed at the institution where the work was completed.
- ▶ A course taken at a United States regionally accredited private institution will be placed in the subject area for which

MiraCosta College or another community college has an equivalent course.

- ▶ Courses completed at foreign institutions are not acceptable for IGETC except for certification of language proficiency (Area 6).

### Partial IGETC Certification

Students who have completed all but two courses on the IGETC pattern may apply for partial certification. Each CSU/UC campus will inform students who submit partially certified IGETC of the specific timelines and courses needed to complete the IGETC after transfer. Once a student has transferred, it is the transfer institution's responsibility to verify that the missing IGETC course work has been completed. Students can request IGETC Certification from the MiraCosta Admissions and Records Office when they request transcripts be sent to their intended transfer institution.

### Certificate of Achievement in IGETC

Students who complete the entire IGETC certification pattern of courses are eligible to receive a Certificate of Achievement in IGETC. These courses satisfy lower-division general education requirements at California State University and University of California campuses. *(Note: This program may not be appropriate for some majors, so students should consult with a MiraCosta College counselor to develop an appropriate educational plan for their intended major and UC campus.)*

## Private College/Out-of-State University Transfer

MiraCosta College also has agreements with many private colleges and universities within California and agreements with some out-of-state universities. Most of these universities will accept all courses designated as UC transferable, and many will accept completion of CSU GE-Breadth (Plan B p. 72) or IGETC (Plan C p. 76) in lieu of their own general education requirements. However, graduation requirements and course work used to complete a major may vary significantly with requirements at the California State University (CSU) or the University of California (UC) systems.

To find out more about accredited private colleges in California, students should visit [www.californiacolleges.edu](http://www.californiacolleges.edu). For specific information about private and out-of-state universities, students should visit the Transfer Center or the specific college's website or make an appointment with a MiraCosta College counselor. MiraCosta lists agreements with many private California and out-of-state universities on the college's articulation webpage: [www.miracosta.edu/student-services/articulation/index.html](http://www.miracosta.edu/student-services/articulation/index.html).

## Transfer Center Services

Oceanside, Building 3700: 760.795.6880

[www.miracosta.edu/transfer](http://www.miracosta.edu/transfer)

### Recommendations for Transfer Students

The MiraCosta College Transfer Center provides students with all of the tools they need to navigate the transfer process. This process can sometimes seem complex because the requirements and application timelines can differ depending on where a student chooses to transfer and the major he or she decides on.

The Transfer Center offers workshops and provides appointments with university representatives. For the most comprehensive assistance, the Transfer Center encourages students to develop an educational plan with a counselor and to monitor that plan with their counselor as they move toward their transfer goal.

Students interested in attending graduate school to pursue a post-bachelor's degree can find important resources in the Transfer Center to assist them with their goals. These students should visit the website and select Graduate School Information. Transfer Center counselors are available to assist students individually by appointment. The counselors will review graduate school admission requirements and discuss how to prepare while still at the community college level.

**Students considering a transfer path should take the following steps:**

- ▶ Complete required math and English courses as soon as possible, especially if skill development is needed prior to eligibility for transfer-level courses.
- ▶ See a counselor within the first semester at MiraCosta to make sure necessary preparation-for-the-major, general education, and admission requirements are understood. Request a written educational plan. Counseling faculty are available to assist students who need help selecting a major and/or a transfer university.
- ▶ Select a major-preparation course over a general education course when there is a conflict in scheduling. Many major-preparation courses are part of a sequence and may not be offered every semester, whereas general education courses are frequently offered each semester and during the summer.
- ▶ Visit the intended transfer college's website to research major and other transfer opportunities.
- ▶ Attend a campus tour and orientation session at the transfer university. Tours and orientation sessions provide a great way to learn about different campuses and to meet with department advisers.
- ▶ Submit applications to more than one college or university (unless the student is participating in a transfer admission guarantee program). Be aware of admission application filing dates. Visit the application website for information:
  - ▶ UC online application website: [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions)
  - ▶ CSU online application website: [www.csumentor.edu](http://www.csumentor.edu)
- ▶ Check application status at the transfer school's website to ensure application materials have been received; follow up if any problems are detected. Respond immediately if contacted with any questions.
- ▶ If eligible, apply for an associate degree within the first 6 weeks of the student's last semester at MiraCosta (for eligibility requirements, see Associate Degrees p. 52).

## 2014 Transfer Center Calendar

July 1-31	Admission Application Filing Period for UC Winter Quarter (if UC campus is accepting applications)
Aug. 1-31	Admission Application Filing Period for CSU Spring Semester (if CSU campus is accepting applications)
Sept. 1-30	UC Transfer Admission Guarantee (TAG) filing period
Oct. 1-Nov. 30	CSU and UC Application Workshops (Contact the Transfer Center for dates and times)
Oct. 1-Nov. 30	Admission Application Filing Period for CSU (Fall Semester/Quarter)
Nov. 1-30	Admission Application Filing Period for UC (Fall Semester/Quarter)

All dates above are subject to change. Information is based on data available as of May 2014.

## Plan B

### CSU General Education-Breadth Courses 2014-2015

#### AREA A—English Language Communication & Critical Thinking

Three courses and a minimum of 9 semester units are required. Select **one** course from each group below.

##### A1.\* Oral Communication

Required courses:		
COMM 101	Public Speaking	3
COMM 106	Group Communication	3
COMM 207	Interpersonal Communication	3

##### A2.\* Written Communication

Required courses:		
ENGL 100	Composition and Reading	4

##### A3.\* Critical Thinking

Required courses:		
COMM 212	Argumentation	3
ENGL 201	Critical Thinking, Composition, and Literature	4
ENGL 201H	Critical Thinking, Composition, and Literature (Honors)	4
ENGL 202	Critical Thinking and Composition	4
ENGL 202H	Critical Thinking and Composition (Honors)	4
PHIL 100	Informal Logic and Critical Thinking	3
READ 100	Critical Reading and Thinking	3

#### AREA B—Scientific Inquiry & Quantitative Reasoning

Three courses and a minimum of 9 semester units are required. Select **one** course from each group below. One course **must** include a corresponding laboratory from group B1 or B2. (Lab courses are noted with the # symbol.)

##### B1. Physical Science

Required courses:		
ASTR 101	Descriptive Astronomy	3
ASTR 101L	Descriptive Astronomy Laboratory #	1
ASTR 120	Life in the Universe	3
ASTR 201	Introductory Astronomy	3
CHEM 100	Introductory Chemistry #	4
CHEM 102	Introduction to Organic and Biological Chemistry #	4
CHEM 104	Chemistry of Living Things (Introduction to General, Organic, and Biochemistry) #	5
CHEM 108	Preparatory Chemistry	3
CHEM 110	General Chemistry #	5
CHEM 111	General Chemistry #	5
EART 106	Earth and Space Science	3
GEOG 101	Physical Geography	3
GEOG 101L	Physical Geography Laboratory #	1
GEOL 101	Physical Geology	3
GEOL 101H	Physical Geology (Honors)	3
GEOL 101L	Physical Geology Laboratory #	1
GEOL 101LH	Physical Geology Laboratory (Honors) #	1
GEOL 120	Environmental Geology: Earth Hazards and Humanity	3
OCEA 101	Introduction to Oceanography	3
OCEA 101H	Introduction to Oceanography (Honors)	3
OCEA 101L	Introductory Oceanography Laboratory #	1
PHSN 101	Fundamentals of Physical Science	3
PHSN 106	Energy, Motion, and Matter: An Introduction to Physics and Chemistry	3
PHSN 108	Introduction to Climate Change	3
PHSN 108H	Introduction to Climate Change (Honors)	3
PHYS 111	Introductory Physics I #	4
PHYS 112	Introductory Physics II #	4
PHYS 151	Principles of Physics I #	4
PHYS 152	Principles of Physics II #	4
PHYS 253	Principles of Physics III #	4

##### B2. Life Science

Required courses:		
ANTH 101	Biological Anthropology	3
ANTH 101H	Biological Anthropology (Honors)	3
ANTH 101L	Biological Anthropology Laboratory #	1
ANTH 190	Primate Behavior and Ecology	3

BIO 100	General Biology (Lecture and Lab) #	4
BIO 101	General Biology	3
BIO 101L	General Biology Laboratory #	1
BIO 102	Ecology and Environmental Biology #	4
BIO 103	Animal Diversity	3
BIO 105	Genes and Technology in Society	3
BIO 150	General Botany #	4
BIO 170	Marine Biology #	4
BIO 172	Marine Ecology	3
BIO 202	Foundations of Biology: Evolution, Biodiversity, and Organismal Biology #	4
BIO 204	Foundations of Biology: Biochemistry, Cell Biology, Genetics, and Molecular Biology #	4
BIO 220	Human Physiology #	4
HORT 116	Plant Science #	4
PSYC 260	Physiological Psychology	3

**B3. Laboratory Activity:** This requirement may be met by the completion of any lab course that corresponds to a lecture course found above in B1 or B2 (noted by the # symbol).

**B4.\* Mathematics/Quantitative Reasoning:** A minimum of 3 semester units is required.

Required courses:

BIO 180	Biostatistics	4
BTEC 180	Biostatistics	4
MATH 103	Statistics	4
MATH 105	Concepts and Structures of Elementary Mathematics I	3
MATH 106	Concepts and Structures of Elementary Mathematics II	3
MATH 115	Calculus with Applications	4
MATH 126	Pre-Calculus I: College Algebra	4
MATH 131	Pre-Calculus II: Trigonometry and Analytic Geometry	4
MATH 135	Pre-Calculus Mathematics	5
MATH 150	Calculus and Analytic Geometry I	5
MATH 150H	Calculus and Analytic Geometry (Honors)	5
MATH 155	Calculus and Analytic Geometry II	4
MATH 260	Calculus and Analytic Geometry III	4
PSYC 104	Statistics for Behavioral Science	4
PSYC 104H	Statistics for Behavioral Science (Honors)	4
SOC 104	Statistics for Behavioral Science	4
SOC 104H	Statistics for the Behavioral Sciences (Honors)	4

### AREA C—Arts & Humanities

Select **one** course from C1 and **one** course from C2. Select a **third** course from either C1 or C2. A minimum of 9 semester units is required.

### C1. Arts

ART 100	Drawing and Composition	3
ART 101	Design and Color	3
ART 103	3D Design	3
ART 157	Art Orientation	3
ART 158	Traditional Arts of Africa, Oceania, and the Americas	3
ART 201	Objects and Ideas in Contemporary Art	3
ART 254	Understanding and Appreciating the Photographic Image	3
ART 258	Ancient to Gothic Art	3
ART 259	History of Renaissance to Modern Art	3
ART 260	History of Modern Art	3
ART 260H	History of Modern Art (Honors)	3
ART 290	Landmarks of Art	3
COMM 111	Oral Interpretation of Literature	3
DESN 107	History of Western Architecture -A Sustainable Perspective	3
DNCE 100	Dance Appreciation	3
DNCE 101	Dance History	3
DNCE 105	Dance Cultures of the World	3
DRAM 105	Introduction to Theatre	3
DRAM 120	Dramatic Literature (Ancient Greeks to Shakespeare)	3
DRAM 121	Dramatic Literature (Restoration to Present)	3
DRAM 130	Acting I	3
FILM 101	Introduction to Film (F'10)	3
FILM 101H	Introduction to Film (Honors)	3
FILM 106	Study of Filmed Plays	3
MUS 113	Multicultural Roots of American Music	3
MUS 114	History of Rock and Roll	3
MUS 115	History and Appreciation of Western Music	3
MUS 116	A Survey of World Music	3
MUS 119	Jazz History	3
MUS 119H	Jazz History (Honors)	3

### C2. Humanities

CHNS 101	Elementary Chinese (First Semester)	4
CHNS 102	Elementary Chinese (Second Semester)	4
CHNS 201	Intermediate Chinese (Third Semester)	4
COMM 215	Intercultural Communication	3
FILM 110	Film History	3
FREN 101	Elementary French (First Semester)	4
FREN 102	Elementary French (Second Semester)	4
FREN 201	Intermediate French (Third Semester)	4
FREN 202	Intermediate French (Fourth Semester)	4
GRMN 101	Elementary German (First Semester)	4
GRMN 102	Elementary German (Second Semester)	4
GRMN 201	Intermediate German (Third Semester)	4
HIST 100	World History to 1500 (F'11)	3
HIST 100H	World History to 1500 (Honors) (F'11)	3
HIST 101	World History Since 1500 (F'11)	3

HIST 101H	World History Since 1500 (Honors) (F'11)	3
HIST 103	Western Civilization to 1648	3
HIST 103H	Western Civilization to 1648 (Honors)	3
HIST 104	Western Civilization Since 1648	3
HIST 104H	Western Civilization Since 1648 (Honors)	3
HIST 115	Women in American History	3
HUMN 101	Introduction to the Arts	3
HUMN 101H	Introduction to the Arts (Honors)	3
HUMN 250	American Studies: First Contact Through the Civil War	3
HUMN 251	American Studies: 1870s to the Present	3
ITAL 101	Elementary Italian (First Semester)	4
ITAL 102	Elementary Italian (Second Semester)	4
ITAL 121	Introduction to Italian Culture	3
ITAL 201	Intermediate Italian (Third Semester)	4
ITAL 202	Intermediate Italian (Fourth Semester)	4
ITAL 210	Intermediate Italian Conversation and Reading	3
JAPN 101	Elementary Japanese (First Semester)	4
JAPN 102	Elementary Japanese (Second Semester)	4
JAPN 201	Intermediate Japanese (Third Semester)	4
JAPN 202	Intermediate Japanese (Fourth Semester)	4
LIT 120	Introduction to Literature	3
LIT 250	American Literature: First Contact Through the Civil War	3
LIT 251	American Literature: Mid-1800s to the Present	3
LIT 260	English Literature Through the 18th Century	3
LIT 261	English Literature: Romantic to Contemporary	3
LIT 265	Shakespeare Studies	3
LIT 265H	Shakespeare Studies (Honors)	3
LIT 270	World Literature to 1600	3
LIT 271	World Literature Since 1600	3
PHIL 101	Introduction to Philosophy: Knowledge and Reality	3
PHIL 102	Contemporary Moral Problems	3
PHIL 221	Philosophy of Religion	3
RELG 101	World Religions	3
RELG 105	Eastern Religions	3
SPAN 101	Elementary Spanish (First Semester)	4
SPAN 102	Elementary Spanish (Second Semester)	4
SPAN 201	Intermediate Spanish (Third Semester)	4
SPAN 202	Intermediate Spanish (Fourth Semester)	4
SPAN 203	Spanish for Native Speakers	4
SPAN 205	Hispanic Film, Literature, and Composition	3

## AREA D—Social Sciences

Select **three** courses from at least **two** different groups. A minimum of 9 semester units is required. A course used to meet

one group requirement may not be used to meet another group requirement.

### D1. Anthropology and Archaeology

ANTH 102	Cultural Anthropology	3
ANTH 102H	Cultural Anthropology (Honors)	3
ANTH 103	Introduction to Archaeology	3
ANTH 104	Native American Cultures	3
ANTH 190	Primate Behavior and Ecology	3

### D2. Economics

ECON 100	Survey of Economics	3
ECON 101	Principles of Economics: MACRO	3
ECON 102	Principles of Economics: MICRO	3

### D3. Ethnic Studies

ANTH 104	Native American Cultures	3
HIST 107	East Asian Societies	3
HIST 141	Mexican American History Through 1877 (F'10)	3
HIST 142	Mexican American History Since 1877 (F'10)	3
HIST 145	African American History to 1877 (F'10)	3
HIST 146	African American History Since 1877 (F'10)	3
SOC 207	Race and Ethnic Relations (F'10)	3
SOC 110	Comparative Cultures	3
SOC 230	Introduction to Chicana/o Studies	3
SOC 240	Introduction to Black Studies	3

### D4. Gender Studies

COMM 135	Gender Studies in Communication	3
HIST 115	Women in American History	3
SOC 120	Introduction to Women's Studies	3

### D5. Geography

GEOG 102	Cultural Geography	3
GEOG 104	World Geography	3
GEOG 108	Environmental Sustainability and Society	3

### D6. History

HIST 100	World History to 1500	3
HIST 100H	World History to 1500 (Honors)	3
HIST 101	World History Since 1500	3
HIST 101H	World History Since 1500 (Honors)	3
HIST 105	History of England	3
HIST 105H	History of England (Honors)	3
HIST 107	East Asian Societies	3
HIST 109	History of the Middle East	3
HIST 110	United States History to 1877	3
HIST 110H	United States History to 1877 (Honors)	3
HIST 111	United States History Since 1877	3
HIST 111H	United States History Since 1877 (Honors)	3
HIST 113	American Military History	3
HIST 113H	American Military History (Honors)	3
HIST 115	Women in American History	3



HIST 116	History of the Americas to 1830	3
HIST 117	History of the Americas Since 1830	3
HIST 141	Mexican American History Through 1877 (F'10)	3
HIST 142	Mexican American History Since 1877 (F'10)	3
HIST 145	African American History to 1877 (F'10)	3
HIST 146	African American History Since 1877 (F'10)	3
HIST 165	California History	3

**D7. Interdisciplinary, Social or Behavioral Science**

CHLD 113	Child and Adolescent Growth and Development (F'11)	3
COMM 120	Principles of Human Communication	3
COMM 220	Introduction to Mass Communication	3
CSIT 160	Technology, the Individual, and Society	3
GERO 101	Introduction to Aging	3
GERO 250	Intergenerational Issues	3
NUTR 108	Cultural Aspects of Foods and Nutrition	3
PSYC 115	Human Sexuality (F'12)	3
SOC 105	Introduction to Justice Studies	3

**D8. Political Science, Government and Legal Institutions**

ADM 200	Concepts of Criminal Law (F'11)	3
PLSC 101	Introduction to Political Science	3
PLSC 102	American Institutions and History (F'09)	4
PLSC 103	Comparative Government	3
PLSC 150	Introduction to International Relations	3

**D9. Psychology**

PSYC 100	Psychology of Personal Growth	3
PSYC 101	General Psychology	3
PSYC 101H	General Psychology (Honors)	3
PSYC 103	Social Psychology	3
PSYC 121	Human Development	3
PSYC 170	Psychology of Aging: Adult Development and Aging	3

**D10. Sociology and Criminology**

Required courses:		
ADM 100	Introduction to the Administration of Justice	3
ADM 100H	Introduction to the Administration of Justice (Honors)	3
CHLD 210	Child, Family, and Community (F'11)	3
PSYC 145	Psychology/Sociology of the Family (F'11)	3
SOC 101	Introduction to Sociology	3
SOC 101H	Introduction to Sociology (Honors)	3
SOC 102	Contemporary Social Problems	3
SOC 103	Social Psychology	3
SOC 145	Psychology/Sociology of the Family (F'11)	3

**History, Constitution and American Ideals Requirement**

All CSU campuses have a *graduation requirement* in History, Constitution and American Ideals. Students may be certified as completing this requirement by completing **one** course from Group I and **one** course from Group II; or by completing the course in Group III.

**Group I**

HIST 110	United States History to 1877 (or 110H)	3
HIST 110H	United States History to 1877 (Honors) (or 110)	3
HIST 116	History of the Americas to 1830	3
HIST 141	Mexican American History Through 1877	3
HIST 145	African American History to 1877	3

**Group II**

HIST 111	United States History Since 1877	3
HIST 111H	United States History Since 1877 (Honors)	3
HIST 117	History of the Americas Since 1830	3
HIST 142	Mexican American History Since 1877	3
HIST 146	African American History Since 1877	3
HIST 165	California History	3

**Group III**

PLSC 102	American Institutions and History	4
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**These courses may be used to partially satisfy the Area D requirement.**

**AREA E—Lifelong Learning & Self-Development**

Select **one** course. A minimum of 3 units is required.

BUS 147	Personal Finance (F'10)	3
BUS 136	Human Relations in Business (F'13)	3
CHLD 113	Child and Adolescent Growth and Development (F'11)	3
CHLD 205	Health, Safety, and Nutrition (F'11)	3
COUN 100	Career and Life Planning	3
COUN 110	College Success Skills	3
CRLP 100	Career and Life Planning	3
CSIT 165	Living in an Online World	3
GERO 101	Introduction to Aging (F'11)	3
HEAL 101	Principles of Health	3
INTR 100	Foundation Skills for the College Experience	4
NUTR 100	Nutrition Today	3
NUTR 105	Human Performance and Sports Nutrition	3
PSYC 100	Psychology of Personal Growth (F'11)	3
PSYC 115	Human Sexuality	3
PSYC 121	Human Development (F'11)	3
PSYC 145	Psychology/Sociology of the Family	3
PSYC 170	Psychology of Aging: Adult Development and Aging	3
SOC 145	Psychology/Sociology of the Family	3

## Important Information & Footnotes

This general education certification pattern can be subject to change year by year, but students are assured that courses taken to meet this pattern will be honored if they are approved for the academic year that the course is completed. Courses on this list are approved effective Fall 2013 and are valid through Summer 2014.

Certification of this general education pattern is not a CSU admission requirement. Students should work with a MiraCosta College counselor to develop an educational plan that includes general education and major preparation course work.

Credit will not be awarded for both the honors and non-honors version of a course.

Courses listed in two different areas may be used in either area but not both.

- \* MiraCosta College will not certify courses in Area A or B4 that have not been completed with a minimum grade of "C" or "P."
- () Course approved beginning semester and year indicated. Course taught on campus prior to CSU GE approval.
- # Laboratory course.

## Plan C

### Intersegmental General Education Transfer Curriculum (IGETC) for CSU and UC 2014-2015

#### AREA 1—English Composition

**UC:** Two courses are required. Select **one** course from Group 1A and **one** course from Group 1B.

**CSU:** Three courses are required. Select **one** course from each group (1A, 1B, and 1C).

#### 1A. English Composition (a minimum of 3 semester units)

ENGL 100	Composition and Reading	4
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#### 1B. Critical Thinking—English Composition (a minimum of 3 semester units)

ENGL 201	Critical Thinking, Composition, and Literature	4
ENGL 201H	Critical Thinking, Composition, and Literature (Honors)	4
ENGL 202	Critical Thinking and Composition	4
ENGL 202H	Critical Thinking and Composition (Honors)	4

#### 1C. Oral Communication—CSU ONLY (a minimum of 3 semester units)

COMM 101	Public Speaking	3
COMM 106	Group Communication	3
COMM 207	Interpersonal Communication (F'10)	3

## AREA 2A—Mathematical Concepts & Quantitative Reasoning

One course and a minimum of 3 semester units are required. Select **one** of the following courses:

BIO 180	Biostatistics	4
BTEC 180	Biostatistics	4
MATH 103	Statistics	4
MATH 115	Calculus with Applications	4
MATH 126	Pre-Calculus I: College Algebra	4
MATH 131	Pre-Calculus II: Trigonometry and Analytic Geometry	4
MATH 135	Pre-Calculus Mathematics	5
MATH 150	Calculus and Analytic Geometry I	5
MATH 150H	Calculus and Analytic Geometry (Honors)	5
MATH 155	Calculus and Analytic Geometry II	4
MATH 260	Calculus and Analytic Geometry III	4
PSYC 104	Statistics for Behavioral Science	4
PSYC 104H	Statistics for Behavioral Science (Honors)	4
SOC 104	Statistics for Behavioral Science	4
SOC 104H	Statistics for the Behavioral Sciences (Honors)	4

## AREA 3—Arts & Humanities

Three courses and a minimum of 9 semester units are required. Select **one** course from group 3A and **one** course from group 3B. Select a **third** course from either group 3A or 3B.

### 3A. Arts

ART 157	Art Orientation	3
ART 158	Traditional Arts of Africa, Oceania, and the Americas	3
ART 201	Objects and Ideas in Contemporary Art	3
ART 254	Understanding and Appreciating the Photographic Image	3
ART 258	Ancient to Gothic Art	3
ART 259	History of Renaissance to Modern Art	3
ART 260	History of Modern Art	3
ART 260H	History of Modern Art (Honors) (F'13)	3
ART 290	Landmarks of Art (F'13)	3
DESN 107	History of Western Architecture -A Sustainable Perspective	3
DNCE 100	Dance Appreciation	3
DNCE 101	Dance History	3
DNCE 105	Dance Cultures of the World	3
DRAM 105	Introduction to Theatre	3
DRAM 120	Dramatic Literature (Ancient Greeks to Shakespeare)	3
DRAM 121	Dramatic Literature (Restoration to Present)	3
FILM 101	Introduction to Film (F'10)	3
FILM 101H	Introduction to Film (Honors)	3
FILM 106	Study of Filmed Plays	3
MUS 113	Multicultural Roots of American Music	3
MUS 114	History of Rock and Roll (F'09)	3

MUS 115	History and Appreciation of Western Music	3
MUS 116	A Survey of World Music	3
MUS 119	Jazz History	3
MUS 119H	Jazz History (Honors)	3

**3B. Humanities**

CHNS 201	Intermediate Chinese (Third Semester)	4
COMM 215	Intercultural Communication	3
FILM 110	Film History	3
FREN 201	Intermediate French (Third Semester)	4
FREN 202	Intermediate French (Fourth Semester)	4
GRMN 201	Intermediate German (Third Semester)	4
HIST 100	World History to 1500 (F'11)	3
HIST 100H	World History to 1500 (Honors) (F'11)	3
HIST 101	World History Since 1500 (F'11)	3
HIST 101H	World History Since 1500 (Honors) (F'11)	3
HIST 103	Western Civilization to 1648	3
HIST 103H	Western Civilization to 1648 (Honors)	3
HIST 104	Western Civilization Since 1648	3
HIST 104H	Western Civilization Since 1648 (Honors)	3
HUMN 101	Introduction to the Arts	3
HUMN 101H	Introduction to the Arts (Honors)	3
HUMN 250	American Studies: First Contact Through the Civil War	3
HUMN 251	American Studies: 1870s to the Present	3
ITAL 121	Introduction to Italian Culture	3
ITAL 201	Intermediate Italian (Third Semester)	4
ITAL 202	Intermediate Italian (Fourth Semester)	4
JAPN 201	Intermediate Japanese (Third Semester)	4
JAPN 202	Intermediate Japanese (Fourth Semester)	4
LIT 120	Introduction to Literature	3
LIT 250	American Literature: First Contact Through the Civil War	3
LIT 251	American Literature: Mid-1800s to the Present	3
LIT 260	English Literature Through the 18th Century	3
LIT 261	English Literature: Romantic to Contemporary	3
LIT 265	Shakespeare Studies	3
LIT 265H	Shakespeare Studies (Honors)	3
LIT 270	World Literature to 1600	3
LIT 271	World Literature Since 1600	3
PHIL 101	Introduction to Philosophy: Knowledge and Reality	3
PHIL 102	Contemporary Moral Problems	3
PHIL 221	Philosophy of Religion	3
RELG 101	World Religions	3
RELG 105	Eastern Religions	3
SPAN 201	Intermediate Spanish (Third Semester)	4
SPAN 202	Intermediate Spanish (Fourth Semester)	4
SPAN 203	Spanish for Native Speakers (F'09)	4

SPAN 205	Hispanic Film, Literature, and Composition	3
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**AREA 4—Social & Behavioral Sciences**

Three courses and a minimum of 9 semester units are required. Select **three** courses from at least **two** disciplines.

ADM 100	Introduction to the Administration of Justice	3
ADM 100H	Introduction to the Administration of Justice (Honors)	3
ADM 200	Concepts of Criminal Law (F'11)	3
ANTH 102	Cultural Anthropology	3
ANTH 102H	Cultural Anthropology (Honors)	3
ANTH 104	Native American Cultures	3
ANTH 190	Primate Behavior and Ecology	3
CHLD 113	Child and Adolescent Growth and Development (F'11)	3
CHLD 210	Child, Family, and Community (F'11)	3
COMM 120	Principles of Human Communication	3
COMM 135	Gender Studies in Communication	3
COMM 220	Introduction to Mass Communication	3
CSIT 160	Technology, the Individual, and Society	3
CSIT 165	Living in an Online World	3
ECON 100	Survey of Economics	3
ECON 101	Principles of Economics: MACRO	3
ECON 102	Principles of Economics: MICRO	3
GEOG 102	Cultural Geography	3
GEOG 104	World Geography	3
GEOG 108	Environmental Sustainability and Society	3
GERO 101	Introduction to Aging	3
GERO 250	Intergenerational Issues	3
HIST 100	World History to 1500	3
HIST 100H	World History to 1500 (Honors)	3
HIST 101	World History Since 1500	3
HIST 101H	World History Since 1500 (Honors)	3
HIST 105	History of England	3
HIST 105H	History of England (Honors)	3
HIST 107	East Asian Societies	3
HIST 109	History of the Middle East	3
HIST 110	United States History to 1877	3
HIST 110H	United States History to 1877 (Honors)	3
HIST 111	United States History Since 1877	3
HIST 111H	United States History Since 1877 (Honors)	3
HIST 113	American Military History	3
HIST 113H	American Military History (Honors)	3
HIST 115	Women in American History	3
HIST 116	History of the Americas to 1830	3
HIST 117	History of the Americas Since 1830	3
HIST 141	Mexican American History Through 1877 (F'10)	3
HIST 142	Mexican American History Since 1877 (F'10)	3
HIST 145	African American History to 1877 (F'10)	3

HIST 146	African American History Since 1877 (F'10)	3
HIST 165	California History	3
NUTR 108	Cultural Aspects of Foods and Nutrition	3
PLSC 101	Introduction to Political Science	3
PLSC 102	American Institutions and History (F'09)	4
PLSC 103	Comparative Government	3
PLSC 150	Introduction to International Relations	3
PSYC 100	Psychology of Personal Growth	3
PSYC 101	General Psychology	3
PSYC 101H	General Psychology (Honors)	3
PSYC 103	Social Psychology	3
PSYC 115	Human Sexuality (F'12)	3
PSYC 121	Human Development	3
PSYC 145	Psychology/Sociology of the Family (F'11)	3
PSYC 170	Psychology of Aging: Adult Development and Aging	3
SOC 101	Introduction to Sociology	3
SOC 101H	Introduction to Sociology (Honors)	3
SOC 102	Contemporary Social Problems	3
SOC 103	Social Psychology	3
SOC 105	Introduction to Justice Studies	3
SOC 110	Comparative Cultures	3
SOC 120	Introduction to Women's Studies (F'10)	3
SOC 145	Psychology/Sociology of the Family (F'11)	3
SOC 207	Race and Ethnic Relations (F'10)	3
SOC 230	Introduction to Chicana/o Studies	3
SOC 240	Introduction to Black Studies	3

## AREA 5—Physical & Biological Sciences

Two courses and a minimum of 7 semester units are required. Select **one** course from group A and **one** course from group B. One course must include a corresponding laboratory. (Lab courses are noted with the # symbol.)

### 5A. Physical Science

ASTR 101	Descriptive Astronomy	3
ASTR 101L	Descriptive Astronomy Laboratory #	1
ASTR 120	Life in the Universe (F'13)	3
ASTR 201	Introductory Astronomy	3
CHEM 100	Introductory Chemistry #	4
CHEM 102	Introduction to Organic and Biological Chemistry #	4
CHEM 104	Chemistry of Living Things (Introduction to General, Organic, and Biochemistry) #	5
CHEM 108	Preparatory Chemistry	3
CHEM 110	General Chemistry #	5
CHEM 111	General Chemistry #	5
EART 106	Earth and Space Science	3
GEOG 101	Physical Geography	3
GEOG 101L	Physical Geography Laboratory #	1
GEOL 101	Physical Geology	3

GEOL 101H	Physical Geology (Honors)	3
GEOL 101L	Physical Geology Laboratory #	1
GEOL 101LH	Physical Geology Laboratory (Honors) #	1
GEOL 120	Environmental Geology: Earth Hazards and Humanity	3
OCEA 101	Introduction to Oceanography	3
OCEA 101H	Introduction to Oceanography (Honors)	3
OCEA 101L	Introductory Oceanography Laboratory #	1
PHSN 101	Fundamentals of Physical Science	3
PHSN 106	Energy, Motion, and Matter: An Introduction to Physics and Chemistry	3
PHSN 108	Introduction to Climate Change	3
PHSN 108H	Introduction to Climate Change (Honors)	3
PHYS 111	Introductory Physics I #	4
PHYS 112	Introductory Physics II #	4
PHYS 151	Principles of Physics I #	4
PHYS 152	Principles of Physics II #	4
PHYS 253	Principles of Physics III #	4

### 5B. Biological Science

ANTH 101	Biological Anthropology	3
ANTH 101H	Biological Anthropology (Honors)	3
ANTH 101L	Biological Anthropology Laboratory #	1
BIO 100	General Biology (Lecture and Lab) #	4
BIO 101	General Biology	3
BIO 101L	General Biology Laboratory #	1
BIO 102	Ecology and Environmental Biology #	4
BIO 103	Animal Diversity	3
BIO 105	Genes and Technology in Society	3
BIO 150	General Botany #	4
BIO 170	Marine Biology #	4
BIO 172	Marine Ecology	3
BIO 202	Foundations of Biology: Evolution, Biodiversity, and Organismal Biology #	4
BIO 204	Foundations of Biology: Biochemistry, Cell Biology, Genetics, and Molecular Biology #	4
BIO 220	Human Physiology #	4
HORT 116	Plant Science (F'10) *	4
PSYC 260	Physiological Psychology	3

**5C. Laboratory Activity:** This requirement may be met by the completion of any lab course that corresponds to a lecture course found above in 5A or 5B (noted by the # symbol).

### AREA 6—Language Other Than English (UC only)

This proficiency may be met by having completed two years of high school course work in a language other than English with a "C-""\* or better or by selecting **one** of the following courses:

CHNS 101	Elementary Chinese (First Semester)	4
FREN 101	Elementary French (First Semester)	4
GRMN 101	Elementary German (First Semester)	4
ITAL 101	Elementary Italian (First Semester)	4
JAPN 101	Elementary Japanese (First Semester)	4
SPAN 101	Elementary Spanish (First Semester)	4

### CSU Graduation Requirement in History, Constitution and American Ideals

All CSU campuses have a *graduation requirement* in History, Constitution and American Ideals. Students may be certified as completing this requirement by completing **one** course from Group I and **one** course from Group II; or by completing the course from Group III.

#### Group I

HIST 110	United States History to 1877 (or 110H)	3
HIST 110H	United States History to 1877 (Honors) (or 110)	3
HIST 116	History of the Americas to 1830	3
HIST 141	Mexican American History Through 1877	3
HIST 145	African American History to 1877	3

#### Group II

HIST 111	United States History Since 1877	3
HIST 111H	United States History Since 1877 (Honors)	3
HIST 117	History of the Americas Since 1830	3
HIST 142	Mexican American History Since 1877	3
HIST 146	African American History Since 1877	3
HIST 165	California History	3

#### Group III

PLSC 102	American Institutions and History	4
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**These courses may be used to partially satisfy the Area 4 requirement.**

### Important Information & Footnotes

This general education certification pattern can be subject to change year by year, but students are assured that courses taken to meet this pattern will be honored if they are approved for the academic year that the course is completed. Courses on this list are approved effective Fall 2013 and are valid through Summer 2014.

All courses on IGETC must be completed with a "C" or better. A "P" (Pass) is acceptable, but UC permits no more than 14 semester transferable units to be completed on a pass/no pass basis.

UC credit may be limited for some courses. For example, no credit is given for an introductory course if it is taken after a more advanced college course. Credit may also be limited for courses with overlapping content. In addition, duplicate credit will not be awarded for the honors and non-honors versions of a course. UC credit limitations are noted on the catalog course descriptions.

IGETC is not a UC admission requirement but is advantageous to many but not all transfer students. Students should work with a MiraCosta College counselor to develop an educational plan

that includes general education and major preparation course work specific to the intended UC campus.

- \* Grades of C- are not acceptable except for high school language courses.
- () Course approved beginning semester and year indicated. Course taught on campus prior to IGETC approval.
- # Laboratory course.





# Areas of Study & Courses

# How to Read Course Descriptions

## How to Read Course Descriptions

Courses listed in this catalog apply to the fall 2014, spring 2015, and summer 2015 terms. Courses are numbered numerically within alphabetically arranged subject areas.

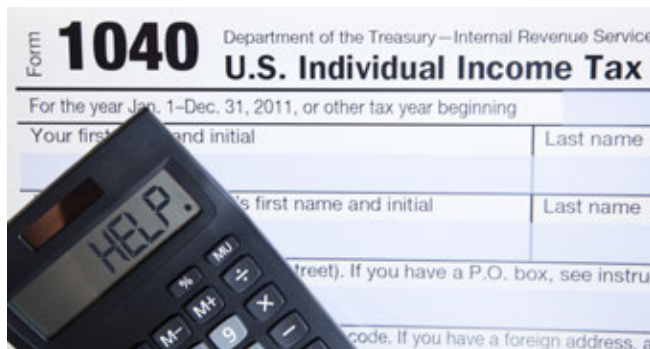
**The bolded first line begins with a capitalized abbreviation that designates the subject area.** This subject-area designator is followed by the official course number and a descriptive title. The next lines indicate the course's unit value; prerequisites, corequisites, advisories, and limitations on enrollment if they exist; repeatability rule, if the course has one; CSU/UC credit acceptance; and lecture and lab hours followed by a Taxonomy of Program number in parentheses.

- ▶ **Prerequisites:** This is a requirement that must be met before a student can enroll in the course.
- ▶ **Corequisites:** This is a course the student must take in the same semester.
- ▶ **Advisories:** This is recommended preparation the student is advised but not required to have before or in conjunction with the course.
- ▶ **Enrollment Limitations:** Some courses place restrictions on enrollment. Most of these restrictions prevent students from duplicating course work. Others specify something the student must do prior to enrolling in a course, such as audition or obtain special approval. Some enrollment limitations restrict the number of units a student can earn or the number of courses a student can take within a group of courses that share a similar primary educational objective.
- ▶ **Acceptable for Credit:** CSU means the course is accepted for transfer at any California State University (CSU) campus; UC means it is accepted for transfer at any University of California (UC) campus. Some courses can be used to satisfy general education or major requirements while others transfer as elective credit. UC Credit Limitation means credit for the course may have UC transfer restrictions; these restrictions are identified at the end of the course description.
- ▶ **Lecture and Lab Hours:** These are the number of hours the course meets for lecture and/or lab per week.
- ▶ **Taxonomy of Program (TOP) Number:** The TOP number is identified in parentheses after the lecture and lab hours. This number serves an administrative purpose and is not intended for student use.

The course description summarizes the purpose and key topical areas of the course, and it includes special requirements if any exist. Some course descriptions end with information about whether the course was "formerly" another course, how many times the course may be repeated, if the course is offered pass/no pass, or what the UC credit limitation is.

Some course descriptions are followed by a **C-ID number**. The purpose of C-ID numbers is to identify comparable courses within the California community college system. When a course has a C-ID number, students can be assured the course will be accepted in lieu of a course bearing the same C-ID designation at another community college.

# Accounting



Accounting offers theoretical and practical courses for students planning to transfer as accounting majors, career and technical courses that lead to certificates of proficiency and achievement, and professional development courses designed to improve workplace skills. Career options in accounting include positions in the private and public sectors, tax preparation, finance and banking, business ownership, and management.

## Contact Information

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## Full-Time Faculty

Eric Carstensen  
Michael Deschamps

## Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Accounting Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to successfully construct and analyze accounting information for the purposes of making business decisions.

### Bookkeeping Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of the this program, the student will be able to analyze and record business transactions using double-entry accounting as well as construct and interpret required financial statements.

## Associate Degrees

### Associate in Arts Degrees

#### Accounting

#### Bookkeeping

Students may earn one of the above-named associate degrees by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

## Certificates

### Certificate of Achievement

#### Accounting

Students interested in accounting-related careers may choose the Accounting or Bookkeeping Certificate Program.

An accountant generally works without continuous supervision. He/she has full responsibility for entries to general journals, posting to general ledgers, year-end adjustments, and financial statements. An accountant often supervises one or more bookkeepers and is the primary accounting specialist in a small business. In addition to the training needed by a bookkeeper, an accountant needs extra accounting, business communication, law, income tax, and management training.

A strong demand by the community for accounting specialists provides opportunities within this field. The following courses may be taken in any sequence as long as all prerequisites are met.

Required courses:		
ACCT 101	Practical Accounting	4
ACCT 145	Individual Income Tax	3-4
or ACCT 146	Taxation of Corporations, Partnerships, Estates, and Trusts	
ACCT 148	Computer Accounting	3
ACCT 158	Business Mathematics	3
ACCT 201	Financial Accounting	4
ACCT 202	Managerial Accounting	4
BUS 120	Introduction to Business	3
or BUS 130	Small Business Management	
BUS 136	Human Relations in Business	3
or BUS 140	Legal Environment of Business	
or BUS 140H	Legal Environment of Business (Honors)	
BUS 290	Business Communication	3
or BUS 290H	Business Communication (Honors)	
CSIT 110	Computer Applications	3
CSIT 128	Microsoft Excel for Business	3
Total Units		36-37

### Certificate of Achievement

#### Bookkeeping

A bookkeeper generally works under supervision. He/she makes entries in special journals, posts to subsidiary ledgers, and verifies and files source documents. Appropriate training

includes accounting, business mathematics, and computer office skills.

A strong demand by the community for bookkeepers assures opportunities within this field. The following courses may be taken in any sequence as long as all prerequisites are met.

Required courses:		
ACCT 101	Practical Accounting	4
ACCT 148	Computer Accounting	3
ACCT 158	Business Mathematics	3
ACCT 201	Financial Accounting	4
CSIT 110	Computer Applications	3
CSIT 128	Microsoft Excel for Business	3
Total Units		20

### Certificate of Proficiency

#### Billing, Cost, and Accounting Assistant

This certificate introduces students to the basic components of billing, cost, and accounting functions. Most of the courses in this certificate can be applied to the Accounting and Bookkeeping Certificates of Achievement.

Required courses:		
ACCT 101	Practical Accounting	4
ACCT 158	Business Mathematics	3
One of the following:		3
CSIT 110	Computer Applications	
CSIT 128	Microsoft Excel for Business	
CSIT 100	Computer Basics I & CSIT 105 and Computer Basics II	
Total Units		10

### Certificate of Proficiency

#### Income Tax Preparer

The Income Tax Preparer Certificate trains students to work in an entry-level assistant position with an experienced tax preparer or a commercial tax preparation service.

Required courses:		
ACCT 101	Practical Accounting	4
or ACCT 201	Financial Accounting	
ACCT 145	Individual Income Tax	4
ACCT 146	Taxation of Corporations, Partnerships, Estates, and Trusts	3
ACCT 148	Computer Accounting	3
or CSIT 110	Computer Applications	
Total Units		14

## Courses

### **ACCT 101: Practical Accounting**

Units: 4  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 4 hours. (0502.00)

This course introduces students to the field of accounting. Topics include recordkeeping for sole proprietorships in service and merchandising businesses, end-of-period adjustments and the worksheet, preparation of financial statements, and the closing process. The course also covers cash receipts, disbursements and control, and payroll while emphasizing practical problems. Students are required to complete a comprehensive manual accounting simulation.

### **ACCT 145: Individual Income Tax**

Units: 4  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 4 hours. (0502.10)

This course covers federal and California individual income tax preparation and planning. Topics include filing status, exemptions, income and exclusions, business expenses, itemized deductions, credits, capital gains, depreciation, tax payments, California tax, IRS and FTB, and audits. This California Tax Education Council (CTEC) approved course fulfills the 60-hour qualifying education requirement for California tax preparers and prepares students to meet the federal guidelines for paid tax preparers.

### **ACCT 146: Taxation of Corporations, Partnerships, Estates, and Trusts**

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 3 hours. (0502.10)

This course introduces the tax issues facing corporations, partnerships, estates, and trusts. It emphasizes the U.S. tax code and regulations that relate to these entities, and it examines the transactions that most commonly affect them. This course assists students in preparing to sit for the IRS Enrolled Agent exam.

### **ACCT 148: Computer Accounting**

Units: 3  
Prerequisites: None  
Advisory: ACCT 101.  
Acceptable for Credit: CSU  
Lecture 3 hours. (0502.00)

This course teaches students how to apply fundamental accounting concepts and principles and analyze business events using commercial business accounting software. Students enter accounting transactions, make adjustments and corrections, create and analyze financial reports, produce and compare financial statements, create a company file, calculate payroll, use advanced software features for loan and asset tracking, and make end-of-year adjustments.

### **ACCT 158: Business Mathematics**

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 3 hours. (0502.00)

This course meets the needs of business students who wish to gain proficiency in mathematical applications used in the business world. It prepares students for the study of accounting as well as for pre-employment mathematics tests common to office employment. Applications include trade and cash discounts, markups, depreciation, interest, and trend analysis.

### **ACCT 201: Financial Accounting**

Units: 4  
Prerequisites: None  
Advisory: ACCT 101.  
Acceptable for Credit: CSU, UC  
Lecture 4 hours. (0502.00)

This course explores what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. It covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. Topics include issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. C-ID ACCT-110.

### **ACCT 202: Managerial Accounting**

Units: 4  
Prerequisites: ACCT 201.  
Acceptable for Credit: CSU, UC  
Lecture 4 hours. (0502.00)

This course examines how managers use accounting information in decision-making, planning, directing operations, and controlling. It focuses on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Topics include profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. C-ID ACCT-120.



**ACCT 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**ACCT 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Administration of Justice

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The Administration of Justice discipline examines the structure, functions, laws and procedures, and decision-making processes of agencies that deal with crime management, such as police, prosecutors, courts, and correctional facilities. Students take administration of justice courses to prepare for a criminal justice, criminology, or law enforcement major, to fulfill general education requirements, or for professional development. Career options include work in federal, state, and local law enforcement agencies, correctional agencies and institutions, and private security agencies.

### Contact Information

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### Full-Time Faculty

Patrick Connolly

### Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Associate in Science in Administration of Justice for Transfer Degree

**PSLO:** Upon completion of this program, the student will be prepared for further study and/or employment in entry-level positions in the criminal justice system.

### Law Enforcement Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be prepared for further study and/or employment in entry-level positions in the criminal justice system.

## Associate Degrees

### Associate in Arts Degree

#### Law Enforcement



Students may earn the above-named associate degree by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

### Associate in Science Degree

#### Associate in Science in Administration of Justice for Transfer Degree

Students completing this associate degree will have completed lower-division major preparation requirements for a criminal justice/criminology degree, an emphasis or option within a criminal justice/criminology degree, or a degree considered similar to criminal justice/criminology at a participating California State University (CSU) campus. Following transfer to a participating CSU campus, students will be required to complete no more than 60 units to obtain a bachelor's degree; however, some CSU campuses accepting this degree may require additional lower-division major preparation. This degree may not be appropriate preparation for students transferring to a CSU campus not accepting this degree or to a university or college that is not part of the CSU system. Students should consult with a MiraCosta counselor for further information regarding the most efficient pathway to transfer as a criminal justice major and to determine which CSU campuses are participating in this program.

#### To complete the degree, students must fulfill the following requirements:

- ▶ Complete 60 semester (90 quarter) CSU transferable units
- ▶ Complete all courses required in the major with a "C" or better

- ▶ Complete the CSU-GE or CSU-IGETC general education pattern
- ▶ Achieve a minimum CSU transferable GPA of 2.0
- ▶ Complete a minimum of 12 units in residence at MiraCosta College.

#### Required Core (6 units):

ADM 100	Introduction to the Administration of Justice *	3
or ADM 100H	Introduction to the Administration of Justice (Honors)	
ADM 200	Concepts of Criminal Law *	3
List A: 6 Units. Select two courses. (It is recommended you select courses that meet lower-division major preparation requirements at your intended transfer university.)		6
ADM 210	Criminal Procedures	
ADM 220	Criminal Evidence	
ADM 230	Policing in a Diverse and Multicultural Society	
ADM 270	Crime and Delinquency	
ADM 280	Criminal Investigation	
List B: 7 units. Select two courses.		7
SOC 101	Introduction to Sociology *	
	or SOC 101H Introduction to Sociology (Honors)	
PSYC/SOC 104	Statistics for Behavioral Science *	
	or PSYC 104H Statistics for Behavioral Science (Honors)	
	or SOC 104H Statistics for the Behavioral Sciences (Honors)	
	or MATH 103 Statistics	
Total Units		19

\* To insure this degree is completed with no more than 60 units, students should select courses that double count with the CSU-GE or CSU-IGETC general education pattern. These courses are noted with an asterisk above. Students are also strongly advised to complete the History, Constitution, and American Ideals requirement prior to transfer.

## Certificate

### Certificate of Achievement

#### Law Enforcement

As the criminal justice system responds to the increasing complexities of our society, education becomes even more essential for those seeking careers as peace officers as well as for law enforcement personnel seeking advancement within the field. The law enforcement certificate includes courses covering the most significant knowledge, skills, and abilities that better facilitate a student's success in acquiring and being successful in law-enforcement related jobs. In addition, successful completion of the certificate requirements provides an excellent foundation for transfer and the pursuit of higher degrees in law-enforcement related fields.

#### Required courses:

ADM 100	Introduction to the Administration of Justice	3
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or ADM 100H	Introduction to the Administration of Justice (Honors)	
ADM 200	Concepts of Criminal Law	3
ADM 210	Criminal Procedures	3
ADM 220	Criminal Evidence	3
ADM 230	Policing in a Diverse and Multicultural Society	3
ADM 240	Written and Oral Communication in the Administration of Justice	3
Select at least 9 elective units from the following:		9
ADM 107	Introduction to Computer/Digital Forensics	
ADM 250	Police Field Operations	
ADM 260	Organized Crime, Gangs, and Terrorism	
ADM 270	Crime and Delinquency	
ADM 280	Criminal Investigation	
SOC 105	Introduction to Justice Studies	
Total Units		27

### Courses

#### ADM 100: Introduction to the Administration of Justice

Units: 3  
 Prerequisites: None  
 Enrollment Limitation: Not open to students with credit in ADM 100H.  
 Acceptable for Credit: CSU, UC Credit limitation  
 Lecture 3 hours. (2105.00)

This course explores the roots of our current justice system and the interaction of its various subsystems (law enforcement/prosecution, judicial, and corrections). It emphasizes the organizational structure and legal consideration relevant to each subsystem. Topics include the origin of law, theories of crime causation, criminal procedure, and sentencing philosophies and alternatives. The course also introduces students to sources of criminal justice information and statistics. UC CREDIT LIMITATION: Credit for ADM 100, ADM 101H, or SOC 105.

#### ADM 100H: Introduction to the Administration of Justice (Honors)

Units: 3  
 Prerequisites: None  
 Enrollment Limitation: Not open to students with credit in ADM 100.  
 Acceptable for Credit: CSU, UC Credit limitation  
 Lecture 3 hours. (2105.00)

This course explores the roots of our current justice system and the interaction of its various subsystems (law enforcement/prosecution, judicial, and corrections) to each other and to the overall social system. It emphasizes the organizational structure and legal consideration relevant to each subsystem. Topics include the origin of law, theories of crime causation, criminal law, criminal procedure, and sentencing philosophies and alternatives. The course also introduces students to the research methodology and sources of information/statistics relevant to the discipline. As an honors course, it provides a rigorous and enriched opportunity for highly motivated students to lead seminar-like discussions and to conduct in-depth research and interviews about criminal-justice-related issues. UC CREDIT LIMITATION: Credit for ADM 100/ADM 100H or SOC 105. C-ID AJ-110.

#### ADM 107: Introduction to Computer/Digital Forensics

Units: 3  
 Prerequisites: None  
 Acceptable for Credit: CSU  
 Lecture 3 hours. (2105.00)

This course introduces students to computer/digital crime and abuse and the methods used to properly conduct a computer/digital forensics investigation. Designed for law enforcement investigators, corporate security officials, and network and computer security administrators, the course includes an overview of computer/digital forensics as a profession; the computer investigation process and related legal issues; the type and frequency of computer/digital-related crime; a basic overview of the Internet, networks, and network infrastructure protection; operating systems, data and disk structures, data acquisition and analysis, and technical writing; and a survey of computer/digital forensics tools.

#### ADM 200: Concepts of Criminal Law

Units: 3  
 Prerequisites: None  
 Acceptable for Credit: CSU, UC  
 Lecture 3 hours. (2105.00)

The course explores the basic concepts of criminal law, including its philosophy and development, relationship to the U.S. government's structure, elements of a crime, inchoate offenses, and capacities and defenses. The course covers specific violations and legal issues related to crimes against persons, property crimes, organized crime, white collar crime, environmental crime, public safety and terrorism offenses, alcohol and drug offenses, and offenses against justice and public administration. C-ID AJ-120.

## **ADM 210: Criminal Procedures**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (2105.00)

The course explores the basic concepts of criminal procedure with special emphasis on constitutional principles that apply to investigative techniques involving search and seizure, electronic surveillance, temporary detention, arrest, identification procedures, and interrogation. The course also covers legal issues that relate to initial entry into the judicial system, pre-trial, trial, sentencing, punishment, appeal, and post conviction relief. C-ID AJ-122.

## **ADM 220: Criminal Evidence**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (2105.00)

This course focuses on the various types of evidence and the rules governing admissibility in criminal proceedings with an emphasis on the Federal Rules of Evidence and the California Evidence Code. Topics include relevance, materiality, witness testimony, hearsay, impeachment, competence, chain of custody, and privileges. The course also addresses admissibility of evidence related to confessions, searches, in/out of court identifications, and other investigative techniques, including the criminal processes where admissibility is determined. C-ID AJ-124.

## **ADM 230: Policing in a Diverse and Multicultural Society**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2105.00)

This course examines how diverse populations and multicultural communities affect the organization of law enforcement agencies and the relationships between police and the communities they serve. It emphasizes the history, issues, and challenges associated with policing in communities of diverse and multicultural populations, considering such factors as race, ethnicity, gender, religion, sexual orientation, age, social class, and culture. The course also explores strategies for improving communication skills and relationships between police and the community.

## **ADM 240: Written and Oral Communication in the Administration of Justice**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (2105.00)

This course focuses on the written and oral communication skills necessary for success in the criminal justice system to include the application of relevant legal considerations. It emphasizes incident report writing, interview/interrogation documentation, and note-taking. The course also identifies and develops oral communication skills related to voluntary citizen contact, crisis intervention, custodial situations, and testimony.

## **ADM 250: Police Field Operations**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (2105.00)

This course focuses on the duties, responsibilities, and ethical considerations of patrol officers during field operations. It emphasizes the different types of patrol and investigations, commonly encountered situations, techniques employed to address those situations, and the legal authorities related to such actions. Topics include written and oral communication skills, interview/interrogation, report writing, use of force, trial preparation and testimony, and the officer's role in community policing practices and the criminal justice system in general.

## **ADM 260: Organized Crime, Gangs, and Terrorism**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (2105.00)

This course traces the origins and evolution of domestic and transnational organized criminal and terrorist enterprises. It emphasizes their illicit activities, including drug trafficking, vices, gangs, and international and domestic terrorism. The course explores the impact such activities and enterprises have had on society, law enforcement, homeland security, and U.S. transnational relations.

## **ADM 270: Crime and Delinquency**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (2105.00)

This course focuses on the nature and extent of the most significant types of criminal and delinquent behavior of juvenile offenders as well as the major theories and factors that may explain such behavior. The course also explores the origin and development of the juvenile justice system and examines the relevant crime control strategies, treatment and rehabilitation programs, and the criminal justice processes applicable to juvenile procedures. C-ID AJ-220.

## **ADM 280: Criminal Investigation**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (2105.00)

This course focuses on the fundamentals of criminal investigations, including investigative techniques relevant to particular types of crime (e.g., fingerprint/DNA collection, other scientific evidence, surveillances, eyewitness identification, interviews, interrogations, and searches) and the relevant legal and ethical considerations related to such techniques. The course reviews crime scene management and processing, including chain of custody issues and available scientific tests, with an emphasis on recording, collecting, and preserving physical evidence. Students also learn the importance of documentation and preparation for testimony at various legal proceedings. C-ID AJ-140.

**ADM 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**ADM 296: Topics in Administration of Justice**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (2105.00)

This course gives students an opportunity to study topics in Administration of Justice that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**ADM 298: Directed Study in Administration of Justice**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (2105.00)

This course provides an opportunity for students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

**ADM 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## American College English

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The American College English (ACE) area of study provides English language instruction to bilingual or multilingual students who want to develop stronger academic writing, reading, vocabulary, and oral communication skills for success in college courses. ACE courses emphasize critical thinking and clear communication, and those numbered 50 and higher are associate-degree applicable. The ACE program also offers specialty support courses in psychology, sociology, and nursing.

**Contact Information**

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2015)

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**Full-Time Faculty**

Mary Gross  
Melissa Lloyd-Jones



## Courses

### **ACE 49: Introduction to Academic Writing for Students from Multilingual Backgrounds**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ENGL 49 or ESL 49.

Lecture 3.50 hours, laboratory 1.50 hours. (4930.84)

This course is designed for students from diverse language backgrounds who are making a transition to the use of academic English and who require the development of writing skills. The course emphasizes critical thinking, reading, and writing. It provides practice in gathering, organizing, and communicating information and in applying the principles and conventions of standard edited American English. Offered pass/no pass only.

### **ACE 50: Introduction to College Composition for Students from Multilingual Backgrounds**

Units: 4

Prerequisites: ACE 49, ENGL 49, or ESL 49 or eligibility determined by the English placement process.

Enrollment Limitation: Not open to students with credit in ENGL 50, ENGL 803, ESL 50, or ESL 803.

Lecture 3.50 hours, laboratory 1.50 hours. (4930.84)

This course, designed for students from diverse language backgrounds, offers intensive practice in the writing process, critical reading, and critical thinking. It also provides practice in acquiring, synthesizing, and communicating information and in applying the principles and conventions of standard edited American English.

### **ACE 90: English Support for Psychology**

Units: 1

Prerequisites: ACE 49, ENGL 49 or ESL 49 or eligibility determined by the English placement process.

Lecture 1 hour. (4930.84)

This accelerated integrated skills course is designed for students enrolled in psychology courses. It offers training in the writing of summaries, reading responses, analytical paragraphs and essays, and research papers, the reading of textbooks and articles, and vocabulary enrichment in the field of psychology. Taking this course simultaneously with a psychology course will increase opportunities for success in both courses.

### **ACE 91: English Support for Nursing**

Units: 1

Prerequisites: ACE 49, ESL 49 or ENGL 49 or eligibility determined by the English placement process.

Lecture 1 hour. (4930.84)

This accelerated integrated skills course is designed for students enrolled in nursing courses. It offers training in the reading of textbooks and newspaper, magazine, and journal articles on topics in health and nursing. Instruction also focuses on the writing of answers to discussion questions, responses to readings, summaries, reports, and analytical paragraphs, as well as listening and speaking strategies and vocabulary-building skills.

### **ACE 92: English Support for Sociology**

Units: 1

Prerequisites: ACE 49, ENGL 49, or ESL 49 or eligibility determined by the English placement process.

Lecture 1 hour. (4930.84)

This accelerated integrated skills course is designed for students enrolled in sociology courses. It offers training in the writing of summaries, reading responses, analytical paragraphs and essays, and research papers; the reading of textbooks and articles; and academic vocabulary enrichment in the field of sociology. Taking this course simultaneously with a sociology course will increase opportunities for success in both courses.

### **ACE 296: Topics in American College English**

Units: 1-3

Prerequisites: None

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1501.00)

This course gives students an opportunity to study topics in American College English that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## Anthropology

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Anthropologists study human behavior from a biological, historical, cultural, and social perspective. Students take anthropology courses to prepare for a major or to fulfill general education requirements. A bachelor's degree in anthropology can lead to a career in data analysis, social services, education, journalism, advertising, international relations, government service, field research, contract archaeology, museums, zoological parks, and nonprofit organizations.

### Contact Information

**Chairs:** Lynne Miller  
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(Fall 2014), Herschel Stern  
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**Dean:** Carlos Lopez  
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**Department:** Social Science  
**Office:** Building OC3600,  
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### Full-Time Faculty

Lynne Miller

## Courses

### **ANTH 101: Biological Anthropology**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ANTH 101H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2202.00)

This course examines the biological basis for animal forms and behaviors, including basic genetics and evolution theory; primate classification, ecology, and social behavior; the fossil and archaeological evidence for early human life; and the evolutionary basis for modern human variation in appearance and behavior.

### **ANTH 101H: Biological Anthropology (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ANTH 101.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2202.00)

This course examines the biological basis for animal forms and behaviors, including basic genetics and evolution theory; primate classification, ecology, and social behavior; the fossil and archaeological evidence for early human lifeways; and the evolutionary basis for modern human variation in appearance and behavior. As an honors course, it offers expanded analysis of lecture materials, increased dependence upon student participation on a daily basis, and the opportunity for students to conduct research in relevant areas of interest, and thus targets highly motivated students who are looking for a more challenging academic experience. UC CREDIT LIMITATION: Credit for ANTH 101 or ANTH 101H.

### **ANTH 101L: Biological Anthropology Laboratory**

Units: 1

Prerequisites: ANTH 101 or ANTH 101H.

Corequisite: ANTH 101 or ANTH 101H if prerequisite not met.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (2202.00)

Designed to accompany Anthropology 101, this laboratory allows students to garner practical, hands-on experience with the scientific method, genetic models, simulations of evolutionary processes, primate skeletal anatomy, primate behavior and ecology, human osteology, and casts and tools representing selected stages in human evolution.

### **ANTH 102: Cultural Anthropology**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ANTH 102H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2202.00)

This course explores the fundamental characteristics of culture, including its structure, function, and means of change; the science of studying human culture; and human cultural variation in major topics, such as mode of subsistence, gender roles, kinship structures, political organizations, art, ritual, and celebrations of the human life cycle.

### **ANTH 102H: Cultural Anthropology (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ANTH 102.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2202.00)

This honors course offers highly motivated students an advanced introduction to the study of human culture, including its structure, function, and means of change; the science and practical applications of studying human culture; and human cultural variation in major topics, such as mode of subsistence, gender roles, language, kinship structures, political organizations, art, and ritual. UC CREDIT LIMITATION: Credit for ANTH 102 or ANTH 102H.

### **ANTH 103: Introduction to Archaeology**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2202.20)

This course explores archaeological theory and method, including techniques of field excavations and laboratory research. It also uses archaeological data to understand cultures of the past, including Stone Age lifeways, early farming cultures, and emergent civilizations around the world, such as the ancient Egyptians, Maya, and Inca.

### **ANTH 104: Native American Cultures**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2202.00)

This course explores the diversity of Native American cultures, including paleoindians (known largely from archaeological evidence) and more recent groups (known from ethnographic accounts). The course employs the perspective of cultural ecology to investigate how environments influence many facets of human culture, including economic systems, social systems, family structure, and art and ritual.

### **ANTH 190: Primate Behavior and Ecology**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2202.00)

This course explores principles of animal behavior and ecology from an evolutionary perspective. Topics include predator avoidance, foraging strategies, mating behaviors, mother-infant bonding, the development of social groups, and cognition. The course also addresses research methodology and requires an observational project of primates at the San Diego Zoo and/or San Diego Zoo Safari Park.

## **ANTH 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## **ANTH 296: Topics in Anthropology**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (2202.00)

This course gives students an opportunity to study topics in Anthropology that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## **ANTH 298: Directed Study in Anthropology**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (2202.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

# Art



The Art Department offers theoretical and practical courses in the traditional disciplines of art and art history as well as in new genre and photographic arts. Students take art courses to prepare for a major in art or art history, to meet general education requirements, or for personal growth. Career paths include working artist, teacher, graphic designer, photographer, sculptor, curator in a museum or gallery, conservator, appraiser, and work in related fields, such as marketing and advertising.

## Contact Information

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**Department:** Art

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## Full-Time Faculty

Leah Cluff

Yoshimi Hayashi

Peggy Jones

Leslie Nemour

Gilbert Neri

Anna O'Cain

Dean Ramos

## Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Digital Photography Associate in Arts Degree

**PSLO:** Upon completion of this program, the student will be able to identify major movements, artwork, and artists in historical and contemporary photography, and demonstrate an understanding of different photo techniques.

### Digital Photography Certificate of Achievement

**PSLO:** Upon completion of this program, the student will possess photographic and digital imaging knowledge and be able to identify fine art and commercial career pathways and apply

current, photographic technology using professional and industry standards.

### Associate in Arts in Studio Arts for Transfer Degree

**PSLO:** Upon completion of this program, the student will possess knowledge and mastery of a variety of art making skills and be able to identify major movements in art and architecture and convey ideas and concepts about artwork.

### Associate Degrees

#### Associate in Arts Degree

#### Associate in Arts in Studio Arts for Transfer Degree



Students completing this associate degree will have completed lower-division major preparation requirements for a studio arts degree, an emphasis or option within a studio arts degree, or a degree considered similar to studio arts at a participating California State University (CSU) campus. Following transfer to a participating CSU campus, students will be required to complete no more than 60 units to obtain a bachelor's degree; however, some CSU campuses accepting this degree may require additional lower-division major preparation. This degree may not be appropriate preparation for students transferring to a non-participating CSU campus or to a university or college that is not part of the CSU system. Students should consult with a MiraCosta counselor for further information regarding the most efficient pathway to transfer as a studio arts major and to determine which CSU campuses are participating in this program.

**To complete the degree, students must fulfill the following requirements:**

- ▶ Complete 60 semester (90 quarter) CSU transferable units
- ▶ Complete all courses required in the major with a "C" or better
- ▶ Complete the CSU-GE or CSU-IGETC general education pattern
- ▶ Achieve a minimum CSU transferable GPA of 2.0
- ▶ Complete a minimum of 12 units in residence at MiraCosta College.

Required Core (12 units):

ART 100	Drawing and Composition *	3
ART 101	Design and Color *	3
ART 103	3D Design *	3

ART 259	History of Renaissance to Modern Art **	3
List A (select one course):		3
ART 158	Traditional Arts of Africa, Oceania, and the Americas **	
ART 254	Understanding and Appreciating the Photographic Image **	
ART 258	Ancient to Gothic Art **	
ART 260	History of Modern Art **	
ART 260H	History of Modern Art (Honors) **	
List B (select three courses):		9
ART 102	Drawing and Composition II	
ART 201	Objects and Ideas in Contemporary Art **	
ART 202	Painting: Acrylic	
ART 203	Life Drawing I	
ART 204	Painting I: Oils	
ART 205	Painting: Watercolor	
ART 206	Mixed Media Figure Studies I	
ART 207	Beginning Photography	
ART 210	Printmaking	
ART 216	Sculpture	
ART 217	Figure Sculpture	
ART 223	Woodworking and Furniture Design I	
ART 225	Ceramics I	
ART 230	Introduction to Sculptural Installation	
ART 231	Introduction to Video and Performance Art	
ART 244	Digital Media for the Visual Artist	
ART 245	Introduction to Media Culture	
ART 251	Digital Photography	
Total Units		24

To insure this degree is completed with no more than 60 units, students should select six units that will also satisfy a general education requirement on the CSU-GE or CSU-IGETC general education pattern. Students are also strongly advised to complete the History, Constitution, and American Ideals requirement prior to transfer.

\* Course approved for the CSU-GE general education pattern.

\*\* Course approved for the CSU-GE and CSU-IGETC general education pattern.

### Associate in Arts Degree Digital Photography

Students may earn the above-named associate degree by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.



## Certificate

### Certificate of Achievement

#### Digital Photography

The Digital Photography certificate offers education and training in the use of digital cameras, related equipment, and editing tools and techniques for creating photographic portfolios, websites, and multimedia projects. Students produce a professional-quality printed portfolio. The program's emphasis may be in fine art or commercial photography.

Required courses:		
ART 207	Beginning Photography	3
ART 244	Digital Media for the Visual Artist	3
ART 251	Digital Photography	3
ART 253	Applied Digital Photography	3
Select at least 6 units from the following:		6
ART 208	Advanced Photography	
ART 245	Introduction to Media Culture	
ART 254	Understanding and Appreciating the Photographic Image	
BUS 130	Small Business Management	
or BUS 170	Entrepreneur I	
& BUS 171	and Entrepreneur II	
MAT 110	Digital Imaging 1: Adobe Photoshop	
MAT 210	Digital Imaging 3: Advanced Photoshop	
ART 292	Internship Studies	
Total Units		18

### Courses Related in Content (CRC)

Active participatory art courses that are related in content are grouped together. Students are allowed four enrollments within each CRC group, but each course may be taken only once unless its catalog description indicates it is repeatable. Enrollments include any combination of course completions (with an evaluative or nonevaluative symbol recorded on the student's transcript), withdrawals, and repetition.

#### Ceramics CRC

ART 225	Ceramics I
ART 226	Ceramics II

#### Design CRC

ART 101	Design and Color
ART 201	Objects and Ideas in Contemporary Art

#### Digital CRC

ART 244	Digital Media for the Visual Artist
ART 245	Introduction to Media Culture

#### Drawing CRC

ART 100	Drawing and Composition
ART 102	Drawing and Composition II
ART 203	Life Drawing I
ART 213	Life Drawing II

#### Mixed Media Representation CRC

ART 206	Mixed Media Figure Studies I
ART 211	Mixed Media Figure Studies II

#### New Genre CRC

ART 230	Introduction to Sculptural Installation
ART 231	Introduction to Video and Performance Art

#### Painting: Oil Based Media CRC

ART 204	Painting I: Oils
ART 214	Painting II: Oils

#### Painting: Water Based Media CRC

ART 202	Painting: Acrylic
ART 205	Painting: Watercolor
ART 212	Painting II: Acrylics
ART 215	Painting II: Watercolor

#### Photography CRC

ART 207	Beginning Photography
ART 208	Advanced Photography
ART 251	Digital Photography
ART 253	Applied Digital Photography

#### Printmaking CRC

ART 210	Printmaking
ART 218	Printmaking II

#### Sculpture CRC

ART 103	3D Design
ART 216	Sculpture
ART 217	Figure Sculpture

#### Woodworking CRC

ART 223	Woodworking and Furniture Design I
ART 224	Woodworking and Furniture Design II

## Courses

### ART 100: Drawing and Composition

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

This beginning course develops basic drawing skills. Students explore a variety of media and creative approaches, and they improve their perceptual abilities and personal expression. The course covers problems of value, structure, and composition using a variety of themes. It also integrates art history, theory, and criticism. C-ID ARTS-110.

### ART 101: Design and Color

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

Students explore and learn the language of design principles and color theory through visual problem solving. They create design projects using acrylic paint, ink, drawing, and mixed media on paper and other support surfaces. They also research, analyze, and evaluate elements of design and color in a range of art disciplines, including painting and drawing, graphic design, print and digital media, sculpture and public art, video and performance, architecture, and other popular arts. Students are required to attend field trips.



**ART 102: Drawing and Composition II**

Units: 3

Prerequisites: ART 100.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

This course provides for the continued development of basic drawing skills introduced in ART 100. It emphasizes a creative approach using black and white and color media while exposing students to a variety of contemporary approaches toward space, scale, and content. The course also encourages students to develop personal expression through the combined manipulations of subject matter and materials.

**ART 103: 3D Design**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.20)

In this sculpture course, students examine the language of three-dimensional form, structure, and space. The course develops personal expression, using a variety of themes and subject matter by ordering three-dimensional space through basic materials, such as clay, plaster, metal, and wood. It offers experiences with differing approaches within cultural contexts and integrates history, theory, and criticism, showing the interrelationship of the creative arts, humanities, and the self in western and non-western cultures. C-ID ARTS-101.

**ART 157: Art Orientation**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1002.00)

This basic art appreciation course introduces world art forms, techniques, traditions, and aesthetics. It emphasizes both western and world art in historical and cultural contexts. Students examine visual artworks related to mortality and immortality, sustenance and survival, sexuality and gender, power and politics, and race and class. Students are required to visit a local public artwork or museum/gallery.

**ART 158: Traditional Arts of Africa, Oceania, and the Americas**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1002.00)

This course introduces the non-Western arts of Africa, Oceania, and the Americas. It explores methodology and materials in diverse media as they reflect various cultures from ancient to contemporary periods. Museum visits are required.

**ART 177: Art in the Elementary Schools**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (1002.00)

This course focuses on practical methods of teaching art to elementary school students. It examines art historical movements, theories, and criticism from both Western and non-Western cultures and relates these to the development and instruction of art. Topics include concepts and techniques of creating drawings, paintings, and sculptures to inform classroom instruction with children.

**ART 201: Objects and Ideas in Contemporary Art**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.00)

This course examines the ideas, concepts, and processes in contemporary art through presentations of vanguard artwork of the twenty-first century. Topics include the historical and cultural contexts of contemporary art and artists in western and non-western cultures. Students create three-dimensional art projects using unconventional materials in tandem with traditional materials and methods. Students are required to attend field trips.

**ART 202: Painting: Acrylic**

Units: 3

Prerequisites: None

Advisory: ART 100 or ART 101.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

This course covers composition, techniques, and theory of painting using acrylic paint. Students investigate various acrylic painting techniques, art historical traditions, and theoretical positions. Course work includes lecture, lab, critique, and independent projects. Students may be required to attend field trips to art exhibitions.

**ART 203: Life Drawing I**

Units: 3

Prerequisites: None

Advisory: ART 100.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

This beginning life drawing course focuses on representation of the human figure. Students work from a nude model using materials such as charcoal, pencil, ink, and pastels. They learn how to depict action in quick gesture drawings as well as produce more complex tonal drawings with emphasis on composition and expression. Topics include basic anatomy, structure, and proportion with equal emphasis placed on line quality, value, and media control.

## **ART 204: Painting I: Oils**

Units: 3

Prerequisites: None

Advisory: ART 100 or ART 101.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

Students study past and present practices in painting and work from various subjects, including still life, landscape, figures, portraits, or mixed imagery, either from life or two-dimensional references. Learning to be creative and analytical in painting images and forms, students develop skills in painting techniques, color mixing, composition, design, and personal concepts using traditional or water soluble oils.

## **ART 205: Painting: Watercolor**

Units: 3

Prerequisites: None

Advisory: ART 100 or ART 101.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

This course investigates and experiences the unique characteristics of watercolor painting. Course topics explore compositional strategies, practical techniques, and theoretical concepts of painting using watercolor. Students study and apply various painting techniques, art historical traditions, and theoretical positions. Course work includes lecture, lab, critique, and independent projects.

## **ART 206: Mixed Media Figure Studies I**

Units: 3

Prerequisites: None

Advisory: ART 100 or ART 104.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

Working from a posed model, students explore various approaches to representing the human figure using a choice of media, including oils, acrylics, ink, or pastels. Students study form and structure, inspired by the rich world traditions of art history, contemporary art practices, and individual creativity.

## **ART 207: Beginning Photography**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1011.00)

This course provides an in-depth study of the camera, black-and-white film processing and darkroom printing, lighting techniques, presentation, and exhibition. It emphasizes controlling fundamental materials and processes and choosing appropriate subject matter.

## **ART 208: Advanced Photography**

Units: 3

Prerequisites: ART 207.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1011.00)

This course builds upon skills learned in Beginning Photography (ART 207). Topics include intermediate and advanced techniques in black and white photography, including camera use, film handling, and printing in the darkroom. Students explore photography as a means of visual communication and creative expression. The course culminates with a professional portfolio of finished work.

## **ART 210: Printmaking**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.00)

This course introduces woodcut, etching, lithography, and contemporary printmaking techniques. It emphasizes craftsmanship and individual expression and encourages experimentation in the use of materials.

## **ART 211: Mixed Media Figure Studies II**

Units: 3

Prerequisites: ART 206.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

This course provides students an opportunity to further their investigation of the human figure in contemporary painting. Objectives include the development of personal vision and alternative venues of expression. Students study twentieth and twenty-first century figurative artists, and they work from both live models and photographic references using a variety of mixed media, including oil or acrylic paint.

## **ART 212: Painting II: Acrylics**

Units: 3

Prerequisites: ART 202.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

This course emphasizes intermediate practices in acrylic painting. Students develop an acrylic painting portfolio by creating a variety of expressive works using a variety of techniques and materials unique to acrylics. Students study historic and current painters and contemporary painting trends. The course utilizes digital technology for artistic research and development.

**ART 213: Life Drawing II**

Units: 3

Prerequisites: ART 203.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

Students in this intermediate course create figurative drawings from observation, promoting visual acuity while exploring expressive drawing techniques and concepts in contemporary studio practice. The visual forms of the figure are strengthened through continued applications of two-dimensional drawing methods and practice. Figurative subjects are derived from nude models in the classroom and other assigned reference sources.

**ART 214: Painting II: Oils**

Units: 3

Prerequisites: ART 204.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

This course emphasizes intermediate practices in oil painting to create artwork in a context of personal meaning, narrative, and relevance for portfolio development. Students study artworks specific to the history of oil painting and contemporary practice while building technical skill and exploring alternative methods and materials. The course introduces digital technology as a preparatory tool for artists.

**ART 215: Painting II: Watercolor**

Units: 3

Prerequisites: ART 205.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

This course emphasizes intermediate practices in watercolor painting. Students develop a watercolor painting portfolio by creating a variety of expressive works using a variety of techniques and materials unique to watercolor. Students study historic and current painters and contemporary painting trends. The course utilizes digital and traditional technology for artistic research and development.

**ART 216: Sculpture**

Units: 3

Prerequisites: ART 103.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.20)

This course concentrates on the exploration and refinement of a wide range of sculptural techniques and strategies, and it includes three-dimensional art theory. Students work with traditional mediums, such as clay, wood, and metal. The course also introduces students to installation and public works as well as time-based and kinetic art. Students are required to pay a materials fee.

**ART 217: Figure Sculpture**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.20)

This introductory sculpture course uses the human figure as its subject matter. Students work from the nude model, photos, and other sources to develop their skills, and they work with a variety of materials, such as clay, plaster, metal, and wood.

**ART 218: Printmaking II**

Units: 3

Prerequisites: ART 210.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours.

Students study past and present practices in printmaking and a variety of techniques to further their skills in the medium. This course furthers students' knowledge of woodcut, etching, lithography, and contemporary printmaking techniques. It emphasizes print studio operations, particularly press maintenance and the formulation of wet materials.

**ART 223: Woodworking and Furniture Design I**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 4.50 hours. (1001.00)

This course teaches woodworking skills and covers the nature of hardwoods and softwoods, the mechanics of shaping/joining, and the proper and safe use of hand and power tools. It examines both traditional and contemporary work and emphasizes the creation of individual, unique designs. Students are required to pay a materials fee.

**ART 224: Woodworking and Furniture Design II**

Units: 3

Prerequisites: ART 223.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.20)

Students continue developing their woodworking skills by examining traditional and contemporary woodworking designs and practices and by learning intermediate-level hand and power tool techniques. The course emphasizes studio operations, particularly safety and electric and hand operated machine maintenance. It requires students to express concepts and ideas through the wood medium. Students are required to pay a materials fee.

**ART 225: Ceramics I**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.30)

This introductory ceramics course explores techniques, materials, and traditions of pottery. It emphasizes hand building and/or use of the potter's wheel and encourages the creative use of clay, glaze, technique, and kiln firing. Students are required to pay a materials fee.

## **ART 226: Ceramics II**

Units: 3

Prerequisites: ART 225

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.30)

Students study past and present practices in ceramics with a variety of techniques and clay bodies to further their skills in the medium. The course places a strong emphasis on ceramics studio operations, particularly the formulation of clay bodies and glazes. Topics include firing and construction of kilns. The course emphasizes combining hand building and throwing techniques to produce artworks.

## **ART 230: Introduction to Sculptural Installation**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1001.00)

In this in-depth study of installation, interactive, and site-specific art, students study and research the historical and theoretical development of contemporary art practices, such as installation, hybrid-media environments, land art, and traditional art media used in conjunction with photography, video, computing, and/or performance. Students also conceptualize and produce installation, interactive, and site-specific artworks.

## **ART 231: Introduction to Video and Performance Art**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1001.00)

This foundation-level course explores the historical and creative dimensions of performance, sound, and digital video in art. It brings together a number of expressive strategies present in contemporary art and focuses on the theoretical, creative, and historical contexts of these time-based forms. Students integrate these theoretical contexts to create their own projects and performances. Topics include Happenings, Fluxus, personal narrative, digital storytelling, sound, and video.

## **ART 244: Digital Media for the Visual Artist**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1030.00)

This studio art course investigates the intersection of visual representation, contemporary art, and two-dimensional digital imaging from an aesthetic, historical, and artistic perspective for the contemporary artist. Technical instruction in the course, through the use of digital imaging software such as Adobe Photoshop, globally supports the study of artistic and theoretical principles. Students develop problem solving and visual strategies that deepen their understanding of the connection among technology, personal expression, and the universal language of art. Projects emphasize the creation of original artwork with current software and hardware solutions.

## **ART 245: Introduction to Media Culture**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1030.00)

This course provides an introduction to the historical and theoretical foundations of digital art as well as hands-on production of digital art using broad range of applications and computer hardware. The course introduces students to raster, vector, Web, and time-based applications that allow them to learn the fundamentals of visual communication, website production, manipulation of images, design elements, animation, sound, video and the production of multimedia artworks. Students create digital projects that fuse the theoretical, historical, and cultural aspects of digitally based art through the practical application of computer-based skills.

## **ART 251: Digital Photography**

Units: 3

Prerequisites: None

Advisory: MAT 110.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1030.00)

This course uses digital cameras and the computer as tools to create photographic imagery. Students explore camera controls, principles of composition, and photographic theory and techniques using state-of-the-art hardware and programs. Students learn editing techniques appropriate for print and electronic presentations. The course addresses ethical considerations regarding image manipulation and ownership. Students may use digital camera images, scanned negatives, or slides to produce a final print portfolio.

## **ART 253: Applied Digital Photography**

Units: 3

Prerequisites: ART 251.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1012.00)

This course provides students with the opportunity to apply skills acquired in ART 251 while developing a personal style. It offers a continued study of photographic theory, composition, content development, digital camera/hardware handling, studio lighting, and industry standards for color management and printing techniques. Students explore photography as a visual language and expressive medium, and they observe industry practices through onsite visits to local business, galleries, and service bureaus. The course culminates with the creation and production of a professional portfolio of photographs.

**ART 254: Understanding and Appreciating the Photographic Image**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1002.00)

This course surveys the history of still photography from the discipline's inception to the present digital age. It explores the medium of photography as a form of visual communication in historical, socio-political, and cultural contexts. Topics include the evolution of photographic images, process, delivery, and meaning. Students develop visual literacy through verbal and written analyses.

**ART 258: Ancient to Gothic Art**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1001.00)

This course surveys Western art from antiquity through the Gothic period. It emphasizes the content and stylistic aspects of major art works in painting, sculpture, architecture, and craft media.

**ART 259: History of Renaissance to Modern Art**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1001.00)

This course surveys Western art history from the Renaissance to the twentieth century. Students examine how religious, cultural, and philosophical aspects of European and American society impacted and were influenced by art and architecture during this time.

**ART 260: History of Modern Art**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ART 260H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1001.00)

This course covers European and American art forms, primarily painting, sculpture, and architecture, from the beginning of modernism in the mid-19th century to contemporary art in the late 20th century. Students learn to delineate themes, styles, and techniques indicative of various time periods and to differentiate among 20th century art movements.

**ART 260H: History of Modern Art (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ART 260.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1001.00)

This honors course introduces highly motivated students to European and American art forms, primarily painting, sculpture, and architecture, from the beginning of modernism in the mid-19th century to contemporary art in the late 20th century. Students learn to delineate themes, styles, and techniques indicative of various time periods and to differentiate among 20th century art movements. UC CREDIT LIMITATION: Credit for ART 260 or ART 260H.

**ART 270: History and Theory of Museum and Gallery Exhibition**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1001.00)

This course introduces students to the history of museum and gallery exhibitions as well as to the theories behind historical and contemporary museum and gallery exhibition design. It relates these ideas to art exhibitions and to those in anthropological and science collections. Topics include the history of exhibition and display, exhibition design and layout, collections management, and publicity.

**ART 271: Practical Museum and Gallery Exhibition and Management**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 4.50 hours. (1001.00)

This course introduces students to the practical requirements of operating a museum or gallery. It provides detailed information about museum and gallery departments and roles as well as hands-on practice planning, designing, installing, and publicizing exhibitions.

**ART 290: Landmarks of Art**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1001.00)

This course examines art and architecture on-site within cultural and historical contexts. It surveys selected periods of Western and non-Western traditions and emphasizes understanding the visual arts representing the tradition and evolution of a culture, from ancient to contemporary periods. The course incorporates field trips to local artistic landmarks and emphasizes art appreciation in travel experiences. The course includes preparatory lectures and on-site discussions. Students are required to attend several fieldtrips and provide their own transportation to each site. Field trip dates and locations will be announced on the first class meeting.



## **ART 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## **ART 295: Visual Art/Professional Practice**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 4.50 hours. (1002.00)

Designed for the student artist, this course examines professional practices, career goals, and educational choices in the visual arts. Students produce a professional portfolio that includes documentation of artwork, resume, an artist statement and biography, digital image files, and printed images. Students also collaboratively organize, prepare, and produce an exhibition in a gallery setting. The course includes visits to museums, galleries, college art programs, artists' lectures and/or design businesses.

## **ART 296: Topics in Art**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1002.00)

This course gives students an opportunity to study topics in Art that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## **ART 298: Directed Study in Art**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1002.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## **ART 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

# Astronomy



Astronomy, the oldest of all scientific studies, has played a vital role in the development of modern science. Astronomers study the formation, composition, and evolution of various objects, such as planets, stars, galaxies, nebulae, black holes, and the Universe itself. Students take astronomy courses to prepare for a

major in astronomy or to fulfill general education requirements. Graduates with a bachelor's degree in astronomy pursue careers as museum and planetarium directors, astronomers/astrophysicists, space scientists, mission data analysts, spacecraft and instrument designers, teachers, observatory technicians, telescope operators, optics or electronics technicians, computer programmers, and mathematicians.

## Contact Information

**Chair:** Chris Metzler  
cmetzler@miracosta.edu  
**Dean:** Carlos Lopez  
clopez@miracosta.edu  
www.miracosta.edu/ASTR

**Department:** Physical Sciences  
**Office:** Building OC3600,  
760.795.6648

## Full-Time Faculty

Rica Sirbaugh French

## Courses

### ASTR 101: Descriptive Astronomy

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1911.00)

This introductory course surveys the entire Universe while emphasizing the nature and process of physical science. Topics include the Earth-Sun-Moon system and night sky; Newton's laws of motion and gravitation; historical astronomy; electromagnetic radiation; spectroscopy; optics and telescopes; the formation and evolution of stars, planets, nebulae, galaxies, and the Universe as a whole; the Big Bang; and astrobiology. UC CREDIT LIMITATION: No credit if taken after ASTR 201.

### ASTR 101L: Descriptive Astronomy Laboratory

Units: 1

Prerequisites: ASTR 101 or ASTR 201.

Corequisite: ASTR 101 or ASTR 201 if prerequisite not met.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1911.00)

This course provides a hands-on introduction to the methods and techniques of observational astronomy and data/error analysis. It emphasizes the collection, presentation, and interpretation of astronomical observations. Students learn to use a planisphere, read star charts, and operate small telescopes. Through indoor activities and by making naked-eye, binocular, and telescopic observations, students explore such topics as seasons, lunar phases, rotation of the Earth, optics, light and spectroscopy, planets, stars, galaxies, and cosmology.

### ASTR 120: Life in the Universe

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1911.00)

This introductory course surveys the study for life in the universe from the Big Bang to implications of contact with an extraterrestrial civilization while emphasizing the nature and process of physical science. Topics include the formation and evolution of the universe; origin, evolution, and nature of life on Earth; the definitions of "life" and "habitability"; potential in our solar system and beyond; methods of interstellar communication and travel; implications of contact; science vs. pseudoscience; and the status of the search to-date.

### ASTR 201: Introductory Astronomy

Units: 3

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Advisory: MATH 135.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1911.00)

This introductory course surveys the entire Universe with an emphasis on analytical, mathematical, and problem-solving skills. Topics include celestial mechanics, electromagnetic radiation and atomic physics, relativity, stellar structure and evolution, black holes, formation and evolution of planetary systems, galaxies, and cosmology. The course is directed towards students with a strong preparation and interest in science and mathematics.

### ASTR 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

# Athletics



Athletics courses emphasize advanced-level instruction and training in skills, techniques, strategies, and leadership necessary to participate in intercollegiate athletics.

## Contact Information

**Chair:** Robert Fulbright  
 rfulbright@miracosta.edu  
**Dean:** Al Taccone  
 atacone@miracosta.edu  
 www.miracosta.edu/  
 studentservices/athletics/

**Department:** Kinesiology,  
 Health and Nutrition  
**Office:** Building OC4800,  
 760.795.6811

## Courses

### ATHL 100: Volleyball Techniques

Units: 0.5-1  
 Prerequisites: None  
 Acceptable for Credit: CSU, UC Credit limitation  
 Laboratory 3 hours. (0835.00)

This activity class integrates volleyball theory with practice in game situations. Topics include volleyball techniques, strategies, and rules. (May be repeated three times.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

### ATHL 101: Volleyball Competition

Units: 0.5-1  
 Prerequisites: None  
 Acceptable for Credit: CSU, UC Credit limitation  
 Laboratory 3 hours. (0835.00)

This class emphasizes advanced-level instruction and training in volleyball skills, techniques, strategies, and leadership. Students apply volleyball rules to game situations and integrate strategies into competition and team play. (May be repeated three times.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

### ATHL 102: Intercollegiate Volleyball, Women

Units: 2  
 Prerequisites: None  
 Enrollment Limitation: Audition.  
 Acceptable for Credit: CSU, UC Credit limitation  
 Laboratory 10 hours. (0835.00)

This class emphasizes advanced-level instruction and training in volleyball skills, techniques, strategies, and leadership. Students develop team-playing skills by interacting with opponents, teammates, coaches, and officials. (May be repeated three times.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

### ATHL 117: Basketball Competition

Units: 0.5-1  
 Prerequisites: None  
 Enrollment Limitation: Audition.  
 Acceptable for Credit: CSU, UC Credit limitation  
 Laboratory 3 hours. (0835.00)

This class emphasizes advanced-level instruction and training in basketball skills, techniques, strategies, and leadership. Students apply basketball rules to game situations and integrate strategies into competition and team play. Students develop increased proficiency and skill development with each repetition. (May be repeated three times.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

### ATHL 118: Basketball Techniques

Units: 0.5-1  
 Prerequisites: None  
 Acceptable for Credit: CSU, UC Credit limitation  
 Laboratory 3 hours. (0835.00)

This activity class integrates basketball theory with practice in game situations. Topics include basketball techniques, strategies, and rules. Students develop increased proficiency and skill development with each repetition. (May be repeated three times.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

### ATHL 134: Soccer

Units: 0.5-1  
 Prerequisites: None  
 Acceptable for Credit: CSU, UC Credit limitation  
 Laboratory 3 hours. (0835.00)

This soccer class emphasizes basic fundamentals of individual play such as ball control, dribbling, trapping, shooting, and passing. The course exposes students to the basic rudiments of offensive and defensive tactics through participation in game situations, often using modified rules to emphasize specific skills, and it introduces and reviews the rules of the game in context. Students develop increased proficiency and skill attainment with each repetition. (May be repeated three times.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

**ATHL 171: Intercollegiate Basketball, Men/Women**

Units: 2  
 Prerequisites: None  
 Enrollment Limitation: Audition.  
 Acceptable for Credit: CSU, UC Credit limitation  
 Laboratory 10 hours. (0835.50)

This class emphasizes advanced level of instruction and training in basketball skills, techniques, strategies, and leadership. Students develop team-playing skills by interacting with opponents, teammates, coaches, and officials. Students develop increased proficiency and skill development with each repetition. (May be repeated three times.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

**ATHL 188: Intercollegiate Soccer, Men/Women**

Units: 2  
 Prerequisites: None  
 Enrollment Limitation: Audition.  
 Acceptable for Credit: CSU, UC Credit limitation  
 Laboratory 10 hours. (0835.50)

This class emphasizes an advanced level of instruction and training in soccer skills, techniques, and strategies. Students demonstrate increased proficiency and skill attainment with each repetition. (May be repeated three times.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

## Automotive Technology



The Automotive Technology program prepares students for entry-level automotive mechanic positions and provides training for persons already employed in the industry. Courses also prepare students for various state licenses and national certifications, including tests administered by Automotive Service Excellence (ASE). Career options include auto mechanic/repair technician, service manager, and parts specialist. Potential employers include automotive dealerships and independent repair facilities.

### Contact Information

**Chair:** Steve Vail  
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**Dean:** Al Taccone  
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 www.miracosta.edu/AUTO

**Department:** Automotive  
 Technology  
**Office:** Building OC4800,  
 760.795.6811

### Full-Time Faculty

Paul Katson  
 Steve Vail  
 Arnaldo Williams

### Program Student Learning Outcomes (PSLOs)

The degree program includes the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

#### Automotive Technology Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, students will possess the knowledge and skills necessary to perform brake, suspension, engine, and electrical repair, service, and diagnostic procedures as an entry-level automotive technician.

#### Automotive Electronics, Computers, and Emissions and/or HVAC Certificate of Achievement

**PSLO:** Upon completion of this program, students will be able to synthesize knowledge of electrical systems and computer technology to diagnose, service, and repair electrical and computer communication circuits as they relate to automotive drive-train and accessory systems, with an emphasis in emissions and/or heating, ventilation, and air conditioning.

#### California Smog Check Technician Certificate of Achievement

**PSLO:** Upon completion of this program, students will possess the knowledge necessary to sit for the State of California Smog Technicians Examination and the skills necessary for entry-level employment as a smog technician in a state- approved smog test only or smog test and repair facility.

### Associate Degree

#### Associate in Arts Degree Automotive Technology

Students may earn the above-named associate degree by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.



**Certificates**

**Certificate of Achievement**

**Automotive Electronics, Computers, and Emissions and/or HVAC**



The Automotive Electronics, Computers, Emissions/HVAC Program includes course work in the theory and function of automotive electronics and computer systems. It emphasizes basic automotive electronics, diagnostics, drivability, heating, ventilation, and air conditioning and/or emission controls, including smog-check procedures.

Required courses:		
AUTO 130	Basic Automotive Tune-Up	2
AUTO 135	Auto Electronic Fundamentals	4
AUTO 235	Advanced Electronics and Electronic Engine Control Systems	4
Select one of the following:		3-6
AUTO 125 & AUTO 225	CA Smog Technician Engine and Emission Control - Level 1 and Smog Check Training Inspection Procedures - Level 2	
AUTO 220	HVAC Heating, Ventilation, and Air Conditioning	
Total Units		13-16

**Certificate of Achievement  
Automotive Technology**

This certificate is designed to prepare students for entry-level auto mechanic positions at local dealerships and independent repair facilities. Courses are designed to prepare students for various state licenses and national certification. After completion of these courses, students are qualified to take the Automotive Service Excellence (ASE) tests in engine performance, engine repair, brakes, and steering and suspension, and they will possess entry-level service and repair skills on hybrid and alternative-fuel powered vehicles. Students interested in the ASE Certificate as a Master Automobile Technician need to complete other specific courses listed in the catalog to prepare for the additional test areas. Students may earn the Automotive Technology Certificate by completing the following courses.

Required courses:		
AUTO 135	Auto Electronic Fundamentals	4
AUTO 140	Automotive Engine Technology	4
AUTO 141	Automotive Engine Performance and Drivability	4
AUTO 160	Automotive Suspension, Steering, and Alignment	4
AUTO 161	Automotive Brake Service and Repair	4
AUTO 200	Automotive Hybrid and Alternative Fuel Vehicles	4
Total Units		24

**Certificate of Achievement  
California Smog Check Technician**

The California Smog Check Technician certificate prepares students for the California Smog Technician Licensing Examination and entry-level positions as smog check technicians.

Required courses:		
AUTO 102	Preventive Maintenance and Engine Performance	4
AUTO 125	CA Smog Technician Engine and Emission Control - Level 1	4
AUTO 225	Smog Check Training Inspection Procedures - Level 2	2
Select 3 units from the following:		3
AUTO 105	Automotive Reconditioning and Detailing	
AUTO 251 & AUTO 252 & AUTO 253	ASE A6 Alternative Course Electrical and Electronic Systems and ASE A8 Alternative Course Engine Performance and ASE L1 Alternative Course Advanced Engine Performance	
BUS 135	Personal Selling	
BUS 137	Customer Service	
Total Units		13

**Certificate of Proficiency  
Automotive Electronics**

This certificate prepares students for the Automotive Service Excellence (ASE) Electrical/Electronic Systems (A6) examination as well as for entry-level employment in electrical and electronic areas of the automotive service industry.

Required courses:		
AUTO 135	Auto Electronic Fundamentals	4
AUTO 235	Advanced Electronics and Electronic Engine Control Systems	4
Total Units		8

**Certificate of Proficiency  
Automotive Quick Service Assistant**

This certificate offers training in basic automotive service and maintenance along with the sales training needed for employment as a quick service technician.



Required courses:		
AUTO 102	Preventive Maintenance and Engine Performance	4
BUS 135 or BUS 137	Personal Selling Customer Service	3
Total Units		7

### Certificate of Proficiency

#### Automotive Repair: Drive-Train Specialist

This certificate prepares students for entry-level auto mechanic positions at local dealerships and independent repair facilities. The program focuses on diagnosis and repair of internal engine components for domestic and import vehicles. Students take apart engines and transmissions and put them back together from the ground up. This certificate prepares students for the Automotive Service Excellence (ASE) examinations for engine repair and automatic and manual transmissions.

Required courses:		
AUTO 140	Automotive Engine Technology	4
AUTO 141	Automotive Engine Performance and Drivability	4
AUTO 155	Manual Transmissions and Transaxles	4
AUTO 156	Automatic Transmissions and Transaxles	4
Total Units		16

### Certificate of Proficiency

#### Automotive Alignment, Brakes, and Suspension

This certificate prepares students for the Automotive Service Excellence (ASE) Suspension and Steering (A4) and Brakes (A5) examinations and for entry-level employment in the suspension and brake areas of the automotive service industry.

Required courses:		
AUTO 160	Automotive Suspension, Steering, and Alignment	4
AUTO 161	Automotive Brake Service and Repair	4
Total Units		8

### Certificate of Proficiency

#### Basic Engine Performance

This certificate prepares students for the Automotive Service Excellence (ASE) Engine Performance (A8) examination and for entry-level employment in the engine performance area of the automotive service industry.

Required courses:		
AUTO 140	Automotive Engine Technology	4
AUTO 141	Automotive Engine Performance and Drivability	4
Total Units		8

## Courses

### AUTO 100: Small Engine Repair

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 2 hours, laboratory 3 hours. (0948.30)

This introductory course combines theory with practical experience to provide students with the necessary skills to perform maintenance, tune-up, and repair of two- and four-cycle engines. Topics include the safety, care, and use of specialized tools; fuel and ignition system fundamentals and service; and small engine inspection, disassembly, and reconditioning. The course is designed for students without small engine experience.

### AUTO 102: Preventive Maintenance and Engine Performance

Units: 4  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 3 hours, laboratory 3 hours. (0948.00)

Designed to develop an understanding of the operation, care, and preventive maintenance of the automobile, this course covers the overall theory of the automobile, including maintenance of tires, wheels, brakes, suspensions; characteristics of fuels, oil and lubricants; maintenance of smog devices; basic engine performance and automotive electronics procedures; and safety factors.

### AUTO 105: Automotive Reconditioning and Detailing

Units: 4  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 3 hours, laboratory 3 hours. (0948.00)

This course covers bumper-to-bumper vehicle inspections for mechanical and cosmetic condition, roadworthiness, emission controls, and safety. It includes specific mechanical vehicle systems and condition assessment, including an overview of the retail certification processes for used vehicles prior to sale. Topics include interior and exterior cosmetic reconditioning processes, including identification of paint condition and types, use of car-care chemicals, maintenance of the paint surface, and customer communication. Students are required to attend a local Concours-quality auto show.

### AUTO 125: CA Smog Technician Engine and Emission Control - Level 1

Units: 4  
Prerequisites: None  
Enrollment Limitation: Not open to students with credit in AUTO 150.  
Acceptable for Credit: CSU  
Lecture 3 hours, laboratory 3 hours. (0948.00)

This course (plus other requirements and course work) prepares students to qualify for the California Smog Check Technician Examination using Nissan and other Asian manufacturer-specific and standard Bureau of Automotive Repair (BAR) materials. The course covers the following BAR-certified course: Engine and Emission Control Training Level 1 (formerly known as the Clean Air Car course).

### **AUTO 130: Basic Automotive Tune-Up**

Units: 2

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (0948.00)

This course introduces students to the theory and operation of the internal combustion engine. Topics include cooling, lubrication, ignition, carburetion, fuel injection, and emission control systems as well as maintenance and servicing procedures. It also introduces students to hybrid technology and computerized systems, and it prepares them for the study of automotive tune-up and diagnosis.

### **AUTO 135: Auto Electronic Fundamentals**

Units: 4

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 3 hours. (0948.00)

This course prepares students for the study of automotive electrical and electronic computer control systems, covering the fundamentals of electricity, electromagnetism, electromagnetic induction, electronics, and D/C and A/C current theory. It provides in-depth coverage of voltage, amperage, resistance, and Ohm's Law, and it emphasizes electronic principles and proper use of a Digital Volt Ohm Meter (DVOM). Topics include the overall theory, service, and testing of the battery, charging system, starter, and ignition. This class prepares students for the ASE A6 Exam and California State Headlight Adjusters license.

### **AUTO 140: Automotive Engine Technology**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in AUTO 151.

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 3 hours. (0948.00)

This course introduces students to automotive engine mechanical theory and repair. Topics include four-cycle engine theory and operation, lubrication and cooling system service and repair, and engine removal and installation. Students disassemble, inspect, and assemble engine blocks and cylinder heads to factory specifications. This course prepares students for the Automotive Service Excellence (ASE) A1 Engine Repair examination.

### **AUTO 141: Automotive Engine Performance and Drivability**

Units: 4

Prerequisites: None

Advisory: AUTO 130 or equivalent.

Enrollment Limitation: Not open to students with credit in AUTO 151 or AUTO 230.

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 3 hours. (0948.00)

This engine performance course covers diagnostics, service, and repair of fuel, ignition, starting, charging, emission, and computer systems. Students use state-of-the-art equipment to diagnose and repair problems using proper repair techniques, automotive safety, and service protocol. This course helps prepare students for the Automotive Service Excellence (ASE) A8 Engine Performance examination and entry-level employment as engine performance technicians.

### **AUTO 155: Manual Transmissions and Transaxles**

Units: 4

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 3 hours. (0948.00)

This course introduces the theory, service, and repair of manual transmissions (RWD) and manual transaxles (FWD). Students learn to identify, evaluate, service, remove, and replace transmissions and transaxles. Topics include theory, service, and repair of manual and hydraulic clutch systems and driveline components. The course helps students prepare for the Automotive Service Excellence (ASE) A3 Manual Transmission examination.

### **AUTO 156: Automatic Transmissions and Transaxles**

Units: 4

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 3 hours. (0948.00)

This course introduces the theory, service, and repair of automatic transmissions (RWD) and automatic transaxles (FWD). Students learn to identify, evaluate, service, remove, and replace transmissions and transaxles. Topics include theory, service, and repair of electronic assist automatic transmission components and related driveline components. The course helps prepare students for the Automotive Service Excellence (ASE) A2 Automatic Transmission examination.

### **AUTO 160: Automotive Suspension, Steering, and Alignment**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in AUTO 122 or AUTO 152.

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 3 hours. (0948.00)

This course covers automotive passenger car and light truck alignment, steering, and suspension systems. It emphasizes the theory and function of modern front- and rear-wheel drive suspension systems and equipment, safety procedures, proper service techniques, component failure analysis, and repair. Students practice alignment procedures on state-of-the-art alignment equipment. This course prepares students for the Automotive Service Excellence (ASE) A4 Suspension and Steering examination.

**AUTO 161: Automotive Brake Service and Repair**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in AUTO 120 or AUTO 152.

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 3 hours. (0948.00)

This course covers the theory, service, and repair of hydraulic brake, antilock brake, and traction control systems. It emphasizes machining brake rotors and drums to factory specifications using safety protocols, diagnostics, and repair strategies. Students practice disc rotor and drum brake machining techniques on state-of-the-art stationary and on-the-car brake lathe equipment. This course prepares students for the Automotive Service Excellence (ASE) A5 Brakes examination.

**AUTO 200: Automotive Hybrid and Alternative Fuel Vehicles**

Units: 4

Prerequisites: AUTO 135.

Advisory: AUTO 102 or AUTO 130.

Acceptable for Credit: CSU

Lecture 3.50 hours, laboratory 1.50 hours. (0948.00)

This course covers the theory, service, safety procedures, and repair of automotive hybrid and alternative-fuel powered vehicles. It emphasizes specialized tools, equipment, and component failure analysis. Students learn the complex theories of high voltage DC electrical systems, regenerative braking, biodiesel, natural gas, propane, alcohol, hydrogen, and algae-based alternative fuel systems, coupled with manufacturer-specific service and repair protocol. This course prepares students for entry-level employment as hybrid vehicle technicians and introduces them to existing and future alternative fuel technologies. (Formerly AUTO 296-1.)

**AUTO 220: HVAC Heating, Ventilation, and Air Conditioning**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 4.50 hours. (0948.00)

This course covers the fundamental theories, diagnosis, service, and repair practices of automotive air conditioning and heating systems. Topics include the procedures of recovering the refrigerant, replacing parts, evacuating, charging the air conditioning units, retrofitting, and computer-controlled climate control systems. This course helps prepare students to pass the Automotive Service Excellence (ASE) heating, ventilation, and air conditioning test.

**AUTO 225: Smog Check Training Inspection Procedures - Level 2**

Units: 2

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (0948.00)

This course (plus other requirements and course work) prepares students to qualify for the California Smog Check Technician Examination using Nissan and other Asian manufacturer-specific and standard Bureau of Automotive Repair (BAR) materials. The course covers the Smog Check Training Inspection Procedures Level 2 BAR-certified course.

**AUTO 235: Advanced Electronics and Electronic Engine Control Systems**

Units: 4

Prerequisites: AUTO 135.

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 3 hours. (0948.00)

This course covers advanced automotive electrical systems and computerized engine control systems as they relate to fuel/air management, ignition, emission controls, and accessory electronics. The course provides in-depth coverage of engine management sensors, actuators, idle speed, and transaxle electronic controls, and it emphasizes OBD II systems and computerized CAN BUS communications. This course prepares students for the ASE A6 certification exam in automotive electrical and electronic systems.

**AUTO 251: ASE A6 Alternative Course Electrical and Electronic Systems**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU

Lecture 0.50 hour, laboratory 1.50 hours. (0948.00)

This course supplants the ASE A6 examination required to sit for the California Smog Check Technician examination. It offers theory and hands-on training with automotive electrical and electronic systems. Students must pass the course with a grade of 70% or higher. This course meets or exceeds 20 hours of classroom instruction mandated by the State of California.

**AUTO 252: ASE A8 Alternative Course Engine Performance**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU

Lecture 0.50 hour, laboratory 1.50 hours. (0948.00)

This course supplants the ASE A8 examination required to sit for the California Smog Check Technician examination. It offers theory and hands-on training in automotive engine performance. Students must pass the course with a grade of 70% or higher. This course meets or exceeds 24 hours of classroom instruction mandated by the State of California.

**AUTO 253: ASE L1 Alternative Course Advanced Engine Performance**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU

Lecture 0.50 hour, laboratory 1.50 hours. (0948.00)

This course supplants the ASE L1 examination required to sit for the California Smog Check Technician examination. It offers theory and hands-on training in advanced engine performance. Students must pass the course with a grade of 70% or higher. This course meets or exceeds 28 hours of classroom instruction mandated by the State of California.

## **AUTO 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## **AUTO 296: Topics in Automotive Technology**

Units: 1-3

Prerequisites: None

Advisory: Each Topics course will be announced and described with its own title and 296 number designation in the class schedule.

Acceptable for Credit: CSU

Lecture 1 hour or Laboratory 3 hours.

Lecture 2 hours or Lecture 1 hours, Laboratory 3 hours.

Lecture 3 hours or Lecture 2 hours, Laboratory 3 hours. (0948.00)

This course gives students an opportunity to study topics in Art that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## **AUTO 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

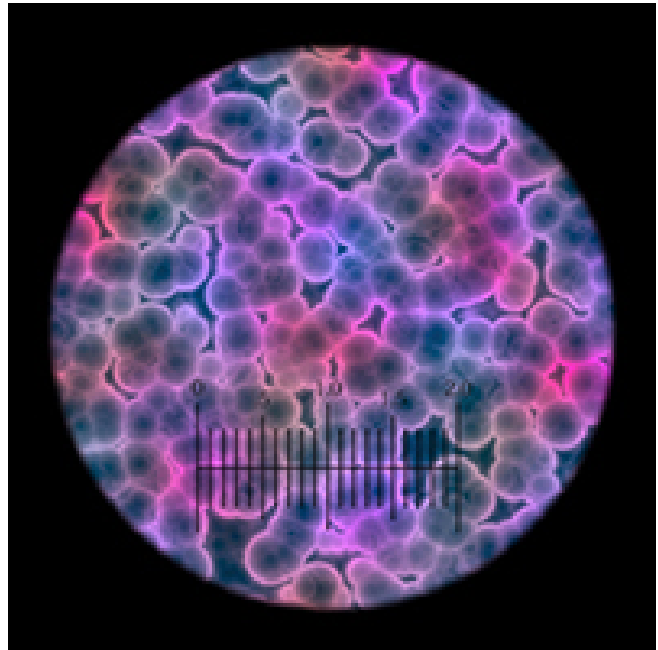
Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

# Biology



Biology is the science of life and living organisms, including their structure, function, growth, origin, evolution, and distribution. Students take biology courses to prepare for a biology major, to fulfill general education requirements, and to meet prerequisites for related courses. A bachelor's degree in biology can lead to careers in health care, biotechnology, medical research, wildlife conservation, marine science, and education.

## Contact Information

**Chair:** Jeanine Sepulveda  
jsepulveda@miracosta.edu

**Dean:** Carlos Lopez  
clopez@miracosta.edu  
www.miracosta.edu/BIO

**Department:** Biological Sciences

**Office:** Building OC3600,  
760.795.6648

## Full-Time Faculty

Suzie Bailey  
Gail Baughman  
Keith Cunningham  
Julie Haugsness-White  
Stacey Hull

Jeff Ihara  
Himgauri Kulkarni  
Jeanine Sepulveda  
John Thomford

## Courses

### BIO 100: General Biology (Lecture and Lab)

Units: 4

Prerequisites: Eligibility for ENGL 100 and MATH 64.

Enrollment Limitation: Not open to students with credit in BIO 101 and BIO 101L.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours, laboratory 3 hours. (0401.00)

This entry-level course provides a broad perspective of biological concepts and principles. Topics include the process of scientific inquiry, the biochemistry of biomolecules, metabolism and manipulation of energy by plants and animals, cell division, classical and molecular genetics, development, systems biology, and the evolution and adaptation of living organisms. The laboratory component of this course provides direct participation in experiments, demonstrations, and discussions related to fundamental concepts in biology. UC CREDIT LIMITATION: Credit for BIO 100, BIO 101, BIO 103, or BIO 105.

### BIO 101: General Biology

Units: 3

Prerequisites: Eligibility for ENGL 100 and MATH 64.

Advisory: Concurrent enrollment in BIO 101L is strongly recommended.

Enrollment Limitation: Not open to students with credit in BIO 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (0401.00)

This entry-level course provides a broad perspective of biological concepts and principles. Topics include the process of scientific inquiry, the biochemistry of biomolecules, metabolism and manipulation of energy by plants and animals, cell division, classical and molecular genetics, development, systems biology, and the evolution and adaptation of living organisms. UC CREDIT LIMITATION: Credit for BIO 100, BIO 101, BIO 103, or BIO 105.

### BIO 101L: General Biology Laboratory

Units: 1

Prerequisites: BIO 101 and eligibility for MATH 64.

Corequisite: BIO 101 if prerequisite not met.

Enrollment Limitation: Not open to students with credit in BIO 100.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (0401.00)

This laboratory accompaniment to BIO 101 provides direct participation in experiments, demonstrations, and discussions related to fundamental concepts in biology. This course further develops the student's understanding of topics introduced in the lecture.

### BIO 101S: Learning Assistance for General Biology

Units: 1

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

This optional learning assistance course provides students enrolled in BIO 100 or BIO 101 extended opportunities to develop their fundamental understanding and mastery of biological concepts and principles that will be directly applied toward success in BIO 100 and BIO 101.

### BIO 102: Ecology and Environmental Biology

Units: 4

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 3 hours. (0301.00)

This general education life science course is intended for non-science track students. It uses an interdisciplinary approach to explore the science of ecology and address contemporary environmental issues seeking sustainable solutions. Combining classroom investigation with field exploration, the lab component includes several field trips to local environmental resources.

### BIO 103: Animal Diversity

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in BIO 202.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (0401.00)

This life sciences course challenges students to think critically and demonstrate hypothetico-deductive reasoning within basic biological concepts, such as evolution, ecology, behavior, physiology, and development, while focusing on diversity within the animal kingdom. This course is intended for non-science majors. UC CREDIT LIMITATION: Credit for BIO 100, BIO 101, BIO 103, or BIO 105.

### BIO 105: Genes and Technology in Society

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours.

This introductory course relates basic biology to the emerging field of biotechnology. Topics include fundamental chemical processes common to all cells, biomolecular chemistry, cellular and molecular biology, classical and molecular genetics, and the molecular basis of immunology and cancer. The course highlights current advances in biotechnology, such as cloning, recombinant DNA technology, and gene therapy as well as the applications, social consequences, and ethical implications of biology and biotechnology in medicine and agriculture. UC CREDIT LIMITATION: Credit for BIO 100, BIO 101, BIO 103, or BIO 105.



## **BIO 150: General Botany**

Units: 4

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 3 hours. (0401.00)

This introductory course examines plant anatomy, physiology, and classification. It provides a broad perspective of biological concepts and principles and covers both unicellular and multicellular systems. Topics include structure and function of life, metabolism and manipulation of energy, cell division, genetics, taxonomy, and the evolution and adaptation of living organisms. Field trips may be required.

## **BIO 170: Marine Biology**

Units: 4

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 3 hours. (0401.00)

This general education life science course introduces basic biological concepts, offering students a broad perspective of biological systems. The course emphasizes the diversity of life in the ocean, how physical factors of the environment influence the biology of marine species, and anthropogenic impacts on the marine environment. The laboratory portion of the course combines classroom investigation with field exploration and emphasizes the scientific method, current research in the field of marine biology, and the development of field sampling techniques. Students are required to attend local field trips.

## **BIO 172: Marine Ecology**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (0401.00)

This general education life science course takes an ecological approach to the study of the marine environment. Topics include the interactions between organisms and their environment, the flow of energy through food webs, the structure of marine communities, and marine environmental sustainability. This course also examines past and present anthropogenic impacts on marine ecosystems.

## **BIO 180: Biostatistics**

Units: 4

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Advisory: BIO 101 or BIO 100.

Enrollment Limitation: Not open to students with credit in BTEC 180, PSYC 104, PSYC 104H, SOC 104, or SOC 104H.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours, laboratory 3 hours. (0401.00)

This introductory statistics course covers the principles and practice of statistical design and analysis for scientific experimentation. Topics include hypothesis formation, experimental design and execution, data analysis, and communication with application to scientific fields, such as the biological and health sciences. The course includes laboratory application with extensive use of computer software for statistical analysis and simulation. UC CREDIT LIMITATION: Credit for BIO 180/BTEC 180, MATH 103, PSYC 104/SOC 104, or PSYC 104H/SOC 104H.

## **BIO 190: Survey of Human Musculoskeletal System**

Units: 1

Prerequisites: None

Enrollment Limitation: Not open to students with credit in BIO 210.

Acceptable for Credit: CSU

Lecture 1 hour. (0401.00)

This course examines the anatomy and physiology of the human musculoskeletal system. Upon successful completion, students will be able to demonstrate locations, actions, and roles of skeletal muscles and their associated skeletal attachments. Students study the gross and microscopic anatomy of bones, skeletal muscles, and joints in the human body in health and in disease states through work with human skeletons and models. This course is designed for students enrolled in selected occupational health programs.

## **BIO 202: Foundations of Biology: Evolution, Biodiversity, and Organismal Biology**

Units: 4

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 3 hours. (0401.00)

This course surveys the organismal/meta-organismal half of biological disciplines. Topics include the taxonomy and physiology of prokaryotes and basal eukaryotes; the taxonomy, developmental biology, and physiology of plants and animals; and single-species population dynamics and interspecies interactions in communities. The laboratory emphasizes evolutionary process and mechanism, phylogeny reconstruction, comparative anatomy/physiology/survey of plants and animals, and life history evolution.

## **BIO 204: Foundations of Biology: Biochemistry, Cell Biology, Genetics, and Molecular Biology**

Units: 4

Prerequisites: CHEM 110.

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 3 hours.

This course surveys the molecular half of biological disciplines. Topics include biological molecules, metabolic biochemistry, cell biology, molecular biology, and genetics. The laboratory emphasizes modern methods in cell and molecular biology, classical genetics, and experimental design.

## **BIO 210: Human Anatomy**

Units: 4

Prerequisites: BIO 100, BIO 101, or a minimum 3-unit course in biology that presents principles of cellular life in its curriculum.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 6 hours. (0410.00)

This course follows a systemic approach by combining microscopic studies of tissues (histology) and organs along with gross/visual anatomical studies of the human body. Students learn dissection techniques by working with preserved mammalian specimens, including human cadavers. Because the course presents applied clinical situations, it is recommended for students majoring in the allied health field, massage therapy, kinesiology, and physical education.

**BIO 220: Human Physiology**

Units: 4

Prerequisites: BIO 100, BIO 101, BIO 204, or BIO 210.

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 3 hours. (0410.00)

This course presents the interrelationships of the various organ systems, based upon the molecular and cellular activities of the organs that comprise those systems. It emphasizes the integration of body systems for maintaining homeostasis through regulated metabolism and coordinated flow of information. This course is designed for students majoring in pre-medicine, pre-nursing, allied health fields, and physical education.

**BIO 230: Fundamentals of Microbiology**

Units: 5

Prerequisites: BIO 220, CHEM 100, CHEM 104, CHEM 108, or CHEM 110.

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 6 hours. (0403.00)

This course examines the fundamental concepts of life to provide students, especially those majoring in a medical/biotechnical field, with a working knowledge of microbiology and its special techniques. Students learn about bacteria, fungi, protists, and viruses as well as pathogenicity and immunology of important medical organisms. Topics include the history, morphology, and physiology of microbes and techniques for isolating, culturing, identifying, and controlling bacteria.

**BIO 290: Human Dissection Laboratory**

Units: 1

Prerequisites: BIO 210.

Acceptable for Credit: CSU

Laboratory 3 hours. (0401.00)

This supervised study of human dissection techniques includes a review of dissection procedures as well as practical experience with human cadavers. The course follows a regional approach to human anatomy and covers all major muscle groups, organs, nerves, and blood vessels of the body. It is intended for students who are interested in medical careers, pathology, and normal anatomy of the human body.

**BIO 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**BIO 296: Topics in Biology**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (0401.00)

This course gives students an opportunity to study topics in Biology that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**BIO 298: Directed Study in Biology**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (0401.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## BIO 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

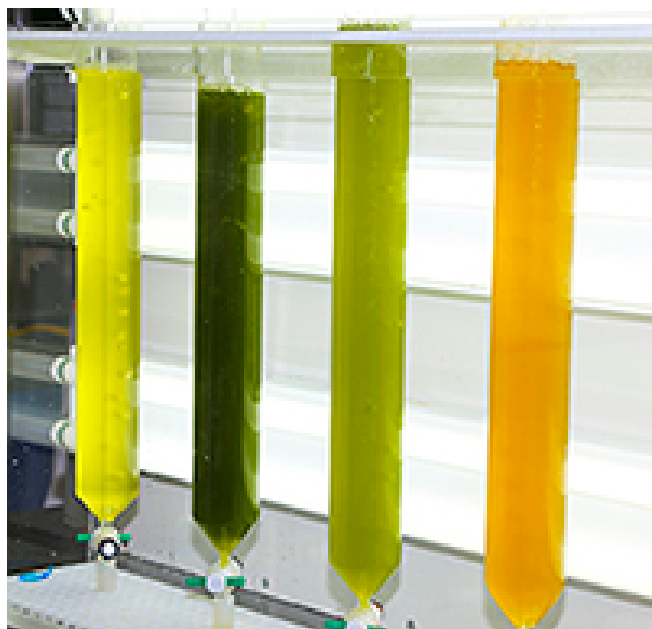
Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Biotechnology



The expanding field of biotechnology devotes itself to improving human health through the research, development, testing, manufacturing, and marketing of products related to the biomedical and agricultural industries. The Biotechnology program provides both the theoretical background and practical experience necessary to gain employment in the biotechnology industry. Career paths include research, development, quality control and assurance, manufacturing, analytical testing, and lab technician work.

## Contact Information

**Chair:** Michael Fino

mfino@miracosta.edu

**Dean:** Carlos Lopez

clopez@miracosta.edu

www.miracosta.edu/BTEC

**Department:** Biotechnology

**Office:** Building OC3600,

760.795.6648

## Full-Time Faculty

Gail Baughman

Michael Fino

## Program Student Learning Outcomes (PSLOs)

The degree program includes the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Research and Development Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of the program, students will report that they were sufficiently developed to meet employer expectations for entry-level performance in a technical laboratory.

### Bioprocess Technology Certificate of Achievement

**PSLO:** Upon completion of the program, students will be able to successfully perform a technical laboratory task by employing the appropriate equipment and tools, safely and effectively.

## Associate Degree

### Associate in Arts Degree Research and Development



Students may earn the above-named associate degree by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

## Certificates

### Certificate of Achievement

#### Bioprocess Technology



This certificate provides a foundation in, and practical application of, the technologies employed by biotechnology companies engaged in the production of cell-derived products from small to large scales. Through a combination of applied lecture and hands-on laboratory instruction, students acquire the confidence, competence, and compliance for technical work in a regulated environment. Bioprocess technologies encompass the operation of specialized equipment and instrumentation used to produce biopharmaceuticals or reagents utilized by biotechnology, pharmaceutical, and academic research labs. Students learn to grow a variety of cells, express a biomolecule of interest, and recover the desired biomolecule through a series of purification steps. They learn to follow good manufacturing practices by maintaining records in order to comply with quality system requirements and government regulations. This certificate is designed for bioprocess-technician skill development as well as professional development for those already employed in the industry.

**Required courses:**

BTEC 110	Basic Techniques in Biotechnology	4
BTEC 120	Business and Regulatory Practices in Biotechnology	3
BTEC 211	Technical Writing for Regulated Environments	1
BTEC 221	Bioprocessing: Cell Culture and Scale-up	1.5
BTEC 222	Bioprocessing: Large Scale Purification	1.5
Select at least one course from the following:		1
BTEC 210	Data Analysis with Excel	
BTEC 292	Internship Studies	
BTEC 299	Occupational Cooperative Work Experience	

Total Units 12

### Certificate of Achievement

#### Research and Development

The Research and Development certificate is designed to meet the increasing need for entry-level laboratory technicians, especially in the field of research and development. Technicians in this field must be proficient in the application of scientific methodology to solve problems. They must learn

and implement laboratory procedures and use specialized laboratory equipment. Competency in organizational, computational and communication skills is required. This three-semester program is designed to give students the theoretical background and practical experience necessary to be an effective laboratory technician as well as to prepare them for upper division course work in the biosciences. Graduates of this biotechnology program can expect to be employed in various capacities, including quality control, quality assurance, production, applied research, product development, analytical testing, and academic (basic) research.

**Required courses:**

BIO 100	General Biology (Lecture and Lab)	3-4
or BIO 101	General Biology	
or BIO 105	Genes and Technology in Society	
BTEC 110	Basic Techniques in Biotechnology	4
BTEC 120	Business and Regulatory Practices in Biotechnology	3
BTEC/BIO 180	Biostatistics	4
CHEM 108	Preparatory Chemistry	3
CHEM 110	General Chemistry	5
CHEM 111	General Chemistry	5
CSIT 110	Computer Applications	1-3
or CSIT 115	Intermediate Computer Applications	
or CSIT 128	Microsoft Excel for Business	
or BTEC 210	Data Analysis with Excel	
ENGL 100	Composition and Reading	4
MATH 64	Intermediate Algebra	4
Select at least 4 electives from below:		4-5
BTEC 201	Advanced Cell Culture	
BTEC 203	Techniques in DNA Amplification	
BTEC 204	Recombinant DNA	
BTEC 206	Principles of Separation and HPLC	
BTEC 207	Techniques in Immunochemistry and ELISA	
BTEC 211	Technical Writing for Regulated Environments	
BTEC 221	Bioprocessing: Cell Culture and Scale-up	
BTEC 222	Bioprocessing: Large Scale Purification	
BTEC 230	Techniques in Biofuels Production and Analysis	
BTEC 292	Internship Studies	
BTEC 299	Occupational Cooperative Work Experience	

Total Units 40-44

### Certificate of Proficiency

#### Laboratory Skills

This certificate is designed to meet the increasing need for trained and competent associates in laboratory environments. The required courses provide students with fundamental laboratory skills to start or enhance a career in the biosciences. Students completing this certificate can expect employment utilizing their technical skills in the performance of tests and routine tasks inherent to a wide range of laboratory environments. This certificate is intended for the development of



general laboratory skills as well as professional growth for those already employed in the industry.

Required courses:		
BTEC 110	Basic Techniques in Biotechnology	4
BTEC 120	Business and Regulatory Practices in Biotechnology	3
Select at least four courses from the following:		4-5
BTEC 201	Advanced Cell Culture	
BTEC 203	Techniques in DNA Amplification	
BTEC 204	Recombinant DNA	
BTEC 206	Principles of Separation and HPLC	
BTEC 207	Techniques in Immunochemistry and ELISA	
BTEC 210	Data Analysis with Excel	
BTEC 211	Technical Writing for Regulated Environments	
BTEC 221	Bioprocessing: Cell Culture and Scale-up	
BTEC 222	Bioprocessing: Large Scale Purification	
BTEC 230	Techniques in Biofuels Production and Analysis	
BTEC 292	Internship Studies	
BTEC 299	Occupational Cooperative Work Experience	
Total Units		11-12

## Courses

### BTEC 110: Basic Techniques in Biotechnology

Units: 4

Prerequisites: None

Advisory: Eligibility for ENGL 100; MATH 64; CHEM 108; and BIO 100 or BIO 101 or BIO 105.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 6 hours. (0430.00)

This course focuses on the basic laboratory skills needed for employment in the bioscience/biotechnology industry. Students learn laboratory safety and documentation while acquiring skills in the maintenance and calibration of basic lab equipment, calculation and preparation of lab solutions and media, and routine handling of both bacterial and mammalian cell cultures (tissue culture). Students also develop fundamental skills in spectroscopy, centrifugation, performance of assays, gel electrophoresis, and the purification and handling of biological molecules, such as proteins and DNA.

### BTEC 120: Business and Regulatory Practices in Biotechnology

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0430.00)

This course examines basic business principles and practices utilized in the discovery, development, and production phases of new product development. It explores the role of governmental oversight and regulation in assuring the safety, efficacy, and quality of a biotechnology product.

### BTEC 180: Biostatistics

Units: 4

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Advisory: BIO 100 or BIO 101.

Enrollment Limitation: Not open to students with credit in BIO 180, PSYC 104, PSYC 104H, SOC 104, or SOC 104H.

Acceptable for Credit: CSU, UC Credit limitation  
Lecture 3 hours, laboratory 3 hours. (0430.00)

This introductory statistics course covers the principles and practice of statistical design and analysis for scientific experimentation. Topics include hypothesis formation, experimental design and execution, data analysis, and communication with application to scientific fields, such as the biological and health sciences. The course includes laboratory application with extensive use of computer software for statistical analysis and simulation. UC CREDIT LIMITATION: Credit for BIO 180/BTEC 180, MATH 103, PSYC 104/SOC 104 or PSYC 104H/SOC 104H.

### BTEC 201: Advanced Cell Culture

Units: 1

Prerequisites: None

Advisory: BTEC 110.

Acceptable for Credit: CSU

Lecture 0.50 hour, laboratory 1.50 hours. (0430.00)

This advanced course teaches skills in the proper handling of cells from higher organisms, such as plants, mammals, and insects, that are routinely maintained in culture in the biotechnology laboratory. Instruction focuses on growth and manipulation techniques and long-term maintenance of various laboratory cell cultures that may include anchorage-dependent and suspension cell lines as well as stem cell cultures.

### BTEC 203: Techniques in DNA Amplification

Units: 1

Prerequisites: None

Advisory: BTEC 110.

Acceptable for Credit: CSU

Lecture 0.75 hour, laboratory 0.75 hour.

This advanced course provides skills in the performance of the polymerase chain reaction (PCR), a technique commonly used to amplify DNA in forensics and the biotechnology laboratory. Instruction focuses on understanding the process; potential applications of DNA amplification; and the skills related to the set up, performance, and evaluation of the outcome of the technique. The course assumes some prior knowledge of solution preparation and gel electrophoresis.



**BTEC 204: Recombinant DNA**

Units: 1

Prerequisites: None

Advisory: BTEC 110.

Acceptable for Credit: CSU

Lecture 0.75 hour, laboratory 0.75 hour. (0430.00)

This advanced course provides skills in recombinant DNA technology used to analyze and manipulate DNA in the biotechnology laboratory. Students learn about the process of cloning DNA and acquire the skills necessary to cut, piece together, and introduce new DNA molecules into prepared host bacterial cells.

**BTEC 206: Principles of Separation and HPLC**

Units: 1

Prerequisites: None

Advisory: BTEC 110.

Acceptable for Credit: CSU

Lecture 0.75 hour, laboratory 0.75 hour.

This advanced course provides skills in the separation of biomolecules from complex mixtures using high performance liquid chromatography (HPLC). Instruction focuses on understanding the principles of separation, acquiring skills in the separation of various biomolecules, and analyzing the outcome for the purpose of determining system performance and biomolecular purification. The course assumes some prior knowledge of solution preparation, assays, and spectroscopy.

**BTEC 207: Techniques in Immunochemistry and ELISA**

Units: 1

Prerequisites: None

Advisory: BTEC 110.

Acceptable for Credit: CSU

Lecture 0.75 hour, laboratory 0.75 hour. (0430.00)

This advanced course provides skills in the use of antibody reagents as a tool in the biotechnology laboratory. It focuses on the nature and specificity of antibody reagents for the identification and quantification of biological molecules. Students learn how to set up, perform, and analyze techniques utilizing antibodies, such as Westerns and ELISAs.

**BTEC 210: Data Analysis with Excel**

Units: 1

Prerequisites: None

Advisory: CSIT 100.

Acceptable for Credit: CSU

Lecture 0.75 hour, laboratory 0.75 hour.

This course teaches how modern spreadsheet programs can be used to collect and organize data for subsequent tabulation, summarization, and graphical display. It utilizes various forms of scientific data to teach the techniques and skill that facilitate the capture, analysis, and management of data. Topics include importing and organizing data, filtering and sorting, graphing, and statistical analysis functions.

**BTEC 211: Technical Writing for Regulated Environments**

Units: 1

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU

Lecture 1 hour.

This course provides the requisite tools to understand why technical writing exists and how that writing works in conjunction with the many types of documents found in regulated environments. It also develops the techniques needed to deliver clear and complete passages with precise language. Students apply best practices for technical writing to a variety of documents, including reports, standard operating procedures (SOP), and investigations.

**BTEC 221: Bioprocessing: Cell Culture and Scale-up**

Units: 1.5

Prerequisites: None

Advisory: BTEC 110, BTEC 120

Acceptable for Credit: CSU

Lecture 0.75 hour, laboratory 2.25 hours.

This laboratory course develops the skills and knowledge related to the culture of cells in increasingly larger scales for the production of biological molecules. Students grow and monitor a variety of cells (bacterial, yeast, and/or mammalian) on a laboratory scale that emulates the large-scale production used in industry. They become familiar with the cleaning, sterilization, aseptic inoculation, operation, and monitoring of fermenters and bioreactors. The course emphasizes the use of current Good Manufacturing Practices (cGMPs) and process control strategies, and students gain experience following Standard Operating Procedures (SOPs).

**BTEC 222: Bioprocessing: Large Scale Purification**

Units: 1.5

Prerequisites: None

Advisory: BTEC 110; BTEC 120.

Acceptable for Credit: CSU

Lecture 0.75 hour, laboratory 2.25 hours. (0430.00)

This laboratory course develops the skills and knowledge related to purification of biological molecules produced on a large scale. Students utilize the most common types of separation equipment, including tangential flow filtration, centrifugation, and column chromatography. They become familiar with the cleaning, sanitization, calibration, operation, and monitoring of large-scale purification equipment. The course emphasizes the use of current Good Manufacturing Practices (cGMPs) and process control strategies, and students gain experience following Standard Operating Procedures (SOPs).

**BTEC 230: Techniques in Biofuels Production and Analysis**

Units: 1

Prerequisites: None

Advisory: BTEC 110.

Acceptable for Credit: CSU

Lecture 0.75 hour, laboratory 0.75 hour. (0430.00)

This advanced course introduces students to the rapidly developing field of renewable energy and, specifically, biofuels production through a combination of lecture and applied laboratory techniques.

### **BTEC 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### **BTEC 296: Topics in Biotechnology**

Units: 1-4

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours.

Lecture 4 hours. (0430.00)

This course gives students an opportunity to study topics in Biotechnology that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

### **BTEC 299: Occupational Cooperative Work Experience**

Units: 1-6

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Business Administration



The Business Department offers theoretical and practical courses for students planning to transfer as business majors, career and technical courses that lead to certificates of proficiency and achievement, and courses designed to improve workplace skills. Career opportunities in business include accounting, marketing, finance, small business development, and management in retail, service, manufacturing, government, and nonprofit organizations.

### Contact Information

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**Department:** Business  
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### Full-Time Faculty

Christina Hata  
Tom Severance  
Rita Soza

### Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and

abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Associate in Science in Business Administration for Transfer Degree

**PSLO:** Upon completion of this program, the student will be able to interpret and analyze the Income Statement, Balance Sheet, and Statement of Cash Flows for the purpose of making business decisions.

### Entrepreneurship Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to select a target market and develop the marketing mix for a specific product or service.

### Management Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to identify, compare, and contrast communication styles to improve personal effectiveness.

### Marketing Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to select a target market and develop the marketing mix for a specific product or service.

### Retail Management Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to evaluate a potential layout analysis for a proposed retail business.

### Social Media for Business Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to develop a social media marketing plan using multiple platforms to reach his/her audience.

## Associate Degrees

### Associate in Science Degree

#### Associate in Science in Business Administration for Transfer Degree

Students completing this associate degree will have completed lower-division major preparation requirements for a business administration degree, an emphasis or option within a business administration degree, or a degree considered similar to business administration at a participating California State University (CSU) campus. Following transfer to a participating CSU campus, students will be required to complete no more than 60 units to obtain a bachelor's degree; however, some CSU campuses accepting this degree may require additional lower-division major preparation. This degree may not be appropriate preparation for students transferring to a CSU campus not accepting this degree or to a university or college that is not part of the CSU system. Students should consult with a MiraCosta counselor for further information regarding the most efficient pathway to transfer as a business administration major and to determine which CSU campuses are participating in this program.

**To complete the degree, students must fulfill the following requirements:**

- ▶ Complete 60 semester (90 quarter) CSU transferable units
- ▶ Complete all courses required in the major with a "C" or better
- ▶ Complete the CSU-GE or CSU-IGETC general education pattern
- ▶ Achieve a minimum CSU transferable GPA of 2.0
- ▶ Complete a minimum of 12 units in residence at MiraCosta College.

Required Core: (17 units)

ACCT 201	Financial Accounting *	4
ACCT 202	Managerial Accounting *	4
ECON 101	Principles of Economics: MACRO *	3
ECON 102	Principles of Economics: MICRO *	3
BUS 140	Legal Environment of Business *	3
or BUS 140H	Legal Environment of Business (Honors)	
List A: 4 Units. Select one course. (It is recommended that you select courses that meet lower-division major preparation requirements at your intended transfer university.)		4
MATH 103	Statistics	
MATH 115	Calculus with Applications *	
List B: 6-7 Units. Select two courses. (It is recommended that you select courses that meet lower-division major preparation requirements at your intended transfer university.)		6-7
Any course from List A not already used.		
BUS 120	Introduction to Business	
BUS 290	Business Communication *	
or BUS 290H	Business Communication (Honors)	
CSIT 120	Fundamentals of Computer Information Systems	
Total Units		27-28

\* Courses required for business administration major preparation at CSUSM. At the time of this publication, CSU San Marcos (CSUSM) is not a participating campus.

NOTE: To insure this degree is completed with no more than 60 units, students should select courses that also satisfy a general education requirement on the CSU-GE or CSU-IGETC general education pattern: ECON 101 and ECON 102, MATH 103 or MATH 115.

Students are strongly advised to complete the History, Constitution, and American Ideals requirement prior to transfer.

### Associate in Arts Degrees

#### Entrepreneurship

#### Management

#### Marketing

#### Retail Management

Students may earn one of the above-named associate degrees by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate

in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

## Certificates

### Certificate of Achievement Entrepreneurship



Students who start and run their own businesses enjoy the freedom of being their own boss with unlimited earning potential. This certificate program is for both current and prospective entrepreneurs. It assists students in learning and applying the traits and skills necessary to start, operate, and maintain a successful business. Students choose from a variety of electives, emphasizing either selected business skills or industry-specific expertise. Students may take courses in any sequence.

Required courses:		
BUS 132	Marketing	3
BUS 136	Human Relations in Business	3
ACCT 101	Practical Accounting	4
or ACCT 201	Financial Accounting	
Including one of the following:		3
BUS 130	Small Business Management	
BUS 170	Entrepreneur I	
& BUS 171	and Entrepreneur II	
Select at least 9 elective units from the following:		9
BUS 134	Retail Management	
BUS 135	Personal Selling	
BUS 137	Customer Service	
BUS 138	Advertising and Promotion	
BUS 147	Personal Finance	
BUS 160	International Business	
BUS 292	Internship Studies	
CSIT 146	E-Commerce and Web Presence	
HOSP 100	Introduction to Hospitality Management	
MAT 125	Web Design 1: Fundamentals	
MTEC 160	Business of Music I	
Total Units		22

### Certificate of Achievement Management

The Management Certificate benefits students who are trying to keep pace with an increasingly turbulent working environment. It is particularly appropriate for manufacturing firms facing strong international competition and for all service industries. Completion of the certificate gives students a solid introduction to various management philosophies and skills and is a valuable addition to their resume. Students choose from a variety of electives, emphasizing either selected skills or industry-specific expertise. Students may take courses in any sequence.

Required courses:		
BUS 117	Human Resources Management	3
BUS 131	Management Principles	3
BUS 136	Human Relations in Business	3
BUS 290	Business Communication	3
or BUS 290H	Business Communication (Honors)	
Select at least 9 units from the following:		9
BUS 130	Small Business Management	
BUS 133	Project Management	
BUS 134	Retail Management	
BUS 137	Customer Service	
BUS 140	Legal Environment of Business	
or BUS 140H	Legal Environment of Business (Honors)	
BUS 292	Internship Studies	
ACCT 202	Managerial Accounting	
COMM 101	Public Speaking	
COMM 106	Group Communication	
HOSP 100	Introduction to Hospitality Management	
MATH 103	Statistics	
PSYC/SOC	Statistics for Behavioral Science	
104		
PSYC/SOC	Statistics for Behavioral Science (Honors)	
104H		
Total Units		21

### Certificate of Achievement Marketing

Marketing is the process of planning and executing the conception, pricing, promotion, and distribution of ideas, goods, and services to create exchanges that satisfy individual and organizational objectives. It is critical to all business success. This certificate program is for the student currently in or hoping to enter the marketing field. Students learn how products and services are developed, priced, promoted, and distributed; they also learn and practice marketing skills needed in the job market. Students may take courses in any sequence. Students are encouraged to choose a variety of electives that best increase their skill set.

Required courses:		
BUS 132	Marketing	3
BUS 135	Personal Selling	3
BUS 138	Advertising and Promotion	3
BUS 290	Business Communication	3
or BUS 290H	Business Communication (Honors)	

Select at least 9 elective units from the following: 9

BUS 134	Retail Management	
BUS 136	Human Relations in Business	
BUS 137	Customer Service	
BUS 160	International Business	
BUS 292	Internship Studies	
CSIT 146	E-Commerce and Web Presence	
MAT 110	Digital Imaging 1: Adobe Photoshop	
MAT 125	Web Design 1: Fundamentals	
MATH 103	Statistics	
PSYC/SOC 104	Statistics for Behavioral Science	
PSYC/SOC 104H	Statistics for Behavioral Science (Honors)	
Total Units		21

**Certificate of Achievement  
Retail Management**

Retail management is an expanding career path supported by many industry sectors. Strong retail managers are essential to business success in electronics, clothing, food, entertainment, home furnishings, cosmetics, gifts, athletic equipment, pet supplies, and just about every other imaginable consumer product and service. This certificate, designed in collaboration with industry leaders, provides the student with many of the competencies required for success at the management level within the vast retail industry. The program encompasses business essentials, such as accounting and marketing, and emphasizes the "soft skills" of management and communication required for career success. This certificate has been endorsed by the Western Association of Food Chains and its member companies.

Required courses:

BUS 117	Human Resources Management	3
BUS 131	Management Principles	3
BUS 132	Marketing	3
BUS 134	Retail Management	3
BUS 136	Human Relations in Business	3
BUS 290	Business Communication	3
or BUS 290H	Business Communication (Honors)	
ACCT 101	Practical Accounting	4
or ACCT 201	Financial Accounting	
ACCT 158	Business Mathematics	3
CSIT 110	Computer Applications	3
COMM 101	Public Speaking	3
Total Units		31

**Certificate of Achievement  
Social Media for Business**

This program combines business skills in marketing, advertising, and communication with technical skills in social media and e-commerce. Students gain a working knowledge of techniques to increase and optimize business-oriented web traffic in various social media venues, including Facebook, LinkedIn, Twitter, and other emerging social media and e-commerce platforms. Students achieve focus through elective selections. Students

should consider electives based on their need for building more skills with service and communication (BUS 137 and BUS 290), technical skills and software (CSIT 120 and CSIT 137), or web and graphic design (MAT 110 and MAT 125). Students can also gain real-world practical experience through internships (BUS/CSIT/MAT 292) and work experience (BUS/CSIT/MAT 299).

Required courses:

BUS 132	Marketing	3
BUS 138	Advertising and Promotion	3
CSIT 146	E-Commerce and Web Presence	3
CSIT 155	Social Media for Business	3
Select a minimum of six units from the courses below:		6
BUS 137	Customer Service	
BUS 290	Business Communication	
or BUS 290H	Business Communication (Honors)	
BUS 292	Internship Studies *	
BUS 299	Occupational Cooperative Work Experience *	
CSIT 120	Fundamentals of Computer Information Systems	
CSIT 137	Google Apps for Business	
CSIT 292	Internship Studies *	
CSIT 299	Occupational Cooperative Work Experience *	
MAT 110	Digital Imaging 1: Adobe Photoshop	
MAT 125	Web Design 1: Fundamentals	
MAT 292	Internship Studies *	
MAT 299	Occupational Cooperative Work Experience *	
Total Units		18

\*Students can take 1-3 units of the 292 and 299 courses.

**Certificate of Proficiency  
Business Fundamentals**

This certificate introduces and provides an overview of the issues and skills involved in business education and/or careers in business. An introductory business course covering marketing, management, and finance is combined with a communications course and a computer skills course. Together, these courses provide a foundation for work and/or study related to business.

Required courses:

BUS 120	Introduction to Business	3
BUS 290	Business Communication	3
or BUS 290H	Business Communication (Honors)	
CSIT 110	Computer Applications	3
Total Units		9

**Certificate of Proficiency  
Entrepreneurship Fundamentals**

This certificate gives students planning their own business a great start by introducing classes and topics dealing with the three fundamental concerns of all business: money and



finance (accounting), pursuing creative ideas and selling (marketing), and hiring, working with, and developing people (human relations). Students who complete this certificate are encouraged to then pursue the Entrepreneurship Certificate of Achievement.

Required courses:		
ACCT 101	Practical Accounting	4
BUS 132	Marketing	3
BUS 136	Human Relations in Business	3
Including one of the following:		3
BUS 130	Small Business Management	
BUS 170 & BUS 171	Entrepreneur I and Entrepreneur II	
Total Units		13

## Certificate of Proficiency Project Management

Project management careers include positions in diverse areas of business, such as construction, engineering, information technology, telecommunications, software development, and health care. This certificate focuses on both the development of knowledge and professional skills to become a project manager by developing job-related skills in the field and preparation for the professional certification exam. Coursework topics include principles of project management, computer applications, communication, and management.

Required courses:		
BUS 131	Management Principles	3
BUS 133	Project Management	3
BUS 290	Business Communication	3
CSIT 110	Computer Applications	3
Select one course from the following:		3
BUS 130	Small Business Management	
CSIT 120	Fundamentals of Computer Information Systems	
DESN 204	Advanced 3D Modeling and Prototyping	
MAT 120	Media Design 1: Production	
Total Units		15

## Certificate of Proficiency Retail Assistant

This certificate covers topics essential to the retail workplace and addresses basic skills required for success in that setting.

Required courses:		
BUS 132	Marketing	3
BUS 137	Customer Service	3
ACCT 158	Business Mathematics	3
Total Units		9

## Courses

### BUS 117: Human Resources Management

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 3 hours. (0506.00)

This course introduces human resource management in business. Topics include the scope of human resource management, employee advocacy, employment law, recruiting, training, employee development, performance management, compensation and benefits programs, managing diversity and global operations, collective bargaining, and using human resources as a competitive advantage.

### BUS 120: Introduction to Business

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU, UC  
Lecture 3 hours. (0506.00)

This course introduces the trends and opportunities in today's dynamic business environment as they relate to economics, global markets, ethics and social responsibility, business ownership forms, entrepreneurship, management responsibility, human resources management, marketing, operations, accounting, and financial management. Students gain important business context and discover many business career and educational opportunities.

### BUS 130: Small Business Management

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 3 hours. (0506.40)

In this business start-up and management course, students learn about conducting preliminary research, analyzing trends and competition, buying and starting a business or franchise, developing a business plan, considering legal issues, target marketing, accounting, managing personnel, and responsible business practices.

### BUS 131: Management Principles

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 3 hours. (0506.00)

This course explores contemporary management application issues. Topics include management theories, finding and developing leaders, measuring and improving customer and employee satisfaction, strategic planning, hiring and training employees, developing workplace teams, choosing and evaluating suppliers, and labor and legal issues.

**BUS 132: Marketing**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0509.00)

This course introduces students to the principles of marketing. Topics include segmenting, targeting, market research, buyer behavior, distribution, retailing, advertising, selling, and international issues. Students gain an understanding of the marketing mix (product, distribution, promotion, and price) for a defined target market.

**BUS 133: Project Management**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0506.00)

This course introduces students with varying backgrounds to the fundamental principles of contemporary project management in personal and professional environments. The course covers the principles and methods necessary to create an effective plan and schedule for a project; the techniques to monitor, control, and measure performance of the project once it is underway; and the competing demands of time, scope, and resources. Topics also include project management software, communication, Web resources, certifications, and lifelong learning.

**BUS 134: Retail Management**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0506.00)

This course introduces the principles and practices used in managing retail businesses. Topics include site selection, layout, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the critical buying function.

**BUS 135: Personal Selling**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0509.40)

This course covers professional selling techniques. Topics include finding career opportunities, motivating, persuading, prospecting, interviewing, handling buyer concerns, negotiating, closing the transaction, obtaining referrals, telemarketing, and addressing legal and ethical concerns.

**BUS 136: Human Relations in Business**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0506.00)

This course covers the major themes of human relations, including self-awareness, communication, motivation, and conflict resolution, from psychological, sociological, and physiological perspectives. It emphasizes interpersonal skills that promote personal and professional success in a culturally diverse, global, and high-tech business environment. Topics include the identification of values, ethics, teamwork, and leadership-skill development. The course also examines strategies that can be utilized to attain physical and emotional well-being with the workplace.

**BUS 137: Customer Service**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0506.00)

This course presents a practical approach to understanding and implementing the principles of customer service within an organization. Topics include verbal and nonverbal communication, how to create a culture of service and build customer loyalty, and the role and use of technology in the service industry.

**BUS 138: Advertising and Promotion**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0509.00)

This course provides students with an overview of advertising and promotion. Topics include strategic planning, branding, budgeting, message selection and media, the creative process of ad development, and public relations.

**BUS 140: Legal Environment of Business**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in BUS 140H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (0505.00)

This course introduces business-related law, ethics, social responsibility, and government regulations. Topics include dispute resolution, legal system and laws, torts, crimes, contracts, sales, warranties, negotiable instruments, secured transactions, bankruptcy, agency, employment, business entities, real and personal property, cyberlaw, and intellectual property. C-ID BUS-120.

## **BUS 140H: Legal Environment of Business (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in BUS 140.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (0505.00)

This course offers highly motivated students an introduction to business-related law, ethics, social responsibility, and government regulations. Topics include dispute resolution, legal system and laws, torts, crimes, contracts, sales, warranties, negotiable instruments, secured transactions, bankruptcy, agency, employment, business entities, real and personal property, cyberlaw, and intellectual property. As an honors course, it provides students the opportunity to conduct legal research, participate in moot-court simulations, and lead and participate in seminar-like discussions. UC CREDIT LIMITATION: Credit for BUS 140 or BUS 140H. C-ID BUS-120.

## **BUS 147: Personal Finance**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0502.00)

This course assists students in gaining the knowledge, tools, attitude, and skills needed to make informed lifelong financial decisions that will empower their lives. Students explore the social, psychological, and physiological issues related to planning and managing a personal financial plan. Topics include goal setting, budgeting, money management, taxes, savings, consumer credit, automobiles, housing, insurance, investment vehicles, retirement and estate planning, and the financial impact of marriage and divorce.

## **BUS 160: International Business**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0508.00)

This course covers international business, trade, and globalization. Topics include politics, laws, economics, cultures, ethics, foreign trade/investment/exchange, internationalizing a business, entering foreign markets, strategizing, structuring, and managing in a global economy with social responsibility.

## **BUS 170: Entrepreneur I**

Units: 1.5

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1.50 hours. (0506.40)

This course covers business ideas, paths to entrepreneurship, and marketing. Topics include small business opportunities/rewards, entrepreneur characteristics/competencies, idea creation/feasibility, full/part-time opportunities, business plans, and marketing strategies.

## **BUS 171: Entrepreneur II**

Units: 1.5

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1.50 hours. (0506.40)

This course continues the introduction to starting a small business begun in BUS 170. It covers business marketing, finance, management, and organization. Topics include distribution, location, accounting, debt, equity, cash management, inventory, risk management, legal issues, human resource management, and business success factors.

## **BUS 290: Business Communication**

Units: 3

Prerequisites: Eligibility for ENGL 100.

Advisory: ENGL 100.

Enrollment Limitation: Not open to students with credit in BUS 290H.

Acceptable for Credit: CSU

Lecture 3 hours. (0506.00)

This course focuses on the principles of effective written, oral, and electronic communication. It emphasizes solving problems and eliciting positive response through carefully organized and designed memos, letters, reports, and presentations.

## **BUS 290H: Business Communication (Honors)**

Units: 3

Prerequisites: Eligibility for ENGL 100.

Advisory: ENGL 100.

Enrollment Limitation: Not open to students with credit in BUS 290.

Acceptable for Credit: CSU

Lecture 3 hours. (0506.00)

This course offers highly motivated students an enriched academic approach to the principles of effective written, oral, and electronic communication. The course emphasizes solving real-world problems and eliciting positive responses through carefully planned, organized, and designed memos, letters, reports, and presentations.

**BUS 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**BUS 296: Topics in Business Administration**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (0501.00)

This course gives students an opportunity to study topics in Business Administration that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**BUS 298: Directed Study in Business**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (0506.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

**BUS 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Business Office Technology

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The Business Office Technology (BOT) program offers career and technical education courses for students and working professionals who want to learn or update specific job skills or obtain specialized certificates in the office/administrative assistant skill area. Career fields include general administrative support, secretarial, clerical, office assistant, executive assistant, office management, and customer service.

### Contact Information

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### Full-Time Faculty

Kathryn Striebel

### Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Administrative Professional Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to create and format written communications choosing the medium for a given scenario.

### Office Manager Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to create an office procedures manual for training of administrative office staff.

#### Associate Degrees

#### Associate in Arts Degrees

##### Administrative Professional

##### Office Manager

Students may earn one of the above-named associate degrees by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

#### Certificates

#### Certificate of Achievement

##### Administrative Professional

This certificate program provides students with foundation skills in basic office procedures, quality document production, communication technology in software and equipment, Internet research, and basic computer skills, all of which are needed for entry-level administrative support positions. Administrative professionals train staff, conduct research, operate and troubleshoot new office technologies, coordinate office administrative activities, and store, retrieve, and integrate information for dissemination to staff and clients.

Required courses:		
BOT 100	Beginning Keyboarding (or Typing Test @ 40 wpm)	1
BOT 102	10-Key	1
BOT 110	Word Processing	3
BOT 113	Basic Office Skills	1
BOT 116	Office Systems and Procedures	3
BOT 117	Management Office Skills	1
CSIT 110	Computer Applications	3
Select at least 7 elective units from the following:		7
BOT 101	Advanced Keyboarding	
BOT 299	Occupational Cooperative Work Experience	
BUS 137	Customer Service	
BUS 290	Business Communication	
or BUS 290H	Business Communication (Honors)	
BUS 292	Internship Studies (minimum 1 unit)	
CSIT 115	Intermediate Computer Applications	
CSIT 125	Microsoft Word for Business	
CSIT 134	Microsoft PowerPoint for Business	
CSIT 137	Google Apps for Business	
Total Units		20

#### Certificate of Achievement

##### Office Manager

This certificate is designed for individuals who want to assume management functions in a business office. Supervisors perform administrative tasks to ensure their staff can work efficiently. Planning work and supervising staff are the key elements of this job. To do these effectively, the supervisor must know the strengths and weaknesses of each member of the staff as well as the results required from and time allotted to each job. Persons interested in this certificate might include those who have completed the Secretary/Administrative Assistant Certificate of Achievement or a comparable program, those who have at least one year of full-time work experience in an office position, and/or those who intend to pursue an Associate in Arts and/or Bachelor of Science in Business Administration. Students interested in a bachelor's degree should consult the articulation agreement between MiraCosta College and their transfer university for major preparation and general education requirements. Courses in this certificate program are offered on campus and online.

Required courses:		
ACCT 101	Practical Accounting	4
or ACCT 201	Financial Accounting	
BOT 100	Beginning Keyboarding (Typing Test @ 40 wpm)	1
BOT 110	Word Processing	3
BOT 116	Office Systems and Procedures	3
BOT 117	Management Office Skills	1
BUS 136	Human Relations in Business	3
BUS 140	Legal Environment of Business	3
or BUS 140H	Legal Environment of Business (Honors)	
BUS 290	Business Communication	3
or BUS 290H	Business Communication (Honors)	
Select three elective units from this list:		3
ACCT 148	Computer Accounting	
BUS 130	Small Business Management	
BUS 137	Customer Service	
BUS 292	Internship Studies (minimum of 1 unit)	
CSIT 110	Computer Applications	
CSIT 125	Microsoft Word for Business	
CSIT 134	Microsoft PowerPoint for Business	
ENGL 100	Composition and Reading	
CSIT 137	Google Apps for Business	
Total Units		24

#### Certificate of Proficiency

##### Office Assistant

This certificate is designed for those who wish to obtain an entry-level support position in an office environment. Office assistants are usually under the supervision of a secretary/administrative assistant or office manager. Job tasks are delegated to an office assistant in specific areas, such as data entry, filing, typing, payroll, mail processing, and copying. This position requires accurate keyboarding speed, computer proficiency, customer service skills, and basic business procedures. Students who complete this certificate may be interested in taking additional courses to earn the Secretary/Administrative



Assistant Certificate of Achievement. All of the required courses and most of the elective courses within this certificate are offered online. With good study skills and commitment, a student can complete this certificate in one semester.

Required courses:		
BOT 100	Beginning Keyboarding (or Typing Test @ 40 wpm)	1
BOT 102	10-Key	1
BOT 110	Word Processing	3
BOT 113	Basic Office Skills	1
Select 7 elective units from the following:		7
BOT 101	Advanced Keyboarding (or Typing Test @ 40 wpm)	
BOT 116	Office Systems and Procedures	
BOT 117	Management Office Skills	
BOT 299	Occupational Cooperative Work Experience	
BUS 137	Customer Service	
BUS 292	Internship Studies (minimum of 1 unit)	
CSIT 110	Computer Applications	
CSIT 137	Google Apps for Business	
Total Units		13

## Courses

### **BOT 100: Beginning Keyboarding**

Units: 1  
Prerequisites: None  
Lecture 1 hour. (0514.00)

This beginning keyboarding course focuses on correct finger placement and technique. Students use a guided online software program to learn proper typing posture and finger placement, to practice the alphabetic keyboard, and to accomplish a speed of approximately 25 wpm. Offered pass/no pass only.

### **BOT 101: Advanced Keyboarding**

Units: 1  
Prerequisites: None  
Lecture 1 hour. (0514.00)

This advanced keyboarding course focuses on increasing speed and accuracy for students who know the alphabetic keyboard. Students use a guided software program to plan a strategy for skillbuilding drills and techniques. Offered pass/no pass only.

### **BOT 102: 10-Key**

Units: 1  
Prerequisites: None  
Lecture 1 hour. (0514.00)

This course is for those who wish to learn the numeric ten-key pad. Students use a guided software program to practice skillbuilding drills and techniques to increase keyboarding speed and accuracy. Offered pass/no pass only.

### **BOT 110: Word Processing**

Units: 3  
Prerequisites: None  
Advisory: BOT 100 or at least 25 wpm keyboarding speed.  
Lecture 3 hours. (0514.00)

In this course, students practice basic operations of a word processing application while creating business documents. Assignments include letters, memos, reports, tables, announcements, newsletters, mail merge, graphics, electronic messaging, Internet research, and projects designed to provide workplace simulation experiences.

### **BOT 113: Basic Office Skills**

Units: 1  
Prerequisites: None  
Lecture 1 hour. (0514.00)

This course emphasizes practical applications needed for working in a business office. It includes information and practice with business communication, telephone techniques, filing, proofreading, office equipment, mailing procedures, conflict resolution, and teamwork. Assignments also include people skills and teamwork applications.

### **BOT 116: Office Systems and Procedures**

Units: 3  
Prerequisites: None  
Advisory: BOT 100, BOT 110, or CSIT 110.  
Lecture 3 hours. (0514.00)

This course provides the administrative skills and knowledge needed to be successful in the twenty-first century workplace environment of changing technology and procedures. Students simulate the daily tasks of an administrative assistant working for a multinational corporation's chief operating officer. Assignments include tasks using computer applications, office procedures, conflict resolution, time management, meeting and conference planning, office ethics, personal development and growth, office protocol, and other pertinent topics.

### **BOT 117: Management Office Skills**

Units: 1  
Prerequisites: None  
Lecture 1 hour. (0514.00)

This course presents information and applications for those seeking management office skills. Workplace applications and assignments present scenarios and case studies that emphasize supervisory office skills, such as communication, leadership, teamwork, evaluation, conflict resolution, training, decision-making, and scheduling.

### **BOT 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance

### **BOT 298: Directed Study in Business Office Technology**

Units: 1-3

Prerequisites: None

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (0514.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

### **BOT 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Career & Life Planning



Career and life planning courses help students make effective decisions regarding their career and life choices, and they provide the tools and techniques for developing a balanced, integrated lifestyle. Students gain self-understanding and develop techniques for successful career development and employment searches. The courses emphasize increasing self-knowledge, exploring potential majors and career paths, organizing successful job searches, and developing effective workplace behaviors and attitudes.

### Contact Information

**Chair:** Donna Davis  
ddavis@miracosta.edu

**Dean:** Al Taccone  
ataccone@miracosta.edu  
www.miracosta.edu/careers

**Department:** Career Studies & Services

**Office:** Building OC3700,  
760.795.6772

### Full-Time Faculty

Robbi Rosen

## Courses

### CRLP 100: Career and Life Planning

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in COUN 100.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (4930.12)

This course assists students in successfully establishing and achieving education, career, and life goals through a comprehensive approach to effective planning. Students relate their interests, personality, learning style, transferable skills, and work values to academic major and career options. They also examine the stages of career development, tasks appropriate to each stage, and subsequent implications for education and career choice over the lifespan. Topics include decision-making and goal-setting strategies, preparing effectively for work and lifelong learning in a global economy, and job-search skills, including developing a resume, a cover letter, and interviewing skills. The course emphasizes the importance of taking personal responsibility for one's educational, career, and personal decisions to achieve satisfaction through work and life balance. UC CREDIT LIMITATION: Credit for CRLP 100, COUN 100, COUN 105, COUN 110, or INTR 100.

### CRLP 101: Introduction to Career Planning

Units: 1

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour. (4930.12)

This course introduces students to the career planning process. It explores the student's interests, values, skills, and personality preferences as they relate to potential career options. Topics include career research, decision-making styles, and job search strategies. The course emphasizes the process for actively managing one's own career. Offered pass/no pass only.

## Chemistry



Chemistry is the science of the composition, structure, properties, and reactions of matter, especially of atomic and molecular systems. Students take chemistry courses to prepare for the major, to fulfill general education requirements, and to meet prerequisites for related courses and programs. A bachelor's degree in chemistry can lead to a career in medicine, health, engineering, industry, government, environmental science, and teaching.

### Contact Information

**Chair:** Pierre Goueth  
pgoueth@miracosta.edu

**Dean:** Carlos Lopez  
clopez@miracosta.edu  
www.miracosta.edu/CHEM

**Department:** Chemistry  
**Office:** Building OC3600,  
760.795.6648

### Full-Time Faculty

Theresa Bolaños  
Pierre Goueth  
Nancy Lee

Kent McCorkle  
Donald Robertson  
Mark Yeager

## Courses

### **CHEM 100: Introductory Chemistry**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in CHEM 108 or CHEM 110.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours, laboratory 3 hours. (1905.00)

This introductory course for non-chemistry majors teaches students the language, materials, mathematics, and principles of chemistry. It covers properties of matter, atomic theory, use of the periodic table of the elements, naming of compounds, formulas and equations, metric measurement, physical states of matter, chemistry of solutions, acids and bases, and organic and nuclear chemistry. UC CREDIT LIMITATION: Credit for CHEM 100 or CHEM 108. No credit if taken after CHEM 110.

### **CHEM 102: Introduction to Organic and Biological Chemistry**

Units: 4

Prerequisites: CHEM 100 or CHEM 108.

Enrollment Limitation: Not open to students with credit in CHEM 210.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours, laboratory 3 hours. (1905.00)

This course introduces organic chemistry and is designed for students pursuing health professions. Topics include nomenclature, bonding, isomerization, reaction mechanisms, and instrumental methods of interpreting aliphatic and aromatic compounds as well as the structure and reactions of carbohydrates, proteins, lipids, nucleic acids, enzymes, and metabolic functions. UC CREDIT LIMITATION: No credit if taken after CHEM 210.

### **CHEM 104: Chemistry of Living Things (Introduction to General, Organic, and Biochemistry)**

Units: 5

Prerequisites: None

Advisory: MATH 20

Enrollment Limitation: Not open to students with credit in CHEM 102.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours, laboratory 6 hours. (1905.00)

This course surveys concepts and skills of the chemistry of living organisms with an emphasis on the human body. Topics include the structure of the atom, chemical bonding, chemical reactions, the structure and reactions of organic compounds, carbohydrates, lipids, amino acids and proteins, nucleic acids, and metabolism, with applications in the physiology, nutrition, and pharmacology of the human body. UC CREDIT LIMITATION: No credit if taken after CHEM 102.

### **CHEM 108: Preparatory Chemistry**

Units: 3

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Corequisite: MATH 64 if prerequisite not met.

Enrollment Limitation: Not open to students with credit in CHEM 110.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1905.00)

This introductory chemistry course focuses on developing problem-solving skills needed for success in CHEM 110. It emphasizes the application of the scientific method, modern ideas concerning atomic structure and chemical bonding, the periodic table and its relationship to chemical properties, principles of stoichiometry including chemical ratio calculations, chemical nomenclature, properties of the states of matter, and chemical reaction principles. UC CREDIT LIMITATION: Credit for CHEM 100 or CHEM 108; No credit if taken after CHEM 110.

### **CHEM 110: General Chemistry**

Units: 5

Prerequisites: CHEM 108 or one year of high school chemistry or qualification through a chemistry placement exam; MATH 64 or eligibility determined by the math placement process.

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 6 hours. (1905.00)

This first semester of a one-year general chemistry sequence focuses on the fundamental principles of chemistry. Students learn the application of these principles with special significance placed on chemical computation. Topics include atomic structure, bonding, the periodic table, nomenclature, chemical reactions, stoichiometry, thermochemistry, and bonding. The course emphasizes critical thinking, writing, problem solving, and analysis skills, and it meets requirements of chemistry, biochemistry, biology, physics, pre-dental, pre-medical, and pre-engineering majors. C-ID CHEM-120S and C-ID CHEM-110.

### **CHEM 111: General Chemistry**

Units: 5

Prerequisites: CHEM 110.

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 6 hours. (1905.00)

This continuation of Chemistry 110 studies the fundamental principles of chemistry and their applications. Topics include solutions, kinetics, equilibrium, acid-base chemistry, aqueous ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. The laboratory includes a variety of experiments to supplement and reinforce the class work. It also includes a section on qualitative analysis. C-ID CHEM-120S.



**CHEM 210: Organic Chemistry I**

Units: 5

Prerequisites: CHEM 110.

Advisory: CHEM 111.

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 6 hours. (1905.00)

This course is the first semester in a standard one-year organic chemistry sequence for students majoring in chemistry and other sciences. Topics covered include the structure and reactions of alkanes, alkenes, alkynes, alkyl halides, alcohols, ethers, and dienes; determination of structure by physical and chemical methods; and organic chemistry lab techniques. Students discuss aromatic compounds, structure, nomenclature, and reactions. The course emphasizes reaction mechanisms of organic chemical reactions and predicting products.

**CHEM 211: Organic Chemistry II**

Units: 5

Prerequisites: CHEM 210.

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 6 hours. (1905.00)

This course continues the one-year organic chemistry sequence begun in CHEM 210. Topics covered include the structure and reactivity of alcohols, aldehydes and ketons, organometallic compounds, carboxylic acids and derivatives, amines and other nitrogen functions, aromatic compounds, sulfur-, phosphorus-, and silicon-containing compounds, heterocyclic compounds, and di- and polyfunctional compounds; conjugation and aromaticity; multistep organic synthesis; and biological chemistry. The course emphasizes the application of organic chemistry reaction mechanisms learned in Chemistry 210 to other compounds. It examines new reactions specific for different functional groups, including alcohols, thiols, aldehydes and ketones, carboxylic acid derivative, aryl halides, and biochemistry-related organic chemistry molecules.

**CHEM 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently. Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**CHEM 298: Directed Study in Chemistry**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1905.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## Child Development

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The Child Development program explores the social/emotional, cognitive/language, and physical/motor growth and development skills of children from conception through adolescence. Students take child development courses to obtain a certificate or permit, to earn an Associate in Arts degree, to prepare for university transfer, or for professional enrichment. Career options include a variety of professions that serve children and their families, such as infant/toddler care, preschool teaching (including Head Start), elementary and secondary education, early childhood special education, program administration, school counseling, child psychology, child advocacy, social work, and community services.

### Contact Information

**Chair:** Penny Skemp  
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**Dean:** Al Taccone  
ataccone@miracosta.edu  
www.miracosta.edu/CHLD

**Department:** Child Development

**Office:** Building OC4800,  
760.795.6811



## Full-Time Faculty

Estrellita Moore  
Penny Skemp  
Mark Whitney

## Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Child Development Associate Teacher Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to design and implement curriculum based on observation and assessment of young children to support play and learning.

### Child Development Master Teacher Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to design, implement, and evaluate effective program practices to successfully manage an early childhood classroom.

### Child Development Site Supervisor Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to design, implement, and evaluate effective program practices to successfully manage an early childhood classroom.

### Child Development Teacher Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to design, implement, and evaluate effective program practices to successfully manage an early childhood classroom.

### Early Intervention and Inclusion Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to adapt early learning activities and classroom strategies that meet the individual needs of young children.



## Associate Degrees

### Associate in Arts Degrees

**Child Development Associate Teacher**  
**Child Development Master Teacher**  
**Child Development Site Supervisor**  
**Child Development Teacher**

Students may earn one of the above-named associate degrees by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

## Certificates

The Child Development program certificates are designed to prepare students for employment as teachers, aides, directors, and entrepreneurs in preschools, child care centers (including infant/toddler facilities), and family child care programs. Courses are also appropriate for parents, nannies, camp counselors, recreation leaders, elementary school teaching assistants, social service and health care practitioners, administrators, and others working with children.

Certificates meet the course requirements for teachers and directors of private child care programs licensed by the California State Department of Social Services (Title 22),

Community Care Licensing. The program also meets the course work requirements for the Child Development Permit issued by the California Commission on Teacher Credentialing. Child development programs that are state or federally funded (Title 5 programs, such as Head Start and state preschools) follow the Child Development Permit matrix.

The Child Development program offers six certificates to meet the individual student's needs. Because the certificates follow the Child Development Permit matrix and are sequential, students can continue to earn additional certificates. Course work completed for the Assistant and Associate Teacher certificates provides the foundation for more specialized courses and a wider range of career options with the Teacher, Master Teacher, Site Supervisor, Entrepreneurship, and Early Intervention and Inclusion certificates.

**Certificate of Achievement  
Child Development Associate Teacher**

This certificate exceeds the minimum teaching requirements for centers regulated by Title 22. It also meets the Associate Teacher Permit requirements for provision of instruction and supervision of assistant teacher-level staff in Title 5 schools.

Required courses:		
CHLD 105	Programs and Curriculum in Early Childhood Education	3
CHLD 112 or CHLD 113	Child Growth and Development / Child and Adolescent Growth and Development	3
CHLD 205	Health, Safety, and Nutrition	3
CHLD 210	Child, Family, and Community	3
Select at least 6 elective units from the following:		6
CHLD 106	Introduction to Curriculum in Early Childhood	
CHLD 109	Child Behavior and Guidance	
CHLD 111	Programs for Infants and Toddlers	
CHLD 130	Science and Math for Young Children	
CHLD 140	Language and Literacy in Early Childhood	
CHLD 150	Art for Young Children	
CHLD 160	Music and Movement for Young Children	
CHLD 200	Observation & Assessment in Early Childhood	
CHLD 230	Parent /Teacher Partnerships	
CHLD 240	Children with Special Learning Needs	
Total Units		18

*Note: To be eligible for the State of California Child Development Permit—Associate Teacher, students must also complete an experience requirement of 50 days of 3 or more hours per day within 2 years.*

**Certificate of Achievement  
Child Development Master Teacher**

This certificate exceeds the minimum teaching requirements for Title 22 schools. It is designed to meet the Master Teacher requirements for Title 5 child development programs. This includes providing instruction, supervising assistants, associate

teachers, and teacher-level staff, and serving as coordinator of curriculum and staff development.

**See notation for 16-unit general education requirement.**

Required courses:		
CHLD 105	Programs and Curriculum in Early Childhood Education	3
CHLD 106	Introduction to Curriculum in Early Childhood	3
CHLD 109	Child Behavior and Guidance	3
CHLD 112 or CHLD 113	Child Growth and Development / Child and Adolescent Growth and Development	3
CHLD 200	Observation & Assessment in Early Childhood	3
CHLD 205	Health, Safety, and Nutrition	3
CHLD 210	Child, Family, and Community	3
CHLD 245	Adult Supervision/Mentor Teacher	3
CHLD 270	Preschool Teacher Internship	3
Select at least 3 units from the following:		3
CHLD 130	Science and Math for Young Children	
CHLD 140	Language and Literacy in Early Childhood	
Select at least 6 units from one area of specialization :		6
Infant/Toddler		
CHLD 111	Programs for Infants and Toddlers	
CHLD 212	Advanced Issues in Infant-Toddler Care	
Creative Arts		
CHLD 150	Art for Young Children	
CHLD 160	Music and Movement for Young Children	
Special Needs		
CHLD 230	Parent /Teacher Partnerships	
CHLD 240	Children with Special Learning Needs	
Consult faculty for other specialization options.		
Select at least 16 units in general education.		16
Include at least one course in each of the following: Humanities, Social Sciences, Math and/or Science, English.		
Total Units		52

*Note: To be eligible for the State of California Child Development Permit—Master Teacher, students must also complete an experience requirement of 350 days of 3 or more hours per day within 4 years.*

**Certificate of Achievement  
Child Development Site Supervisor**

This certificate is designed for students who will be single-site supervisors under Title 5 or center directors under Title 22. It allows holders to supervise master teachers, teachers, associate teachers, and assistants as well as to manage single-site programs, provide instruction, and serve as coordinators of curriculum and staff development.

Required courses:		
CHLD 105	Programs and Curriculum in Early Childhood Education	3
CHLD 106	Introduction to Curriculum in Early Childhood	3
CHLD 109	Child Behavior and Guidance	3
CHLD 112 or CHLD 113	Child Growth and Development Child and Adolescent Growth and Development	3
CHLD 200	Observation & Assessment in Early Childhood	3
CHLD 205	Health, Safety, and Nutrition	3
CHLD 210	Child, Family, and Community	3
CHLD 245	Adult Supervision/Mentor Teacher	3
CHLD 250	Administration of Child Development Programs	3
CHLD 251	Supervision of Child Development Programs	3
CHLD 270	Preschool Teacher Internship	3
Select at least 3	elective units from the following:	3
CHLD 111	Programs for Infants and Toddlers	
CHLD 230	Parent /Teacher Partnerships	
CHLD 240	Children with Special Learning Needs	
<b>Total Units</b>		<b>36</b>

*Note: To be eligible for the State of California Child Development Permit—Site Supervisor, students must also complete an Associate in Arts degree and an experience requirement of 350 days of 3 or more hours per day within 4 years, including at least 100 days of supervising adults.*

## Certificate of Achievement Child Development Teacher

This certificate exceeds the minimum teaching requirements for centers regulated by Title 22. It also meets the Teacher Permit requirements for provision of instruction and supervision of assistant or associate teacher-level staff in a Title 5 (state or federally funded) child development program.

**See notation for 16-unit general education requirement.**

Required courses:		
CHLD 105	Programs and Curriculum in Early Childhood Education	3
CHLD 106	Introduction to Curriculum in Early Childhood	3
CHLD 109	Child Behavior and Guidance	3
CHLD 112 or CHLD 113	Child Growth and Development Child and Adolescent Growth and Development	3
CHLD 200	Observation & Assessment in Early Childhood	3
CHLD 205	Health, Safety, and Nutrition	3
CHLD 210	Child, Family, and Community	3
CHLD 270	Preschool Teacher Internship	3
Select at least 3	elective units from the following:	3
CHLD 111	Programs for Infants and Toddlers	

CHLD 130	Science and Math for Young Children	
CHLD 140	Language and Literacy in Early Childhood	
CHLD 150	Art for Young Children	
CHLD 160	Music and Movement for Young Children	
CHLD 230	Parent /Teacher Partnerships	
CHLD 240	Children with Special Learning Needs	
Select at least 16	units in general education.	16
Include at least one course in each of the following: Humanities, Social Sciences, Math and/or Science, English.		
<b>Total Units</b>		<b>43</b>

*Note: To be eligible for the State of California Child Development Permit—Teacher, students must also complete an experience requirement of 175 days of 3 or more hours per day within 4 years.*

## Certificate of Achievement Early Intervention and Inclusion

This certificate is designed to train students to work with young children with special needs (birth to 8 years of age), with those who may be at risk for developmental delays and disabilities, and with their families. This certificate is appropriate for students working as an assistant or a paraprofessional in early intervention or early childhood special education, or as a teacher in an inclusive early childhood program.

Required courses:		
CHLD 105	Programs and Curriculum in Early Childhood Education	3
CHLD 109	Child Behavior and Guidance	3
CHLD 205	Health, Safety, and Nutrition	3
CHLD 230	Parent /Teacher Partnerships	3
CHLD 240	Children with Special Learning Needs	3
CHLD 270	Preschool Teacher Internship	3
CHLD 111 or CHLD 212	Programs for Infants and Toddlers Advanced Issues in Infant-Toddler Care	3
CHLD 112 or CHLD 113	Child Growth and Development Child and Adolescent Growth and Development	3
CHLD 210	Child, Family, and Community	3
<b>Total Units</b>		<b>27</b>

## Certificate of Proficiency Child Development Assistant Teacher

This certificate meets the minimum teaching requirements for private child care centers regulated by Title 22. It also allows students to assist in the instruction of children under the supervision of an associate teacher-level or above in a Title 5 child development program.

Required courses:		
CHLD 112 or CHLD 113	Child Growth and Development Child and Adolescent Growth and Development	3
CHLD 210	Child, Family, and Community	3

Select at least 6 elective units from the following: 6

CHLD 105	Programs and Curriculum in Early Childhood Education
CHLD 106	Introduction to Curriculum in Early Childhood
CHLD 109	Child Behavior and Guidance
CHLD 111	Programs for Infants and Toddlers
CHLD 130	Science and Math for Young Children
CHLD 140	Language and Literacy in Early Childhood
CHLD 150	Art for Young Children
CHLD 160	Music and Movement for Young Children
CHLD 205	Health, Safety, and Nutrition

Total Units 12

## Courses

### CHLD 105: Programs and Curriculum in Early Childhood Education

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.80)

This course examines the theories and principles of developmentally appropriate practice in early childhood programs and environments. It emphasizes relationships, constructive adult-child interactions, curriculum models, and program planning with effective teaching strategies. Topics include the historical roots of early childhood programs and the evolution of professional practices promoting advocacy, ethics, and professional identity. C-ID ECE-120.

### CHLD 106: Introduction to Curriculum in Early Childhood

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.00)

This course introduces teachers of young children to designing early learning environments and planning curriculum in early care and education settings. It covers the relationship of theory and practice, the contributions of current research, the influence of different curriculum models and approaches, the role of observation, documentation and assessment in the curriculum planning process, and the incorporation of reflective teaching practices across the curriculum to meet the needs of all learners. Students will examine the teacher's role in supporting development and engagement for all young children. C-ID ECE-130.

### CHLD 109: Child Behavior and Guidance

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.00)

This course examines the reasons for children's behavior in relation to appropriate teaching strategies and interventions. It explores effective techniques for dealing with children, including those with special needs. It addresses issues such as separation from parents, new experiences, routines, rules, regulations, peer interaction, fears, frustrations, and aggression. The course emphasizes how parents and teachers can provide children with guidance and discipline that promote self-control, feelings of security, competency, and self-esteem. Students learn how to access community agencies and family services to provide specialized support.

### CHLD 111: Programs for Infants and Toddlers

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.90)

This course is specifically designed for caregivers of infants and toddlers. The class focuses on the growth and development of the child, birth through three years of age, within various social contexts. Topics include fostering relationships, implementing health and safety practices, designing early learning environments and activities, accommodating individual differences, and creating partnerships with parents and families. This course meets state licensing requirements for child care providers.

### CHLD 112: Child Growth and Development

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1305.00)

This course covers the psychological and physical development of children from conception through age six. It relates major theories of physical, cognitive, language, and social/emotional development to the prenatal, infant, and preschool periods within cultural and family contexts. UC CREDIT LIMITATION: Credit for CHLD 112, CHLD 113, or PSYC 121.

### CHLD 113: Child and Adolescent Growth and Development

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1305.00)

This course examines the major physical, cognitive, language, and psychosocial developmental milestones for children, both typical and atypical, from conception through adolescence. It emphasizes interactions between maturational processes and environmental factors. While studying developmental theory and research methodologies, students observe children, evaluate individual differences, and analyze characteristics of development at various stages. UC CREDIT LIMITATION: Credit for CHLD 112, CHLD 113, or PSYC 121. C-ID CDEV-100.



## **CHLD 130: Science and Math for Young Children**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.00)

This course provides teachers with knowledge and skills related to science and mathematics curriculum in early care and education settings. It focuses on understanding the ways in which children learn science and mathematics, the stages of children's cognitive development, the scientific process, content and standards of science and mathematics education, the teacher's role in the scientific process, and ways in which science and mathematics can be integrated across the early childhood curriculum.

## **CHLD 140: Language and Literacy in Early Childhood**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.00)

Development of early childhood language and communication skills and examination of emerging literacy and learning in early childhood. Creating, implementing, and evaluating an early literacy, language arts, and literature curriculum for the young child consistent with the CDE/CDD Preschool Learning Foundations for Language and Literacy and English-Language Development. Implications for home/school communication and effective parent/teacher partnerships.

## **CHLD 150: Art for Young Children**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.00)

This course provides teachers of young children with the skills and knowledge needed to develop aesthetic and perceptual awareness in the young child through exploration of various art media and developmentally appropriate activities and experiences. Topics include how our image of the child reflects the methods and materials provided for creative expression; the developmental stages of children's art and creative expression; studio and art center design; planning, documenting, and exhibiting children's art work; the teacher's role in the creative process; and how to integrate art and aesthetics across early childhood curriculum.

## **CHLD 160: Music and Movement for Young Children**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.00)

This course provides teachers of young children with the skills and knowledge needed to use music and movement experiences in the early childhood classroom to inspire creative expression. Topics include how our image of the child reflects the methods and materials provided for music and creative movement; the developmental stages of children's creative expression; the design of developmentally appropriate, culturally sensitive, and individually adapted music and movement experiences; planning, documenting, and performing children's music and movement; the teacher's role in creative process; and the ways in which music and movement can be integrated across the early childhood curriculum.

## **CHLD 200: Observation & Assessment in Early Childhood**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.00)

This course focuses on the appropriate use of observation and assessment strategies to document child growth and development, appraise child behavior, and plan for learning in quality early childhood programs. The course also explores recording strategies, rating systems, portfolios, documentation, and various assessment methods. Students conduct and analyze child observations. C-ID ECE-200.

## **CHLD 205: Health, Safety, and Nutrition**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.00)

This course provides those who care for children an overview of health, safety, and nutrition issues. Students develop skills and techniques in ways to promote physical and mental health, identification and management of common childhood illnesses, menu planning and nutritional analysis, safety management and injury prevention, child abuse identification and prevention, and program planning. Topics also include culturally and developmentally appropriate practice, collaboration with families and health professionals, policies and regulations, children with special needs, and current issues. C-ID ECE-220.



**CHLD 210: Child, Family, and Community**

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Enrollment Limitation: Not open to students with credit in SOC 210.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1305.00)

This course examines the developing child in a societal context and focuses on the interrelationships of family, school, and community as agents of socialization from historical, socio-cultural, and contemporary perspectives. The course highlights the processes of socialization and identity development, demonstrating the importance of respectful, reciprocal relationships that support and empower families in a culturally diverse society. C-ID CDEV-110.

**CHLD 212: Advanced Issues in Infant-Toddler Care**

Units: 3

Prerequisites: None

Advisory: CHLD 111.

Acceptable for Credit: CSU

Lecture 3 hours. (1305.90)

This course helps infant and toddler caregivers and directors interpret and apply the guidelines for quality care for children birth through three years of age. Topics include the role of the infant care teacher, new insights into early learning and development, the central role of families, guidelines for operating quality infant/toddler programs and facilitating learning and development with infants and toddlers as well as program leadership and policies. This course meets state licensing requirements for child care providers and is aligned with the California Infant/Toddler Learning and Development Program Guidelines and Curriculum Framework, and it can be combined with CHLD 111 as an area of specialization for the Master Teacher Permit/Certificate.

**CHLD 230: Parent /Teacher Partnerships**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.00)

This course examines the role of preschool teachers and administrators in establishing effective partnerships with parents in the school setting. Students develop skills and techniques in parent-teacher conferencing, home-school communication, parent education, group contacts with parents, and parent involvement in early childhood education. Topics include parenting styles, cultural and developmental diversity, family dynamics, and community resources and support systems.

**CHLD 240: Children with Special Learning Needs**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.20)

This course focuses on learning to work with children with disabilities, challenging behaviors, and other special learning needs in inclusive early childhood settings. Topics include how individual child needs are assessed, how they impact families, and how programming and curriculum can be adapted to meet the needs of all young children, including those from culturally diverse backgrounds.

**CHLD 245: Adult Supervision/Mentor Teacher**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.80)

This course offers a study of the methods and principles of supervising and mentoring teachers, assistant teachers, student teachers, parents and volunteers in early childhood classrooms. Emphasis is given to the knowledge, skills and competencies of classroom teachers who must function not only as mentors to new teachers, but also address the needs of children, parents, and other staff. Attention is given to methods of effective communication, problem-solving, and negotiation in establishing positive interpersonal relations.

**CHLD 250: Administration of Child Development Programs**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.80)

This course is designed for directors of early childhood programs and focuses on the administrative tools needed to manage a child development facility. Topics include licensing and state regulations, policy development, working with diverse populations, budgets, funding, health and safety guidelines, program planning and evaluation, and planning of new early childhood programs.

**CHLD 251: Supervision of Child Development Programs**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.80)

An advanced course in the design, coordination, and evaluation of early childhood settings to include program organization, personnel management, leadership, professional development, in-service training, and effective staff supervision. Additional focus includes strategies for partnering with parents, motivating staff, and fostering effective community relations within diverse cultural contexts.

### **CHLD 270: Preschool Teacher Internship**

Units: 3

Prerequisites: None

Corequisite: Must complete 120 hours of non-paid work.

Acceptable for Credit: CSU

Lecture 1 hour, laboratory 6 hours. (1305.80)

Students demonstrate early childhood teaching competencies under guided supervision in the campus Child Development Center or with a designated Mentor Teacher in the community to make connections between theory and practice and developing professional behaviors. Students apply comprehensive understanding of children and families; developmentally appropriate, child-centered, play-oriented approaches to teaching and learning; and knowledge of curriculum content areas. They design, implement and evaluate experiences that promote positive development and learning for all young children. Students become informed advocates for high quality and appropriate educational practices and policies.

### **CHLD 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently. Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### **CHLD 296: Topics in Child Development**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1305.00)

This course gives students an opportunity to study topics in Child Development that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

### **CHLD 298: Directed Study in Child Development**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1305.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

### **CHLD 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Chinese



The International Languages Department offers courses that provide the foundation for Chinese language study. They also satisfy either the humanities requirement for general education or the proficiency requirement in an international language when required for transfer. A bachelor's degree in an

international language such as Chinese can lead to a career in advertising, broadcasting, consulting, translating, teaching, international service, public relations, social work, and sales.

*Note: Students educated in a non-English speaking country through high school or equivalent will generally not earn lower-division transfer credit in their language at most universities. Students who might be affected by this rule should consult a counselor and/or the International Languages Department Chair before enrolling in the courses described below.*

## Contact Information

**Chair:** Andrea Petri  
apetri@miracosta.edu  
**Dean:** Jonathan Fohrman  
jfohrman@miracosta.edu  
www.miracosta.edu/CHNS

**Department:** International Languages  
**Office:** Building OC4700,  
760.795.6844

## Courses

### CHNS 101: Elementary Chinese (First Semester)

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in CHNS 102 or CHNS 201.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1107.00)

This course introduces contemporary Chinese and emphasizes the development of oral proficiency (listening and speaking). Topics include basic pronunciation, vocabulary, grammar, and reading and writing systems as well as the history, geography, and culture of Chinese-speaking societies. This course corresponds to the first two years of high school Chinese.

### CHNS 102: Elementary Chinese (Second Semester)

Units: 4

Prerequisites: CHNS 101 or two years of high school Chinese with a C or better.

Enrollment Limitation: Not open to students with credit in CHNS 201.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1107.00)

This course continues to develop Chinese language acquisition through listening, speaking, reading, and writing. It reviews (recycles) first semester Chinese vocabulary and grammar, and it develops the student's ability to read, interpret, and discuss Chinese-language narratives about cultural aspects of the Chinese-speaking world. This course corresponds to the third year of high school Chinese.

### CHNS 201: Intermediate Chinese (Third Semester)

Units: 4

Prerequisites: CHNS 102 or third year of high school Chinese with a C or better.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1107.00)

This course continues to develop Chinese language acquisition through listening, speaking, reading, and writing. It reviews and expands upon the vocabulary and grammatical structures introduced in CHNS 101 and CHNS 102, and it develops the student's ability to engage in casual conversation, express opinions, and make suggestions in Chinese. The course also provides an increased awareness of the Chinese-speaking world's history, geography, and customs, including its socio-political practices and cultural artifacts. This course corresponds to the fourth year of high school Chinese.

### CHNS 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Communication



The Communication Studies program provides students with a theoretical and methodological foundation of the nature

## Areas of Study & Courses

of communication in its various forms and contexts as well as the uses, effects, and relevancy of communication in their own lives. Students take communication courses to prepare to transfer with a major in communication or to meet general education requirements. A bachelor's degree in communication can lead to a career in advertising, broadcasting, community relations, consulting, counseling, education, film, foreign service, fundraising, human resources, journalism, international relations, law, management, marketing, mediation, ministry, politics, public relations, sales, speech writing, and social work.

### Contact Information

**Chair:** Sam Arenivar  
sarenivar@miracosta.edu  
**Dean:** Dana Smith  
dsmith@miracosta.edu  
www.miracosta.edu/COMM

**Department:** Communication Studies  
**Office:** Building San Admin,  
760.634.7876

### Full-Time Faculty

Sam Arenivar  
Leola McClure  
Neil Moura

Anthony Ongyod  
Eric Robertson

### Program Student Learning Outcomes (PSLOs)

The degree program includes the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Associate in Arts in Communication Studies for Transfer Degree

**PSLO:** Upon completion of this program, the student will have developed the ability to present clear and effective messages.

**PSLO:** Upon completion of this program, the student will understand the relevance of the theories and methods of communication.

**PSLO:** Upon completion of this program, the student will be prepared for transfer to a communication studies program in a California State University.

### Associate Degree

#### Associate in Arts Degree

#### Associate in Arts in Communication Studies for Transfer Degree

Students completing this associate degree will have completed lower-division major preparation requirements for a communications degree, an emphasis or option within a communications degree, or a degree considered similar to communications at a participating California State University (CSU) campus. Following transfer to a participating CSU campus, students will be required to complete no more than 60 units to obtain a bachelor's degree; however, some CSU campuses may require additional lower-division major preparation. This degree may not be appropriate preparation for students transferring to a CSU campus not accepting this degree or to a university or college that is not part of the CSU system. Students should consult with a MiraCosta counselor

for further information regarding the most efficient pathway to transfer as a communications major and to determine which CSU campuses are participating in this program.

#### To complete the degree, students must fulfill the following requirements:

- ▶ Complete 60 semester (90 quarter) CSU transferable units
- ▶ Complete all courses required in the major with a "C" or better
- ▶ Complete the CSU-GE or CSU-IGETC general education pattern
- ▶ Achieve a minimum CSU transferable GPA of 2.0
- ▶ Complete a minimum of 12 units in residence at MiraCosta College.

Required Core:		
COMM 101	Public Speaking	3
List A: 6 Units. Select two courses. *		6
COMM 106	Group Communication	
COMM 207	Interpersonal Communication	
COMM 212	Argumentation	
List B: 6 Units. Select two courses. *		6
Any course from List A not already used.		
COMM 111	Oral Interpretation of Literature	
COMM 120	Principles of Human Communication	
COMM 215	Intercultural Communication	
List C: 3-4 Units. Select one course. *		3-4
Any course from List A or B not already used.		
ANTH 102	Cultural Anthropology	
or ANTH 102H Cultural Anthropology (Honors)		
COMM 135	Gender Studies in Communication	
COMM 220	Introduction to Mass Communication	
DRAM 110	Voice and Diction	
PSYC 100	Psychology of Personal Growth	
PSYC/SOC 104	Statistics for Behavioral Science	
or PSYC/SOC 104H		
SOC 101	Introduction to Sociology	
or SOC 101H Introduction to Sociology (Honors)		
<b>Total Units</b>		<b>18-19</b>

To insure this degree is completed with no more than 60 units, students should select courses that will also satisfy a general education requirement on the CSU-GE or CSU-IGETC general education pattern. Students are also strongly advised to complete the History, Constitution, and American Ideals requirement prior to transfer.

\* It is recommended that you select courses that meet lower-division major preparation requirements at your intended transfer university.



## Courses

### COMM 101: Public Speaking

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1506.00)

This course provides training in the basic principles of oral expression. Students learn how to select and research subjects, organize and support ideas, and prepare and deliver various forms of speeches.

### COMM 106: Group Communication

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1506.00)

This course introduces students to group communication processes and principles and the necessary role of discussion in society. While addressing current topics of controversy, students learn and apply theories of group problem-solving, roles, conflict resolution, leadership, ethics, and decision-making. Students develop group communication skills in verbal and nonverbal interaction, participation, organization, and cultural diversity. C-ID COMM-140.

### COMM 111: Oral Interpretation of Literature

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in DRAM 111.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1506.00)

This course introduces the oral interpretation and analysis of literary works of art in their intellectual, emotional, and aesthetic forms. Class readings include prose, poetry, and drama. Students develop vocal and physical expressiveness, variety, and flexibility through oral presentations of literature. C-ID COMM-170.

### COMM 120: Principles of Human Communication

Units: 3

Prerequisites: None

Advisory: ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1506.00)

This course introduces human communication concepts and theories. It focuses on the role and significance of communication in and across different contexts, and it covers the basic structures and processes of communication. Topics include message production, message reception, and varying influences on human communication, such as interpersonal, intercultural, and mediated contexts.

### COMM 135: Gender Studies in Communication

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1506.00)

This course examines the communication patterns typically exhibited by men and women. It studies differences and similarities in verbal and nonverbal behaviors, perception, conflict, leadership, and interpersonal relationships. Students develop an awareness and appreciation of gender as an important variable in human communication, in both public and private settings.

### COMM 207: Interpersonal Communication

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1506.00)

This course provides for the study of communication within an interpersonal context. It includes the study of the communication process, perception, the symbolic nature of language, nonverbal codes, principles of effective communication, and the effects of communication on people in society. C-ID COMM-130.

### COMM 212: Argumentation

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1506.00)

This course examines the psychological and logical basis of argument and principles of effective organization. It teaches the development and application of critical thinking skills as well as the practice of creating and evaluating arguments so students can become more skilled and responsible advocates. C-ID COMM-120.

### COMM 215: Intercultural Communication

Units: 3

Prerequisites: None

Advisory: ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1506.00)

This course analyzes the cultural factors and variables that influence human-communication choices and actions. It focuses on perception, language, reasoning, nonverbal messages, values, beliefs, attitudes, and rules. Students learn to identify the cultural principles and variables of communication so as to act effectively and responsibly when interacting with diverse persons in various contexts. C-ID COMM-150.



### **COMM 220: Introduction to Mass Communication**

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1506.00)

This course covers the history, role, and impact of mass media in the United States. It demonstrates various media operations in the U.S. and their societal and cultural effects. The course enables students to be informed, critical consumers of mass media, and to understand how the media influence attitudes, values, beliefs, and perceptions.

### **COMM 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### **COMM 296: Topics in Communication**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1506.00)

This course gives students an opportunity to study topics in Communications that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

### **COMM 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Computer Science



(See also: Computer Studies & Information Technology)

Computer science is the study of computers and their applications. This discipline includes a variety of specialties, such as systems programming, artificial intelligence, robotics, networking, and graphics. In preparation for transfer into more advanced fundamental and specialized areas, students learn basic programming, data structures, and architecture. Computer science majors will also need two or three semesters of calculus and discrete mathematics, depending on their choice of transfer institution. Career options in computer science include software engineer, computer engineer, systems analyst, database administrator, and software project manager.

## Contact Information

**Chair:** June Porto  
 jporto@miracosta.edu  
**Dean:** Al Taccone  
 ataccone@miracosta.edu  
 www.miracosta.edu/CS

**Department:** Computer Science  
**Office:** Building OC4800,  
 760.795.6811

## Full-Time Faculty

Nery Chapeton-Lamas  
 June Porto

## Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Computer Science Associate in Arts Degree

**PSLO:** Upon completion of this program, the student will be able to analyze, design, and generate mature software solutions to complex and abstract programming problems utilizing efficient and appropriate algorithms while working alone or cooperatively in a team. Students will also be to competently explain and present the code and the results both verbally and in writing.

### Computer Programming Fundamentals Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to analyze, design, and generate mature software solutions to complex and abstract programming problems utilizing efficient and appropriate algorithms while working alone or cooperatively in a team. Students will also be to competently explain and present the code and the results both verbally and in writing.

## Associate Degrees

### Associate in Arts Degree Computer Science



The Computer Science program offers lower-division preparation for students who plan on transferring to pursue

a bachelor's degree in computer science. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many CSUs and UCs have unique admissions and preparation-for-the-major requirements. Students should meet with a MiraCosta College counselor to identify required courses and to develop a written plan for their targeted university.

#### Required courses:

CS 111	Introduction to Computer Science I: Java	3
CS 112	Introduction to Computer Science II: Java	3
CS 113	Basic Data Structures and Algorithms	3
CS 220	Computer Architecture and Assembly Language	3
MATH 150 or MATH 150H	Calculus and Analytic Geometry I Calculus and Analytic Geometry (Honors)	5
MATH 155	Calculus and Analytic Geometry II	4
Total Units		21

Some of the following courses may also be required as preparation for the computer science major at a four-year university.

MATH 260	Calculus and Analytic Geometry III	4
MATH 226	Discrete Mathematics	4
MATH 265	Differential Equations	4
PHYS 151	Principles of Physics I	4
PHYS 152	Principles of Physics II	4
PHYS 253	Principles of Physics III	4

## Associate in Arts Degree

### Computer Programming Fundamentals

Students may earn the above-named associate degree by completing a certificate of achievement and the general education courses required for MiraCosta's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

## Certificate

### Certificate of Achievement

#### Computer Programming Fundamentals

This certificate provides a strong foundation for knowledge of basic object-oriented programming (OOP) techniques and data structures used in computer science. Students gain experience in several OOP programming languages and in analyzing and assessing problems and formulating appropriate solutions. Completing this certificate will help students advance in their careers as computer programming professionals and solidify the foundation of their computer science skills.

#### Required courses:

CS 111	Introduction to Computer Science I: Java	3
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CS 112	Introduction to Computer Science II: Java	3
CS 113	Basic Data Structures and Algorithms	3
CS 150	C++ Programming	3
CS 151	Advanced C++ Programming	3
CS 220	Computer Architecture and Assembly Language	3
Select at least 6 elective units from the following:		6
CS 107	Introduction to Object-Oriented Programming	
CS 130	Fundamentals of Scripting Languages	
CS 134	Mobile Device Application Development	
CS 138	Programming with Python	
MATH 226	Discrete Mathematics	
Total Units		24

## Courses

### CS 107: Introduction to Object-Oriented Programming

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 2 hours, laboratory 3 hours. (0707.10)

In this introductory computer programming course, students use pre-built objects to create animated storyboards in 3-D virtual worlds while learning the concepts of object-oriented programming (OOP). Using two abstracted high-level languages, such as Alice and Java, students experiment with drag-and-drop coding (Alice) and write code (Java). This course is highly recommended for beginning programming students prior to taking a code-writing class, such as Java or C+. UC CREDIT LIMITATION: No credit if taken after CS 111.

### CS 111: Introduction to Computer Science I: Java

Units: 3

Prerequisites: None

Advisory: MATH 64.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 2 hours, laboratory 3 hours. (0707.10)

This course provides an introduction to computer science and programming using an object-oriented language. It is designed primarily for students majoring in computer science and engineering. The course explores language basics, including control structures, data types, input/output, operators, classes, methods and parameters, basic inheritance, and documentation practices as well as testing and verification techniques. UC CREDIT LIMITATION: No credit if taken after CS 112.

### CS 112: Introduction to Computer Science II: Java

Units: 3

Prerequisites: CS 111.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0707.10)

This course develops advanced object-oriented programming concepts and refines the concepts of inheritance, polymorphism, and encapsulation. Topics include various data structures and their usage, recursion, modularity and abstraction, including generics, event-driven programming, graphical user interfaces, applets, and exception handling.

### CS 113: Basic Data Structures and Algorithms

Units: 3

Prerequisites: CS 112.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0707.10)

This course introduces the software development process using efficient algorithms and properly designed data structures to develop effective solutions to common programming problems. Topics include searching, sorting, hashing, algorithm analysis, object-oriented design, collections, lists, stacks, queues, trees, sets, dictionaries, and graphs.

### CS 130: Fundamentals of Scripting Languages

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0707.10)

This course introduces students to scripting language(s) and webpage programming. Students develop, debug, implement, and integrate client-side scripts using automated tasking. Comparisons may be made among common scripting languages, such as JavaScript, PHP, Perl, and CGI.

### CS 134: Mobile Device Application Development

Units: 3

Prerequisites: CS 112

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0707.10)

This course covers the essential steps of writing applications for a mobile device. Discussions include the application life-cycle, the necessary source and resources files as well as performance criteria and objectives. At the end of the course, students will be able to create basic applications for a specified mobile device. This course is designed for students who have little or no experience programming mobile devices but have some experience with Java and/or C++.

### CS 138: Programming with Python

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0707.10)

This course introduces the Python programming language and its features. Python is a dynamic, object-oriented, extensible language that is perfect for the beginner and also meets industry needs. Python is well-suited for large, complex applications as well as website development and systems administration.

### CS 150: C++ Programming

Units: 3

Prerequisites: None

Advisory: MATH 64.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0707.10)

Using an object-oriented (OOP) approach to design and programming in the C++ language, this course covers data input/output, data types, control structures, operators, functions, and the operating environment. Upon successful completion of the course, students are able to construct moderately complex programs in C++.

**CS 151: Advanced C++ Programming**

Units: 3

Prerequisites: CS 150.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0707.10)

In this advanced programming course, students design and implement increasingly difficult C++ programs that build upon skills acquired in C++ Programming (CS 150). They also develop appropriate and efficient methods to test their programs. Topics include polymorphism, inheritance, class libraries, the standard template library, advanced file input/output operations, recursion, virtual functions, exception handling, and data structures, such as linked lists, stacks, queues, and binary trees.

**CS 220: Computer Architecture and Assembly Language**

Units: 3

Prerequisites: CS 112.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0707.10)

This course introduces the fundamental physical and structural concepts of assembly language programming. Topics include machine architecture, memory addressing, input/output, interrupts, control structures, compiling, and linking.

**CS 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**CS 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Computer Studies & Information Technology



The Computer Studies & Information Technology Department serves students with computer-related courses in basic skills, transfer, and career and technical education.

Composed of curriculum focused in the areas of computer applications, information technology, and networking, the CSIT program provides students with theoretical and hands-on experience in using the power of computing to critically evaluate and solve business, network, and security problems.

Among the career options available through certificate attainment or transfer and bachelor's degree achievement include computer applications professional, computer desktop support specialist, information technology specialist, business information systems analyst, e-commerce specialist, and network administrator. Certain computer application and networking courses provide preparatory training for various professional industry certifications from Microsoft, CompTIA, and Red Hat.



## Contact Information

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## Full-Time Faculty

Steve Isachsen  
Martin Parks

## Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Computer Applications Professional for Business Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to successfully use a range of business productivity computer applications to solve business problems.

### Computer Studies Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to successfully articulate and demonstrate a wide range of fundamental theory and skills in the areas of computers and information technology.

### E-Commerce Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to successfully perform the basic tasks associated with analysis, creation, evaluation, and maintenance of an e-business and/or Web presence.

### Microsoft Certified Application Specialist for Business Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to use Microsoft Word, Excel, Access, and PowerPoint at a comprehensive level to solve problems in a business environment.

### Network and Desktop Administration Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to successfully perform the basic tasks associated with the administration of servers, networks, and desktop computers.

## Associate Degrees

### Associate in Arts Degrees

**Computer Applications Professional for Business  
Computer Studies  
Network and Desktop Systems Administration**



Students may earn one of the above-named associate degrees by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

## Certificates

### Certificate of Achievement

#### Certified Computer Desktop Support Specialist

This certificate is designed to meet the demand in industry for individuals trained to support desktop computer users. Training includes support for application software, operating systems, local area networks, desktop support, and customer service. Individuals can successfully answer, or escalate, calls and inquiries from end users and may seek employment as a help desk technician, customer support representative, computer support specialist, technical support representative, and technical support specialist. In addition, certificate completion helps prepare individuals for the Microsoft Certified Desktop Support Technician (MCDST) certification exams.

#### Required courses:

CSIT 110	Computer Applications	3
CSIT 149	Microsoft Windows	3
CSIT 171	Fundamentals of Computer Networks and Security	4
CSIT 173	Desktop Support	4
BUS 137	Customer Service	3
Select at least 6 elective units from the following courses:		6
CSIT 115	Intermediate Computer Applications	
CSIT 137	Google Apps for Business	
CSIT 146	E-Commerce and Web Presence	
CSIT 155	Social Media for Business	
CS 107	Introduction to Object-Oriented Programming	



BUS 290	Business Communication	
or BUS 290H	Business Communication (Honors)	
Total Units		23

### Certificate of Achievement

#### Computer Applications Professional for Business

This certificate is designed to meet demand in the business community for individuals who are trained in the professional-level use of computers and business productivity computer applications. Specific areas of emphasis include word processing, spreadsheets, database management, electronic presentations, digital imaging, Windows, and Internet applications. Learning to use, integrate, and collaborate effectively with these powerful business productivity tools is essential for those preparing for jobs or wishing to advance in their current job in today's technological workplace.

Required courses:		
CSIT 125	Microsoft Word for Business	3
CSIT 128	Microsoft Excel for Business	3
CSIT 131	Microsoft Access for Business	3
CSIT 134	Microsoft PowerPoint for Business	3
CSIT 137	Google Apps for Business	3
CSIT 149	Microsoft Windows	3
CSIT 195	Computer Studies Portfolio Development	1
MAT 110	Digital Imaging 1: Adobe Photoshop	3
Select at least 6 elective units from the following courses:		6
BUS 120	Introduction to Business	
BUS 133	Project Management	
CRLP 101	Introduction to Career Planning	
CSIT 100	Computer Basics I	
CSIT 105	Computer Basics II	
CSIT 110	Computer Applications	
CSIT 115	Intermediate Computer Applications	
CSIT 155	Social Media for Business	
CSIT 160	Technology, the Individual, and Society	
CSIT 165	Living in an Online World	
MAT 125	Web Design 1: Fundamentals	
MAT 150	Flash 1: Animation and Interactivity	
MAT 170	Digital Imaging 2: Adobe Illustrator	
MAT 180	Publishing 1: Adobe InDesign	
Total Units		28

### Certificate of Achievement

#### Computer Studies

This certificate provides students with a broad foundation in computer theory and skills. These courses expose students to a wide range of fundamentals across each of the Computer Studies Department's disciplines. Completing this certificate will prepare individuals to launch or further advance their careers as computer, information technology, or related professionals in a variety of industry sectors.

Required courses:		
CS 107	Introduction to Object-Oriented Programming	3
CSIT 110	Computer Applications	3

CSIT 120	Fundamentals of Computer Information Systems	3
CSIT 125	Microsoft Word for Business	3
or CSIT 128	Microsoft Excel for Business	
or CSIT 131	Microsoft Access for Business	
or CSIT 134	Microsoft PowerPoint for Business	
or CSIT 137	Google Apps for Business	
or CSIT 146	E-Commerce and Web Presence	
or CSIT 149	Microsoft Windows	
CSIT 155	Social Media for Business	3
CSIT 160	Technology, the Individual, and Society	3
CSIT 165	Living in an Online World	3
CSIT 171	Fundamentals of Computer Networks and Security	4
CSIT 195	Computer Studies Portfolio Development	1
Total Units		26

### Certificate of Achievement

#### E-Commerce

The E-Commerce Certificate is designed for individuals interested in exploring the process of conducting business on the Internet and related design and technical considerations. Students are advised to enroll in CSIT 146 prior to selecting electives.

Required courses:		
CSIT 120	Fundamentals of Computer Information Systems	3
CSIT 146	E-Commerce and Web Presence	3
MAT 125	Web Design 1: Fundamentals	3
MAT 165	Web Design 2: Tools and Techniques	3
BUS 132	Marketing	3
Select courses from below for a minimum of 6 units:		6-8
BUS 170	Entrepreneur I	
BUS 171	Entrepreneur II	
CSIT 155	Social Media for Business	
CSIT 171	Fundamentals of Computer Networks and Security	
CSIT 174	TCP/IP and Network Infrastructure	
MAT 225	Web Design: PHP and WordPress	
MAT 235	Web Design 3: Site Design and Architecture	
Total Units		21-23

### Certificate of Achievement

#### Microsoft Certified Application Specialist for Business

The Microsoft Certified Application Specialist for Business certificate is designed for individuals who will work or currently work in a business setting using Microsoft Office business productivity applications as a vital part of their job functions. This certificate will enhance career prospects in a competitive job market by enabling the student to demonstrate proficiency (based on globally recognized Microsoft standards) in the world's foremost desktop computing applications for business. Each course in this certificate offers a comprehensive overview, starting with fundamentals and finishing with advanced features. In addition, certificate completion helps prepare

individuals for the Microsoft Certified Application Specialist certification exams.

Required courses:		
CSIT 125	Microsoft Word for Business	3
CSIT 128	Microsoft Excel for Business	3
CSIT 131	Microsoft Access for Business	3
CSIT 134	Microsoft PowerPoint for Business	3
Total Units		12

## Certificate of Achievement

### Network and Desktop Systems Administration

This certificate is designed to meet the demand in the business community for individuals trained in computer networking, network administration, Enterprise networking, and Internet or intranet administration.

Required courses:		
CSIT 171	Fundamentals of Computer Networks and Security	4
CSIT 172	Windows Networking Environment	4
CSIT 173	Desktop Support	4
CSIT 174	TCP/IP and Network Infrastructure	4
Select one course from below:		4
CSIT 175	Linux Networking Environment	
CSIT 177	System Integration - Small Business Server	
Total Units		20

## Certificate of Proficiency

### Computer Applications User

This certificate is designed to provide individuals with basic computer applications skills and techniques for jobs in any industry. Together, these courses provide a foundation for working with computer applications to perform essential job functions proficiently.

Required courses:		
CSIT 110	Computer Applications	3
CSIT 115	Intermediate Computer Applications	3
Select at least 3 elective units from the following courses:		3
CSIT 100	Computer Basics I	
CSIT 105	Computer Basics II	
CSIT 125	Microsoft Word for Business	
CSIT 128	Microsoft Excel for Business	
CSIT 131	Microsoft Access for Business	
CSIT 134	Microsoft PowerPoint for Business	
CSIT 137	Google Apps for Business	
CSIT 149	Microsoft Windows	
CSIT 155	Social Media for Business	
MAT 110	Digital Imaging 1: Adobe Photoshop	
MAT 150	Flash 1: Animation and Interactivity	
Total Units		9

## Certificate of Proficiency

### Computer Competencies for the Workplace

This certificate is designed for those who need foundation computer competencies for entry-level jobs in the workplace

or for those who are transitioning to a computer-based work environment. The skills and competencies practiced in this certificate will provide computer knowledge and hands-on workplace experiences using computer application software and hardware.

Required courses:		
BOT 100	Beginning Keyboarding	1
CSIT 110	Computer Applications	3
CSIT 120	Fundamentals of Computer Information Systems	3
CSIT 137	Google Apps for Business	3
Select at least 5 elective units from the following courses:		5
BOT 102	10-Key	
BOT 110	Word Processing	
BOT 113	Basic Office Skills	
CSIT 100	Computer Basics I	
CSIT 105	Computer Basics II	
CSIT 146	E-Commerce and Web Presence	
Total Units		15

## Certificate of Proficiency

### Emerging Technologies in Computer Studies

This certificate provides students with the opportunity to explore emerging technologies in computer studies to enhance their future or current work perspectives. Emphasis is placed on the changing landscape of computers, information, and technology and understanding how trends in these areas may impact current and future business and industry.

Required courses:		
CSIT 137	Google Apps for Business	3
CSIT 155	Social Media for Business	3
CSIT 160	Technology, the Individual, and Society	3
CSIT 165	Living in an Online World	3
Total Units		12

## Courses

### CSIT 100: Computer Basics I

Units: 1.5

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1.50 hours. (0701.00)

This first in a two-course sequence is intended for students wishing to develop or strengthen their basic computer skills. Topics include basic computer techniques and literacy in computer concepts, Windows, working with files and folders, word processing, browsing and searching the Web, sending and receiving email, and academic computing course management systems, such as Blackboard. Upon successful completion of the course, students will be prepared for CSIT 105, Computer Basics II.

**CSIT 105: Computer Basics II**

Units: 1.5

Prerequisites: None

Advisory: CSIT 100.

Acceptable for Credit: CSU

Lecture 1.50 hours. (0701.00)

This second in a two-course sequence is intended for students wishing to develop or strengthen their basic computer skills.

Picking up where CSIT 100 leaves off, this course includes new and expanded study in the areas of basic computer techniques and literacy in computer concepts. Topics include Windows, hierarchical file and folder management, multi-tasking, word processing, safe and ethical Internet practices, email, spreadsheet creation, computer maintenance, security, and purchasing a computer.

**CSIT 110: Computer Applications**

Units: 3

Prerequisites: None

Advisory: CSIT 105.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (0702.10)

This course provides an in-depth, hands-on introduction to computer applications and fundamentals. Topics include computer concepts, the operating system, and word processing, spreadsheet, presentation, database, and Web browser applications. The course emphasizes applied computer applications skills and techniques, computer concepts and ethical considerations, and the use of computer applications as integrated tools to perform professional-level analyses. UC CREDIT LIMITATION: Credit for CSIT 110 or CSIT 120.

**CSIT 115: Intermediate Computer Applications**

Units: 3

Prerequisites: CSIT 110.

Acceptable for Credit: CSU

Lecture 3 hours. (0702.10)

Picking up where CSIT 110 leaves off, this course features the use and integration of computer applications at the intermediate level. Topics include further development of concepts, skills, and techniques in word processing, spreadsheet, presentation, and database applications.

**CSIT 120: Fundamentals of Computer Information Systems**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (0701.00)

This course covers the concepts of information systems in business, which include the integration of information technology, e-commerce, systems analysis, data storage, data processing, security, and communications. The course applies information system concepts by developing solutions to business problems using financial analysis and database management tools, such as Microsoft Excel and Access. This course is intended for students majoring in Business and Information Systems. (Formerly CIS 101.) UC CREDIT LIMITATION: Credit for CSIT 110 or CSIT 120.

**CSIT 125: Microsoft Word for Business**

Units: 3

Prerequisites: None

Advisory: CSIT 105

Enrollment Limitation: Not open to students with credit in CIS 151.

Acceptable for Credit: CSU

Lecture 3 hours. (0702.10)

Students learn how to use Microsoft Word, the industry-standard tool for word processing in business environments. This comprehensive course includes fundamentals, such as document design, section breaks, table of contents, graphics, columns, and tables, as well as more advanced features, such as document collaboration, workgroup tools, template customization, mail merge, object linking, forms, security, and Web enabling. This course helps prepare students for the Microsoft Certification Exam.

**CSIT 128: Microsoft Excel for Business**

Units: 3

Prerequisites: None

Advisory: CSIT 105.

Enrollment Limitation: Not open to students with credit in CIS 154.

Acceptable for Credit: CSU

Lecture 3 hours. (0702.10)

Students learn how to use Microsoft Excel, the industry standard tool for spreadsheet and chart creation in a business environment. This comprehensive course includes fundamentals, such as workbook and worksheet design, formulas, functions, and charts, as well as more advanced features, such as pivot tables, what-if analysis, three-dimensional worksheets, goal seek, and collaboration tools. This course helps prepare students for the Microsoft Certification Exam.

**CSIT 131: Microsoft Access for Business**

Units: 3

Prerequisites: None

Advisory: CSIT 105.

Enrollment Limitation: Not open to students with credit in CIS 165.

Acceptable for Credit: CSU

Lecture 3 hours. (0702.10)

Students learn how to use Microsoft Access, the industry standard tool for database creation in a business environment. This comprehensive course includes fundamentals, such as relational database design theory, tables, queries, reports, and forms, as well as more advanced features, such as complex validation rules, action queries, report controls, form automation, database customization, and data integration tools. This course helps prepare students for the Microsoft Certification Exam.

## **CSIT 134: Microsoft PowerPoint for Business**

Units: 3

Prerequisites: None

Advisory: CSIT 105.

Acceptable for Credit: CSU

Lecture 3 hours. (0702.10)

Students learn how to use Microsoft PowerPoint, the industry standard tool for creating electronic presentations in business environments. This comprehensive course includes fundamentals, such as electronic presentation design and delivery concepts, slide layout, graphics, diagrams, charts, and sound, as well as more advanced features, such as complex animation, transitions, action buttons, video, custom backgrounds, and collaboration tools. This course helps prepare students for the Microsoft Certification Exam.

## **CSIT 137: Google Apps for Business**

Units: 3

Prerequisites: None

Advisory: CSIT 105.

Acceptable for Credit: CSU

Lecture 3 hours. (0702.10)

In this course, students learn how to use Google Apps, a collection of free Web-based productivity tools, in a business environment. Topics include Google Search, Gmail, Google Calendar, Google Docs, Google Spreadsheets, Google Presentations, and emerging trends in Google Apps. Students use the Internet to access their files and the tools to manipulate and collaborate with them.

## **CSIT 146: E-Commerce and Web Presence**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0709.10)

This course teaches the principles and technologies involved in E-Commerce and creating a Web presence for a small or medium-sized business (SMB). It addresses the needs of both online and traditional brick and mortar businesses and provides students with a basic working knowledge of how to sell products and services on the Web. It covers aspects of business and marketing planning, a survey of Web technologies, such as HTML, XHTML, HTML5 and CSS, use of digital media, building an online store, e-commerce security, electronic payment systems, international and legal issues, Search Engine Optimization (SEO), and current marketing trends. Students create a starter e-business Web site or improve an existing site that can be used for their business or to help them get a job in the field.

## **CSIT 149: Microsoft Windows**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0702.10)

This course introduces students to the current Microsoft Windows operating system. Students learn how to install the operating system, create and manage user accounts, view system components and properties, install applications, switch between different application windows, manage files and folders, and customize the Windows environment. The course also covers networking, file and folder sharing, computer security, malware, and safe Internet use.

## **CSIT 155: Social Media for Business**

Units: 3

Prerequisites: None

Advisory: CSIT 105.

Acceptable for Credit: CSU

Lecture 3 hours. (0702.10)

This course explores social media use from a business perspective. Students learn how to develop a social media strategy to promote business, build stronger customer relations, target a broad base or niche audience, and develop effective marketing and advertising techniques that enhance Web presence and coordinate a common message across multiple channels. Students explore historical development as well as emerging trends in Web applications and services that facilitate creativity, collaboration, and information sharing among users and business.

## **CSIT 160: Technology, the Individual, and Society**

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (0701.00)

This course critically examines the interrelationships among technology, the individual, and society. Students investigate the historical, political, and economic factors that influence the growth and development of technology and assess how individuals and society respond to the challenges and consequences of the technology revolution. Appropriate for both technical and non-technical majors, students explore principles, methodologies, and value systems from a technology and social science interdisciplinary perspective. UC CREDIT LIMITATION: Credit for CSIT 160 or CSIT 165.

**CSIT 165: Living in an Online World**

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours.

This course considers human behavior in relation to the challenges and opportunities presented by an increasingly online society. It places special emphasis on critically evaluating and managing one's online presence within this environment in a healthy way throughout various life stages. Appropriate for both technical and non-technical majors, this course explores the psychological, sociological, and physiological consequences for individuals and societies that result from the global use of the Internet in everyday life. UC CREDIT LIMITATION: Credit for CSIT 160 or CSIT 165.

**CSIT 171: Fundamentals of Computer Networks and Security**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in CIS 187 and CIS 195.

Acceptable for Credit: CSU

Lecture 4 hours. (0702.00)

This course presents an overview and introduction to computer networking components, network design, operation, protocols, network operating systems, and computer and network security. Students learn the fundamentals of configuring and using secure network resources, such as file servers, printers, e-mail, the Internet, and networked applications. This course prepares students for the CompTIA Network+ and Security+ certification exams.

**CSIT 172: Windows Networking Environment**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in CIS 188 and CIS 200.

Acceptable for Credit: CSU

Lecture 4 hours. (0708.00)

This course provides students with a broad understanding of Microsoft Windows Server and prepares them for network server administration and Windows certification exams. The course focuses on administrative tasks; operating-system selection, installation, and configuration; Active Directory design and implementation; user management; group policy; printers; network services, especially Domain Name System (DNS); and system security, monitoring, and optimization. Students develop skill and apply their knowledge through hands-on projects and case-study assignments.

**CSIT 173: Desktop Support**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in CIS 193 and CIS 208.

Acceptable for Credit: CSU

Lecture 4 hours. (0708.00)

This course prepares students to support desktop users. It covers desktop operating system and computer implementation and support and emphasizes workstation integration in the network environment. Topics include installation and upgrades, configuration, management, operation, optimization, and troubleshooting of desktop operating systems and applications. Students diagnose problems in connectivity, manage security settings, troubleshoot hardware and software issues, and optimize system performance.

**CSIT 174: TCP/IP and Network Infrastructure**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in CIS 198 and CIS 201.

Acceptable for Credit: CSU

Lecture 4 hours. (0708.00)

This course introduces students to the theory and application of the Transmission Control Protocol/Internet Protocol (TCP/IP) upon which the Internet is based. Students learn the layered functions of the TCP/IP stack and how they relate to Internet architecture. Topics include TCP/IP addressing, subnetting, host and domain name resolution, routing considerations, and practical management of TCP/IP protocols and services. Students install, configure, manage, and troubleshoot network servers and services in a domain environment. The course emphasizes directory service and domain name system (DNS) administration.

**CSIT 175: Linux Networking Environment**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in CIS 199 and CIS 203.

Acceptable for Credit: CSU

Lecture 4 hours. (0708.00)

This course covers the installation, configuration, management, and troubleshooting of the Linux operating system. It includes basic topics related to the administration of Linux systems, basic scripting, system performance and tuning, troubleshooting, system security, package installation and removal, logging, scheduling, and Linux tools. The course also introduces Web servers, mail servers, and internetworking with other network-operating systems.



### **CSIT 177: System Integration - Small Business Server**

Units: 4

Prerequisites: None

Advisory: CSIT 171, CSIT 172 or CSIT 176.

Acceptable for Credit: CSU

Lecture 4 hours. (0702.00)

This course covers server integration and troubleshooting based on Microsoft Small Business Server or an Open Source equivalent. It challenges students to use server virtualization and integrate Windows Server in an Active Directory environment with Exchange Server, Structured Query Language (SQL) Server, Share Point Server and Web Services, and Internet Security and Acceleration Server (Web Caching and Firewall). Students install and configure the servers, create accounts, and maintain security and functionality on systems connected to the Internet. They also troubleshoot problems and update, manage, and protect their systems from Internet intrusions and other challenges. (Formerly CIS 204.)

### **CSIT 195: Computer Studies Portfolio Development**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour. (0702.00)

This course teaches students how to create a portfolio to professionally display their best work and to increase job opportunities. Topics include defining an audience, organizing and adapting a body of work, and formatting and creating a finished portfolio designed to reflect the student's vision and highlight the quality of his or her accomplishments. Note: Students should complete most courses within their chosen Computer Studies certificate program before enrolling in CSIT 195.

### **CSIT 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### **CSIT 296: Topics in Computer Studies and Information Technology**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1701.00)

This course gives students an opportunity to study topics in Computer Studies and Information Technology that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

### **CSIT 298: Directed Study in Computer Studies and Information Technology**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (0701.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

### **CSIT 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Counseling

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The Counseling Department offers courses that help students develop the skills they need to succeed in college and make effective career and life choices. The department also offers Special Topics courses related to various areas of academic, career, and personal development.

## Contact Information

**Chair:** Luke Lara  
llara@miracosta.edu  
**Dean:** Freddy Ramirez  
framirez@miracosta.edu  
www.miracosta.edu/COUN

**Department:** Counseling  
**Office:** Building OC3700,  
760.795.6670

## Full-Time Faculty

Adrean Askerneese	Melissa Hughes
Michael Deaton	Luke Lara
Hilda Gomez-Zinn	Marjorie Lee
Wendy Horton	Freddy Ramirez

## Courses

### COUN 100: Career and Life Planning

Units: 3  
Prerequisites: None  
Enrollment Limitation: Not open to students with credit in CRLP 100.  
Acceptable for Credit: CSU, UC Credit limitation  
Lecture 3 hours. (4930.12)

This course assists students in successfully establishing and achieving education, career, and life goals through a comprehensive approach to effective planning. Students relate their interests, personality, learning style, transferable skills, and work values to academic major and career options. They also examine the stages of career development, tasks appropriate to each stage, and subsequent implications for education and career choice over the lifespan. Topics include decision-making and goal-setting strategies, preparing effectively for work and lifelong learning in a global economy, and job-search skills, including developing a resume, a cover letter, and interviewing skills. The course emphasizes the importance of taking personal responsibility for one's educational, career, and personal decisions to achieve satisfaction through work and life balance. UC CREDIT LIMITATION: Credit for CRLP 100, COUN 100, COUN 105, COUN 110, or INTR 100.

### COUN 101: Orientation to College

Units: 1  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 1 hour. (4930.13)

This course focuses on the practical tools, information, strategies, and skills development necessary for academic success during students' first year in college. It emphasizes the function of higher education, study skills, introduction and application of academic support services, and personal development skills. This course is recommended for first year college students or re-entry students.

### COUN 103: Math Success Strategies

Units: 1  
Prerequisites: None  
Advisory: MATH 20, MATH 30, OR MATH 64.  
Lecture 1 hour. (4930.10)

This course is designed to be taken with a basic math course, such as MATH 20, 30, or 64. It emphasizes the exploration and application of different learning styles in learning math, mastering common math vocabulary and concepts, and improving study strategies for successful completion of basic math classes. As a secondary emphasis, the course examines how to improve math-specific performance. Taking this course simultaneously with a basic math course allows for meaningful practice and mastery of material taught in both courses.

### COUN 105: Transfer Success

Units: 1  
Prerequisites: None  
Acceptable for Credit: CSU, UC Credit limitation  
Lecture 1 hour. (4930.13)

This course promotes academic success by providing students with information that will clarify the transfer process, identify support services on campus, and assist them in developing a comprehensive transfer plan. Topics include a review of higher education options, the process for determining a major, applications and admissions timelines, and criteria for establishing educational goals. Offered pass/no pass only. UC CREDIT LIMITATION: Credit for CRLP 100, COUN 100, COUN 105, COUN 110, or INTR 100.

### COUN 110: College Success Skills

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU, UC Credit limitation  
Lecture 3 hours. (4930.13)

This course promotes academic success by providing information, tools, and resources that students can use to establish and achieve educational goals. Students explore higher education opportunities and potential career interests while focusing on educational planning. Students conduct personal self-assessments and examine socioeconomic and cultural influences that affect their education and career decisions. UC CREDIT LIMITATION: Credit for CRLP 100, COUN 100, COUN 105, COUN 110, or INTR 100.

### **COUN 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### **COUN 296: Topics in Counseling**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (4930.13)

This course gives students an opportunity to study topics in Counseling that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## Dance



The mission of the MiraCosta dance department is to create artistic and academic excellence by engaging students in a diversity of dance techniques, choreography, performance, and scholarly practices. The department fosters student engagement through creative and critical thinking and values artistic exploration that enriches the individual, classroom, and community.

Students take dance courses to prepare for a major, to fulfill general education requirements, and for personal and professional enrichment. The department offers performance opportunities to both majors and non-majors. Career options include professional performance or choreography, dance studio or company management, child development, dance therapy, movement analysis, dance ethnology, dance criticism, dance science, academic research, and teaching.

### Contact Information

**Chair:** Dave Massey  
dmassey@miracosta.edu

**Dean:** Jonathan Fohrman  
jfohrman@miracosta.edu  
www.miracosta.edu/DNCE

**Department:** Dance  
**Office:** Building OC4700,  
760.795.6844

## Full-Time Faculty

Trisha Hanada-Rogers  
Dave Massey

## Program Student Learning Outcomes (PSLOs)

The degree program includes the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Dance Associate in Arts Degree

**PSLO:** Upon completion of this program, the student will be able to examine and interpret dance movement in terms of time, space, and energy.

**PSLO:** Upon completion of this program, the student will be able to create dance sequences using compositional principles of time, space, and energy.

### Dance Instructor Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to create and teach a sample class, demonstrating correct instruction in body alignment, musicality, breathing, and muscular control in a selected dance technique.

**PSLO:** Upon completion of this program, the student will be able to examine and interpret dance movement in terms of time, space, and energy.

**PSLO:** Upon completion of this program, the student will be able to create dance sequences using compositional principles of time, space, and energy.

### Pilates Instructor Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to demonstrate and teach the complete Pilates mat work choosing correct modifications after assessing movement contraindications.

**PSLO:** Upon completion of this program, the student will be able to demonstrate and teach the complete Pilates reformer work choosing correct modifications after assessing movement contraindications.

**PSLO:** Upon completion of this program, the student will be able to create and design a safe, complete Pilates exercise regimen incorporating both Pilates mat and reformer exercises.

## Associate Degree

### Associate in Arts Degree

#### Dance



The Dance program offers lower-division preparation for students who plan to transfer to pursue a bachelor's degree in dance. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many CSUs and UCs have unique admissions and preparation-for-the-major requirements. Students should meet with a MiraCosta College counselor to identify required courses and to develop a written plan for their targeted university.

#### Required courses:

DNCE 100	Dance Appreciation	3
or DNCE 101	Dance History	
or DNCE 105	Dance Cultures of the World	
DNCE 154	Ballet II	1.5
DNCE 160	Rehearsal and Performance	1.5
or DNCE 162	Dance Arts Ensemble I	
or DNCE 261	Dance Repertory	
or DNCE 262	Dance Arts Ensemble II	
DNCE 168	Jazz Dance II	1.5
DNCE 178	Modern Dance II	1.5
DNCE 185	Choreography I	3
Select 10 units from the following list of courses:		10

DNCE 140	Ballroom Dance Performance I	
DNCE 143	Ballroom Dance Performance II	
DNCE 146	Latin Dance Performance I	
DNCE 147	Latin Dance Performance II	
DNCE 152	Ballet I	
DNCE 154	Ballet II	
DNCE 159	Pilates Mat Work I	
DNCE 163	Creative Dance and Improvisation	
DNCE 166	Jazz Dance I	
DNCE 169	Introduction to World Dance Forms	
DNCE 171	Selected World Dance	
DNCE 176	Modern Dance I	
DNCE 178	Modern Dance II	
DNCE 183	Commercial Dance	
DNCE 186	Choreography II	

DNCE 191	Tap Dance I
DNCE 193	Tap Dance II
DNCE 260	Dance Touring Ensemble
DNCE 263	Contemporary Dance Workshop and Performance A
DNCE 264	Contemporary Dance Workshop and Performance B
DNCE 266	Jazz Dance III
DNCE 288	Dance Pedagogy
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Total Units	22

## Certificates

### Certificate of Achievement

#### Dance Instructor

The Dance Instructor certificate prepares dancers to teach in private studios, recreational facilities, or community dance programs. Students study theory and technique courses in dance choreography, performance, and instruction. They gain a well-rounded foundation in dance that encompasses a variety of dance genres and teaching methodologies. Most candidates for this certificate already have experience in a specific dance genre and need to gain a broader understanding and experience in the overall field of dance education.

Required courses:		
DNCE 105	Dance Cultures of the World	3
DNCE 140	Ballroom Dance Performance I	1
or DNCE 146	Latin Dance Performance I	
DNCE 152	Ballet I	1.5
DNCE 160	Rehearsal and Performance	1.5
or DNCE 162	Dance Arts Ensemble I	
DNCE 168	Jazz Dance II	1.5
DNCE 178	Modern Dance II	1.5
DNCE 185	Choreography I	3
DNCE 186	Choreography II	3
DNCE 288	Dance Pedagogy	2
DNCE 260	Dance Touring Ensemble	1.5
or DNCE 261	Dance Repertory	
or DNCE 262	Dance Arts Ensemble II	
Select 3 units from the following:		3
DNCE 158	Dance Stretch	
DNCE 163	Creative Dance and Improvisation	
DNCE 169	Introduction to World Dance Forms	
DNCE 179	Musical Theatre Dance	
DNCE 183	Commercial Dance	
DNCE 261	Dance Repertory	
or DNCE 262	Dance Arts Ensemble II	
DNCE 292	Internship Studies	
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Total Units		22.5

### Certificate of Achievement

#### Pilates Instructor

The Pilates Instructor certificate prepares students to teach in a Pilates studio, health club, recreational facility, or rehabilitation center or to develop their own small business. The student

takes theory and technique courses in Pilates mat work and apparatus taught by certified Pilates professionals. The student learns methods to appraise and design suitable exercise programs for people of all ages and physical conditions.

To prepare the student for employment, instruction uses both classroom work with a variety of instructional methods, such as lecture, lab/demonstration, and independent/group projects, and internship experiences in Pilates and fitness facilities.

Required courses:		
DNCE 157	Pilates Apparatus I	1
DNCE 159	Pilates Mat Work I	1
DNCE 257	Pilates Apparatus II	1.5
DNCE 258	Pilates Pedagogy	1.5
DNCE 259	Pilates Mat Work II	1.5
BIO 190	Survey of Human Musculoskeletal System	1
KINE 190	Introduction to Kinesiology	3
DNCE 292	Internship Studies	2.5
Select at least 3 elective units from the following		3
BUS 130	Small Business Management	
BUS 170	Entrepreneur I	
BUS 171	Entrepreneur II	
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Total Units		16

## Courses Related in Content (CRC)

Active participatory dance courses that are related in content are grouped together. Students are allowed four enrollments within each CRC group, but each course may be taken only once unless its catalog description indicates it is repeatable. Enrollments include any combination of course completions (with an evaluative or nonevaluative symbol recorded on the student's transcript), withdrawals, and repetition.

#### Ballroom CRC

DNCE 140	Ballroom Dance Performance I
DNCE 143	Ballroom Dance Performance II

#### Choreography CRC

DNCE 185	Choreography I
DNCE 186	Choreography II

#### Contemporary Dance Workshop CRC

DNCE 263	Contemporary Dance Workshop and Performance A
DNCE 264	Contemporary Dance Workshop and Performance B

#### Dance Performance CRC

DNCE 160	Rehearsal and Performance
DNCE 261	Dance Repertory
DNCE 262	Dance Arts Ensemble II

#### Jazz CRC

DNCE 266	Jazz Dance III
DNCE 268	Jazz Dance IV

#### Latin CRC

DNCE 146	Latin Dance Performance I
DNCE 147	Latin Dance Performance II

#### Pilates CRC

DNCE 157	Pilates Apparatus I
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DNCE 158	Dance Stretch
DNCE 257	Pilates Apparatus II
DNCE 258	Pilates Pedagogy
DNCE 259	Pilates Mat Work II

## Courses

### DNCE 100: Dance Appreciation

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students who completed DNCE 101 before Fall 2009.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1008.00)

This course examines the aesthetics of dance using the elements of time, space, and energy. It introduces students to the origins of dance within cultural contexts. Topics include dance genres, movement vocabulary, notation symbols, and dance-production elements that choreographers use to convey their creative intent. Students are required to attend a live dance performance.

### DNCE 101: Dance History

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1008.00)

This course provides a historical survey of dance in western civilization from antiquity to the present. It emphasizes the cultural context and historical development of ballet and modern dance, and it relates dance to other art forms within various historical periods. Students are required to attend a live dance performance.

### DNCE 105: Dance Cultures of the World

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1008.00)

This course surveys dance around the world in a cultural and social context. It emphasizes the different ways dance is used to express ideas about the relationship between a person and the body, the opposite sex, religion, cultural traditions, and ritual. Cultures include Africa, Asia, Latin America, Middle East, North America, and Eastern Europe.

### DNCE 140: Ballroom Dance Performance I

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This course introduces beginning principles and techniques of American and international ballroom dances, such as the fox-trot, waltz, tango, and swing. Students learn and perform ballroom dance choreography while improving alignment, musicality, partnering skills, and styling. Topics include historical and multicultural aspects of ballroom dances. Students are required to attend a live dance performance.

### DNCE 143: Ballroom Dance Performance II

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This continued study of ballroom dance principles and techniques focuses on intermediate-level American and international ballroom dances, including slow waltz, Viennese waltz, tango, quickstep, jitterbug swing, and lindy hop. Students learn and perform ballroom dance choreography while improving alignment, musicality, styling, and partnering skills. Topics include historical and multicultural aspects of these dance forms. Students are required to attend a live dance performance.

### DNCE 146: Latin Dance Performance I

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This course introduces beginning principles and techniques of Latin American dances, such as the salsa, cha cha, and merengue. Students learn and perform Latin dance choreography while improving alignment, timing, footwork, styling, and partnering techniques. Topics include historical and multicultural aspects of Latin dances. Students are required to attend a live dance concert.

### DNCE 147: Latin Dance Performance II

Units: 1

Prerequisites: None

Advisory: DNCE 146.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This continued study of Latin dance principles and techniques focuses on intermediate Latin American dances, including rumba, samba, and mambo. Students learn and perform Latin dance choreography while improving alignment, styling, and musicality. Topics include historical and multicultural aspects of these dance forms. Students are required to attend a live dance concert.

### DNCE 152: Ballet I

Units: 1.5

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course focuses on the fundamentals of ballet technique, principles, and terminology. It prepares students for more advanced study in ballet. Topics include terminology, variations of ballet barre, center, petite allegro, adagio, and grande allegro work. Students develop increased proficiency and skill attainment with each repetition, and they are required to attend a live dance performance. (May be repeated three times.)

## **DNCE 154: Ballet II**

Units: 1.5

Prerequisites: None

Advisory: DNCE 152.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course focuses on intermediate ballet technique, principles, and terminology. It prepares students for more advanced study in ballet. Topics include terminology, variations of ballet barre, center, petit allegro, adagio, and grande allegro work. Students develop increased proficiency and skill attainment with each repetition. (May be repeated three times.)

## **DNCE 157: Pilates Apparatus I**

Units: 1

Prerequisites: DNCE 159.

Corequisite: DNCE 159 if prerequisite not met.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This course uses the universal reformer to teach Pilates concepts, movement, and technique. Students learn beginning exercises that develop and improve body alignment, strength, flexibility, control, coordination, and breathing. These apparatus exercises also aid in correcting imbalances or dance/sports injuries. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

## **DNCE 158: Dance Stretch**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This course includes specific flexibility and strengthening exercises designed to improve overall body awareness. It introduces students to body awareness programs, such as yoga, ideokinesis, gyrokinesis, Pilates, Alexander, and Feldenkrais techniques. Students are required to attend a live dance performance. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

## **DNCE 159: Pilates Mat Work I**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This Pilates conditioning course emphasizes basic Pilates mat work exercises and body awareness that lead to improved strength, flexibility, control, coordination, body alignment, and breathing. Students learn basic Pilates principles to develop a kinesiological awareness for improved dance/sports technique and performance. (May be repeated two times.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

## **DNCE 160: Rehearsal and Performance**

Units: 1.5

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course develops students' dance performance skills from the studio environment to the stage. Students work with faculty and student choreographers in both traditional and contemporary dance styles to ultimately learn, rehearse, and complete a student-choreographed dance for a live and recorded performance. The course examines performance techniques, how dance choreography is interpreted, and the relationship between dance choreography and musical accompaniment.

## **DNCE 162: Dance Arts Ensemble I**

Units: 1.5

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course provides the opportunity for the beginning-to-intermediate dancer to rehearse and perform works choreographed by faculty for live and recorded performance. The course covers all phases of the dance concert process from audition and rehearsal to performance. Students perform under professional working conditions and requirements and experience different choreography, musical accompaniment, and dance styles each semester the course is offered. (May be repeated one time.)

## **DNCE 163: Creative Dance and Improvisation**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This course develops improvisational skills in dance, using the tools of time, space, and energy. It explores creative movement through various stimuli, such as music, video, sound, text, and art. Students work on structured improvisational tasks in solos, duets, and small groups, analyzing movement through discussion and personal reflection. Students must attend a live dance event and write a reflective critique. (May be repeated one time.)

## **DNCE 166: Jazz Dance I**

Units: 1.5

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course focuses on the fundamentals of jazz-dance technique, principles, and terminology. It prepares students for a more advanced study in jazz dance. Topics include terminology, warm-up, on-the-diagonal combinations, and dance combinations center floor. Students develop increased proficiency and skill attainment with each repetition. Students are required to attend a live dance performance. (May be repeated one time.)

**DNCE 168: Jazz Dance II**

Units: 1.5

Prerequisites: None

Advisory: DNCE 166

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course provides study in intermediate jazz-dance technique, principles, and terminology. It prepares students for a more advanced study in jazz dance. Topics include terminology, warm-up center floor, on-the-diagonal combinations, and dance combinations center floor. Students develop increased proficiency and skill attainment with each repetition. (May be repeated one time.)

**DNCE 169: Introduction to World Dance Forms**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This course introduces the dance and music of various world dance cultures, including Africa, Asia, South America, the Middle East, and Europe. Students learn basic dance steps, postures, rhythms, timing, and movements of different world dance forms. The course examines the function and aesthetic of dance within various cultures, such as ritual, social, and artistic expression. Students develop increased proficiency and skill attainment with each repetition, and they are required to attend a live dance performance. (May be repeated one time.)

**DNCE 171: Selected World Dance**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This course offers a concentrated study of dance movement and technique from a selected world dance culture. It emphasizes understanding the world dance culture's particular style, aesthetic, and cultural significance. Students learn the specific posture, alignment, rhythms, footwork, arm movements, and musicality of the selected world dance form. Topics may vary to include dances from Africa, Asia, South America, the Middle East, and other parts of the world. Students are required to attend a live dance concert.

**DNCE 176: Modern Dance I**

Units: 1.5

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course introduces modern dance principles and techniques, exploring the elements of time, space, energy, and shape. Students learn correct body alignment, rhythm, breath, and balance through the study and practice of modern dance combinations. Students are required to attend a live dance performance. (May be repeated three times.)

**DNCE 178: Modern Dance II**

Units: 1.5

Prerequisites: None

Advisory: DNCE 176

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course is a continued study of modern dance, based on the principles of contraction and release, fall and recovery, and effort/shape. Students learn movement combinations and group choreography, utilizing intermediate modern dance technique, improvisation, and choreographic variations. Students are required to attend a live dance concert. (May be repeated three times.)

**DNCE 179: Musical Theatre Dance**

Units: 1-2

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Laboratory 6 hours. (1008.00)

This course focuses on dance techniques within the context of historical and contemporary Broadway musicals and/or plays. Students assess how movement, energy, stage presence, and musicality affect level of performance, and they integrate these techniques into choreography and a theatrical performance. Entry into this course is by audition.

**DNCE 183: Commercial Dance**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 0.50 hour, laboratory 1.50 hours. (1008.10)

This course emphasizes movement for commercial dance work used in movies, concert dance, television, musical theater, and videos offering current trends in popular dance styles. It includes turns, floor work, leaps, and rhythm techniques. Students are required to attend a live dance performance. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

**DNCE 185: Choreography I**

Units: 3

Prerequisites: None

Advisory: DNCE 152, DNCE 166, or DNCE 176.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1008.00)

This course focuses on the art and craft of choreography using the compositional dance principles of time, space, and energy. Students analyze dances by contemporary choreographers and create dance sequences using structured improvisation, movement exploration, and musical interpretation. The course emphasizes solo and small-group work. (May be repeated one time.)

## **DNCE 186: Choreography II**

Units: 3

Prerequisites: DNCE 185.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1008.00)

This course continues the development of choreographic concepts and skills from DNCE 185. Students create and craft dance compositions based on the principles of time, space, and energy, expanding movement concepts from solo or small-group work to larger-group choreography. Topics include music/accompaniment and basic costume design.

## **DNCE 191: Tap Dance I**

Units: 1.5

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course provides study in beginning tap-dance technique, principles, and terminology. It prepares students for a more advanced study in tap dance. Topics include terminology, warm-up, combinations across the floor, and center-floor combinations. Students develop increased proficiency and skill attainment with each repetition. (May be repeated one time.)

## **DNCE 193: Tap Dance II**

Units: 1.5

Prerequisites: None

Advisory: DNCE 191

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course provides study in intermediate tap-dance technique, principles, and terminology. It prepares students for a more advanced study in tap dance. Topics include terminology, warm-up, combinations across the floor, and center-floor combinations. Students develop increased proficiency and skill attainment with each repetition. (May be repeated one time.)

## **DNCE 257: Pilates Apparatus II**

Units: 1.5

Prerequisites: DNCE 157

Acceptable for Credit: CSU, UC Credit limitation

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course focuses on the intermediate through advanced exercises and concepts using the Universal Reformer developed by Joseph H. Pilates. The exercises focus on improved body alignment, strength, flexibility, control, centering, coordination, and breathing. This course employs a series of exercises designed to enhance dance performance and prevent injury. It also aids in dance/sports rehabilitation. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

## **DNCE 258: Pilates Pedagogy**

Units: 1.5

Prerequisites: DNCE 157 and DNCE 259.

Acceptable for Credit: CSU

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course is designed for the intermediate/advanced Pilates student. It covers the theory and practical application of teaching Pilates. Topics include assessment, goal setting, lesson plans, communication, cueing, precautions, and modifications for Pilates clients.

## **DNCE 259: Pilates Mat Work II**

Units: 1.5

Prerequisites: DNCE 159.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course focuses on the intermediate through advanced exercises and concepts developed by Joseph H. Pilates. The exercises focus on improved body alignment, strength, flexibility, control, centering, coordination, and breathing. This course employs a series of exercises designed to enhance dance performance and prevent injury. It also aids dance/sports rehabilitation. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

## **DNCE 260: Dance Touring Ensemble**

Units: 1.5

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course allows students to study traditional and contemporary choreography through rehearsal and competitive performance. Dancers participate in concerts and festivals on campus and throughout the community and region, including American College Dance Festival Association (ACDFA) competitions. Students experience different repertoire each semester the course is offered. (May be repeated three times.)

## **DNCE 261: Dance Repertory**

Units: 1.5

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course provides analysis and aesthetic study of existing, major choreographic works by dance faculty or guest artists. Students participate in the creative process, production, and performance of a complete dance work while studying its aesthetic form and content.

**DNCE 262: Dance Arts Ensemble II**

Units: 1.5

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course provides the opportunity for the intermediate-to-advanced dancer to rehearse and perform works choreographed by faculty for live and recorded performance. The course covers all phases of the dance concert process from audition and rehearsal to performance. Students perform under professional working conditions and requirements.

**DNCE 263: Contemporary Dance Workshop and Performance A**

Units: 1.5

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course offers students and choreographers a beginning-to-intermediate level experience working in a collaborative workshop setting. Students participate in the creative process throughout the workshop, which culminates in a public performance. Students work under professional working conditions and requirements.

**DNCE 264: Contemporary Dance Workshop and Performance B**

Units: 1.5

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course offers students and choreographers an intermediate-to-advanced level experience working in a collaborative workshop setting. Students participate in the creative process throughout the workshop, which culminates in a public performance. Students work under professional working conditions and requirements.

**DNCE 266: Jazz Dance III**

Units: 1.5

Prerequisites: None

Advisory: DNCE 168.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course provides study in intermediate/advanced jazz-dance technique, principles, and terminology. Topics include body alignment, and musicality.

**DNCE 268: Jazz Dance IV**

Units: 1.5

Prerequisites: None

Advisory: DNCE 266

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

This course provides study in advanced jazz dance technique, principles, and terminology. Topics include musicality and various jazz styles.

**DNCE 288: Dance Pedagogy**

Units: 2

Prerequisites: DNCE 146, DNCE 152, DNCE 166, or DNCE 176.

Acceptable for Credit: CSU, UC

Lecture 1 hour, laboratory 3 hours. (1008.10)

This course for dancers with a strong understanding of dance technique and aesthetics covers the theory and practical application of teaching dance. Topics include the analysis of objectives, principles, and techniques of dance instruction, including the development of lesson plans, syllabi, musical accompaniment, and student-learning outcomes for a variety of levels, styles, and settings.

**DNCE 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**DNCE 296: Topics in Dance**

Units: 0.5-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 0.5 hours.

Lecture 1 hour.

Lecture 1.5 hours.

Lecture 2 hours.

Lecture 2.5 hours.

Lecture 3 hours. (1008.00)

This course gives students an opportunity to study topics in Dance that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.



### **DNCE 298: Directed Study in Dance**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1008.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

### **DNCE 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Design



The Design program offers courses in architecture, drafting, and engineering for students who wish to transfer to a four-year institution or gain employment in the fields of architectural design, computer aided design, mechanical design, and

engineering design. The program also offers courses for those who may not be pursuing a career in design but who have an interest in or need to understand graphic communication. The engineering course work includes engineering design graphics courses for students majoring in aerospace, civil, environmental, industrial, mechanical, and structural engineering. The architectural course work gives students a working knowledge of the practices and technical aspects of architectural design and drawing. Careers in architecture, some of which require an undergraduate degree, include urban planner, surveyor, draftsman, building inspector, corporate architect, and technical illustrator. Employers for students obtaining certificates and associate degrees include federal, state, and local land use planning agencies; building and transportation agencies; private architectural, contract, and construction companies; and for-profit industrial and manufacturing companies in life science, defense, sport/recreation equipment, and various other industries.

### Contact Information

**Chair:** David Parker  
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**Department:** Design  
**Office:** Building OC4800,  
760.795.6811

### Full-Time Faculty

Paul Clarke  
David Parker

### Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

#### **Architectural Design Associate in Arts Degree and Certificate of Achievement**

**PSLO:** Upon completion of this program, the student will be able to design and create graphical representations of the built environment based on industry standards.

#### **Computer-Aided Drafting Associate in Arts Degree and Certificate of Achievement**

**PSLO:** Upon completion of this program, the student will be able to design and create graphical representations of the built environment based on industry standards.

#### **Computer-Aided Drafting and Design Associate in Arts Degree and Certificate of Achievement**

**PSLO:** Upon completion of this program, the student will be able to design and create graphical representations of the built environment based on industry standards.

#### **Mechanical Design Associate in Arts Degree and Certificate of Achievement**

**PSLO:** Upon completion of this program, the student will be able to design and create graphical representations of the built environment based on industry standards.

## Associate Degrees

### Associate in Arts Degrees

#### Architectural Design

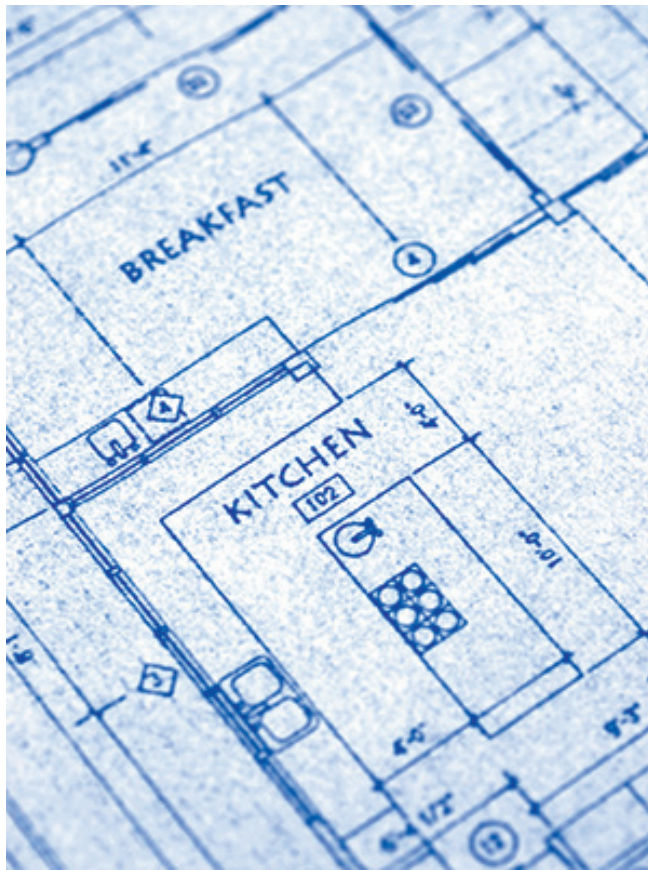
#### Computer-Aided Drafting

#### Computer-Aided Drafting and Design

#### Mechanical Design

Students may earn one of the above-named associate degrees by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for their chosen degree or certificate.

## Certificates



### Certificate of Achievement

#### Architectural Design

This certificate program gives students a working knowledge of the practices and technical aspects of architectural design and drawing. Students complete the required core courses and choose an elective course that relates to their own career objective. Completion of this certificate provides students with a foundation in architectural design, construction materials, computer-aided drafting, and building-information modeling, and it enables students to qualify for entry-level positions in detailing, revisions, design update, and general office practice.

#### Required courses:

DESN 100	Fundamentals of Design	3
DESN 101	AutoCAD Computer-Aided Drafting I	4

DESN 102	Architectural Drawing	3
DESN 103	Architectural Communications	3
DESN 105	Construction Materials	3
DESN 200	Architectural Design I	3
DESN 201	AutoCAD Computer-Aided Drafting II	3
DESN 207	Revit Building Information Modeling	3
DESN 290	Portfolio and Presentation	1
or DESN 292	Internship Studies	
or DESN 299	Occupational Cooperative Work Experience	
Select at least 6 elective units from the following:		6
BUS 133	Project Management	
DESN 107	History of Western Architecture -A Sustainable Perspective	
DESN 204	Advanced 3D Modeling and Prototyping	
HORT 127	Landscape Design	
MAT 110	Digital Imaging 1: Adobe Photoshop	
Total Units		32

### Certificate of Achievement

#### Computer-Aided Drafting

This certificate provides a solid foundation in computer-aided drafting (CAD). In addition to the common core of required courses, students choose an area of emphasis (architecture, engineering, or landscape) and complete all the courses from that emphasis. Completion of this program prepares students for entry level support positions in a variety of local industries or for continuing their education. Typical job titles of students completing this certificate include drafter, CAD operator, AutoCAD technician, and architectural and civil drafter.

This certificate consists of 18 units of required core courses and 6-8 units of elective courses from one area of emphasis: architecture, engineering, or landscape. Students should select an emphasis area and complete both courses in that emphasis.

#### Required courses:

DESN 101	AutoCAD Computer-Aided Drafting I	4
DESN 110	Graphics Communication	4
DESN 201	AutoCAD Computer-Aided Drafting II	3
DESN 203	Solid Modeling	3
DESN 204	Advanced 3D Modeling and Prototyping	3
DESN 290	Portfolio and Presentation	1
or DESN 292	Internship Studies	
or DESN 299	Occupational Cooperative Work Experience	

Select an area of emphasis in either Architecture, Engineering or Landscape from below: 6-8

#### Emphasis in Architecture (6 units):

DESN 102	Architectural Drawing	
DESN 207	Revit Building Information Modeling	

#### Emphasis in Engineering (8 units):

DESN 111	Engineering Design Graphics	
DESN 120	Manufacturing Processes	

#### Emphasis in Landscape (6 units):

HORT 127	Landscape Design	
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HORT 220	Computer-Aided Landscape Design Applications	
Total Units		24-26

## Certificate of Achievement

### Computer-Aided Drafting and Design

This certificate provides a solid foundation in computer-aided drafting and design (CADD). In addition to the common core of required courses, students choose an area of emphasis (architecture, engineering, or landscape) and complete at least 9 elective units from that emphasis. Completion of this program prepares students for entry-level support positions in a variety of local industries or for continuing their education. Typical job titles of students completing this certificate include designer, CAD technician, design drafter, and architectural and civil designer.

This certificate consists of 19 units of required core courses and 9-11 units of elective courses from one area of emphasis: architecture, engineering, or landscape.

Required courses:		
DESN 101	AutoCAD Computer-Aided Drafting I	4
DESN 110	Graphics Communication	4
DESN 201	AutoCAD Computer-Aided Drafting II	3
DESN 203	Solid Modeling	3
DESN 204	Advanced 3D Modeling and Prototyping	3
DESN 290	Portfolio and Presentation	1
or DESN 292	Internship Studies	
or DESN 299	Occupational Cooperative Work Experience	
Select at least 9 units from one of the three areas of emphasis (Architecture, Engineering, or Landscape):		9
Architecture Emphasis		
DESN 100	Fundamentals of Design	
DESN 102	Architectural Drawing	
DESN 105	Construction Materials	
DESN 200	Architectural Design I	
DESN 207	Revit Building Information Modeling	
Engineering Emphasis		
BUS 133	Project Management	
DESN 111	Engineering Design Graphics	
DESN 120	Manufacturing Processes	
DESN 207	Revit Building Information Modeling	
Landscape Emphasis		
DESN 102	Architectural Drawing	
HORT 117	Plant Identification: Trees, Shrubs, and Vines	
HORT 126	Landscape Irrigation	
HORT 127	Landscape Design	
HORT 220	Computer-Aided Landscape Design Applications	
Total Units		27

## Certificate of Achievement

### Mechanical Design

This certificate prepares individuals for entry-level jobs with companies and agencies involved in the design and/or manufacture of mechanical objects, devices, and equipment.

Students develop the knowledge and skills needed to take design ideas from concept sketches to digital models, physical prototypes, detail drawings, and subsequent manufacture and production. Job titles of students completing this certificate include drafter, designer, mechanical designer, and engineering assistant. The certificate also equips employed and transfer students with expertise using the latest industry-standard design tools required for job promotions, advanced study, and professional practice.

Required courses:		
DESN 101	AutoCAD Computer-Aided Drafting I	4
DESN 110	Graphics Communication	4
DESN 111	Engineering Design Graphics	4
DESN 120	Manufacturing Processes	4
DESN 203	Solid Modeling	3
DESN 204	Advanced 3D Modeling and Prototyping	3
Select one unit from the following list of courses:		1
DESN 290	Portfolio and Presentation	
DESN 292	Internship Studies	
DESN 299	Occupational Cooperative Work Experience	
Total Units		23

## Certificate of Proficiency

### Applied Design

This certificate prepares individuals with skills fundamental to careers in professional interior and industrial design. It is designed for students who desire to secure entry-level positions or who plan to continue their education at a college of design. Job titles typical of students completing this certificate include design assistant or interior design assistant.

Required courses:		
ART 100	Drawing and Composition	3
DESN 100	Fundamentals of Design	3
DESN 101	AutoCAD Computer-Aided Drafting I	4
Select an area of emphasis in Interior Design or Industrial Design from below:		6-7
Emphasis in Design (6 units)		
DESN 102	Architectural Drawing	
DESN 107	History of Western Architecture -A Sustainable Perspective	
DESN 200	Architectural Design I	
Emphasis in Industrial Design (6-7 units)		
DESN 110	Graphics Communication	
DESN 203	Solid Modeling	
DESN 204	Advanced 3D Modeling and Prototyping	
Total Units		16-17

## Certificate of Proficiency

### Construction Management

This certificate program prepares students for entry-level opportunities in the growing construction industry. It introduces students to the communication tools, construction materials, and management principles required for an entry-level position and/or further study in construction management. In addition



to the required courses, students may select an elective course in a more specialized area of emphasis.

Required courses:		
DESN 101	AutoCAD Computer-Aided Drafting I	3-4
or DESN 102	Architectural Drawing	
DESN 105	Construction Materials	3
BUS 131	Management Principles	3
BUS 133	Project Management	3
Choose one course from the following:		3-4
ACCT 101	Practical Accounting	
BUS 130	Small Business Management	
CSIT 110	Computer Applications	
DESN 207	Revit Building Information Modeling	
HORT 128	Landscape Construction	
Total Units		15-17

### Certificate of Proficiency Engineering Design Graphics

This certificate provides students an opportunity to explore and become proficient with the graphic tools used by designers and engineers to take ideas from design concept, to prototype, to physical product. Students who complete this certificate are encouraged to then pursue the Mechanical Design or CADD Certificate of Achievement and continue their engineering education.

Required courses:		
DESN 101	AutoCAD Computer-Aided Drafting I	4
DESN 110	Graphics Communication	4
DESN 111	Engineering Design Graphics	4
DESN 203	Solid Modeling	3
Total Units		15

### Certificate of Proficiency Drafting Fundamentals

This certificate introduces and provides an overview of the issues and skills involved in drafting education or a career in drafting. A graphics communication course covering sketching, visualization, and projection is combined with a computer-aided drafting and architectural drawing course to help students develop skills using the board and AutoCAD. These courses provide a foundation for work or study related to drafting.

Required courses:		
DESN 101	AutoCAD Computer-Aided Drafting I	4
DESN 102	Architectural Drawing	3
DESN 110	Graphics Communication	4
Total Units		11

### Certificate of Proficiency 3D Modeling and Prototyping

This certificate of proficiency will prepare students for opportunities in the emerging fields of 3D Printing (3DP), Rapid Prototyping (RP), and Additive Manufacturing (AM). Students develop skills in producing digital 3D models that are used to

print, fabricate, and/or manufacture physical prototypes in a rapid manner.

Required courses:		
DESN 101	AutoCAD Computer-Aided Drafting I	4
DESN 120	Manufacturing Processes	4
DESN 201	AutoCAD Computer-Aided Drafting II	3
DESN 203	Solid Modeling	3
DESN 204	Advanced 3D Modeling and Prototyping	3
Total Units		17

## Courses

### DESN 100: Fundamentals of Design

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0953.00)

This course introduces the fundamentals of the design process as students develop and apply design skills using visual elements and principles of two- and three-dimensional design. It includes solving visual problems and creating authentic designs using black and white and color media in both two- and three-dimensions. Students also study design in historical, social, and multicultural contexts. (Formerly DRAF 136.)

### DESN 101: AutoCAD Computer-Aided Drafting I

Units: 4

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 6 hours. (0953.00)

This course introduces computer-aided drafting. Students use computers with AutoCAD software and peripheral equipment to develop computer-generated drawings for various fields and industries, including architecture, engineering, landscape, and interior design. Students learn principles and techniques that enable them to create, edit, modify, scale, and plot two-dimensional technical drawings. (Formerly DRAF 101.)

### DESN 102: Architectural Drawing

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0201.00)

This course provides the methods and techniques required for architectural drawing. It covers freehand sketching, line work, lettering, geometric constructions, orthographic and isometric projections, and construction drawings, which include floor plans, elevations, sections, and details. (Formerly ARCH 101.)

### DESN 103: Architectural Communications

Units: 3

Prerequisites: None

Advisory: DESN 102.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0201.00)

This course provides students the fundamentals of architectural presentation, rendering, and model making. It introduces standards and applications of design language, color theory, pen and ink, freehand drawing, two-point perspective, and model making technique. (Formerly ARCH 103.)

## **DESN 105: Construction Materials**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2.50 hours, laboratory 1.50 hours. (0201.00)

This course provides an overview of the processes and materials used in construction. Topics include elements of planning, designing, and contracting of the work. The course emphasizes site preparation and the materials used in residential and commercial projects, including wood, concrete, steel, glazing, and masonry as applied to the interiors and exteriors of buildings. (Formerly ARCH 105.)

## **DESN 107: History of Western Architecture -A Sustainable Perspective**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (0201.00)

This course introduces the history of Western architecture from the ancient Near East to the present day with an emphasis on the timeless principles of sustainability. It examines selected significant historical works of architecture to shed light on the technological, religious, and social forces that shaped these works. Students explore the principles of sustainable design as they examine past exemplars of architectural design through the lens of present day sustainability guidelines.

## **DESN 110: Graphics Communication**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in DRAF 110 or ENGR 110.

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 3 hours. (0953.00)

This course introduces graphics as a fundamental means of communicating technical information for product design, manufacturing, and construction. Students develop an understanding of graphics communication in the design process and gain hands-on experience using modern computer-aided solid modeling software to produce part models, assemblies, and drawings according to industry standards. (Formerly DRAF/ENGR 110.)

## **DESN 111: Engineering Design Graphics**

Units: 4

Prerequisites: DESN 110

Enrollment Limitation: Not open to students with credit in DRAF 111 or ENGR 111.

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 3 hours. (0953.00)

This course prepares engineering and design students to use the graphic communication tools used by engineers in industry. Students develop an advanced understanding of these tools in the engineering design process and gain hands-on experience using modern computer-aided solid modeling software to produce complex part models, assemblies, and drawings. (Formerly DRAF/ENGR 111.)

## **DESN 120: Manufacturing Processes**

Units: 4

Prerequisites: None

Acceptable for Credit: CSU

Lecture 4 hours. (0953.00)

This course provides students a basic understanding of the properties of materials and how these materials, including plastics, metals, ceramics, and composites, are transformed into finished products. Students study basic and advanced manufacturing processes, including material removal, joining and assembly, molding and casting, surfacing, and finishing. (Formerly DRAF 120.)

## **DESN 200: Architectural Design I**

Units: 3

Prerequisites: DESN 102.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0201.00)

This course introduces the basics of architectural design. Students learn and apply fundamental form and space concepts to a design project using visual communication, spatial communications, and creative problem solving. (Formerly ARCH 102.)

## **DESN 201: AutoCAD Computer-Aided Drafting II**

Units: 3

Prerequisites: DESN 101.

Corequisite: DESN 101 if prerequisite not met.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0953.00)

This course focuses on applying advanced AutoCAD skills in the design process to create models, drawings, and related documentation for a variety of applications and industries. Topics include tolerancing, block libraries, attributes, bills of materials, isometric drawings, plotting, modeling, and photo-realistic 3D rendering. Students develop and apply skills in visualizing, creating, and editing 3D shapes for modeling, testing, rapid prototyping, and marketing. The course emphasizes improving productivity and developing modeling and presentation skills. (Formerly DRAF 201.)

## **DESN 203: Solid Modeling**

Units: 3

Prerequisites: None

Advisory: DESN 101 and DESN 110.

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 4.50 hours. (0953.00)

This course introduces engineering and design students to 3D parametric solid modeling, including basic and intermediate parts, assemblies, and drawings. From their models, students produce CAD drawings to include orthographic, pictorial, section, and detail views. The course also covers dimensioning, dimensional tolerancing, and thread notation per ASME Y14.5M-1994 and uses Pro/Engineer (Creo) and SolidWorks software extensively.



**DESN 204: Advanced 3D Modeling and Prototyping**

Units: 3

Prerequisites: None

Advisory: DESN 203 or DESN 201.

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 4.50 hours. (0953.00)

This course provides advanced theory and hands-on application of 3D modeling and prototyping to students with prior CAD modeling experience or coursework. Building upon the fundamentals, students develop skill in solid and surface modeling, mold designing, rapid prototyping, and additive manufacturing. Students develop and refine modeling skills, produce prototypes, enhance presentation models, and use simulation and 3D printing tools to solve design problems. Additional topics include file translation, presentation assessment, and Computer Aided Manufacturing (CAM) and Computer Numerical Control (CNC) techniques. (Formerly DRAF 204.)

**DESN 207: Revit Building Information Modeling**

Units: 3

Prerequisites: None

Advisory: DESN 101 and DESN 102.

Enrollment Limitation: Not open to students with credit in ARCH 207 or DRAF 207.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0953.00)

This course prepares intermediate design students to create, detail, and present CAD models of the built environment using Revit building information modeling software. Students create and modify building models, produce presentations including renderings and animated walk-throughs, manipulate parametric objects, create schedules and details from the data base, and generate construction documents from the model. The course is intended for students pursuing careers in architecture, engineering, construction, drafting, and landscape and interior design. (Formerly ARCH 207/DRAF 207.)

**DESN 290: Portfolio and Presentation**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU

Lecture 0.50 hour, laboratory 1.50 hours. (0953.00)

Students develop a professional portfolio using their best work from previously completed architecture and drafting courses to highlight their design and drawing achievements. The course also covers how students can market themselves for the workforce through resume writing, job search strategies, and presentation and interview skills.

**DESN 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance. (Formerly DRAF 292.)

**DESN 296: Topics in Design**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (0953.00)

This course gives students an opportunity to study topics in Drafting that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule. (Formerly DRAF 296.)

**DESN 298: Directed Study in Design**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (0953.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement. (Formerly DRAF 298.)

## DESN 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance. (Formerly DRAF 299.)

## Dramatic Arts



The Dramatic Arts program includes theoretical and practical courses in all aspects of theatre. Students take courses to prepare for a transfer major in dramatic arts, for professional training, or to fulfill general education requirements. Performance and technical theatre opportunities are available to both majors and non-majors. Career options include both creative and technical work in the performing arts/entertainment industry, such as live theatre, film, television, and broadcasting; academic research and teaching; and other communications-related fields, such as advertising and public relations.

### Contact Information

**Chair:** Tracy Williams  
 twilliams@miracosta.edu  
**Dean:** Jonathan Fohrman  
 jfohrman@miracosta.edu  
 www.miracosta.edu/DRAM

**Department:** Theatre and Film  
**Office:** Building OC4700,  
 760.795.6844

## Full-Time Faculty

Eric Bishop  
 Andrew Layton  
 Tracy Williams

## Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Dramatic Arts Associate in Arts Degree

**PSLO:** Upon completion of this program, the student will be able to demonstrate theatrical techniques-theories and adapt production practices.

### Design and Technology Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to participate in and effectively observe, analyze, and critique the strengths and weaknesses of dramatic performances, taking into account various aspects of their design and technical production, including but not limited to scenic design, lighting design, overall stagecraft, lighting, makeup, and sound.

### Associate in Arts in Theatre Arts for Transfer Degree

**PSLO:** Upon completion of this program, the student will be able to demonstrate theatrical techniques-theories and adapt production practices.

## Associate Degrees

### Associate in Arts Degree

#### Dramatic Arts

The Dramatic Arts program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in dramatic arts. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many CSUs and UCs have unique admissions and preparation-for-the-major requirements. Students should meet with a MiraCosta College counselor to identify required courses and to develop a written plan for their targeted university.

#### Required courses:

DRAM 105	Introduction to Theatre	3
DRAM 107	Introduction to Design for Performance	3
DRAM 123	Script Analysis for Performance and Design	3
DRAM 130	Acting I	3
DRAM 253	Stage Makeup	3
DRAM 256	Stagecraft	3
Select at least 3 units from the following:		3
DRAM 270	Rehearsal and Performance - Technical Theatre	
DRAM 271	Rehearsal and Performance - Acting	

DRAM 272	Rehearsal and Performance – Musical Theatre	
Total Units		21

**Associate in Arts Degree**



**Associate in Arts in Theatre Arts for Transfer Degree**

Students completing this associate degree will have completed lower-division major preparation requirements for a theatre arts degree, an emphasis or option within a theatre arts degree, or a degree considered similar to theatre arts at a participating California State University (CSU) campus. Following transfer to a participating CSU campus, students will be required to complete no more than 60 units to obtain a bachelor’s degree; however, some CSU campuses accepting this degree may require additional lower-division major preparation. This degree may not be appropriate preparation for students transferring to a non-participating CSU campus or to a university or college that is not part of the CSU system. Students should consult with a MiraCosta counselor for further information regarding the most efficient pathway to transfer as a theatre arts major and to determine which CSU campuses are participating in this program. Career options for those who attain a bachelor’s degree in theatre arts include actor, set designer, stage manager, artist, designer, museum curator, photographer, illustrator, and other related career paths.

**To complete the degree, students must fulfill the following requirements:**

- ▶ Complete 60 semester (90 quarter) CSU transferable units
- ▶ Complete all courses required in the major with a “C” or better
- ▶ Complete the CSU-GE or CSU-IGETC general education pattern
- ▶ Achieve a minimum CSU transferable GPA of 2.0
- ▶ Complete a minimum of 12 units in residence at MiraCosta College.

**Required Core: (6 units)**

DRAM 105	Introduction to Theatre **	3
DRAM 130	Acting I *	3
May select a maximum of 3 units from courses below:		3
DRAM 270	Rehearsal and Performance - Technical Theatre	

DRAM 271	Rehearsal and Performance – Acting	
DRAM 272	Rehearsal and Performance – Musical Theatre	
List A:		9

DRAM 107	Introduction to Design for Performance	
DRAM 123	Script Analysis for Performance and Design	
DRAM 141	Stage Lighting	
DRAM 146	Introduction to Stage Costume	
DRAM 231	Acting II	
DRAM 253	Stage Makeup	
DRAM 256	Stagecraft	

May select a maximum of 3 units from courses below if not used in Required Core above:

DRAM 270	Rehearsal and Performance - Technical Theatre	
DRAM 271	Rehearsal and Performance – Acting	
DRAM 272	Rehearsal and Performance – Musical Theatre	

Total Units	18
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To insure this degree is completed with no more than 60 units, students should select courses that will also satisfy a general education requirement on the CSU-GE or IGETC-CSU general education pattern. Students are also strongly advised to complete the CSU History, Constitution, and American Ideals requirement prior to transfer.

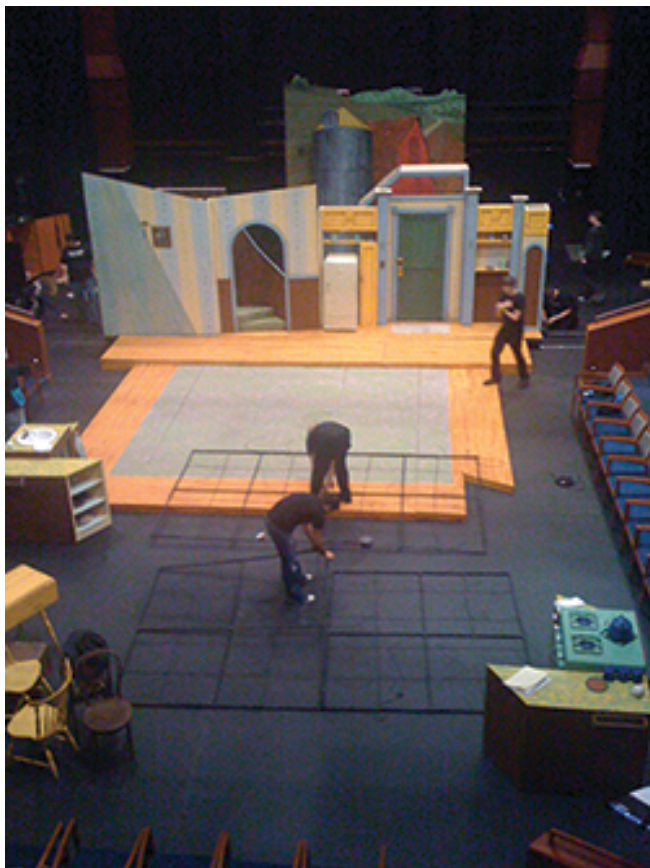
- \* Course approved for the CSU-GE general education pattern.
- \*\* Course approved for the CSU-GE and IGETC-CSU general education patterns.

**Associate in Arts Degree Design and Technology**

Students may earn the above-named associate degree by completing a certificate of achievement and the general education courses required for MiraCosta College’s Associate in Arts degree (see Associate Degree p. 52s). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.



## Certificate



### Certificate of Achievement Design and Technology

This occupational certificate program prepares students for professional careers in theatre, film, television, music, and/or dance by teaching skills in scenery, costumes, lighting, sound, and makeup.

#### Required courses:

DRAM 105	Introduction to Theatre	3
DRAM 107	Introduction to Design for Performance	3
DRAM 123	Script Analysis for Performance and Design	3
DRAM 139 or DRAM 253	Stage and Concert Management Stage Makeup	3
DRAM 141	Stage Lighting	3
DRAM 146	Introduction to Stage Costume	3
DRAM 256	Stagecraft	3
DRAM 270	Rehearsal and Performance - Technical Theatre *	3
Total Units		24

\* To complete the DRAM 270 requirement, multiple sections must be taken in any unit combination to fulfill a total of 3 units.

### Courses Related in Content (CRC)

Active participatory dramatic arts courses that are related in content are grouped together. Students are allowed four

enrollments within each CRC group, but each course may be taken only once unless its catalog description indicates it is repeatable. Enrollments include any combination of course completions (with an evaluative or nonevaluative symbol recorded on the student's transcript), withdrawals, and repetition.

#### Acting CRC

DRAM 130	Acting I
DRAM 148	Acting for the Camera
DRAM 231	Acting II

#### Actor's Academy CRC

DRAM 126	Shakespearean Acting Lab
DRAM 226	Advanced Performance Lab

#### Voice and Movement CRC

DRAM 109	Practicum of Voice and Diction
DRAM 110	Voice and Diction
DRAM 232	Movement for the Stage

## Courses

### DRAM 105: Introduction to Theatre

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1007.00)

This course exposes students to fundamental practices and creative processes in dramatic arts, focusing on the relationship of theatre to various cultures throughout history and on the contributions of significant individuals. It introduces elements of the production process, including collaboration, playwriting, acting, directing, design, and criticism, and it explores differing periods, styles, and genres of theatre through reading, discussion, films, and live theatre critique. Students are required to attend college theatre performances. C-ID THTR-111.

### DRAM 107: Introduction to Design for Performance

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1006.00)

This course explores the principles, elements, techniques, and practices of design for performance. Topics include analysis of space, movement, mood, period, style, texture, materials, and color using industry-standard techniques of rendering, model-making, drafting, and presentation. The classroom experience stresses the importance of working collaboratively on projects and understanding critique as part of the design process. Students are required to attend college theatrical performances. C-ID THTR-172.

### DRAM 109: Practicum of Voice and Diction

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1007.00)

This course emphasizes vocal training for actors. It includes the basics of vocal training: projection, articulation, expression, breathing techniques, and relaxation as needed for theatrical productions.

**DRAM 110: Voice and Diction**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in COMM 110.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1007.00)

This course introduces students to techniques for improving the quality, flexibility, and effectiveness of the speaking voice. Students examine and practice clear articulation of American English sounds. Topics include vocal expressiveness and variety, physical relaxation, posture, breath control techniques, and the International Phonetic Alphabet. Attendance at local theatrical productions is required.

**DRAM 120: Dramatic Literature (Ancient Greeks to Shakespeare)**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1007.00)

This course introduces students to dramatic literature from the Greeks to the Seventeenth Century. It emphasizes the analysis of dramatic structure and practice, including reading strategies, character and plot analyses, and production practices and styles of the historical periods covered. Students may be required to attend live performances.

**DRAM 121: Dramatic Literature (Restoration to Present)**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1007.00)

This course introduces students to dramatic literature from the 18th century to the present. It emphasizes the analysis of dramatic structure and practice, including reading strategies, character and plot analyses, and production practices and styles of the historical period covered. Students may be required to attend live performances.

**DRAM 123: Script Analysis for Performance and Design**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1007.00)

This course explores the principles, theories, and techniques of play script analysis and script scoring for theatrical production. Students learn how to read and break down a play for textual analysis, script scoring, dramatic structure, imagery, and character development. Students are required to attend live theatrical performances. C-ID THTR-151.

**DRAM 126: Shakespearean Acting Lab**

Units: 1

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1007.00)

This lab course focuses on the basics of classical acting techniques, including comprehension and delivery of Shakespeare's works. It includes ensemble work, exercises, games, and the examination of universal themes. Students are required to attend local theatrical productions.

**DRAM 130: Acting I**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1007.00)

This course focuses on the fundamentals of acting and performance techniques based on Stanislavski's principles. It emphasizes the ability to express thought, emotion, and character through the effective use of voice, movement, and script analysis. Students are required to attend live theatrical performances.

**DRAM 133: Performance and Design Portfolio Practicum**

Units: 1

Prerequisites: None

Enrollment Limitation: Audition, nomination, or interview.

Acceptable for Credit: CSU

Laboratory 3 hours. (1007.00)

This course focuses on the study and practical application of theatre techniques in competitive performance and design. Students enter their performance/design practicum project into a competitive field for evaluation and feedback from outside professionals and educators. At the end of this course, acting/design students prepare a performance work/design portfolio to demonstrate skills and maximize their strengths. Students also compare and contrast their work with peers at other educational institutions and four other college/university theatre programs in conjunction with the Kennedy Center/American College Theatre Festival. Students enter this course by audition/interview or nomination by the Kennedy Center/American College Theatre Festival. (May be repeated three times.)



## **DRAM 139: Stage and Concert Management**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1006.00)

This course introduces the skills and procedures involved in stage managing a theatrical, dance, or music production. Through hands-on experience and observation, students learn to develop the knowledge and skills involved in managing a live performance. They also learn how to properly devise and design scheduling systems to prep, organize, and run rehearsals; design and develop a production book and prompt script; run appropriate dimmer and sound checks; design, organize, and format scenic shifts and their execution; and develop systems for calling lighting and sound cues during live performance. Students are required to attend two live performances.

## **DRAM 141: Stage Lighting**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1006.00)

This course introduces students to the technique and practices of theatrical stage lighting, and it develops skills relative to common applications in the field. Students engage in both lecture and practice, gaining hands-on experience while demonstrating skills learned in coursework. Creating and designing lighting projects in class as well as working on current MiraCosta College Theatre productions, students evaluate and analyze the effectiveness of their skills and creations and critically reflect on their execution. Students are required to attend local theatrical productions. C-ID THTR-173.

## **DRAM 146: Introduction to Stage Costume**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1006.00)

This course gives students the opportunity to study costume history, design, and basic construction techniques as an introduction to costuming. Students learn about fabrics and conventional and non-conventional costume materials. Students are required to attend college theatrical productions. C-ID THTR-174.

## **DRAM 148: Acting for the Camera**

Units: 3

Prerequisites: DRAM 130.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1007.00)

This course introduces performance for the camera concerning the mediums of film, video, and television. Students examine practical approaches and techniques specifically required for each different medium to provide a comprehensive understanding of the relationship between performance and media.

## **DRAM 226: Advanced Performance Lab**

Units: 1

Prerequisites: DRAM 126.

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1007.00)

This advanced performance lab course focuses on advanced process and methodology, performance styles, and performance approaches. Students are required to attend live theatrical performances.

## **DRAM 231: Acting II**

Units: 3

Prerequisites: DRAM 130.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1007.00)

This course provides an in-depth application of Stanislavski's principles with an emphasis on characterization, scene study, methodology, and process. Acting studies focus on performance from varied acting philosophies (e.g., Meisner, Michael Chekhov, Hagen), styles, and genres. Students are required to attend live theatrical performances. (May be repeated one time.) C-ID THTR-152.

## **DRAM 232: Movement for the Stage**

Units: 2

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Lecture 1 hour, laboratory 3 hours. (1007.00)

This course creates an environment in which students explore dynamic movement. It emphasizes not only physical control, strength, flexibility, and creative imagination but also the integration of mind, body, and emotion. (May be repeated one time.)

## **DRAM 253: Stage Makeup**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1006.00)

This course introduces students to the technique and practices of theatrical makeup, and it develops skills relative to the common applications for stage and film. Students engage in the practice hands-on and create looks ranging from basic corrective makeup to fantasy character makeup. Students evaluate and analyze the effectiveness of their creations, reflect on their skills, produce proper design documentation, and put makeup into practice backstage during MiraCosta College Theatre productions. C-ID THTR-175.

**DRAM 256: Stagecraft**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1006.00)

This course introduces students to the technique and practices of theatrical stagecraft, and it develops skills relative to the common applications found backstage. Students engage in both lecture and practice, gaining hands-on experience while demonstrating skills learned in course work. Creating scenic environments for current MiraCosta College Theatre productions, students evaluate and analyze the effectiveness of their creations, critically reflect on their skills, and put them into practice. C-ID THTR-171.

**DRAM 270: Rehearsal and Performance - Technical Theatre**

Units: 1-3

Prerequisites: None

Enrollment Limitation: May not enroll in two sections of the same course in any given semester.

Acceptable for Credit: CSU, UC

Laboratory 9 hours. (1007.00)

This course provides students with theatre production experience. All students participate in the Kennedy Center/American College Theatre Festival academic theatre competition. Production crew positions include stage or house management, construction, scenery, properties, costume, lighting, sound, and running crews. The course emphasizes the rehearsal process and culminates in public performances. Students are required to attend theatrical productions. (May be repeated three times.) C-ID THTR-192.

**DRAM 271: Rehearsal and Performance – Acting**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Laboratory 9 hours. (1007.00)

This course provides students with the opportunity to perform in non-musical theatrical productions. All students participate in the Kennedy Center/American College Theatre Festival academic theatre competition. The course emphasizes the rehearsal process and culminates in public performances. (May be repeated three times.)

**DRAM 272: Rehearsal and Performance – Musical Theatre**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Laboratory 9 hours. (1007.00)

This course provides students with the opportunity to perform in main-stage musical productions. All students participate in the Kennedy Center/American College Theatre Festival academic theatre competition. The course emphasizes the rehearsal process and culminates in public performances. (May be repeated three times.) C-ID THTR-192.

**DRAM 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**DRAM 296: Topics in Dramatic Arts**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1007.00)

This course gives students an opportunity to study topics in Dramatic Arts that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**DRAM 298: Directed Study in Dramatic Arts**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1007.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

### **DRAM 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Earth Sciences

Earth Sciences is an interdisciplinary field that includes astronomy and space science, climatology, geology, physical geography, and oceanography. Students take courses in these areas of study to prepare for a major or to fulfill general education requirements in physical science.

### Contact Information

**Chair:** Chris Metzler  
cmetzler@miracosta.edu

**Dean:** Carlos Lopez  
clopez@miracosta.edu  
www.miracosta.edu/EART

**Department:** Physical Sciences  
**Office:** Building OC3600,  
760.795.6648

### Full-Time Faculty

Chris Metzler

### Courses

#### **EART 106: Earth and Space Science**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation  
Lecture 3 hours. (1930.00)

This course introduces astronomy, including planetary origin and motions; earth science, including origin and composition of earth, landforms, and plate tectonics; atmospheric processes, including climate and weather; earth's oceans and other bodies of water, and their currents and tides as well as the hydrologic cycle. UC CREDIT LIMITATION: No credit if taken after a college level course in Astronomy, Geology, or Earth Science.

## Economics



Economics is the science that examines the production, distribution, and consumption of goods and services as well as the theory and management of economies and economic systems. Students take economics courses to prepare for a major or to fulfill general education requirements. With a bachelor's degree, students have career options in banking, business, management, finance, insurance, real estate, marketing, law, politics, government, journalism, health care, and education.

### Contact Information

**Chairs:** Lynne Miller  
lmiller@miracosta.edu  
(Fall 2014), Herschel Stern  
hstern@miracosta.edu (Spring  
2015)

**Dean:** Carlos Lopez  
clopez@miracosta.edu  
www.miracosta.edu/ECON

**Department:** Social Science  
**Office:** Building OC3600,  
760.795.6648

### Full-Time Faculty

Shafin Ali

### Courses

#### **ECON 100: Survey of Economics**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation  
Lecture 3 hours. (2204.00)

This course provides a non-technical introduction to economics. Designed for the non-major, it shows the application of basic economic principles to contemporary social issues and public policy. UC CREDIT LIMITATION: No credit if taken after ECON 101 or ECON 102.

**ECON 101: Principles of Economics: MACRO**

Units: 3

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2204.00)

This course introduces the science of economics as applied to the aggregate economy. It emphasizes national income determination, money and banking, monetary and fiscal policies, international economic relationships, and issues associated with economic growth.

**ECON 102: Principles of Economics: MICRO**

Units: 3

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2204.00)

This introductory course focuses on choices of individual economic units. Topics include scarcity, opportunity costs, comparative advantage, supply, demand, elasticity, cost theory, and price and output determination under various market structures and factor markets.

**ECON 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**ECON 298: Directed Study in Economics**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (2204.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## Education

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The Education discipline offers preparation for multiple- and single-subject teaching credentials as well as introductory courses to assist students in making career choices. A liberal studies major is recommended for students planning to transfer to CSU to earn a multiple-subject (grades K-6) credential. Requirements vary among transfer institutions, so students planning to earn a bachelor's degree and teaching credential should meet with a MiraCosta College counselor early in their first semester to identify courses that will meet requirements for their intended major and transfer institution.

### Contact Information

**Chair:** Penny Skemp  
pskemp@miracosta.edu

**Dean:** Al Taccone  
ataccone@miracosta.edu

**Office:** Building OC4800,  
760.795.6811

## Courses

### **EDUC 115: Foundations of Teaching as a Profession**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (0801.00)

This course introduces teaching careers in primary and secondary education and involves 45 hours of supervised fieldwork in community K-12 settings. Topics include the historical, sociological, and philosophical foundations of education; contemporary issues in public education; teaching pedagogy, curriculum, and instruction; teacher and student roles in the teaching/learning process; teacher qualifications and dispositions, California schools, and the credentialing system; and the contributions of culture, ethnicity, race, language, age, gender, sexual orientation, motivation, and learning styles.

### **EDUC 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## English

The English discipline includes courses in expository and creative writing and American, British, and world literature. Students take these courses to prepare for a major in English and/or to fulfill general education requirements. A bachelor's degree in English can lead to a career in law, education, journalism, mass media, marketing, public relations, communications, business, or the humanities.

## Contact Information

**Chairs:** Kelly Hagen  
khagen@miracosta.edu  
(Letters, Pre-Transfer), John  
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**Dean:** Dana Smith  
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**Department:** Letters, Transfer  
Department and Letters, Pre-  
Transfer Department

**Office:** Building SAN Admin,  
760.634.7876

## Full-Time Faculty

Robert Archer  
Anthony Burman  
Maria Figueroa-Chacon  
Teresa Guinon  
Kelly Hagen  
Susan Herrmann  
José Jara  
Jeff Keehn

John Kirwan  
Curry Mitchell  
Jane Mushinsky  
Dara Perales  
Jim Sullivan  
Chad Tsuyuki  
Robert Turner

## Courses

### **ENGL 40: English Grammar and Usage**

Units: 3

Prerequisites: None

Lecture 3 hours. (1501.00)

This course reviews basic grammar conventions and emphasizes sentence craft and clarity. Topics include the parts of speech, sentence types, syntax development, and editing strategies. This course is intended for students who want to improve the accuracy and complexity of their prose at the sentence level.

### **ENGL 49: Introduction to Academic Writing**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ACE 49, ENGL 802, ESL 49, OR ESL 802.

Lecture 4 hours. (1501.00)

This course emphasizes critical thinking, reading, and writing. It provides practice in gathering, organizing, and communicating information and in applying the principles and conventions of standard edited American English. Offered pass/no pass only.

### **ENGL 50: Introduction to College Composition**

Units: 4

Prerequisites: ENGL 49, ESL 49, or ACE 49 or eligibility determined by the English placement process.

Enrollment Limitation: Not open to students with credit in ACE 50, ENGL 803, ESL 50, or ESL 803.

Lecture 4 hours. (1501.00)

This course offers intensive practice in the writing process, critical reading, and critical thinking. It also provides practice in acquiring, synthesizing, and communicating information and in applying the principles and conventions of standard edited American English.



**ENGL 100: Composition and Reading**

Units: 4

Prerequisites: ACE 50, ENGL 50, or ESL 50 or eligibility determined by the English placement process.

Acceptable for Credit: CSU, UC

Lecture 4 hours. (1501.00)

This course in critical reading and expository writing offers training in the reading and writing processes, the development and organization of expository prose, and research techniques. The course emphasizes quality in logic and diction.

**ENGL 201: Critical Thinking, Composition, and Literature**

Units: 4

Prerequisites: ENGL 100.

Enrollment Limitation: Not open to students with credit in ENGL 201H.

Acceptable for Credit: CSU, UC

Lecture 4 hours. (1501.00)

Designed to continue the critical thinking, reading, and writing practice begun in ENGL 100, this course teaches critical thinking, reading, composition, research, and argument using literature as the basis for analysis. This course is designed for students who seek to satisfy both the full-year composition and the critical-thinking transfer requirements. C-ID ENGL-110.

**ENGL 201H: Critical Thinking, Composition, and Literature (Honors)**

Units: 4

Prerequisites: ENGL 100.

Enrollment Limitation: Not open to students with credit in ENGL 201.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 4 hours. (1501.00)

This course offers enhanced instruction in critical thinking, critical writing, and research using the genres of literature (poetry, drama, short story, and novel). It is intended for highly motivated students who seek to satisfy the full-year composition and critical-thinking transfer requirements. UC CREDIT LIMITATION: Credit for ENGL 201 or ENGL 201H.

**ENGL 202: Critical Thinking and Composition**

Units: 4

Prerequisites: ENGL 100.

Enrollment Limitation: Not open to students with credit in ENGL 202H.

Acceptable for Credit: CSU, UC

Lecture 4 hours. (1501.00)

This course emphasizes critical thinking, particularly in the reading and writing of argument. Content includes methods of analysis; principles of logic, including the relationship between language and logic; techniques of reasoning, including the use of evidence; techniques of style; and research skills. C-ID ENGL-105.

**ENGL 202H: Critical Thinking and Composition (Honors)**

Units: 4

Prerequisites: ENGL 100.

Enrollment Limitation: Not open to students with credit in ENGL 202.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 4 hours. (1501.00)

This course offers enhanced instruction in critical thinking and writing, particularly in the reading and writing of argument. Content includes methods of analysis; principles of logic, including the relationship between language and logic; techniques of reasoning, including the use of evidence; techniques of style; and research skills. It is intended for highly motivated students who seek to satisfy the full-year composition and critical-thinking transfer requirements. UC CREDIT LIMITATION: Credit for ENGL 202 or ENGL 202H.

**ENGL 280: Creative Writing**

Units: 3

Prerequisites: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1501.00)

This course focuses on the elements of creative writing, particularly through the study and creation of prose fiction and poetry. It offers practice in various genres and forms, based on instructor approach, and it promotes the writing process through a combination of drafting exercises and revision strategies. Utilizing workshops as the primary mode of instruction, this course offers the opportunity to produce creative works for publication, performance, and/or personal enrichment.

**ENGL 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## **ENGL 296: Topics in English**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1501.00)

This course gives students an opportunity to study topics in English that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## **ENGL 298: Directed Study in English**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1501.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

# English as a Second Language

The English as a Second Language (ESL) discipline includes courses in academic writing, reading and vocabulary development, grammar, and speaking and listening. ESL courses emphasize critical thinking and clear communication, and those numbered 50 and higher are associate-degree applicable. Non-native speakers of English take these courses to build skills for success in all college courses and in the workplace.

## **Contact Information**

**Chairs:** Melissa Lloyd-Jones  
mlloydjones@miracosta.edu  
(Fall 2014), Mary Gross  
mgross@miracosta.edu (Spring  
2015)

**Dean:** Dana Smith  
dsmith@miracosta.edu  
www.miracosta.edu/ESL

**Department:** English as a  
Second Language  
**Office:** Building SAN Admin,  
760.634.7876

## **Full-Time Faculty**

Mary Gross  
Melissa Lloyd-Jones

## **Courses**

### **ESL 20: Listening and Speaking for Non-Native Speakers of English**

Units: 3

Prerequisites: None

Lecture 3 hours. (4930.86)

This course emphasizes the development of aural and oral competence in standard American English through listening to and participating in a variety of communicative activities. It offers instruction and practice in listening and speaking skills to develop students' ability to understand and participate in conversations, discussions, and other interpersonal communication in academic, work-related, and social contexts. Practical applications include participating in small group discussions, working on individual pronunciation and intonation variations, and developing academic note taking competence. Offered pass/no pass only.

### **ESL 30: Reading and Vocabulary Development for Non-Native Speakers of English**

Units: 3

Prerequisites: None

Lecture 3 hours. (4930.85)

This course is designed for non-native speakers who are making the transition to the use of academic English and who require the development of reading and vocabulary skills needed for academic and workplace success. Students read a variety of texts and apply appropriate reading strategies as well as participate in activities to advance vocabulary and facilitate comprehension. Offered pass/no pass only.

### **ESL 40: Grammar for Non-Native Speakers of English**

Units: 3

Prerequisites: None

Lecture 3 hours. (4930.87)

This course reviews basic grammar for non-native speakers of American English and emphasizes standard usage. Topics include parts of speech, clauses, verb forms and tenses, pronoun case, and sentence types. The course is intended for non-native speakers who are making the transition to the use of academic English and who require the development of grammatical skills for academic and workplace success. Offered pass/no-pass only.

### **ESL 49: Introduction to Academic Writing for Students from Multilingual Backgrounds**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ACE 49, ENGL 49.

Lecture 3.50 hours, laboratory 1.50 hours. (4930.84)

This course is designed for students from diverse language backgrounds who are making a transition to the use of academic English and who require the development of writing skills. The course emphasizes critical thinking, reading, and writing. It provides practice in gathering, organizing, and communicating information and in applying the principles and conventions of standard edited American English. Offered pass/no pass only.

**ESL 50: Introduction to College Composition for Students from Multilingual Backgrounds**

Units: 4

Prerequisites: ACE 49, ENGL 49, or ESL 49 or eligibility determined by the English placement process.

Enrollment Limitation: Not open to students with credit in ACE 50, ENGL 50, ENGL 803, or ESL 803.

Lecture 3.50 hours, laboratory 1.50 hours. (4930.84)

This course, designed for students from diverse language backgrounds, offers intensive practice in the writing process, critical reading, and critical thinking. It also provides practice in acquiring, synthesizing, and communicating information and in applying the principles and conventions of standard edited American English.

**ESL 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Film

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Students take film courses to satisfy general education requirements in arts and humanities and to explore the discipline. Students who earn a bachelor's degree in film at a four-year university pursue careers as filmmakers, editors, digital media artists, film archivists, media educators, film festival curators, script analysts, cinematographers, television producers, and studio executives.

### Contact Information

**Chair:** Tracy Williams  
twilliams@miracosta.edu  
**Dean:** Jonathan Fohrman  
jfohrman@miracosta.edu  
www.miracosta.edu/FILM

**Department:** Theatre and Film  
**Office:** Building OC4700,  
760.795.6844

### Full-Time Faculty

Billy Gunn

## Courses

**FILM 101: Introduction to Film**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in FILM 101H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (0612.00)

As an introduction to film as an art form and as a cultural artifact, this course examines content and techniques found in film, historical and stylistic influences on film makers, their artistic values, and the social implications of film. Students view feature films as well as shorts and animated films as a basis for critical analysis.

**FILM 101H: Introduction to Film (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in FILM 101.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (0612.00)

This honors course offers highly motivated students an enriched introduction to film as an art form and as a cultural artifact. Students examine, research, and present content and techniques found in film, historical and stylistic influences on film makers, their artistic values, and the social implications of film. Students view feature films as well as shorts and animated films as a basis for critical analysis. UC CREDIT LIMITATION: Credit for FILM 101 or FILM 101H.

**FILM 106: Study of Filmed Plays**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in DRAM 106.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (0612.00)

This course focuses on filmed adaptations of plays by comparing and contrasting the stage and screen versions in concept, writing, and production. Students gain insight and appreciation for both art forms through structural analysis, class discussions, and written critiques. Students are required to attend public performances.

**FILM 110: Film History**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (0612.00)

This course traces the history of motion pictures from 1880 to the present. It examines film as a serious historical study including aesthetics, politics, economics, socio-political assumptions and biases, and evolving technologies. It also explores both American and foreign films from their conception as an entertainment novelty through their ethical, social, and political consequences on society today.

### **FILM 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### **FILM 296: Topics in Film**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (0612.00)

This course gives students an opportunity to study topics in Film that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

### **FILM 298: Directed Study in Film**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (0612.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## French

The International Languages Department offers courses that provide the foundation for French language study. They also satisfy either the humanities requirement for general education or the proficiency requirement in an international language when required for transfer. A bachelor's degree in an international language such as French can lead to a career

in advertising, broadcasting, consulting, translating, teaching, international service, public relations, social work, and sales.

*Note: Students educated in a non-English speaking country through high school or equivalent will generally not earn lower-division transfer credit in their language at most universities. Students who might be affected by this rule should consult a counselor and/or the International Languages Department Chair before enrolling in the courses described below.*

## Contact Information

**Chair:** Andrea Petri  
apetri@miracosta.edu

**Dean:** Jonathan Fohrman  
jfohrman@miracosta.edu  
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**Department:** International Languages

**Office:** Building OC4700,  
760.795.6844

## Courses

### **FREN 101: Elementary French (First Semester)**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in FREN 102, FREN 201, or FREN 202.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1102.00)

This introductory course develops French language acquisition through listening, speaking, reading, and writing. It covers basic French pronunciation, vocabulary, and grammar. The course also provides for increased awareness of the Francophone world's history, geography, and customs, including its socio-political practices and cultural artifacts. This course corresponds to the first two years of high school French.

### **FREN 102: Elementary French (Second Semester)**

Units: 4

Prerequisites: FREN 101 or two years of high school French with a C or better.

Enrollment Limitation: Not open to students with credit in FREN 201 or FREN 202.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1102.00)

This course continues to develop French language acquisition through listening, speaking, reading, and writing. It reviews and expands upon the vocabulary and grammatical structures introduced in FREN 101, and it develops the student's ability to engage in casual conversation, express opinions, and make suggestions in French. The course also provides for increased awareness of the francophone world's history, geography, and customs, including its socio-political practices and cultural artifacts. This course corresponds to the third year of high school French.

**FREN 201: Intermediate French (Third Semester)**

Units: 4

Prerequisites: FREN 102 or three years of high school French with a C or better.

Enrollment Limitation: Not open to students with credit in FREN 202.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1102.00)

This course continues to develop French language acquisition through listening, speaking, reading, and writing. It reviews and expands upon the vocabulary and grammatical structures introduced in FREN 101 and FREN 102, and it develops the student's ability to engage in casual conversation, express opinions, and make suggestions in French. The course also provides for increased awareness of the French-speaking world's history, geography, and customs, including its socio-political practices and cultural artifacts. This course corresponds to the fourth year of high school French.

**FREN 202: Intermediate French (Fourth Semester)**

Units: 4

Prerequisites: FREN 201 or four years of high school French with a C or better.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1102.00)

This course continues to develop French language acquisition through listening, speaking, reading, and writing. It reviews and expands upon the vocabulary and grammatical structures introduced in FREN 201. It also develops the student's ability to express opinions and make recommendations in French-language debates and discussions. The course provides for increased awareness of the French-speaking world's history, geography, and customs, including its socio-political practices and cultural artifacts through extensive reading and writing assignments as well as oral presentations.

**FREN 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**FREN 296: Topics in French**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1102.00)

This course gives students an opportunity to study topics in French that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**FREN 298: Directed Study in French**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1102.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## Geography

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Geography is the study of the earth, including the distribution and interconnectedness of all natural and cultural phenomena, and how places are particular expressions of nature and culture. Students take courses to prepare for a major in geography or to fulfill general education requirements. With a bachelor's degree, students find career options in teaching and research, natural resource management, meteorology (weather), cartography (map-making), urban/regional planning, location analysis, and geographic information system (GIS) work.

### Contact Information

**Chairs:** Lynne Miller

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(Fall 2014), Herschel Stern

hstern@miracosta.edu (Spring 2015)

**Dean:** Carlos Lopez

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www.miracosta.edu/GEOG

**Department:** Social Science**Office:** Building OC3600,

760.795.6648

### Full-Time Faculty

Herschel Stern



## Courses

### **GEOG 101: Physical Geography**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2206.00)

This course introduces the science of the natural environment from a spatial perspective. It examines processes, distributions, and interrelationships of climate, water, life forms, soil, and landforms and their significance in environmental issues.

### **GEOG 101L: Physical Geography Laboratory**

Units: 1

Prerequisites: GEOG 101.

Corequisite: GEOG 101 if prerequisite not met.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (2206.00)

This course is intended to accompany GEOG 101. It emphasizes map reading and the collection, presentation, and interpretation of physical geographic data.

### **GEOG 102: Cultural Geography**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2206.00)

This course takes a broad view of geographic patterns of human behavior, including the development, distribution, ecological relationships, and landscapes of cultural features and processes, at scales ranging from local to global. Topics include population dynamics, economic activity, politics, language, religion, folk and popular culture, ethnicity, and urban settlement.

### **GEOG 104: World Geography**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2206.00)

This global survey course examines the distinguishing features of major culture regions and the interrelationships among culture regions set in the context of physical and human geography. Principal areas of focus include economic development, geopolitics, ecological relationships, socio-cultural issues, and globalization.

### **GEOG 108: Environmental Sustainability and Society**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2206.00)

This course examines a broad range of environmental issues from multiple perspectives by using a geographic framework to study natural resources and environmental degradation in relationship to politics, economics, ethics, and other socio-cultural processes. It addresses the basic science behind environmental issues while emphasizing the social dimensions of problems and sustainable solutions. Topics include basics of physical geography and demography, exploitation of water, mineral, energy, and biological resources, and the degradation of life, land, water, and air, including climate change.

### **GEOG 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### **GEOG 296: Topics in Geography**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (2206.00)

This course gives students an opportunity to study topics in Geography that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**GEOG 298: Directed Study in Geography**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (2206.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## Geology

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Geology is the scientific study of the origin, history, and structure of the earth. Students take courses to prepare for a major in geology and to fulfill general education requirements. With a bachelor's degree, students find career options within private corporations (such as petroleum, mining, engineering, hydrology, and environmental consulting companies), government agencies (such as the U.S. Geological Survey, the California Department of Conservation, and regional planning offices), and education.

### Contact Information

**Chair:** Chris Metzler  
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**Dean:** Carlos Lopez  
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www.miracosta.edu/GEOL

**Department:** Physical Sciences  
**Office:** Building OC3600,  
760.795.6648

### Full-Time Faculty

Keith Meldahl  
Chris Metzler  
John Turbeville

### Courses

**GEOL 101: Physical Geology**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in GEOL 101H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1914.00)

Physical geology introduces the processes at work changing the earth today. Within the context of global tectonics, it explores the origins of rocks and minerals and the dynamics of processes such as igneous activity, seismicity, and crustal deformation driven by the release of earth's internal heat. It also examines how air, water, and ice move in response to gravity and energy from the sun, sculpting earth's surface by eroding, transporting, and depositing weathered rock materials.

**GEOL 101H: Physical Geology (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in GEOL 101.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1914.00)

This course introduces the processes at work changing the earth today. Within the context of global tectonics, it explores the origins of rocks and minerals and the dynamics of processes such as igneous activity, seismicity, and crustal deformation driven by the release of earth's internal heat. It also examines how air, water, and ice move in response to gravity and energy from the sun, sculpting earth's surface by eroding, transporting, and depositing weathered rock materials. This honors course offers highly motivated students the opportunity to complete, document, and discuss independent scientific research. UC CREDIT LIMITATION: Credit for GEOL 101 or GEOL 101H.

**GEOL 101L: Physical Geology Laboratory**

Units: 1

Prerequisites: GEOL 101 or GEOL 101H

Corequisite: GEOL 101 or GEOL 101H if prerequisite not met.

Enrollment Limitation: Not open to students with credit in GEOL 101LH.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1914.00)

This course, which is intended to accompany GEOL 101 / GEOL 101H, provides hands-on experience in identifying mineral samples, rock samples, and fossils, interpreting geologic and topographic data from various maps, and analyzing geologic exposures. Field trips to study local geology are required.

**GEOL 101LH: Physical Geology Laboratory (Honors)**

Units: 1

Prerequisites: GEOL 101 or GEOL 101H

Corequisite: GEOL 101 or GEOL 101H if prerequisite not met.

Enrollment Limitation: Not open to students with credit in GEOL 101L.

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (1914.00)

This course, which is intended to accompany GEOL 101 / GEOL 101H, provides hands-on experience in identifying mineral samples, rock samples, and fossils, interpreting geologic and topographic data from various maps, and analyzing geologic exposures. This honors course offers highly motivated students the opportunity to complete and present independent scientific research and its application to geologic problems in the field. Students perform field observations at specific geologic points of interest off campus. UC CREDIT LIMITATION: Credit for GEOL 101L or GEOL 101LH.

### **GEOL 120: Environmental Geology: Earth Hazards and Humanity**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1914.00)

This course explores the interaction of humans with the geologic environment. Topics include earth processes that produce geologic hazards (flooding, earthquakes, landslides, volcanoes, coastal hazards); formation, distribution, and exploitation of geologic resources (soils, surface water, groundwater, fossil fuels, and ore deposits); and human effects on the earth environment (global warming, ozone depletion, hazardous waste disposal, landfills, river dams, and land subsidence).

### **GEOL 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### **GEOL 298: Directed Study in Geology**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1914.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

for general education or the proficiency requirement in an international language when required for transfer. A bachelor's degree in an international language such as German can lead to a career in advertising, broadcasting, consulting, translating, teaching, international service, public relations, social work, and sales.

*Note: Students educated in a non-English speaking country through high school or equivalent will generally not earn lower-division transfer credit in their language at most universities. Students who might be affected by this rule should consult a counselor and/or the International Languages Department Chair before enrolling in the courses described below.*

## Contact Information

**Chair:** Andrea Petri  
apetri@miracosta.edu

**Dean:** Jonathan Fohrman  
jfohrman@miracosta.edu  
www.miracosta.edu/GRMN

**Department:** International Languages

**Office:** Building OC4700,  
760.795.6844

## Courses

### **GRMN 101: Elementary German (First Semester)**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in GRMN 102, GRMN 201, or GRMN 202.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1103.00)

This introductory course develops German language acquisition through listening, speaking, reading, and writing. It covers basic German pronunciation, vocabulary, and grammar. It also explores the history, geography, and customs of the German-speaking countries. This course corresponds to the first two years of high school German.

### **GRMN 102: Elementary German (Second Semester)**

Units: 4

Prerequisites: GRMN 101 or two years of high school German with a C or better.

Enrollment Limitation: Not open to students with credit in GRMN 201 or GRMN 202.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1103.00)

This course continues to develop German language acquisition through listening, speaking, reading, and writing. It reviews and expands upon the vocabulary and grammatical structures introduced in GRMN 101, and it develops the student's ability to engage in casual conversation, express opinions, and make suggestions in German. The course also provides for increased awareness of the German-speaking world's history, geography, and customs, including its socio-political practices and cultural artifacts. This course corresponds to the third year of high school German.

## German

The International Languages Department offers courses that provide the foundation for German language study. These courses also satisfy either the humanities requirement

**GRMN 201: Intermediate German (Third Semester)**

Units: 4  
 Prerequisites: GRMN 102 or three years of high school German with a C or better.  
 Enrollment Limitation: Not open to students with credit in GRMN 202.  
 Acceptable for Credit: CSU, UC  
 Lecture 3.50 hours, laboratory 1.50 hours. (1103.00)

This course continues to develop German language acquisition through listening, speaking, reading, and writing. It reviews and expands upon the vocabulary and grammatical structures introduced in GRMN 101 and GRMN 102, and it develops the student’s ability to engage in casual conversation, express opinions, and make suggestions in German. The course also provides for increased awareness of the German history, geography, and customs, including its socio-political practices and cultural artifacts. This course corresponds to the fourth year of high school German.

**GRMN 292: Internship Studies**

Units: 0.5-3  
 Prerequisites: None  
 Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.  
 Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
 Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student’s career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Gerontology

Gerontology is a multidisciplinary study of the human aging process. It examines the physiological, psychological, and social aspects of aging as well as how an aging population affects contemporary society. Professionals in the field work for community and human service organizations; retirement communities; federal, state, and local government agencies; educational and research institutions; and related organizations that work either directly or indirectly with aging adults.

## Contact Information

**Chair:** Robert Kelley  
 rkelly@miracosta.edu  
**Dean:** Nikki Schaper  
 nschaper@miracosta.edu  
 www.miracosta.edu/GERO  
**Department:** Psychology  
**Office:** Building OC3100,  
 760.795.6871

## Program Student Learning Outcomes (PSLOs)

The degree program includes the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Gerontology Associate in Arts Degree

**PSLO:** Upon completion of this program, the student will be able to evaluate the differing needs of the elderly based on age, health, sex, race, ethnicity, and class.

## Associate Degree

### Associate in Arts Degree Gerontology

The Gerontology program offers lower-division preparation for students who plan on transferring to pursue a bachelor’s degree in gerontology. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many CSUs and UCs have unique admissions and preparation-for-the-major requirements. Students should meet with a MiraCosta College counselor to identify required courses and to develop a written plan for their targeted university.

Required courses:		
GERO 101	Introduction to Aging	3
Part A: Elective Courses - Select a minimum of 6 units of the following courses.		6
COMM 215	Intercultural Communication	
GERO 130	Caregiving: Techniques for Working with the Frail Elderly	
GERO 250	Intergenerational Issues	
GERO 292	Internship Studies	
HEAL 101	Principles of Health	
NURS 160	Certified Nursing Assistant	
NUTR 125	Nutrition and Aging	
PSYC/SOC 145	Psychology/Sociology of the Family	
PSYC 170	Psychology of Aging: Adult Development and Aging	
Part B: Elective Courses - Select a minimum of 9 units from the following list, including any courses listed above not used for Part A.		9
BIO 100	General Biology (Lecture and Lab)	
or BIO 101 & 101L	General Biology and General Biology Laboratory	
BIO 220	Human Physiology	
COMM 207	Interpersonal Communication	
PSYC 101	General Psychology	

or PSYC 101H General Psychology (Honors)	
PSYC/SOC 103	Social Psychology
PSYC/SOC 104	Statistics for Behavioral Science
or PSYC/SOC 104H Statistics for Behavioral Science (Honors)	
SOC 110	Comparative Cultures
<b>Total Units</b>	<b>18</b>

## Certificates

### Certificate of Proficiency

#### Optimal Aging and Older Adulthood

This program provides a multidisciplinary study of the theories and factors related to optimal aging and improved functioning in older adulthood. The certificate emphasizes optimal aging, starting with young adulthood and continuing through older adulthood, in recognition that cognitive, social, and biological factors influence a person's longevity, healthcare requirements, and quality of life.

Required courses:	
GERO 101	Introduction to Aging 3
Required Electives:	
Part A (Choose one course): 3	
KINE 210	Exercise Prescription for Special Populations
NUTR 125	Nutrition and Aging
PSYC 170	Psychology of Aging: Adult Development and Aging
Part B (Select a minimum of 6 units from the following list, including any courses listed above not used in Part A): 6	
HEAL 101	Principles of Health
HEAL 222	Stress Management
KINE 204	Techniques and Analysis of Fitness and Weight Training
NUTR 100	Nutrition Today
<b>Total Units</b>	<b>12</b>

## Courses

### GERO 101: Introduction to Aging

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU, UC  
Lecture 3 hours. (1309.00)

This course introduces the interdisciplinary field of gerontology and the study of aging, with an emphasis on biology/physiology, psychology, and sociology. It emphasizes the impact of increased life expectancy and aging on individuals, families, and health care providers and systems. Topics include factors linked to gender, race, ethnicity, and cultural diversity as well as changes and challenges for social and public services, public policy, and the politics of aging. Gerontology is a growing field with practical applications in health care, fitness and wellness, social work, and social services.

### GERO 130: Caregiving: Techniques for Working with the Frail Elderly

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 3 hours. (1309.00)

This course provides practical and theoretical information on age-related physical and cognitive changes and how to work with the elderly who are frail due to advanced age and/or chronic illness. It explores cultural diversity and its affect on caregiving, health consequences of caregiving, and available community resources. This course is specifically targeted for students interested in working in the field of aging or those who are caregivers for family members.

### GERO 250: Intergenerational Issues

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU, UC  
Lecture 3 hours. (1309.00)

This course examines interpersonal relations between older adults and other age groups in the United States. It explores policies and related programs that impact intergenerational relationships and care-giving interactions. It highlights societal, cultural perspectives and issues and real-world outcomes.

### GERO 292: Internship Studies

Units: 0.5-3  
Prerequisites: None  
Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.  
Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### GERO 296: Topics in Gerontology

Units: 1-3  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 1 hour.  
Lecture 2 hours.  
Lecture 3 hours. (2001.00)

This course gives students an opportunity to study topics in Gerontology that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.



# Health Education



The Health Education program offers courses for students planning to transfer in a variety of health-related fields as well as for students needing to fulfill general education requirements. Career opportunities include teaching; health care administration; federal, state, and local health care agency work (such as for the County Health Department, Cal OSHA, and the Environmental Protection Agency); and health care and education in the private sector.

## Contact Information

**Chair:** Robert Fulbright  
rfulbright@miracosta.edu  
**Dean:** Al Taccone  
ataccone@miracosta.edu  
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**Department:** Kinesiology,  
Health and Nutrition  
**Office:** Building OC4800,  
760.795.6811

## Full-Time Faculty

Gail Meinhold

## Courses

### HEAL 101: Principles of Health

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU, UC  
Lecture 3 hours. (0837.00)

This survey course on the principles of health and wellness aims to enhance the student's self-awareness through exposure to the principles of wellness. Topics include exercise, weight maintenance, nutrition, human sexuality, sexual responses, sexually transmitted diseases, drug use, misuse and abuse, cancers, type 2 diabetes, and cardiovascular diseases.

### HEAL 222: Stress Management

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 3 hours. (1262.00)

This course introduces students to the concepts of stress management and prevention. It emphasizes the analysis of stressful events, application of appropriate techniques, and development and implementation of a stress reduction/prevention plan. Topics include the physiology of the stress response, adaptive and maladaptive behaviors, stress-prevention strategies, stress-reduction techniques, and how to implement a self-care stress-reduction plan.

### HEAL 292: Internship Studies

Units: 0.5-3  
Prerequisites: None  
Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.  
Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### HEAL 296: Topics in Health

Units: 1-3  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 1 hour.  
Lecture 2 hours.  
Lecture 3 hours. (0837.00)

This course gives students an opportunity to study topics in Health that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## HEAL 298: Directed Study in Health

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (0837.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## HEAL 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## History



The study of history is the endeavor to understand the present by becoming knowledgeable about the past. As the context of all human activity, history gives students the depth needed to understand society and their place in it. Students may take courses to prepare for a major in history or to fulfill general education requirements. A bachelor's degree in history can lead to a career in business administration, law, teaching,

social services, journalism, finance, law enforcement, public relations, advertising, or government service.

## Contact Information

**Chair:** Brad Byrom  
bbyrom@miracosta.edu

**Dean:** Nikki Schaper  
nschaper@miracosta.edu  
www.miracosta.edu/HIST

**Department:** History  
**Office:** Building OC3100,  
760.795.6871

## Full-Time Faculty

Robert Bond  
Brad Byrom  
Lesley Doig

Lisa Lane  
Christopher Sleeper

## Program Student Learning Outcomes (PSLOs)

The degree program includes the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Associate in Arts in History for Transfer Degree

**PSLO:** Upon completion of this program, the student will be able to construct a historical thesis that could be supported by selected primary sources from the era covered by the course.

**PSLO:** Upon completion of this program, the student will be able to articulate the causal and/or consequential elements of an event from the era covered by the course.

## Associate Degree

### Associate in Arts Degree

#### Associate in Arts in History for Transfer Degree

Students completing this associate degree will have completed lower-division major preparation for a history degree, an emphasis or option within a history degree, or a degree considered similar to history at a California State University (CSU) campus. Following transfer to a participating CSU campus, students will be required to complete no more than 60 units to obtain a bachelor's degree; however, some CSU campuses may require additional lower-division major preparation. This degree may not be appropriate preparation for students transferring to a CSU campus not accepting this degree or to a university or college that is not part of the CSU system. Students should consult with a MiraCosta counselor for further information regarding the most efficient pathway to transfer as a history major and to determine which CSU campuses are participating in this program.

**To complete the degree, students must fulfill the following requirements:**

- ▶ Complete 60 semester (90 quarter) CSU transferable units
- ▶ Complete all courses required in the major with a "C" or better
- ▶ Complete the CSU-GE or CSU-IGETC general education pattern
- ▶ Achieve a minimum CSU transferable GPA of 2.0

- ▶ Complete a minimum of 12 units in residence at MiraCosta College.

Required Core: 6 units

HIST 110	United States History to 1877	3
or HIST 110H	United States History to 1877 (Honors)	

HIST 111	United States History Since 1877	3
or HIST 111H	United States History Since 1877 (Honors)	

List A: 6 Units. Select two courses. (It is recommended that you select courses that meet lower-division major preparation requirements at your intended transfer university.)

HIST 100	World History to 1500
or HIST 100H	World History to 1500 (Honors)

HIST 101	World History Since 1500
or HIST 101H	World History Since 1500 (Honors)

List B: 7 Units. Select one course from each Area. 7

Area 1: 4 Units.

CHNS 101	Elementary Chinese (First Semester)
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CHNS 201	Intermediate Chinese (Third Semester)
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FREN 101	Elementary French (First Semester)
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FREN 102	Elementary French (Second Semester)
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FREN 201	Intermediate French (Third Semester)
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FREN 202	Intermediate French (Fourth Semester)
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GRMN 101	Elementary German (First Semester)
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GRMN 102	Elementary German (Second Semester)
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GRMN 201	Intermediate German (Third Semester)
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ITAL 101	Elementary Italian (First Semester)
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ITAL 102	Elementary Italian (Second Semester)
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ITAL 201	Intermediate Italian (Third Semester)
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ITAL 202	Intermediate Italian (Fourth Semester)
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JAPN 101	Elementary Japanese (First Semester)
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JAPN 102	Elementary Japanese (Second Semester)
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JAPN 201	Intermediate Japanese (Third Semester)
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JAPN 202	Intermediate Japanese (Fourth Semester)
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SPAN 101	Elementary Spanish (First Semester)
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SPAN 102	Elementary Spanish (Second Semester)
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SPAN 201	Intermediate Spanish (Third Semester)
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SPAN 202	Intermediate Spanish (Fourth Semester)
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Area 2: 3 Units.

Any History course not used above.

HIST 103	Western Civilization to 1648
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HIST 103H	Western Civilization to 1648 (Honors)
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HIST 104	Western Civilization Since 1648
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HIST 104H	Western Civilization Since 1648 (Honors)
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HIST 105	History of England
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HIST 105H	History of England (Honors)
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HIST 107	East Asian Societies
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HIST 109	History of the Middle East
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HIST 115	Women in American History
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HIST 116	History of the Americas to 1830
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HIST 117	History of the Americas Since 1830
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HIST 141	Mexican American History Through 1877
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HIST 142	Mexican American History Since 1877
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HIST 145	African American History to 1877
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HIST 146	African American History Since 1877
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HIST 165	California History
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Total Units	19
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All courses listed above can also be used in specific general education categories on the CSU-GE (Plan B p. 72) or CSU-IGETC (Plan C p. 76) general education patterns. To insure this degree is completed with no more than 60 units, students should select courses for required general education categories that may also be used to complete the degree requirements.

## Courses

### HIST 100: World History to 1500

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 100H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2205.00)

This course traces the historical development of the world to 1500. It emphasizes the interaction between the environment and people, the development of religious and philosophical systems, and the internal evolution and interaction within and among cultures. Students experience a variety of learning techniques designed to promote greater cross-cultural understanding.

### HIST 100H: World History to 1500 (Honors)

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 100.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This course emphasizes the historical interaction between the environment and people, the development of religious and philosophical systems, and the internal evolution and interaction within and among cultures from early civilizations to 1500. As an honors course, it offers an enriched experience for highly motivated students through a pro-seminar format, challenging course work, emphasis on the use of sources as evidence, and the development of analytical historical theses. UC CREDIT LIMITATION: Credit for HIST 100 or HIST 100H.

### HIST 101: World History Since 1500

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 101H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2205.00)

This course traces the historical development of the world since 1500. It emphasizes the relationship between technology and society, the development of rationalism and imperialism, and the movement toward independent nationhood and global interdependence.

## **HIST 101H: World History Since 1500 (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 101.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This course emphasizes the historical interaction between the environment and people, the development of religious and philosophical systems, and the internal evolution and interaction within and among cultures from 1500 to present. As an honors course, it offers an enriched experience for highly motivated students through a pro-seminar format, challenging course work, emphasis on the use of sources as evidence, and the development of analytical historical theses. UC CREDIT LIMITATION: Credit for HIST 101 or HIST 101H.

## **HIST 103: Western Civilization to 1648**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 103H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2205.00)

This course covers the history of western civilization from earliest times to 1648 with an emphasis on western culture and humanities. It explores social, economic, political, and artistic trends as well as the history of gender, sexuality, and ideas during the ancient and medieval eras.

## **HIST 103H: Western Civilization to 1648 (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 103.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This course covers the history of western civilization from earliest times to 1648 with an emphasis on western culture and humanities. As an honors course, it offers an enriched experience for highly motivated students through a pro-seminar format, challenging course work, emphasis on the use of sources as evidence, and the development of analytical historical theses. UC CREDIT LIMITATION: Credit for HIST 103 or HIST 103H.

## **HIST 104: Western Civilization Since 1648**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 104H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2205.00)

This course covers the history of western civilization from 1648 to contemporary times with an emphasis on western culture and humanities. It explores social, economic, political, intellectual, and artistic trends as well as the history of gender, sexuality, and culture during the early modern, modern, and contemporary eras.

## **HIST 104H: Western Civilization Since 1648 (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 104.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This course covers the history of western civilization from 1648 to contemporary times with an emphasis on western culture and humanities. As an honors course, it offers an enriched experience for highly motivated students through a pro-seminar format, challenging course work, emphasis on the use of sources as evidence, and the development of analytical historical theses. UC CREDIT LIMITATION: Credit for HIST 104 or HIST 104H.

## **HIST 105: History of England**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 105H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2205.00)

This course examines the cultural, social, political, economic, intellectual, and diplomatic history of England from earliest times to the present. Topics include the creation of Britain, Viking and Roman influence, feudalism, commercialism, empire, world wars, Soviet relations, and contemporary developments.

## **HIST 105H: History of England (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 105.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This course examines the cultural, social, political, economic, intellectual, and diplomatic history of England from earliest times to the present. As an honors course, it offers an enriched experience for highly motivated students through a pro-seminar format, challenging course work, emphasis on the use of sources as evidence, and the development of analytical historical theses. UC CREDIT LIMITATION: Credit for HIST 105 or HIST 105H.

## **HIST 107: East Asian Societies**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ASIA 107.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2201.00)

This course examines the social and political foundations of East Asia through historical, religious, and literary documents.



**HIST 109: History of the Middle East**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2205.00)

This course covers the history of the Middle East from origins to contemporary times. Topics include the political, social, and economic development of early Mesopotamia, the Persian Empire, the development of monotheistic religions (Judaism, Christianity, and Islam), the Abbasid Caliphate, the Crusades, the Ottoman and Safavid empires, European imperialism, and modern Middle Eastern states.

**HIST 110: United States History to 1877**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 110H.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This course covers the history of the United States from the early cultures to Reconstruction. It emphasizes political, economic, social, and cultural developments. UC CREDIT LIMITATION: Credit for one series: HIST 110/HIST 110H & HIST 111/HIST 111H; HIST 141 & HIST 142; or HIST 145 & HIST 146. C-ID HIST-130.

**HIST 110H: United States History to 1877 (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 110.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This course covers the history of the United States from the early cultures to Reconstruction. It emphasizes political, economic, social, and cultural developments. As an honors course, it offers an enriched experience for highly motivated students through a pro-seminar format, challenging course work, emphasis on the use of sources as evidence, and the development of analytical historical theses. UC CREDIT LIMITATION: Credit for one series: HIST 110/HIST 110H & HIST 111/HIST 111H; HIST 141 & HIST 142; or HIST 145 & HIST 146. C-ID HIST-130.

**HIST 111: United States History Since 1877**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 111H.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This course covers the history of the United States from Reconstruction to the present. UC CREDIT LIMITATION: Credit for one series: HIST 110 & HIST 111; HIST 141 & HIST 142; or HIST 145 & HIST 146. C-ID HIST-140.

**HIST 111H: United States History Since 1877 (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 111.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This course covers the political, social, economic and cultural history of the United States since reconstruction. As an honors course, it offers an enriched experience for highly motivated students through a pro-seminar format, challenging course work, emphasis on the use of sources as evidence, and the development of analytical historical theses. UC CREDIT LIMITATION: Credit for one series: HIST 110/HIST 110H & HIST 111/HIST 111H; HIST 141 & HIST 142; or HIST 145 & HIST 146. C-ID HIST-140.

**HIST 113: American Military History**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 113H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2205.00)

This course surveys American military history from the colonial period to the present. It emphasizes the institutional, technological, social, political, and cultural contexts in times of peace and conflict. The course reviews all major American conflicts and emphasizes the military's influence upon foreign policy, domestic affairs, and diplomacy.

**HIST 113H: American Military History (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 113.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This course surveys American military history from the colonial period to the present. It emphasizes the institutional, technological, social, political, and cultural contexts in times of peace and conflict. The course reviews all major American conflicts and emphasizes the military's influence upon foreign policy, domestic affairs, and diplomacy. As an honors course, it offers an enriched experience for highly motivated students through a pro-seminar format, challenging course work, emphasis on the use of sources as evidence, and the development of analytical historical theses. UC CREDIT LIMITATION: Credit for HIST 113 or HIST 113H.

**HIST 115: Women in American History**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2205.00)

This course surveys the history of women in America from the colonial period to the present. It emphasizes the historical roles of women in the family, community, labor force, and political system. The course also emphasizes the similarities and differences based on class, race, and ethnic identities.



## **HIST 116: History of the Americas to 1830**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2205.00)

This course surveys the histories of the American continent as an integrated whole. It examines major pre-Columbian Indian cultures, Native American heritage, European exploration, conquest, and colonization, and the growth of independence movements. It also studies the diverse cultures, societies, economies, political structures, and constitutions of Latin America, Canada, and the United States from a comparative perspective.

## **HIST 117: History of the Americas Since 1830**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2205.00)

This course presents an integrated history of American nations in the 19th and 20th centuries. It emphasizes the Latin American wars of independence, U.S. foreign policy with Latin America, Canada's relations with the Western hemisphere, Latin American society in the 20th century, and the impact of globalization on the American continent.

## **HIST 141: Mexican American History Through 1877**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This study of United States history emphasizes a Chicano/a, Latino/a perspective through the Mexican-American War and the late 19th century. This course focuses on major political, social, economic, and cultural factors; it explores the roles played by the diverse peoples and cultures who shared in the development of U.S. history. The course emphasizes the contributions of ancient Indians and civilizations and the influences of Spanish institutions and cultures. UC CREDIT LIMITATION: Credit for one series: HIST 110 OR HIST 110H & HIST 111 OR HIST 111H; HIST 141 & HIST 142; or HIST 145 & HIST 146.

## **HIST 142: Mexican American History Since 1877**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This history of the United States from Reconstruction to the present emphasizes the Chicano/a, Latino/a experience. It explores the economic, social, cultural, and political developments and impacts on diverse peoples of the U.S. emphasizing the Mexican American experience. UC CREDIT LIMITATION: Credit for one series: HIST 110 or HIST 110H & HIST 111 or HIST 111H; HIST 141 & HIST 142; or HIST 145 & HIST 146.

## **HIST 145: African American History to 1877**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This course covers the historical development of the role of African Americans in United States history from colonial origins through Reconstruction. It emphasizes the black experience within political, social, economic, and cultural frameworks. UC CREDIT LIMITATION: Credit for one series: HIST 110/HIST 110H & HIST 111/HIST 111H; HIST 141 & HIST 142; or HIST 145 & HIST 146.

## **HIST 146: African American History Since 1877**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2205.00)

This course covers the historical development of the role of African Americans in United States history from Reconstruction to the present. It emphasizes the black experience within political, social, economic, and cultural frameworks. UC CREDIT LIMITATION: Credit for one series: HIST 110/HIST 110H & HIST 111/HIST 111H; HIST 141 & HIST 142; or HIST 145 & HIST 146.

## **HIST 165: California History**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2205.00)

This course addresses the social, economic, political, and cultural history of California. It begins with an overview of the indigenous, Native American population and continues through the Spanish, Mexican, and American eras. Topics covered include studies of the mission era, pastoral era, gold rush, railroad era, development and modification of the California Constitution, and the rise of modern industries, such as aerospace and information technologies.

## **HIST 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**HIST 296: Topics in History**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (2205.00)

This course gives students an opportunity to study topics in History that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**HIST 298: Directed Study in History**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (2205.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## Horticulture

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The Ornamental Horticulture discipline examines the art and science of cultivating plants. The Horticulture program at MiraCosta also includes sustainable design, installation, and maintenance of landscapes, floral design, nursery and organic crop production, and wine technology. Students take horticulture courses to prepare for the major, complete job-related certificates, earn continuing education units (CEUs) for professional licenses, and fulfill general education requirements. Career options include florist and nursery-industry work, urban agriculture, landscape architecture, irrigation design and water management, landscape design, landscape installation and management, golf and sports turf management, urban forestry, horticulture sales and services, grove and vineyard management, and winemaking.

## Contact Information

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## Full-Time Faculty

Megan Allison  
Claire Ehrlinger

## Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Landscape Architecture Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to use hand drawn and computer-generated graphics to produce accurate landscape plans that reflect sustainable, functional, and aesthetic principles.

### Landscape Management Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to inventory, analyze, and recommend an efficient management plan for the turf, trees, shrubs, and landscape elements of a landscape.

### Nursery/Horticulture Crop Production Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to integrate concepts and skills learned in core courses to manage environmental and other growth factors to produce healthy and marketable crops.

## Associate Degrees

### Associate in Arts Degrees



#### Landscape Architecture

#### Landscape Management

#### Nursery/Horticulture Crop Production

Students may earn one of the above-named associate degrees by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students earning an associate degree in Landscape Architecture are eligible to take the Landscape Architecture Registration Exam to achieve state licensure after completing requisite apprenticeship. Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

## Certificates



Certificate programs prepare students for state, county, and city employment in most areas of landscape management, such as park and grounds supervision and state or county agriculture inspection. In the private sector, graduates find jobs in agri-sales and services, organic food production, retail and wholesale nurseries and greenhouses, landscape and irrigation design, landscape contracting, and water management. Any of these majors may be completed in three semesters and one or two summer sessions by students who attend full-time.

### Certificate of Achievement

#### Landscape Architecture

This certificate is designed to provide employable technical skill training in the field of professional residential landscape design development. It also provides a foundation for students who plan to enter a college of landscape architecture.

Required courses:		
DESN 101	AutoCAD Computer-Aided Drafting I	4
DESN 102	Architectural Drawing	3
HORT 117	Plant Identification: Trees, Shrubs, and Vines	3
HORT 126	Landscape Irrigation	3
HORT 127	Landscape Design	3
HORT 128	Landscape Construction	3
HORT 220	Computer-Aided Landscape Design Applications	3
HORT 230	Landscape Architecture	3
Select one course from the following electives:		2-4
DESN 103	Architectural Communications	
DESN 200	Architectural Design I	
HORT 110	Introduction to Sustainable Horticulture	
HORT 115	Soil Science	
HORT 299	Occupational Cooperative Work Experience	
Total Units		27-29

### Certificate of Achievement

#### Landscape Management

This certificate prepares students for employment in the California horticulture and landscape contracting industries by providing practical, hands-on experience.

Required courses:		
HORT 110	Introduction to Sustainable Horticulture	3
HORT 115	Soil Science	3
HORT 116	Plant Science	4
HORT 117	Plant Identification: Trees, Shrubs, and Vines	3
HORT 121	Landscape Management	3
HORT 126	Landscape Irrigation	3
HORT 127	Landscape Design	3
HORT 128	Landscape Construction	3
HORT 134	Plant Pest Control	3
Select at least two courses from the following electives:		6-7
AUTO 100	Small Engine Repair	
BUS 130	Small Business Management	
or BUS 170	Entrepreneur I	
& BUS 171	and Entrepreneur II	
HORT 118	Arboriculture	
HORT 292	Internship Studies *	
HORT 299	Occupational Cooperative Work Experience *	
SPAN 101	Elementary Spanish (First Semester)	
Total Units		34-35

\* HORT 292 or HORT 299 may be taken for a maximum of 3 units.

### Certificate of Achievement

#### Nursery/Horticulture Crop Production

This certificate provides students with the practical, hands-on experience they need to pursue employment in the areas of plant production, maintenance, or sales of ornamental and/or food crops in California.

Required courses:		
HORT 115	Soil Science	3
HORT 116	Plant Science	4
HORT 117	Plant Identification: Trees, Shrubs, and Vines	3
HORT 134	Plant Pest Control	3
HORT 140	Subtropical Fruit and Plant Production	3
HORT 144	Nursery Management and Production	3
Select one course from the following electives:		1.5-4
HORT 145	Sensory Analysis of Wines	
HORT 147	Wines of California	
HORT 148	Introduction to Wine Production	
HORT 149	Vineyard Production and Management	
HORT 171	Floral Design	
HORT 292	Internship Studies *	
HORT 299	Occupational Cooperative Work Experience *	
SPAN 101	Elementary Spanish (First Semester)	
Total Units		20.5-23

\* HORT 292 and HORT 299 may be taken for a maximum of 3 units.

### Certificate of Proficiency

#### Irrigation Technology

This certificate is designed to teach the theory, design, and installation of irrigation systems including the materials, installation practices, maintenance, crew management, and operations of a landscape irrigation business. The program emphasizes residential and large-scale irrigation system installation and water management.

Required courses:		
DESN 101	AutoCAD Computer-Aided Drafting I	4
HORT 121	Landscape Management	3
HORT 126	Landscape Irrigation	3
HORT 128	Landscape Construction	3
Total Units		13

### Certificate of Proficiency

#### Wine & Viticulture Technology

The Wine and Viticulture Technology Certificate cross-trains students for work in the wine production, wine sales, and viticulture areas.

Required courses:		
HORT 115	Soil Science	3



HORT 145	Sensory Analysis of Wines	3
HORT 147	Wines of California	3
HORT 148	Introduction to Wine Production	1.5
HORT 149	Vineyard Production and Management	3
Total Units		13.5

## Courses

### HORT 110: Introduction to Sustainable Horticulture

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.00)

This course introduces sustainable horticulture principles and practices in gardening, landscaping, nursery management, and floriculture. Topics include basic botany, cultural practices, propagation, structures and layout, pest management, planting, container gardening and houseplants, floral design, plant identification, and career opportunities. Students are required to attend field labs and field trips.

### HORT 115: Soil Science

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0103.00)

This course examines the physical, chemical, and biological properties of soil and covers soil conditions that restrict plant growth. Students learn to solve soil problems that may exist in the field, greenhouse, and landscape with a focus on sustainable practices. The course emphasizes problem-solving techniques that apply to Southern California soils, including fertility, salinity, pH, high calcium, specific toxicities, and physical problems. Students are required to participate in field labs and trips.

### HORT 116: Plant Science

Units: 4

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 3 hours. (0103.00)

This introductory course offers students an opportunity to learn the basic principles of plant science pertaining to food and ornamental plants. The course emphasizes plant morphology, anatomy and function, plant physiology, reproduction, biotic and abiotic environmental factors that impact plant growth and development, plant-soil-climate interrelationships, plant taxonomy and nomenclature, and plant diversity and adaptations. Learning activities include plant studies in the field, greenhouse, and landscape. Students are required to attend field labs and field trips.

### HORT 117: Plant Identification: Trees, Shrubs, and Vines

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0109.00)

This course covers the identification, growth habits, culture, and ornamental use of plants found in Southern California landscapes. Topics include botanical and common names, plant family relationships, and environmental adaptations. Students learn to identify by sight memory 200 plants from certification test and local plant lists. Students are required to attend field trips both on and off campus.

### HORT 118: Arboriculture

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0199.00)

This course introduces the care and management of landscape trees. It covers soil, water, and nutrient management, integrated pest management, and tree biology. Topics include tree selection, protection, and fertilization, pruning basics, safety, and climbing. This course prepares students for the International Society of Arboriculture (ISA) Certification exam and provides ISA Continuing Education Units (CEUs).

### HORT 121: Landscape Management

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.10)

This course introduces landscape ecosystems and emphasizes turfgrass, trees, and border plantings. Students learn landscape management practices, including soil preparation, fertilization, irrigation, cultivation, mowing, pruning and growth control, pest management, and fire safety. Students practice basic skills needed for successful maintenance of landscaped areas. Participation in field trips and field labs is required.

### HORT 126: Landscape Irrigation

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.10)

This course introduces the design, installation, and maintenance of a water efficient landscape irrigation system. Topics include water supply, basic hydraulics, climate, soil and plant characteristics, component identification and terminology, and pipe sizing as well as types of sprinklers, valves, and controllers.



**HORT 127: Landscape Design**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0109.10)

This course introduces the principles and practices of landscape design. Topics include the principles and process of design, drafting, hand drawn graphics, and presentation methods. Projects emphasize residential and small commercial sites. Students are required to attend field trips.

**HORT 128: Landscape Construction**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.10)

This course introduces the fundamentals of landscape construction. Topics include soil preparation, paving and construction materials, hand and power tool use, turf and plant installation, plan reading, estimating, and bid preparation. The course also covers local codes, state requirements, and employment opportunities. It prepares students to pass the C-27 Landscaping Contractor's License exam. Students are required to attend field trips.

**HORT 134: Plant Pest Control**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.00)

This course involves a study of the common pests that invade ornamental plantings and nursery crops in Southern California, including weeds, invertebrate pests, and plant diseases. Students learn to diagnose pest problems and design solutions to these problems based upon an integration of approved pest management techniques and practices. This course is designed to assist students in preparing for California licensing exams in pest management, including California Laws & Regulations, or to earn continuing education hours to maintain their license.

**HORT 140: Subtropical Fruit and Plant Production**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.00)

This course examines the principles and practices involved in subtropical fruit and plant production, such as citrus and avocados. Topics include propagation, site selection, planting, fertilization, irrigation, and pest control. The course also covers harvest techniques, marketing, and industry economic trends. Field trips to local orchards and groves are required.

**HORT 144: Nursery Management and Production**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.30)

This course analyzes the operation and management of plant nursery facilities and personnel, including cultural practices, scheduling of nursery crops, marketing, and legal and environmental issues. Students examine the relationships of light, temperature, moisture, humidity, and fertility as well as their impact on plant production. Topics include pruning, transplanting, propagation, and pest control methods. Students are required to attend field trips to local nurseries.

**HORT 145: Sensory Analysis of Wines**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (0104.00)

This course surveys the history and development of winemaking, detailing the grape varieties produced in the major wine-producing regions of the world. Topics include the influence of climate and soil; wine fermentation, handling, storage, and bottling methods; and wine disorders. Students learn organoleptic tasting techniques to differentiate among the characteristics and styles of various wines. Students must be 21 years old to enroll and pay a lab fee, and they are required to attend field trips to local wineries.

**HORT 147: Wines of California**

Units: 3

Prerequisites: None

Advisory: HORT 145.

Acceptable for Credit: CSU

Lecture 3 hours. (0104.00)

This course introduces the wines and major wine producing regions of California. It covers history, viticultural practices, winemaking styles, and sensory evaluation techniques of representative California wines. Students must be 21 and are required to attend field trips and pay a lab fee.

**HORT 148: Introduction to Wine Production**

Units: 1.5

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour, laboratory 1.50 hours. (0104.00)

This course provides beginning winemakers with basic how to instructions and advanced technical training on aspects of winemaking. It emphasizes the importance of specialized backgrounds needed to solve the wide variety of problems encountered in commercial wine production. Students must be 21 and are required to attend field trips and pay a lab fee.

## **HORT 149: Vineyard Production and Management**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0104.00)

This course covers responsibilities of vineyard management. Topics include climate zones, soil selection, financing, farm organization, irrigation systems, field layout, varietal selection, nutritional needs, harvesting, labor management, marketing, and budgeting. Students are required to attend field trips to local vineyards.

## **HORT 171: Floral Design**

Units: 2

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour, laboratory 3 hours. (0109.20)

This course introduces students to the practical skills and theory of basic floral design. Topics include selecting flowers and foliages used in arrangements, basic design principles, cut flower preparation and care, merchandising, and packaging.

## **HORT 220: Computer-Aided Landscape Design Applications**

Units: 3

Prerequisites: DESN 101.

Advisory: HORT 127.

Enrollment Limitation: Not open to students with credit in HORT 129.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.00)

This course introduces the application of computer-based design software packages, including image manipulation, modeling, multimedia, and drafting combined with hand graphics for the development of landscape plans, perspectives, elevation drawings, and presentation graphics.

## **HORT 230: Landscape Architecture**

Units: 3

Prerequisites: HORT 127.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.10)

This project-based class offers continued study in the field of landscape architectural design. It emphasizes site analysis, sensory evaluation, sustainable design principles, cost considerations, rendering, site details, model building, and oral presentation. Students work both individually and in groups on projects at the urban and community scale, and they are required to attend field trips.

## **HORT 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## **HORT 296: Topics in Horticulture**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (0109.00)

This course gives students an opportunity to study topics in Horticulture that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## **HORT 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

# Hospitality



The Hospitality Management program offers courses for students planning to transfer as hospitality majors to four-year institutions as well as career and technical courses that can lead to certificates of proficiency and achievement. Career options include front office, reservations, sales, marketing, customer service, and management positions in hotels, restaurants, theme parks, attractions, clubs, and casinos.

## Contact Information

**Chair:** Karen Smith  
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**Department:** Horticulture and  
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## Full-Time Faculty

Karen Smith

## Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Hospitality Management Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to identify specific job titles within the hospitality, food service, and tourism industries and describe the responsibilities of the positions as well as the outlook for future job growth.

**PSLO:** Upon completion of this program, the student will be able to research, compare, and prepare written documents reviewing a specific legal procedure used in hotels/motels or restaurants.

**PSLO:** Upon completion of this program, the student will be able to develop an operational strategy for a restaurant.

### Restaurant Management Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to research a specific human resource responsibility for the hospitality industry and interview a hospitality management professional about the research findings.

**PSLO:** Upon completion of this program, the student will be able to create a marketing plan for a product/service in hospitality marketing.

**PSLO:** Upon completion of this program, the student will be able to develop an operational strategy for a restaurant.

## Associate Degrees

### Associate in Arts Degrees Hospitality Management Restaurant Management

Students may earn one of the above-named associate degrees by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

## Certificates

### Certificate of Achievement Hospitality Management

This certificate provides students with the broad technical background required in today's increasingly diverse hospitality industry. This program was developed with input from professional industry members, who comprise the MiraCosta College Hospitality Management Advisory Board, as well as the cooperation of local hospitality executives and members. Courses in this program complement the skills learned on the job and are valuable to either the person who is seeking a certificate/degree or the individual who is already in the field and desires to increase his/her overall effectiveness in a particular area.

Required courses:		
HOSP 100	Introduction to Hospitality Management	3
HOSP 110	Guest Services and Presentations	3
HOSP 114	Hospitality Law	3
HOSP 120	Hospitality Human Resources Management	3
HOSP 128	Hospitality Marketing	3
HOSP 134	Sustainable Facilities Management	3
HOSP 150	Purchasing and Cost Control	3
Select at least 6 units from the following:		
HOSP 130	Conference and Special Event Management	6
HOSP 133	Front Office Management	
HOSP 145	Hospitality Supervision	
HOSP 153	Restaurant Management	
Total Units		27

**Certificate of Achievement**

**Restaurant Management**

The Restaurant Management Certificate of Achievement provides students with the broad technical background necessary in today's increasingly diverse food services industry. Requirements for the certificate were developed with input from professional industry members, who comprise the MiraCosta College Hospitality Management Advisory Board, as well as with cooperation from local restaurant and food services executives. Courses for this certificate complement the skills learned on the job and are valuable to either the person seeking a certificate/degree or the individuals already employed in the field and seeking to increase their overall effectiveness with new skills qualifying them for promotions.

Required courses:		
HOSP 100	Introduction to Hospitality Management	3
HOSP 110	Guest Services and Presentations	3
HOSP 114	Hospitality Law	3
or HOSP 120	Hospitality Human Resources Management	
HOSP 128	Hospitality Marketing	3
HOSP 130	Conference and Special Event Management	3
HOSP 145	Hospitality Supervision	3
HOSP 150	Purchasing and Cost Control	3
HOSP 153	Restaurant Management	3
Total Units		24

**Certificate of Proficiency**

**Catering Operations**

The Catering Operations Certificate of Proficiency is designed to prepare students with the specific technical and supervisory job skills employers demand for banquet and catering positions.

Required courses:		
HOSP 110	Guest Services and Presentations	3
HOSP 130	Conference and Special Event Management	3
HOSP 150	Purchasing and Cost Control	3
HOSP 153	Restaurant Management	3
Total Units		12

**Certificate of Proficiency**

**Dining Room Operations**

The Dining Room Operations Certificate of Proficiency is designed to prepare students for entry-level work in the hospitality industry with a focus on front-of-the-house restaurant procedures. The courses in this certificate also apply to the Restaurant Management Certificate of Achievement.

Required courses:		
HOSP 110	Guest Services and Presentations	3
HOSP 130	Conference and Special Event Management	3
HOSP 145	Hospitality Supervision	3
HOSP 153	Restaurant Management	3
Total Units		12

**Certificate of Proficiency**

**Food Service Operations**

The Food Service Operations Certificate of Proficiency is designed to prepare students with the specific technical and supervisory job skills employers demand for entry-level management positions.

Required courses:		
HOSP 100	Introduction to Hospitality Management	3
HOSP 110	Guest Services and Presentations	3
HOSP 130	Conference and Special Event Management	3
HOSP 150	Purchasing and Cost Control	3
HOSP 153	Restaurant Management	3
Total Units		15

**Certificate of Proficiency**

**Front Office Operations**

This certificate prepares students for entry-level work in the hospitality industry with a focus on front-office procedures. The courses in this certificate also apply to the Hospitality Management Certificate of Achievement.

Required courses:		
HOSP 100	Introduction to Hospitality Management	3
HOSP 110	Guest Services and Presentations	3
HOSP 120	Hospitality Human Resources Management	3
HOSP 133	Front Office Management	3
HOSP 145	Hospitality Supervision	3
Total Units		15

**Certificate of Proficiency**

**Meeting and Event Management**

Students gain the skills and knowledge needed for planning and managing successful meetings, conferences, trade shows, weddings, and other special events.

Required courses:		
HOSP 114	Hospitality Law	3
HOSP 120	Hospitality Human Resources Management	3
or HOSP 110	Guest Services and Presentations	
HOSP 128	Hospitality Marketing	3
HOSP 130	Conference and Special Event Management	3
Choose 3 units from the following courses:		3
HOSP 133	Front Office Management	
HOSP 134	Sustainable Facilities Management	
Total Units		15

**Certificate of Proficiency**

**Rooms Division Management**

The Rooms Division Management Certificate of Proficiency is designed to prepare students with the specific technical and supervisory job skills employers demand for entry-level management positions.

Required courses:		
HOSP 114	Hospitality Law	3
HOSP 120	Hospitality Human Resources Management	3
HOSP 133	Front Office Management	3
HOSP 134	Sustainable Facilities Management	3
HOSP 150	Purchasing and Cost Control	3
Total Units		15

## Courses

### HOSP 100: Introduction to Hospitality Management

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1307.00)

This course covers the history, scope, and functions of the hospitality, food service, and tourism industries. It emphasizes basic management theories and principles as they apply to the industry. Topics include an overview of career opportunities, responsibilities, professionalism, and career ethics. Students may be required to visit various hospitality sites.

### HOSP 110: Guest Services and Presentations

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1307.00)

This course helps students develop the service and presentation skills expected of uniformed employees, supervisors, and managers when interacting with hospitality guests and colleagues. The course covers approaches designed to exceed the needs and expectations of colleagues and guests. Students may be required to visit various hospitality sites.

### HOSP 114: Hospitality Law

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1307.00)

This course covers the legal principles that apply to the hospitality industry, including possible legal issues for hotel and restaurant operators as well as rights and responsibilities of hospitality establishments. Topics include how U.S. laws and regulations affecting the lodging industry have increased and how hoteliers and restaurant operators can avoid lawsuits. This course allows students to gain Hospitality Law certification from the Educational Institute of the American Hotel and Lodging Association.

### HOSP 120: Hospitality Human Resources Management

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HOSP 117.

Acceptable for Credit: CSU

Lecture 3 hours. (1307.00)

This course presents an overview of human resource management in hospitality settings. Topics include employment laws, discrimination and harassment claims, wrongful discharge, and laws affecting overtime work, wages, benefits, and tips. The course examines recruitment, selection, and turn-over issues as well as training programs, labor unions, and regulations affecting legal work status and living wages. Students may be required to visit various hospitality sites.

### HOSP 128: Hospitality Marketing

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1307.00)

This course takes a practical perspective in introducing students to the marketing of hotel, restaurants, and clubs. Topics include market segmentation, marketing techniques, and marketing methodologies, including sales, advertising, public relations, promotions, packaging, pricing strategies, revenue maximization, and travel purchasing systems. This course allows students to gain Hospitality Marketing certification from the Educational Institute of the American Hotel and Lodging Association. Students may be required to visit various hospitality sites.

### HOSP 130: Conference and Special Event Management

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1307.00)

This course introduces students to the field of conference and special event management. Students examine the different types of conferences and special events and the types of organizations that stage those events. The course also covers the role of the planner, including setting objectives, program design, budgeting, site selection, negotiations, contracts, speaker selection, registration, on-site logistics, transportation, and security and legal issues. Students may be required to visit various hospitality sites.



## **HOSP 133: Front Office Management**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1307.00)

This course provides training for entry-level positions in the lodging industry. The curriculum includes instruction in hotel/motel front office procedures and other duties performed in establishments that provide lodging, meals, convention facilities, and other hospitality services to the general public or to an organization's membership. This course reviews guest relations; registration and reservation systems; cash, credit, and audit procedures; safety and security. Students consider how front office activities affect other departments and focus on managing the front office.

## **HOSP 134: Sustainable Facilities Management**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1307.00)

This course examines hospitality-industry practices in lodging and food-service property management. Topics include how sustainable practices apply to the management and design of hospitality facilities, implications of the United Nations's environmental guidelines, industry trends, and techniques to reduce expenses, increase efficiency, and ensure safe and sanitary operations that meet guests' expectations. Students may be required to visit various hospitality sites.

## **HOSP 145: Hospitality Supervision**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1307.00)

This course provides students with the competencies necessary to supervise in the hospitality industry. Students learn a wide range of supervisory skills, such as effective communication, training, coaching, evaluating, disciplining, and conflict management. Topics include techniques for managing productivity and change as well as how the supervisor's skills, attitudes, and abilities impact these objectives. Students may be required to visit various hospitality sites.

## **HOSP 150: Purchasing and Cost Control**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1307.10)

This course presents the principles and theories of control as it applies to food, beverage, supplies, and labor costs. It emphasizes the operating budget, income and cost control, menu pricing, and linens and supplies. Students learn how to effectively purchase and cost foods and supplies for special events and daily operations. Students may be required to visit various hospitality sites.

## **HOSP 153: Restaurant Management**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1307.10)

This course develops key skills necessary to open and operate a successful restaurant. Students explore different types of food services, choose a concept and site for a restaurant, develop financing and operations strategies, and learn how to purchase appropriate food and beverage products, control food and overhead costs, and layout an efficient restaurant and kitchen. Successful completion qualifies the student for Managing Foodservice Operations certification from the National Restaurant Association Education Foundation. Students may be required to visit various hospitality sites.

## **HOSP 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently. Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## **HOSP 296: Topics in Hospitality**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1307.00)

This course gives students an opportunity to study topics in Hospitality that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**HOSP 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Humanities

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Humanities is an interdisciplinary study of human thought and culture, such as philosophy, literature, and the arts. Students take humanities courses to explore the discipline and to satisfy general education requirements. With a bachelor's degree in humanities, students pursue careers in education, communication, art, and public relations as well as professional positions in museums, theatres, and art centers.

### Contact Information

**Chair:** John Kirwan  
jkirwan@miracosta.edu  
(Letters, Transfer)

**Dean:** Dana Smith  
dsmith@miracosta.edu  
www.miracosta.edu/HUMN

**Department:** Letters, Transfer  
**Office:** Building SAN Admin,  
760.634.7876

### Courses

**HUMN 101: Introduction to the Arts**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HUMN 101H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1504.00)

This course introduces students to interdisciplinary humanities. The course explores at least six humanities subjects, such as cinema, dance, music and opera, architecture, theater, literature, painting and other two-dimensional art, and sculpture. An entrance to cultural literacy, this course studies both genres and examples of the arts in an effort to better understand various art forms, the cultures, eras, and styles which they exemplify, and essential elements of our individual humanness, including creativity and a sense of the aesthetic.

**HUMN 101H: Introduction to the Arts (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HUMN 101.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1504.00)

This honors course introduces highly motivated students to interdisciplinary humanities. The course explores at least six humanities subjects, such as cinema, dance, music and opera, architecture, theater, literature, painting and other two-dimensional art, and sculpture. An entrance to cultural literacy, this course studies both genres and examples of the arts in an effort to better understand various art forms, the cultures, eras, and styles which they exemplify, and essential elements of our individual humanness, including creativity and a sense of the aesthetic. UC CREDIT LIMITATION: Credit for HUMN 101 or HUMN 101H.

**HUMN 250: American Studies: First Contact Through the Civil War**

Units: 3

Prerequisites: None

Advisory: ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1504.00)

This course is an interdisciplinary study of American identities as expressed through culture from the 1580s through the Civil War. It explores materials from American philosophy, religion, music and dance, art, architecture, history, and literature. The course gives special attention to contending ideas and beliefs that have shaped American identities and experience in the past and continue to do so in the present.

**HUMN 251: American Studies: 1870s to the Present**

Units: 3

Prerequisites: None

Advisory: ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1504.00)

This course is an interdisciplinary study of American identities as expressed through culture from the 1870s to the present. It explores materials from American philosophy, religion, music and dance, art, architecture, history, and literature. The course gives special attention to contending ideas and beliefs that have shaped American identities and experience in the past and continue to do so in the present.

## HUMN 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## HUMN 296: Topics in Humanities

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1504.00)

This course gives students an opportunity to study topics in Art that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## HUMN 298: Directed Study in Humanities

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1504.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

# Interdisciplinary Studies

## Contact Information

**Dean:** Mario Valente  
mvalente@miracosta.edu

**Office:** Building OC1200,  
760.795.6637

## Courses

### INTR 100: Foundation Skills for the College Experience

Units: 4

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 4 hours. (4930.14)

This course prepares new and returning students to develop the knowledge, skills, attitudes, and behaviors that are necessary for academic and personal success. Students learn how to adapt to the college environment and prepare for academic achievement and lifelong learning. Topics include academic, life, stress, and time management; strategic study skills; educational planning; student services; and resources to promote academic and personal success, career assessment, exploration and goal setting, computer basics (such as operating systems, file management, email, academic course management systems, safe and ethical computing practices, Internet browsing, and word processing), the effective use of library and learning resources, and the development of information literacy skills. UC CREDIT LIMITATION: Credit for CRLP 100, COUN 100, COUN 105, COUN 110, or INTR 100.

## Italian

The International Languages Department offers courses in Italian that provide the foundation for language study. They also satisfy either the humanities requirement for general education or the proficiency requirement in an international language when required for transfer. A bachelor's degree in an international language such as Italian can lead to a career in advertising, broadcasting, consulting, translating, teaching, international service, public relations, social work, and sales.

*Note: Students educated in a non-English speaking country through high school or equivalent will generally not earn lower-division transfer credit in their language at most universities. Students who might be affected by this rule should consult a counselor and/or the International Languages Department Chair before enrolling in the courses described below.*

## Contact Information

**Chair:** Andrea Petri  
apetri@miracosta.edu

**Dean:** Jonathan Fohrman  
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www.miracosta.edu/ITAL

**Department:** International Languages

**Office:** Building OC4700,  
760.795.6844

## Full-Time Faculty

Andrea Petri

## Program Student Learning Outcomes (PSLOs)

The degree program includes the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

## Italian Associate in Arts Degree

**PSLO:** Upon completion of this program, the student will be able to engage in meaningful conversations about social issues, cultural productions, and cultural aspects covered in the first two years of Italian courses, demonstrating command of the first two years' vocabularies, structure, and pronunciation in the target language and comprehending native speaker speech.

### Associate Degree

#### Associate in Arts Degree

##### Italian

The Italian program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Italian. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many CSUs and UCs have unique admissions and preparation-for-the-major requirements. Students should meet with a MiraCosta College counselor to identify required courses and to develop a written plan for their targeted university.

##### Required courses:

ITAL 201	Intermediate Italian (Third Semester)	4
ITAL 202	Intermediate Italian (Fourth Semester)	4
ITAL 210	Intermediate Italian Conversation and Reading	3
ITAL 121	Introduction to Italian Culture	3
Select at least one course from the following:		3-4
ART 258	Ancient to Gothic Art	
ART 259	History of Renaissance to Modern Art	
FILM 110	Film History	
HIST 103	Western Civilization to 1648	
or HIST 103H	Western Civilization to 1648 (Honors)	
HIST 104	Western Civilization Since 1648	
or HIST 104H	Western Civilization Since 1648 (Honors)	
ITAL 101	Elementary Italian (First Semester)	
ITAL 102	Elementary Italian (Second Semester)	
Total Units		17-18

### Courses

#### ITAL 101: Elementary Italian (First Semester)

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ITAL 102, ITAL 201, or ITAL 202.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1104.00)

This introductory course develops Italian language acquisition through listening, speaking, reading, and writing. It covers basic Italian pronunciation, vocabulary, and grammar. It also explores the history, geography, and customs of the Italian-speaking world. This course corresponds to the first two years of high school Italian.

#### ITAL 102: Elementary Italian (Second Semester)

Units: 4

Prerequisites: ITAL 101 or two years of high school Italian with a C or better.

Enrollment Limitation: Not open to students with credit in ITAL 201 or ITAL 202.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1104.00)

This course continues to develop Italian language acquisition through listening, speaking, reading, and writing. It reviews and expands upon the vocabulary and grammatical structures introduced in ITAL 101, and it develops the student's ability to engage in casual conversation, express opinions, and make suggestions in Italian. The course also provides for increased awareness of the Italian world's history, geography, and customs, including its socio-political practices and cultural artifacts. This course corresponds to the third year of high school Italian.

#### ITAL 121: Introduction to Italian Culture

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1502.00)

This course introduces students of Italian to various aspects of the Italian culture and civilization. Areas of study include history, music, literature, philosophy, political ideas, customs, and Italy's influence on and contribution to the civilization of America and the world. The course does not require prior study of the Italian language or culture.

#### ITAL 201: Intermediate Italian (Third Semester)

Units: 4

Prerequisites: ITAL 102 or three years of high school Italian with a C or better.

Enrollment Limitation: Not open to students with credit in ITAL 202.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1104.00)

This course continues to develop Italian language acquisition through listening, speaking, reading, and writing. It reviews and expands upon the vocabulary and grammatical structures introduced in ITAL 101 and ITAL 102, and it develops the student's ability to engage in casual conversation, express opinions, and make suggestions in Italian. The course also provides for increased awareness of the Italian history, geography, and customs, including its socio-political practices and cultural artifacts. This course corresponds to the fourth year of high school Italian.



### ITAL 202: Intermediate Italian (Fourth Semester)

Units: 4

Prerequisites: ITAL 201 or four years of high school Italian with a C or better.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1104.00)

This course continues to develop Italian language acquisition through listening, speaking, reading, and writing. It reviews and expands upon the vocabulary and grammatical structures introduced in ITAL 201. It also develops the student's ability to express opinions and make recommendations in Italian-language debates and discussions. The course provides for increased awareness of the Italian-speaking world's history, geography, and customs, including its socio-political practices and cultural artifacts through extensive reading and writing assignments as well as oral presentations.

### ITAL 210: Intermediate Italian Conversation and Reading

Units: 3

Prerequisites: ITAL 102 or three years of high school Italian with a C or better.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1104.00)

This course improves students' reading comprehension and conversational skills through the expanded use of first-year Italian vocabulary and grammatical structures.

### ITAL 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### ITAL 296: Topics in Italian

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1104.00)

This course gives students an opportunity to study topics in Italian that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## Japanese



The International Languages Department offers courses that provide the foundation for Japanese language study. They also satisfy either the humanities requirement for general education or the proficiency requirement in an international language when required for transfer. A bachelor's degree in an international language such as Japanese can lead to a career in advertising, broadcasting, consulting, translating, teaching, international service, public relations, social work, and sales.

*Note: Students educated in a non-English speaking country through high school or equivalent will generally not earn lower-division transfer credit in their language at most universities. Students who might be affected by this rule should consult a counselor and/or the International Languages Department Chair before enrolling in the courses described below.*

### Contact Information

**Chair:** Andrea Petri  
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**Dean:** Jonathan Fohrman  
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www.miracosta.edu/JAPN

**Department:** International Languages

**Office:** Building OC4700,  
760.795.6844



## Courses

### JAPN 101: Elementary Japanese (First Semester)

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in JAPN 102, JAPN 201, or JAPN 202.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1108.00)

This course introduces contemporary Japanese and the Japanese writing system (hiragana, katakana, and selected kanji characters). It examines the language's structure and emphasizes the development of language acquisition through listening, speaking, reading, and writing. Students learn about Japanese history, geography, and customs as well as about the relationship between language and culture. This course corresponds to the first two years of high school Japanese.

### JAPN 102: Elementary Japanese (Second Semester)

Units: 4

Prerequisites: JAPN 101 or two years of high school Japanese with a C or better.

Enrollment Limitation: Not open to students with credit in JAPN 201 or JAPN 202.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1108.00)

This course continues to develop Japanese language acquisition through listening, speaking, reading, and writing. It introduces more advanced kanji characters and reviews (recycles) first semester Japanese vocabulary and grammar. The course also continues to develop the student's ability to read, interpret, and discuss Japanese-language narratives about newly introduced cultural aspects of the Japanese-speaking world. This course corresponds to the third year of high school Japanese.

### JAPN 201: Intermediate Japanese (Third Semester)

Units: 4

Prerequisites: JAPN 102 or three years of high school Japanese with a C or better.

Enrollment Limitation: Not open to students with credit in JAPN 202.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1108.00)

This third course in the Japanese language sequence continues to develop Japanese language acquisition through listening, speaking, reading, and writing at the intermediate-mid level. It introduces more advanced kanji characters and reviews (recycles) first-year Japanese vocabulary and grammar. The course also continues to develop the student's ability to read, interpret, and discuss Japanese-language narratives about newly introduced cultural aspects of the Japanese-speaking world. This course corresponds to the fourth year of high school Japanese.

### JAPN 202: Intermediate Japanese (Fourth Semester)

Units: 4

Prerequisites: JAPN 201 or four years of high school Japanese with a C or better.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1108.00)

This fourth semester course in the Japanese language sequence continues to develop Japanese language acquisition through listening, speaking, reading, and writing at the intermediate-high level. Students practice writing in Japanese with kanji characters, review grammar and syntax, and expand their vocabulary and knowledge of idiomatic constructions. The course also continues to develop the student's ability to read, interpret, and discuss Japanese-language narratives about Japanese history, geography, and culture.

### JAPN 210: Intermediate Conversation I and Reading

Units: 3

Prerequisites: JAPN 102 or three years of high school Japanese.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1108.00)

This course stresses oral communication and reading comprehension through cultural materials in order to improve and expand the student's conversational skills in Japanese. It emphasizes practical topics, fundamental and expanded vocabulary, and commonly used idioms. Students learn to employ Japanese in general discussions of assigned topics and simple dialogues. The course also reviews communicative functions.

### JAPN 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## JAPN 296: Topics in Japanese

Units: 1-3  
 Prerequisites: None  
 Acceptable for Credit: CSU  
 Lecture 1 hour.  
 Lecture 2 hours.  
 Lecture 3 hours. (1108.00)

This course gives students an opportunity to study topics in Japanese that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## JAPN 298: Directed Study in Japanese

Units: 1-3  
 Prerequisites: None  
 Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.  
 Acceptable for Credit: CSU  
 Laboratory 3 hours  
 Laboratory 6 hours  
 Laboratory 9 hours. (1108.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

# Kinesiology



Kinesiology is the study of human anatomy, physiology, and the mechanics of body movement. Students take courses to prepare for entry-level positions in health and fitness clubs, wellness centers, and individualized personal training as well as for university transfer. Career options include personal trainer, exercise instructor, and various positions at fitness and recreational centers or in school or recreational programs. With a bachelor's degree in kinesiology, students can apply to physical therapy programs or pursue careers in athletic training, fitness, nutrition, physical education, or other health-related fields.

## Contact Information

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**Office:** Building OC4800,  
 760.795.6811

## Full-Time Faculty

Robert Fulbright

## Program Student Learning Outcomes (PSLOs)

### Personal Fitness Trainer Certificate of Achievement

**PSLO:** Upon completion of this program, a student will be able to describe how to implement fitness assessments and proper protocols for cardio-respiratory, muscular strength, muscular endurance, flexibility, and body composition.

### Yoga Instructor Certificate of Achievement

**PSLO:** Upon completion of this program, a student will be able to demonstrate the ability to teach yoga on the mat.

## Associate Degree

Students interested in the field of kinesiology can earn an Associate in Arts degree in Liberal Arts with an Area of Emphasis in Applied Health, Nutrition, and Kinesiology (see degree requirements).

## Certificates

### Certificate of Achievement

#### Personal Fitness Trainer

This certificate is designed for individuals interested in entering the field of fitness training and/or instruction. Students completing the certificate should be prepared for entry-level positions in the health and fitness industry, such as health and fitness clubs, wellness centers, schools, and YMCAs, and for training individual clients. Upon completion of the certificate program, students may consider sitting for the National Academy of Sports Medicine (NASM), American College of Sports Medicine (ACSM), American Council on Exercise (ACE), National Strength & Conditioning Association (NSCA), and National Council Strength & Fitness (NCSF) national certification exams.

#### Required courses:

BUS 130	Small Business Management	3
BIO 190	Survey of Human Musculoskeletal System	1
KINE 190	Introduction to Kinesiology	3
KINE 203	Techniques in Athletic Training	3
KINE 204	Techniques and Analysis of Fitness and Weight Training	3
KINE 210	Exercise Prescription for Special Populations	3
KINE 292	Internship Studies *	0.5-3
NUTR 105	Human Performance and Sports Nutrition	3
Select a minimum of three units from the courses below:		3

KINE 100	Functional Resistance Training
KINE 110	Walking for Fitness
KINE 112	Cardiorespiratory Stabilization Training
KINE 113	Cardiorespiratory Strength Training
KINE 114	Cardiorespiratory Power Training
KINE 141	Stabilization Weight Training
KINE 143	Strength Endurance Weight Training
KINE 144	Reactive Weight Training
KINE 150	Beginning Yoga
KINE 154	Intermediate Yoga
KINE 155	Advanced Yoga
KINE 156	Corrective Flexibility Training
KINE 157	Active Flexibility Training
KINE 158	Functional Flexibility Training
KINE 161	Beginning Martial Arts
KINE 162	Intermediate Martial Arts
KINE 163	Advanced Martial Arts
Total Units	22.5-25

\* For KINE 292, a minimum of .5 unit or a maximum of 3 units may be applied to this certificate.

### Certificate of Achievement

#### Yoga Instructor

The Yoga Instructor certificate program prepares individuals to meet the licensure requirements for the Allied Yoga Registry, which enables students to become nationally licensed. This comprehensive and wisdom-based program uses anatomy and physiology as well as English and Sanskrit terminology to provide students with both a broad background and practical experience in the essential elements of yoga. Completion of the program prepares students for employment in health clubs, spas, yoga studios, hospitals, and the health industry as well as for self-employment as yoga instructors.

Required courses:		
KINE 145	Yoga Teacher Training Foundation	3
KINE 147	Yoga Teacher Training Development	3
KINE 149	Yoga Teacher Training Integration	3
BIO 190	Survey of Human Musculoskeletal System	1
BUS 130	Small Business Management	3
Select a minimum of 1.5 units from the courses below: *		1.5
KINE 150	Beginning Yoga	
KINE 154	Intermediate Yoga	
KINE 155	Advanced Yoga	
Total Units		14.5

\* KINE 150, KINE 154, and KINE 155 can be taken as .5 unit or 1 unit courses.

### Courses Related in Content (CRC)

Active participatory kinesiology courses that are related in content are grouped together. Students are allowed four enrollments within each CRC group, but each course may be taken only once unless its catalog description indicates it is repeatable. Enrollments include any combination of course completions (with an evaluative or nonevaluative

symbol recorded on the student's transcript), withdrawals, and repetition.

#### Cardiorespiratory Training CRC

KINE 112	Cardiorespiratory Stabilization Training
KINE 113	Cardiorespiratory Strength Training
KINE 114	Cardiorespiratory Power Training

#### Flexibility Training CRC

KINE 156	Corrective Flexibility Training
KINE 157	Active Flexibility Training
KINE 158	Functional Flexibility Training

#### Martial Arts CRC

KINE 161	Beginning Martial Arts
KINE 162	Intermediate Martial Arts
KINE 163	Advanced Martial Arts

#### Stabilization Weight Training CRC

KINE 141	Stabilization Weight Training
KINE 143	Strength Endurance Weight Training
KINE 144	Reactive Weight Training

#### Yoga CRC

KINE 150	Beginning Yoga
KINE 154	Intermediate Yoga
KINE 155	Advanced Yoga

### Courses

#### KINE 100: Functional Resistance Training

Units: 0.5-1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.00)

This course implements the latest scientific functional training methodologies to enhance activities of daily living, weight loss, body appearance, bone density, stress reduction, core strength, balance and coordination, while decreasing the risk of orthopedic injury and low back pain through functional resistance training. It is designed for students interested in increasing muscular strength, muscular endurance, body composition and movement performance. (May be repeated three times.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

#### KINE 110: Walking for Fitness

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.10)

Students enhance their individual health and well-being and develop positive attitudes toward life-long fitness and wellness through fitness walking. The course focuses on improving an individual's cardiopulmonary functioning, body composition, goal setting, nutritional awareness, and weight management through behavior management. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

### **KINE 112: Cardiorespiratory Stabilization Training**

Units: 0.5-1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.00)

This cardiorespiratory stabilization training course is designed to improve cardiorespiratory fitness in students through a variety of low-level intensity cardiovascular conditioning activities. Students learn how to develop cardiorespiratory stabilization training programs. Topics include the benefits of cardiorespiratory stabilization training, the cardiovascular system, and cardiorespiratory stabilization acute training variables, modalities, guidelines, and methods. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

### **KINE 113: Cardiorespiratory Strength Training**

Units: 0.5-1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.00)

This cardiorespiratory strength training course is designed to improve cardiorespiratory fitness in students through a variety of moderate-to-high level intensity cardiovascular conditioning activities. Students learn how to develop cardiorespiratory strength training programs. Topics include the benefits of cardiorespiratory strength training, the cardiovascular system, and cardiorespiratory strength acute training variables, modalities, guidelines, and methods. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

### **KINE 114: Cardiorespiratory Power Training**

Units: 0.5-1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.00)

This cardiorespiratory power training course is designed to improve cardiorespiratory fitness in students through a variety of high-level intensity cardiovascular conditioning activities. Students learn how to develop cardiorespiratory power training programs. Topics include the benefits of cardiorespiratory power training, the cardiovascular system, and cardiorespiratory power acute training variables, modalities, guidelines, and methods. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

### **KINE 141: Stabilization Weight Training**

Units: 0.5-1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.00)

This stabilization training course addresses physical structural imbalances and emphasizes stabilization endurance training. Students perform stabilization training exercises in a proprioceptively enriched environment to improve alignment of the kinetic chain. They focus on increasing their ability to stabilize their joints, improve posture, and enhance neuromuscular efficiency. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

### **KINE 143: Strength Endurance Weight Training**

Units: 0.5-1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.00)

This strength endurance course improves stabilization endurance and increases prime mover strength. Students perform exercises in strength endurance, hypertrophy, and maximal strength phases to improve overall work capacity, enhance joint stabilization, and increase lean body mass. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

### **KINE 144: Reactive Weight Training**

Units: 0.5-1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.00)

This reactive training course improves specific forms of training necessary for maximal force production. Students perform exercises in the reactive training phase to enhance reaction time, speed, and explosive movement. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

### **KINE 145: Yoga Teacher Training Foundation**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0835.20)

This course focuses on the fundamentals of yoga that are essential for both practice and teaching. Students learn proper body mechanics, alignment principles, and breathing techniques as they relate to the performance and instruction of beginning yoga poses. Topics include the history and philosophy of yoga, Sanskrit terminology, injury prevention, and vocational opportunities.

### **KINE 147: Yoga Teacher Training Development**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0835.20)

This course provides students with the tools to design and teach a 60-minute yoga class with verbal clarity. It integrates yogic history and philosophy with yoga sutras, body mechanics and alignment, and complementary practices, such as breathing styles, flow sequences, and subtle body. Topics include principles of teaching yoga as well as lifestyle choices and ethics for yoga teachers.



**KINE 149: Yoga Teacher Training Integration**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0835.20)

This course provides aspiring yoga teachers with the tools to deepen their independent practice in order to strengthen their teaching and develop a personal teaching style. The course continues to focus on designing, integrating, and implementing knowledge and teaching of asanas, pranayama techniques, meditation, and yogic history and philosophy. Students also learn about the business aspects of teaching yoga.

**KINE 150: Beginning Yoga**

Units: 0.5-1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.20)

This course introduces students to the beginning practice of yoga. Students learn the practice of gentle, restorative, and vinyasa flow to improve concentration, physical endurance, flexibility, balance, and posture. The course integrates basic breathing techniques to increase oxygen intake, enhance the mind-body connection, and reduce stress. UC CREDIT LIMITATION: Any or all activity courses, maximum credit 4 units.

**KINE 154: Intermediate Yoga**

Units: 0.5-1

Prerequisites: KINE 150.

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.20)

This course introduces students to the intermediate practice of yoga. Students learn the practice of gentle, restorative, and vinyasa flow to improve concentration, physical endurance, flexibility, balance, and posture. The course integrates intermediate breathing techniques to increase oxygen intake, enhance the mind-body connection, and reduce stress. UC CREDIT LIMITATION: Any or all activity courses, maximum credit 4 units.

**KINE 155: Advanced Yoga**

Units: 0.5-1

Prerequisites: KINE 154.

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.20)

This course introduces students to the advanced practice of yoga. Students learn the practice of restorative and vigorous vinyasa flow to improve concentration, physical endurance, flexibility, balance, and posture. The course integrates advanced breathing techniques to increase oxygen intake, enhance the mind-body connection, and reduce stress. UC CREDIT LIMITATION: Any or all activity courses, maximum credit 4 units.

**KINE 156: Corrective Flexibility Training**

Units: 0.5-1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.00)

This corrective flexibility course is designed to increase joint range of motion, improve muscle imbalances, correct altered joint motion, and address posture distortions. Correct flexibility includes self-myofascial release and static stretching. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

**KINE 157: Active Flexibility Training**

Units: 0.5-1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.00)

This active stretching course is designed to use agonists and synergists to dynamically move the joint into a range of motion. This form of stretching increases motorneuron excitability, creating reciprocal inhibition of the muscle being stretched. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

**KINE 158: Functional Flexibility Training**

Units: 0.5-1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.00)

This functional flexibility course is designed to use force production of a muscle and the body's momentum to take a joint through the full available range of motion. Dynamic stretching uses the concept of reciprocal inhibition to improve soft tissue extensibility. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

**KINE 161: Beginning Martial Arts**

Units: 0.5-1

Prerequisites: None

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (0835.00)

This course introduces students to the beginning skills of martial arts, which is a nonaggressive yet highly effective form of self-defense. Students learn about the history and philosophy of martial arts, safety procedures, standards of etiquette, body dynamics, and precise beginning-level movements in a setting of diligent, cooperative training. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

**KINE 162: Intermediate Martial Arts**

Units: 0.5-1

Prerequisites: KINE 161.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (0835.00)

This course introduces students to intermediate skills of martial arts, which is a nonaggressive yet highly effective form of self-defense. Students learn about intermediate movements and body dynamics, safety procedures, and standards of etiquette in a setting of diligent, cooperative training. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.



## **KINE 163: Advanced Martial Arts**

Units: 0.5-1

Prerequisites: KINE 162.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (0835.00)

This course introduces students to advanced skills of martial arts, which is a nonaggressive yet highly effective form of self-defense. Students learn about advanced movements and body dynamics, safety procedures, meditation techniques, and advanced defense strategies in a setting of diligent, cooperative training. UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

## **KINE 190: Introduction to Kinesiology**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1270.00)

This course introduces students to the field of kinesiology and nutrition, including its history, scope, and sub-disciplines. Students explore principles of kinesiology and career opportunities within kinesiology and nutrition/dietetics as well as professional characteristics and ethical responsibilities of those who work in the field. Topics include nutrition, biomechanics, fitness/posture assessments, assessment tool use (body fat, flexibility, cardiorespiratory), exercise prescriptions, and behavior management.

## **KINE 200: Physical Education in the Elementary School**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0801.00)

This course teaches students how to develop physical education curriculum to best meet the needs of elementary school children based on national and state physical and health education content standards for California public schools. The course emphasizes the role and significance of physical education, instructional methods, and motor skill, movement, and total wellness concepts, including nutrition, disease prevention, and the adverse effects of drug/narcotic, alcohol, and tobacco use.

## **KINE 203: Techniques in Athletic Training**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 2 hours, laboratory 3 hours. (1270.00)

This course explores the basic fundamentals of athletic injury health care. It emphasizes prevention, recognition, basic assessment, immediate care, treatment, and rehabilitation of common athletic injuries. Topics include theory and application of taping and wrapping, basic first aid, emergency field care, and anatomical landmark recognition. UC CREDIT LIMITATION: Any or all KINE theory courses, maximum credit 8 units.

## **KINE 204: Techniques and Analysis of Fitness and Weight Training**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 2 hours, laboratory 3 hours. (1270.00)

In this introduction to personal fitness training, students design a comprehensive fitness program that includes muscular strength and endurance, flexibility, and cardio respiratory and core training to meet individual client needs. The course emphasizes program design, fitness assessment, posture analysis, biomechanics, exercise physiology, muscle anatomy, professional development, nutrition, goal setting, and behavior modification. UC CREDIT LIMITATION: Any or all KINE theory courses, maximum credit, 8 units.

## **KINE 210: Exercise Prescription for Special Populations**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1270.00)

This course examines the exercise implications for special populations related to age, medical condition, and level of fitness. Topics include exercise prescription for heart conditions, stroke, diabetes, orthopedic problems, obesity, hyperlipidemia, pregnant, asthmatic, spinal cord injury, multiple sclerosis, epilepsy, cerebral palsy, older adult populations, and children. The course also covers the role of exercise in risk factor modification as well as contraindications to exercise for special populations.

## **KINE 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**KINE 296: Topics in Kinesiology**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (0835.00)

This course gives students an opportunity to study topics in Kinesiology that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**KINE 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Learning Skills

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The Learning Skills program offers skills courses for students with learning disabilities.

### Contact Information

**Chair:** Kelly Hagen  
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(Letters, Pre-Transfer)

**Dean:** Dana Smith  
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**Department:** Letters, Pre-Transfer

**Office:** Building SAN Admin,  
760.634.7876

### Full-Time Faculty

Nancy Klump Schaefer

## Courses

**LRNS 40: Educational Planning and Assessment**

Units: .5

Prerequisites: None

Lecture 0.50 hour. (4930.32)

This course is designed for students who have a suspected learning disability. A learning disabilities specialist evaluates the student's learning strengths, weaknesses, and styles with a goal toward establishing appropriate educational objectives and improved academic performance. Initial and follow-up instruction strengthen the student's understanding of results and applications of his/her learning disabilities. Offered pass/pass only.

**LRNS 42: Strategies Designed for Students with Learning Disabilities: Mathematics**

Units: 3

Prerequisites: None

Lecture 3 hours. (4930.32)

This is a self-paced course designed for students with learning disabilities. Students receive instruction in mathematics as prescribed by individualized plans. The course emphasizes visual and auditory processing skills through work in mathematics plus compensatory techniques. Additional areas of study include self-advocacy and learning strategies.

**LRNS 46: English Essentials Designed for Students with Learning Disabilities**

Units: 3

Prerequisites: None

Lecture 3 hours. (4930.32)

This course prepares students to write clear and organized sentences, paragraphs, and essays. Students review basic principles of grammar and usage and learn to identify and apply knowledge of main ideas and supporting details in their reading and writing. They also utilize study strategies to enhance learning in classes incorporating written language. The course focuses on individual learning and compensatory techniques and incorporates self-advocacy, disability-management, and learning strategies. This course is designed for students with learning disabilities.

## Liberal Arts

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The liberal arts associate degree's integrated curriculum offers students a broad knowledge of the arts, humanities, mathematics, sciences, and social sciences, and it presents an appreciation of their contribution to society from historical and contemporary perspectives. Students are provided with a well-rounded education that offers the opportunity for depth of knowledge within an area of emphasis. This multidisciplinary approach enables students to develop communication, critical thinking, and intellectual skills that effectively prepare them for lifelong learning and advanced study in a wide range of majors at the university level. Career paths after the attainment of a bachelor's degree include the fields of administration, communications, education, finance, law, management, and the visual and performing arts.

Students should select two or more courses within a single discipline in an "area of emphasis" to expand their depth of knowledge within a discipline. Students are advised to meet with a counselor to select the area of emphasis that is most appropriate to their educational goal. All courses in the area of emphasis must be completed with a letter grade of "C" or better. Students may earn only one emphasis within the liberal arts major.

### Contact Information

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### Full-Time Faculty

Joanne Benschop

### Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Liberal Arts Associate in Arts Degree (*all areas of emphasis*)

**PSLO:** Upon completion of this program, the student will be able to develop communication, critical thinking, and intellectual skills that effectively prepare him/her for lifelong learning and for advanced study in a wide range of majors at the university level.

## Associate Degrees

### Associate in Arts Degrees

- ▶ **Liberal Arts with an Area of Emphasis in Applied Health, Nutrition, and Kinesiology** p. 212
- ▶ **Liberal Arts with an Area of Emphasis in Arts and Humanities** p. 213
- ▶ **Liberal Arts with an Area of Emphasis in Business and Technology** p. 214
- ▶ **Liberal Arts with an Area of Emphasis in Creative and Applied Arts** p. 215
- ▶ **Liberal Arts with an Area of Emphasis in Mathematics and Sciences** p. 217
- ▶ **Liberal Arts with an Area of Emphasis in Multicultural Studies** p. 218
- ▶ **Liberal Arts with an Area of Emphasis in Social and Behavioral Sciences** p. 219

## Liberal Arts with an Area of Emphasis in Applied Health, Nutrition, and Kinesiology

### Associate in Arts Degree

#### Liberal Arts with an Area of Emphasis in Applied Health, Nutrition, and Kinesiology

The integrated pattern of courses listed below is focused on the theoretical and applied aspects of health and nutrition. These courses can assist students in developing an understanding of the theories and concepts related to healthful living strategies and provide a foundation for entry into allied health careers. Students transferring to a four year university may choose courses that will provide a basic foundation for further university study in areas such as kinesiology, nutrition, nursing, and the health sciences. Potential career paths include the fields of food science, dietetics and nutrition, education, community health education, athletic training, physical therapy, and medical technicians. Students are advised to meet with a counselor to select courses that are most appropriate to their educational goal.

Students must complete a total of 18 units.

Select 6 units from the following courses:		6
BIO 100	General Biology (Lecture and Lab)	
BIO 101	General Biology	
BIO 202	Foundations of Biology: Evolution, Biodiversity, and Organismal Biology	
BIO 204	Foundations of Biology: Biochemistry, Cell Biology, Genetics, and Molecular Biology	
BIO 210	Human Anatomy	
BIO 220	Human Physiology	
BIO 230	Fundamentals of Microbiology	
CHEM 100	Introductory Chemistry	

CHEM 102	Introduction to Organic and Biological Chemistry	
CHEM 104	Chemistry of Living Things (Introduction to General, Organic, and Biochemistry)	
CHEM 108	Preparatory Chemistry	
CHEM 110	General Chemistry	
CHEM 111	General Chemistry	
Select 6 units from the following courses:		6
HEAL 101	Principles of Health	
KINE 190	Introduction to Kinesiology	
KINE 200	Physical Education in the Elementary School	
KINE 203	Techniques in Athletic Training	
KINE 204	Techniques and Analysis of Fitness and Weight Training	
NUTR 100	Nutrition Today	
NUTR 105	Human Performance and Sports Nutrition	
Select 6 units from the following courses:		6
ANTH 102	Cultural Anthropology	
or ANTH 102HCultural Anthropology (Honors)		
BIO/BTEC 180	Biostatistics	
COMM 101	Public Speaking	
COMM 207	Interpersonal Communication	
GERO 101	Introduction to Aging	
MATH 103	Statistics	
NURS 155	Basic Medical Terminology	
NUTR 108	Cultural Aspects of Foods and Nutrition	
NUTR 125	Nutrition and Aging	
PSYC 101	General Psychology	
or PSYC 101HGeneral Psychology (Honors)		
PSYC/SOC 104	Statistics for Behavioral Science	
or PSYC/SOC 104H Statistics for Behavioral Science (Honors)		
SOC 101	Introduction to Sociology	
or SOC 101H Introduction to Sociology (Honors)		

## Liberal Arts with an Area of Emphasis in Arts and Humanities

### Associate in Arts Degree

#### Liberal Arts with an Area of Emphasis in Arts and Humanities

These courses emphasize the study of cultural literacy, humanistic activities, and the artistic expression of human beings. Students evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students also learn to value aesthetic understanding and to incorporate these concepts when constructing value judgments. This area of emphasis prepares students for a

variety of majors within the humanities discipline, including creative writing, English, humanities and art, linguistics, literature and writing studies, museum studies, religious studies, and philosophy. It also provides lower-division preparation for a wide range of majors within the communication studies discipline.

Select a minimum of 18 units from the following:

ART 100	Drawing and Composition	3
ART 101	Design and Color	3
ART 103	3D Design	3
ART 157	Art Orientation	3
ART 158	Traditional Arts of Africa, Oceania, and the Americas	3
ART 201	Objects and Ideas in Contemporary Art	3
ART 254	Understanding and Appreciating the Photographic Image	3
ART 258	Ancient to Gothic Art	3
ART 259	History of Renaissance to Modern Art	3
ART 260	History of Modern Art	3
or ART 260H History of Modern Art (Honors)		
ART 290	Landmarks of Art	3
CHNS 101	Elementary Chinese (First Semester)	4
CHNS 102	Elementary Chinese (Second Semester)	4
CHNS 201	Intermediate Chinese (Third Semester)	4
COMM 101	Public Speaking	3
COMM 106	Group Communication	3
COMM 111	Oral Interpretation of Literature	3
COMM 120	Principles of Human Communication	3
COMM 207	Interpersonal Communication	3
COMM 212	Argumentation	3
COMM 215	Intercultural Communication	3
COMM 220	Introduction to Mass Communication	3
DNCE 100	Dance Appreciation	3
DESN 107	History of Western Architecture -A Sustainable Perspective	3
DNCE 101	Dance History	3
DNCE 105	Dance Cultures of the World	3
DRAM 105	Introduction to Theatre	3
DRAM 120	Dramatic Literature (Ancient Greeks to Shakespeare)	3
DRAM 121	Dramatic Literature (Restoration to Present)	3
DRAM 130	Acting I	3
ENGL 100	Composition and Reading	4
ENGL 201	Critical Thinking, Composition, and Literature	4
or ENGL 201H Critical Thinking, Composition, and Literature (Honors)		
ENGL 202	Critical Thinking and Composition	4
or ENGL 202H Critical Thinking and Composition (Honors)		
FILM 101	Introduction to Film	3
or FILM 101H Introduction to Film (Honors)		
FILM 106	Study of Filmed Plays	3
FILM 110	Film History	3
FREN 101	Elementary French (First Semester)	4



FREN 102	Elementary French (Second Semester)	4	MUS 114	History of Rock and Roll	3
FREN 201	Intermediate French (Third Semester)	4	MUS 115	History and Appreciation of Western Music	3
FREN 202	Intermediate French (Fourth Semester)	4	MUS 116	A Survey of World Music	3
GRMN 101	Elementary German (First Semester)	4	MUS 119	Jazz History	3
GRMN 102	Elementary German (Second Semester)	4	or MUS 119H	Jazz History (Honors)	
GRMN 201	Intermediate German (Third Semester)	4	PHIL 100	Informal Logic and Critical Thinking	3
HIST 100	World History to 1500	3	PHIL 101	Introduction to Philosophy: Knowledge and Reality	3
or HIST 100H	World History to 1500 (Honors)		PHIL 102	Contemporary Moral Problems	3
HIST 101	World History Since 1500	3	PHIL 221	Philosophy of Religion	3
or HIST 101H	World History Since 1500 (Honors)		READ 100	Critical Reading and Thinking	3
HIST 103	Western Civilization to 1648	3	RELG 101	World Religions	3
or HIST 103H	Western Civilization to 1648 (Honors)		RELG 105	Eastern Religions	3
HIST 104	Western Civilization Since 1648	3	SPAN 101	Elementary Spanish (First Semester)	4
or HIST 104H	Western Civilization Since 1648 (Honors)		SPAN 102	Elementary Spanish (Second Semester)	4
HIST 110	United States History to 1877	3	SPAN 201	Intermediate Spanish (Third Semester)	4
or HIST 110H	United States History to 1877 (Honors)		SPAN 202	Intermediate Spanish (Fourth Semester)	4
HIST 111	United States History Since 1877	3	SPAN 203	Spanish for Native Speakers	4
or HIST 111H	United States History Since 1877 (Honors)		SPAN 205	Hispanic Film, Literature, and Composition	3
HIST 115	Women in American History	3	SPAN 210	Intermediate Conversation and Reading	3
HUMN 101	Introduction to the Arts	3			
or HUMN 101H	Introduction to the Arts (Honors)				
HUMN 250	American Studies: First Contact Through the Civil War	3			
HUMN 251	American Studies: 1870s to the Present	3			
ITAL 101	Elementary Italian (First Semester)	4			
ITAL 102	Elementary Italian (Second Semester)	4			
ITAL 121	Introduction to Italian Culture	3			
ITAL 201	Intermediate Italian (Third Semester)	4			
ITAL 202	Intermediate Italian (Fourth Semester)	4			
ITAL 210	Intermediate Italian Conversation and Reading	3			
JAPN 101	Elementary Japanese (First Semester)	4			
JAPN 102	Elementary Japanese (Second Semester)	4			
JAPN 201	Intermediate Japanese (Third Semester)	4			
JAPN 202	Intermediate Japanese (Fourth Semester)	4			
JAPN 210	Intermediate Conversation I and Reading	3			
LIT 120	Introduction to Literature	3			
LIT 250	American Literature: First Contact Through the Civil War	3			
LIT 251	American Literature: Mid-1800s to the Present	3			
LIT 260	English Literature Through the 18th Century	3			
LIT 261	English Literature: Romantic to Contemporary	3			
LIT 265	Shakespeare Studies	3			
or LIT 265H	Shakespeare Studies (Honors)				
LIT 270	World Literature to 1600	3			
LIT 271	World Literature Since 1600	3			
MUS 100	Introduction to Music Theory	3			
MUS 113	Multicultural Roots of American Music	3			

## Liberal Arts with an Area of Emphasis in Business and Technology

### Associate in Arts Degree

#### Liberal Arts with an Area of Emphasis in Business and Technology

This pattern of courses is designed to provide students with the introductory skills and knowledge required for entry to the world of business, commerce, and technology. Students are introduced to technical skills required in business, and the business courses emphasize theories, strategies, and practices that are applicable to small entrepreneurial ventures as well as business conducted in the global marketplace. The computer studies information and technology courses (CSIT) and the media arts technology courses (MAT) provide students with the opportunity to develop, access, analyze, and integrate information in a professional setting. Critical thinking courses focus on the development of decision making and problem solving techniques. This emphasis is ideal for the liberal arts student seeking an enhanced understanding of the business environment and the practical application of the skills required for success in the business world. Students transferring to a university may choose courses that will prepare them for majors in accounting, finance, business, and economics, or courses selected can provide a lower-division foundation for a business minor. Career paths include employment in the fields of management, marketing, accounting, music, the hospitality industry, and information technology. Students are advised to meet with a counselor to select courses that are most appropriate to their educational goal.



Students must complete a minimum of 18 units.

Select a minimum of 3 units from the following courses: 3

ACCT 101	Practical Accounting
ACCT 148	Computer Accounting
ACCT 158	Business Mathematics
ACCT 201	Financial Accounting
ECON 100	Survey of Economics
ECON 101	Principles of Economics: MACRO
ECON 102	Principles of Economics: MICRO
MATH 64	Intermediate Algebra
MATH 103	Statistics
MATH 115	Calculus with Applications

Select a minimum of 6 units from the following courses: 6

BUS 117	Human Resources Management
BUS 120	Introduction to Business
BUS 131	Management Principles
BUS 132	Marketing
BUS 133	Project Management
BUS 134	Retail Management
BUS 136	Human Relations in Business
BUS 140	Legal Environment of Business
or BUS 140H	Legal Environment of Business (Honors)
BUS 160	International Business
BUS 170	Entrepreneur I
BUS 171	Entrepreneur II
BUS 290	Business Communication
or BUS 290H	Business Communication (Honors)
HOSP 100	Introduction to Hospitality Management
HOSP 114	Hospitality Law
HOSP 120	Hospitality Human Resources Management
MTEC 160	Business of Music I
MTEC 260	Business of Music II

Select a minimum of 6 units from the following courses: 6

CSIT 110	Computer Applications
CSIT 120	Fundamentals of Computer Information Systems
CSIT 125	Microsoft Word for Business
CSIT 128	Microsoft Excel for Business
CSIT 131	Microsoft Access for Business
CSIT 134	Microsoft PowerPoint for Business
CSIT 137	Google Apps for Business
CSIT 146	E-Commerce and Web Presence
CSIT 149	Microsoft Windows
CSIT 155	Social Media for Business
MAT 110	Digital Imaging 1: Adobe Photoshop
MAT 120	Media Design 1: Production
MAT 125	Web Design 1: Fundamentals
MAT 135	Graphic Design 1: Principles
MAT 150	Flash 1: Animation and Interactivity
MAT 160	Video 1: Production
MAT 165	Web Design 2: Tools and Techniques
MAT 170	Digital Imaging 2: Adobe Illustrator

MAT 180	Publishing 1: Adobe InDesign
MAT 255	Business of Media Arts
Select one course from the following courses: 3-4	
ENGL 201	Critical Thinking, Composition, and Literature
or ENGL 201HCritical Thinking, Composition, and Literature (Honors)	
ENGL 202	Critical Thinking and Composition
or ENGL 202HCritical Thinking and Composition (Honors)	
PHIL 100	Informal Logic and Critical Thinking
READ 100	Critical Reading and Thinking
READ 101	Reading for College Success

## Liberal Arts with an Area of Emphasis in Creative and Applied Arts

### Associate in Arts Degree

#### Liberal Arts with an Area of Emphasis in Creative and Applied Arts

These courses emphasize the nature of artistic activities and expression of art through analysis, examination, performance, and technical development. This emphasis provides students the opportunity to develop a multidisciplinary and global perspective within the arts. Students may explore technological art forms and gain an appreciation of their influential relationship with contemporary culture and society. This area of emphasis provides students with lower-division major preparation and a foundation for upper-division study for a wide range of majors within the arts, including applied computer graphics, animation/illustration, art, dance, film, graphic design, information technology and communication design, music, television, film and media studies, and visual and performing arts.

Select a minimum of 18 units from the following:

ART 100	Drawing and Composition	3
ART 101	Design and Color	3
ART 102	Drawing and Composition II	3
ART 103	3D Design	3
ART 157	Art Orientation	3
ART 158	Traditional Arts of Africa, Oceania, and the Americas	3
ART 201	Objects and Ideas in Contemporary Art	3
ART 202	Painting: Acrylic	3
ART 203	Life Drawing I	3
ART 204	Painting I: Oils	3
ART 205	Painting: Watercolor	3
ART 206	Mixed Media Figure Studies I	3
ART 207	Beginning Photography	3
ART 208	Advanced Photography	3
ART 210	Printmaking	3
ART 211	Mixed Media Figure Studies II	3
ART 212	Painting II: Acrylics	3

## Areas of Study & Courses

ART 213	Life Drawing II	3	DRAM 105	Introduction to Theatre	3
ART 214	Painting II: Oils	3	DRAM 107	Introduction to Design for Performance	3
ART 215	Painting II: Watercolor	3	DRAM 110	Voice and Diction	3
ART 216	Sculpture	3	DRAM 123	Script Analysis for Performance and Design	3
ART 217	Figure Sculpture	3	DRAM 126	Shakespearean Acting Lab	1
ART 218	Printmaking II	3	DRAM 130	Acting I	3
ART 223	Woodworking and Furniture Design I	3	DRAM 141	Stage Lighting	3
ART 224	Woodworking and Furniture Design II	3	DRAM 146	Introduction to Stage Costume	3
ART 225	Ceramics I	3	DRAM 148	Acting for the Camera	3
ART 226	Ceramics II	3	DRAM 226	Advanced Performance Lab	1
ART 230	Introduction to Sculptural Installation	3	DRAM 231	Acting II	3
ART 231	Introduction to Video and Performance Art	3	DRAM 232	Movement for the Stage	2
ART 244	Digital Media for the Visual Artist	3	DRAM 253	Stage Makeup	3
ART 245	Introduction to Media Culture	3	DRAM 256	Stagecraft	3
ART 251	Digital Photography	3	DRAM 270	Rehearsal and Performance - Technical Theatre	1-3
ART 254	Understanding and Appreciating the Photographic Image	3	DRAM 271	Rehearsal and Performance – Acting	1-3
ART 258	Ancient to Gothic Art	3	DRAM 272	Rehearsal and Performance – Musical Theatre	1-3
ART 259	History of Renaissance to Modern Art	3	ENGL 280	Creative Writing	3
ART 260	History of Modern Art	3	FILM 101	Introduction to Film	3
or ART 260H	History of Modern Art (Honors)		or FILM 101H	Introduction to Film (Honors)	
ART 270	History and Theory of Museum and Gallery Exhibition	3	FILM 106	Study of Filmed Plays	3
ART 271	Practical Museum and Gallery Exhibition and Management	3	FILM 110	Film History	3
ART 295	Visual Art/Professional Practice	3	MAT 120	Media Design 1: Production	3
COMM 111	Oral Interpretation of Literature	3	MAT 125	Web Design 1: Fundamentals	3
COMM 220	Introduction to Mass Communication	3	MAT 135	Graphic Design 1: Principles	3
DNCE 100	Dance Appreciation	3	MAT 150	Flash 1: Animation and Interactivity	3
DNCE 101	Dance History	3	MTEC 110	Recording Arts I	2
DNCE 105	Dance Cultures of the World	3	MTEC 111	Recording Arts II	2
DNCE 140	Ballroom Dance Performance I	1	MTEC 120	Digital Audio Production I	2
DNCE 143	Ballroom Dance Performance II	1	MTEC 140	Sound Reinforcement I	2
DNCE 146	Latin Dance Performance I	1	MTEC 141	Sound Reinforcement II	2
DNCE 152	Ballet I	1.5	MTEC 210	Recording Arts III	2
DNCE 154	Ballet II	1.5	MTEC 211	Recording Arts IV	2
DNCE 160	Rehearsal and Performance	1.5	MTEC 220	Digital Audio Production II	2
DNCE 163	Creative Dance and Improvisation	1	MUS 100	Introduction to Music Theory	3
DNCE 166	Jazz Dance I	1.5	MUS 101	Music Theory I	3
DNCE 168	Jazz Dance II	1.5	MUS 102	Music Theory II	3
DNCE 169	Introduction to World Dance Forms	1	MUS 103	Musicianship I	1
DNCE 171	Selected World Dance	1	MUS 104	Musicianship II	1
DNCE 176	Modern Dance I	1.5	MUS 115	History and Appreciation of Western Music	3
DNCE 178	Modern Dance II	1.5	MUS 120	Piano I	1
DNCE 179	Musical Theatre Dance	1-2	MUS 121	Piano II	1
DNCE 185	Choreography I	3	MUS 129	Piano for Music Majors	1
DNCE 191	Tap Dance I	1.5	MUS 131	Guitar II	1
DNCE 193	Tap Dance II	1.5	MUS 144	Applied Music I	1.5
DNCE 263	Contemporary Dance Workshop and Performance A	1.5	MUS 150	Contemporary Big Band	1
DNCE 264	Contemporary Dance Workshop and Performance B	1.5	MUS 152	Small Group Jazz Ensemble	2
DNCE 268	Jazz Dance IV	1.5	MUS 153	Jazz/Commercial Improvisation	2
			MUS 161	Masterworks Chorale	1

MUS 164	Musical Theater Ensemble	1
MUS 165	Chamber Choir	2
MUS 166	Vocal Jazz Ensemble	2
MUS 170	Symphony Orchestra	1
MUS 175	Classical Guitar Ensemble	1
MUS 201	Advanced Music Theory	3
MUS 203	Advanced Musicianship	1
MUS 244	Applied Music II	1.5

## Liberal Arts with an Area of Emphasis in Mathematics and Sciences

### Associate in Arts Degree

#### Liberal Arts with an Area of Emphasis in Mathematics and Sciences

The science courses in this category examine the physical universe, its life forms, and its natural phenomena. These courses assist the student in developing an appreciation of the scientific method and encourage an understanding of the relationships between science and other human activities. The mathematics courses encourage the understanding of mathematical concepts through the development of quantitative reasoning skills. This area of emphasis provides students with lower-division preparation for a variety of majors within the scientific disciplines, including astronomy, biology, chemistry, and physics, as well as preparation for mathematics majors. Additionally, students may prepare for nursing, kinesiology, public health, and other health science majors. Many of the courses will assist students in prerequisite preparation for graduate programs within the health sciences.

**Select a minimum of 18 units from the following courses. At least one course must be a mathematics course. Courses outside of the mathematics discipline that are approved for the quantitative reasoning requirement on Plans B and C may be used in lieu of a course with the MATH prefix.**

ANTH 101	Biological Anthropology	3
or ANTH 101H	Biological Anthropology (Honors)	
ANTH 101L	Biological Anthropology Laboratory	1
ANTH 190	Primate Behavior and Ecology	3
ASTR 101	Descriptive Astronomy	3
ASTR 101L	Descriptive Astronomy Laboratory	1
ASTR 120	Life in the Universe	3
ASTR 201	Introductory Astronomy	3
BIO 100	General Biology (Lecture and Lab)	4
or BIO 101 & 101L	General Biology and General Biology Laboratory	
BIO 102	Ecology and Environmental Biology	4
BIO 103	Animal Diversity	3
BIO 105	Genes and Technology in Society	3
BIO 150	General Botany	4

BIO 170	Marine Biology	4
BIO 172	Marine Ecology	3
BIO/BTEC 180	Biostatistics	4
BIO 202	Foundations of Biology: Evolution, Biodiversity, and Organismal Biology	4
BIO 204	Foundations of Biology: Biochemistry, Cell Biology, Genetics, and Molecular Biology	4
BIO 210	Human Anatomy	4
BIO 220	Human Physiology	4
BIO 230	Fundamentals of Microbiology	5
CHEM 100	Introductory Chemistry	4
CHEM 102	Introduction to Organic and Biological Chemistry	4
CHEM 104	Chemistry of Living Things (Introduction to General, Organic, and Biochemistry)	5
CHEM 108	Preparatory Chemistry	3
CHEM 110	General Chemistry	5
CHEM 111	General Chemistry	5
CHEM 210	Organic Chemistry I	5
CHEM 211	Organic Chemistry II	5
EART 106	Earth and Space Science	3
GEOG 101	Physical Geography	3
GEOG 101L	Physical Geography Laboratory	1
GEOL 101	Physical Geology	3
or GEOL 101H	Physical Geology (Honors)	
GEOL 101L	Physical Geology Laboratory	1
or GEOL 101LH	Physical Geology Laboratory (Honors)	
GEOL 120	Environmental Geology: Earth Hazards and Humanity	3
HORT 116	Plant Science	4
MATH 103	Statistics	4
MATH 105	Concepts and Structures of Elementary Mathematics I	3
MATH 106	Concepts and Structures of Elementary Mathematics II	3
MATH 115	Calculus with Applications	4
MATH 126	Pre-Calculus I: College Algebra	4
MATH 131	Pre-Calculus II: Trigonometry and Analytic Geometry	4
MATH 135	Pre-Calculus Mathematics	5
MATH 150	Calculus and Analytic Geometry I	5
or MATH 150H	Calculus and Analytic Geometry (Honors)	
MATH 155	Calculus and Analytic Geometry II	4
MATH 226	Discrete Mathematics	4
MATH 260	Calculus and Analytic Geometry III	4
MATH 265	Differential Equations	4
MATH 270	Linear Algebra	4
OCEA 101	Introduction to Oceanography	3
or OCEA 101H	Introduction to Oceanography (Honors)	
OCEA 101L	Introductory Oceanography Laboratory	1
PHSN 101	Fundamentals of Physical Science	3
PHSN 106	Energy, Motion, and Matter: An Introduction to Physics and Chemistry	3

PHSN 108	Introduction to Climate Change	3
or PHSN 108H	Introduction to Climate Change (Honors)	
PHYS 111	Introductory Physics I	4
PHYS 112	Introductory Physics II	4
PHYS 151	Principles of Physics I	4
PHYS 152	Principles of Physics II	4
PHYS 253	Principles of Physics III	4
PSYC/SOC 104	Statistics for Behavioral Science	4
or PSYC/SOC 104H	Statistics for Behavioral Science (Honors)	
PSYC 260	Physiological Psychology	3

## Liberal Arts with an Area of Emphasis in Multicultural Studies

### Associate in Arts Degree

#### Liberal Arts with an Area of Emphasis in Multicultural Studies

These interdisciplinary courses promote an appreciation of multicultural influences in contemporary society. Courses in this category encourage students to acquire the knowledge, skills, and attitude needed to function effectively in a pluralistic democratic society and to interact, negotiate, and communicate with people from diverse groups in order to create a civic and moral community that works for the common good. This emphasis provides students with lower-division major preparation for disciplines within the area of study devoted to culture and society. These majors include Chicano studies, ethnic studies, foreign language, global studies, international development, peace and conflict studies, and women's studies.

#### Select a minimum of 18 units from the following:

ADM 230	Policing in a Diverse and Multicultural Society	3
ANTH 102	Cultural Anthropology	3
or ANTH 102H	Cultural Anthropology (Honors)	
ANTH 104	Native American Cultures	3
ART 290	Landmarks of Art	3
BUS 160	International Business	3
CHLD 210	Child, Family, and Community	3
CHNS 101	Elementary Chinese (First Semester)	4
CHNS 102	Elementary Chinese (Second Semester)	4
CHNS 201	Intermediate Chinese (Third Semester)	4
COMM 135	Gender Studies in Communication	3
COMM 215	Intercultural Communication	3
DNCE 105	Dance Cultures of the World	3
ECON 100	Survey of Economics	3
ECON 101	Principles of Economics: MACRO	3
ECON 102	Principles of Economics: MICRO	3
EDUC 115	Foundations of Teaching as a Profession	3
FREN 101	Elementary French (First Semester)	4

FREN 102	Elementary French (Second Semester)	4
FREN 201	Intermediate French (Third Semester)	4
FREN 202	Intermediate French (Fourth Semester)	4
GEOG 102	Cultural Geography	3
GEOG 104	World Geography	3
GRMN 101	Elementary German (First Semester)	4
GRMN 102	Elementary German (Second Semester)	4
GRMN 201	Intermediate German (Third Semester)	4
GERO 101	Introduction to Aging	3
GERO 250	Intergenerational Issues	3
HIST 103	Western Civilization to 1648	3
or HIST 103H	Western Civilization to 1648 (Honors)	
HIST 104	Western Civilization Since 1648	3
or HIST 104H	Western Civilization Since 1648 (Honors)	
HIST 107	East Asian Societies	3
HIST 109	History of the Middle East	3
HIST 115	Women in American History	3
HIST 116	History of the Americas to 1830	3
HIST 117	History of the Americas Since 1830	3
HIST 141	Mexican American History Through 1877	3
HIST 142	Mexican American History Since 1877	3
HIST 145	African American History to 1877	3
HIST 146	African American History Since 1877	3
HUMN 101	Introduction to the Arts	3
or HUMN 101H	Introduction to the Arts (Honors)	
HUMN 250	American Studies: First Contact Through the Civil War	3
ITAL 101	Elementary Italian (First Semester)	4
ITAL 102	Elementary Italian (Second Semester)	4
ITAL 121	Introduction to Italian Culture	3
ITAL 201	Intermediate Italian (Third Semester)	4
ITAL 202	Intermediate Italian (Fourth Semester)	4
ITAL 210	Intermediate Italian Conversation and Reading	3
JAPN 101	Elementary Japanese (First Semester)	4
JAPN 102	Elementary Japanese (Second Semester)	4
JAPN 201	Intermediate Japanese (Third Semester)	4
JAPN 202	Intermediate Japanese (Fourth Semester)	4
JAPN 210	Intermediate Conversation I and Reading	3
LING 110	English Language Structure and Function	3
LIT 250	American Literature: First Contact Through the Civil War	3
LIT 251	American Literature: Mid-1800s to the Present	3
LIT 270	World Literature to 1600	3
LIT 271	World Literature Since 1600	3
MUS 113	Multicultural Roots of American Music	3
MUS 116	A Survey of World Music	3
PLSC 150	Introduction to International Relations	3
PSYC/SOC 145	Psychology/Sociology of the Family	3

RELG 101	World Religions	3
RELG 105	Eastern Religions	3
SOC 105	Introduction to Justice Studies	3
SOC 110	Comparative Cultures	3
SOC 120	Introduction to Women's Studies	3
SOC 207	Race and Ethnic Relations	3
SOC 230	Introduction to Chicana/o Studies	3
SOC 240	Introduction to Black Studies	3
SPAN 101	Elementary Spanish (First Semester)	4
SPAN 102	Elementary Spanish (Second Semester)	4
SPAN 201	Intermediate Spanish (Third Semester)	4
SPAN 202	Intermediate Spanish (Fourth Semester)	4
SPAN 203	Spanish for Native Speakers	4
SPAN 205	Hispanic Film, Literature, and Composition	3
SPAN 210	Intermediate Conversation and Reading	3

COMM 106	Group Communication	3
COMM 120	Principles of Human Communication	3
COMM 207	Interpersonal Communication	3
COMM 212	Argumentation	3
COMM 220	Introduction to Mass Communication	3
CSIT 160	Technology, the Individual, and Society	3
CSIT 165	Living in an Online World	3
ECON 100	Survey of Economics	3
ECON 101	Principles of Economics: MACRO	3
ECON 102	Principles of Economics: MICRO	3
ENGL 100	Composition and Reading	4
ENGL 201	Critical Thinking, Composition, and Literature	4
or ENGL 201H	Critical Thinking, Composition, and Literature (Honors)	
ENGL 202	Critical Thinking and Composition	4
or ENGL 202H	Critical Thinking and Composition (Honors)	
GEOG 102	Cultural Geography	3
GEOG 104	World Geography	3
GEOG 108	Environmental Sustainability and Society	3
GERO 101	Introduction to Aging	3
GERO 250	Intergenerational Issues	3
HIST 100	World History to 1500	3
or HIST 100H	World History to 1500 (Honors)	
HIST 101	World History Since 1500	3
or HIST 101H	World History Since 1500 (Honors)	
HIST 104	Western Civilization Since 1648	3
or HIST 104H	Western Civilization Since 1648 (Honors)	
HIST 105	History of England	3
or HIST 105H	History of England (Honors)	
HIST 107	East Asian Societies	3
HIST 109	History of the Middle East	3
HIST 110	United States History to 1877	3
or HIST 110H	United States History to 1877 (Honors)	
HIST 111	United States History Since 1877	3
or HIST 111H	United States History Since 1877 (Honors)	
HIST 113	American Military History	3
or HIST 113H	American Military History (Honors)	
HIST 115	Women in American History	3
HIST 116	History of the Americas to 1830	3
HIST 117	History of the Americas Since 1830	3
HIST 141	Mexican American History Through 1877	3
HIST 142	Mexican American History Since 1877	3
HIST 145	African American History to 1877	3
HIST 146	African American History Since 1877	3
HIST 165	California History	3
NUTR 108	Cultural Aspects of Foods and Nutrition	3
PHIL 100	Informal Logic and Critical Thinking	3
PLSC 101	Introduction to Political Science	3
PLSC 102	American Institutions and History	4
PLSC 103	Comparative Government	3
PLSC 150	Introduction to International Relations	3
PSYC 100	Psychology of Personal Growth	3

## Liberal Arts with an Area of Emphasis in Social and Behavioral Sciences

### Associate in Arts Degree

#### Liberal Arts with an Area of Emphasis in Social and Behavioral Sciences

Courses in this category emphasize the connection between human behavior and social, political, and economic institutions, and they promote an understanding of how societies and social subgroups operate. Students are encouraged to apply critical thinking techniques as they evaluate the way individuals act and have acted in response to their societies. The courses ensure opportunities for students to develop and communicate an understanding of the perspectives and methods of inquiry used in the social and behavioral sciences. This area of emphasis provides students with lower-division major preparation for many disciplines within the social sciences, including criminal justice, economics, political science, psychology, sociology, and history.

#### Select a minimum of 18 units from the following:

ADM 100	Introduction to the Administration of Justice	3
or ADM 100H	Introduction to the Administration of Justice (Honors)	
ADM 200	Concepts of Criminal Law	3
ANTH 102	Cultural Anthropology	3
or ANTH 102H	Cultural Anthropology (Honors)	
ANTH 103	Introduction to Archaeology	3
ANTH 104	Native American Cultures	3
ANTH 190	Primate Behavior and Ecology	3
CHLD 113	Child and Adolescent Growth and Development	3
CHLD 210	Child, Family, and Community	3
COMM 101	Public Speaking	3



PSYC 101	General Psychology	3
or PSYC 101H	General Psychology (Honors)	
PSYC/SOC 103	Social Psychology	3
PSYC/SOC 104	Statistics for Behavioral Science	4
or PSYC/SOC 104H	Statistics for Behavioral Science (Honors)	
PSYC 115	Human Sexuality	3
PSYC 121	Human Development	3
PSYC/SOC 145	Psychology/Sociology of the Family	3
PSYC 170	Psychology of Aging: Adult Development and Aging	3
PSYC/SOC 205	Research Methods in Behavioral Sciences	3
PSYC 260	Physiological Psychology	3
READ 100	Critical Reading and Thinking	3
SOC 101	Introduction to Sociology	3
or SOC 101H	Introduction to Sociology (Honors)	
SOC 102	Contemporary Social Problems	3
SOC 105	Introduction to Justice Studies	3
SOC 110	Comparative Cultures	3
SOC 120	Introduction to Women's Studies	3
SOC 207	Race and Ethnic Relations	3
SOC 230	Introduction to Chicana/o Studies	3
SOC 240	Introduction to Black Studies	3

## Library



Library science courses ensure students have a good foundation in information literacy skills for success at MiraCosta College, at their transfer institution, and within the workforce. Among the more essential of these skills is the ability to do the following:

- ▶ Access library materials using an online catalog and electronic databases
- ▶ Access and use information from a variety of sources and in various formats
- ▶ Develop and implement a research strategy
- ▶ Evaluate print and non-print sources
- ▶ Communicate an understanding of the information gathered.

### Contact Information

**Chair:** Jennifer Paris  
 jparis@miracosta.edu  
**Dean:** Mario Valente  
 mvalente@miracosta.edu  
 www.miracosta.edu/LIBR

**Department:** Library Science  
**Office:** Building OC1200,  
 760.795.6637

## Full-Time Faculty

Steven Deineh	Jennifer Paris
Myla Stokes Kelly	Pamela Perry
Richard Ma	Glorian Sipman

## Courses

### LIBR 101: College Research Skills

Units: 1  
 Prerequisites: None  
 Enrollment Limitation: Not open to students with credit in INTR 100.  
 Acceptable for Credit: CSU, UC  
 Lecture 0.50 hour, laboratory 1.50 hours. (1601.00)

This course introduces students to the nature of research and the library's role in research. It emphasizes the development of information competency skills (the ability to find, evaluate, and organize information) for papers, presentations, and other research assignments. Students learn about a variety of information resources, including print, electronic databases, and the World Wide Web.

### LIBR 201: Research in the Digital Age

Units: 3  
 Prerequisites: None  
 Acceptable for Credit: CSU, UC  
 Lecture 3 hours. (1601.00)

This course explores the complex digital information landscape and teaches students critical research skills for the online environment. Students employ multiple Web technologies and advanced search strategies to navigate, assess, and communicate information from diverse sources and formats. The course covers appropriate sources for academic research, responsible and ethical uses of information, and formulating and executing effective research strategies.

### LIBR 292: Internship Studies

Units: 0.5-3  
 Prerequisites: None  
 Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.  
 Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
 Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### LIBR 296: Topics in Library Science

Units: 1-3  
 Prerequisites: None  
 Acceptable for Credit: CSU  
 Lecture 1 hour.  
 Lecture 2 hours.  
 Lecture 3 hours. (1601.00)

This course gives students an opportunity to study topics in Library Science that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## Linguistics

Linguistics is the study of the nature and structure of human speech.

### Contact Information

**Chair:** John Kirwan  
 jkirwan@miracosta.edu  
 (Letters, Transfer)

**Dean:** Dana Smith  
 dsmith@miracosta.edu  
 www.miracosta.edu/LING

**Department:** Letters, Transfer  
**Office:** Building SAN Admin,  
 760.634.7876

## Courses

### LING 110: English Language Structure and Function

Units: 3  
 Prerequisites: None  
 Advisory: Eligibility for ENGL 100  
 Acceptable for Credit: CSU, UC  
 Lecture 3 hours. (1501.10)

This course familiarizes students with the grammatical patterns of English structure. The content includes study of parts of speech, the structure of phrases and clauses, and the application of structural knowledge of the language to issues that arise in real-world usage. It is designed for students seeking a multiple-subject teaching credential.

# Literature



The Letters Department offers a variety of literature courses for students who wish to satisfy a humanities general education requirement.

## Contact Information

**Chair:** John Kirwan  
 jkirwan@miracosta.edu  
 (Letters, Transfer)  
**Dean:** Dana Smith  
 dsmith@miracosta.edu  
 www.miracosta.edu/LIT

**Department:** Letters, Transfer  
**Office:** Building SAN Admin,  
 760.634.7876

## Full-Time Faculty

Robert Archer	John Kirwan
Anthony Burman	Curry Mitchell
Maria Figueroa-Chacon	Jane Mushinsky
Susan Herrmann	Jim Sullivan
José Jara	Chad Tsuyuki
Jeff Keehn	Robert Turner

## Courses

**LIT 120: Introduction to Literature**  
 Units: 3  
 Prerequisites: None  
 Acceptable for Credit: CSU, UC  
 Lecture 3 hours. (1503.00)

This course provides a general introduction to literary genres—novel, short story, poetry, and drama—in order to enhance students’ skills in analyzing texts and performances with insight and appreciation. Students examine fundamentals of literary analysis (plot, character, symbolism, theme, voice, tone, and figurative language) as well as basic critical principles for making literary judgments while reading texts.

### LIT 250: American Literature: First Contact Through the Civil War

Units: 3  
 Prerequisites: Eligibility for ENGL 100.  
 Advisory: ENGL 100  
 Acceptable for Credit: CSU, UC  
 Lecture 3 hours. (1503.00)

This course explores America’s major writers and literary movements from first contact through the Civil War. Topics include contact and Native American literature, colonial, revolutionary and New Republic writing, the literature of antebellum reform, and the American Renaissance.

### LIT 251: American Literature: Mid-1800s to the Present

Units: 3  
 Prerequisites: Eligibility for ENGL 100.  
 Advisory: ENGL 100.  
 Acceptable for Credit: CSU, UC  
 Lecture 3 hours. (1503.00)

This course explores America’s major writers and literary movements from 1870 to the present. Authors studied may include Twain, Chesnut, James, Chopin, Hurston, Wharton, Crane, O’Neill, Cather, Hughes, Hemingway, Ellison, Faulkner, Stevens, Plath, O’Connor, Baldwin, Rich, Ginsberg, Kushner, Viramontes, Parks, Silko and Morrison.

### LIT 260: English Literature Through the 18th Century

Units: 3  
 Prerequisites: None  
 Advisory: Eligibility for ENGL 100  
 Acceptable for Credit: CSU, UC  
 Lecture 3 hours.

This course surveys writers in English literature from the Anglo-Saxon era to the 18th century. It covers works of at least two of the three most influential writers in the language (Chaucer, Shakespeare, Milton) as well as their historical and cultural backgrounds. Students read plays; epic, religious, romantic, and satiric poetry; ballads; and non-fiction prose, including essays and biography. Eras include medieval, Renaissance, and Enlightenment.

### LIT 261: English Literature: Romantic to Contemporary

Units: 3  
 Prerequisites: None  
 Advisory: Eligibility for ENGL 100  
 Acceptable for Credit: CSU, UC  
 Lecture 3 hours. (1503.00)

This course surveys major writers in English literature from the late 18th to the 21st century. It covers some of the best-known poetry, essays, drama, and prose fiction written in modern English as well as the historical and cultural backgrounds of these works. Eras include romantic, Victorian, modern, post-colonial, and postmodern.

**LIT 265: Shakespeare Studies**

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Enrollment Limitation: Not open to students with credit in LIT 265H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1503.00)

This course introduces students to selected works by William Shakespeare with the goal of enhancing their understanding and appreciation of his writing. The course emphasizes not only the intrinsic value of the works themselves but also the historical, intellectual, political, social, and psychological forces that influenced Shakespeare and which are manifested in his extraordinary art.

**LIT 265H: Shakespeare Studies (Honors)**

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Enrollment Limitation: Not open to students with credit in LIT 265.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1503.00)

This course introduces highly motivated students to selected works by William Shakespeare with the goal of enhancing their understanding and appreciation of his writing. The course emphasizes not only the intrinsic value of the works themselves but also the historical, intellectual, political, social, and psychological forces that influenced Shakespeare and which are manifested in his extraordinary art. UC CREDIT LIMITATION: Credit for LIT 265 or LIT 265H.

**LIT 270: World Literature to 1600**

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1503.00)

This course surveys world literature—including the Middle East, Asia, Africa, Europe, and the Americas—from the ancient period up to the 1600s. The selected literature will be studied for its expression of the human experience and for its generation of cultural and artistic values.

**LIT 271: World Literature Since 1600**

Units: 3

Prerequisites: None

Advisory: ENGL 50, ACE 50, or ESL 50.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1503.00)

This course surveys world literature—the Middle East, Asia, Africa, Europe, Australia, and the Americas—from the 1600s up to the present. Students study the selected literature for its expression of the human experience and for its generation of cultural and artistic values.

**LIT 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**LIT 296: Topics in Literature**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1503.00)

This course gives students an opportunity to study topics in Literature that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**LIT 298: Directed Study in Literature**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1503.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.



# Massage Therapy



Massage therapy is manual manipulation of soft body tissues (muscle, connective tissue, tendons, and ligaments) to enhance a person's health and well-being.

People seek massage therapy for a variety of reasons, such as to reduce stress and anxiety, relax muscles, rehabilitate injuries, reduce pain, and promote overall health and wellness.

At MiraCosta College, students learn how to provide massage therapy as a healthcare professional. Graduates of the program seek employment in a variety of settings, such as physician offices, health and wellness centers, hotels and resorts, physical therapy centers, rehabilitation clinics and hospitals, sports organizations, day spas, cruise ships, and private practice.

The Massage Therapy certificates meet state requirements, and students are encouraged to obtain national certifications through the National Certification Board for Therapeutic Massage and Bodywork (NCTMB) and/or the Massage and Bodywork Licensing Examination (MBLEx) governed by the Federation of State Massage Therapy Boards.

## Contact Information

**Chair:** Robert Fulbright  
rfulbright@miracosta.edu

**Dean:** Al Taccone  
ataccone@miracosta.edu  
www.miracosta.edu/  
instruction/massagetherapy/

**Department:** Kinesiology,  
Health and Nutrition

**Office:** Building 4800,  
760.795.6811

## Full-Time Faculty

Gail Meinhold

## Program Student Learning Outcomes (PSLOs)

### Holistic Health Practitioner (1000 Hours) Certificate of Achievement

**PSLO:** Upon completion of this program, a student will be able to demonstrate advanced massage techniques when

performing massage strokes, including massages for pain management and traditional Chinese medicine techniques.

### Massage Therapist (500 Hours) Certificate of Achievement

**PSLO:** Upon completion of this program, a student will be able to demonstrate advanced massage techniques when performing massage strokes, including a variety of soft tissue and myofascial release techniques.

## Certificates

### Certificate of Achievement

#### Holistic Health Practitioner (1000 Hours)

Based upon the medical model, this program requires comprehensive knowledge of medical terminology, body systems, and business practices. It satisfies state and National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) requirements, which include detailed knowledge of body systems (anatomy, physiology, and kinesiology), pathology, massage and bodywork assessment, theory and application, including in-class and supervised practice, and business and ethics. Becoming certified under NCBTMB increases employment opportunities within/between states. Graduates of the program seek self-employment in a private practice or can expect employment in health and wellness centers, hotels and resorts, physical therapy centers, rehabilitation clinics and hospitals, sports organizations, spas, and cruise ships.

#### Required courses:

MASG 110	Therapeutic Massage I	3
MASG 210	Therapeutic Massage II	3
MASG 215	Massage Clinical Practicum	3
MASG 218	Chair Massage	2
MASG 220	Sports Massage	3
MASG 230	Integrative Therapeutic Massage	3
BIO 100 or BIO 101	General Biology (Lecture and Lab) General Biology	3-4
BIO 210	Human Anatomy	4
BUS 130	Small Business Management	3
HEAL 222	Stress Management	3
KINE 190	Introduction to Kinesiology	3
KINE 203	Techniques in Athletic Training	3
NURS 155	Basic Medical Terminology	3
NUTR 100 or NUTR 105	Nutrition Today Human Performance and Sports Nutrition	3

#### Recommended Elective:

HEAL 292	Internship Studies	
Total Units		42-43

### Certificate of Achievement

#### Massage Therapist (500 Hours)

The Massage Therapist (500 Hours) certificate program satisfies both state and National Certification Board for Therapeutic Massage & Bodywork (NCTMB) requirements to be certified as a massage therapist by requiring 500 hours of instruction. Based upon the medical model, the program requires comprehensive knowledge of medical terminology, anatomy, pathology, and



physiology. Instruction addresses contraindications, health and hygiene, business ethics, and massage therapy techniques. To apply for state certification and/or take the NCTMB exam, applicants must be 18 years old and have completed the entire 500 hours. The certificate provides students with the necessary theoretical background and practical experience to work in the industry. Massage therapists work in a variety of settings, such as physician offices, health and wellness centers, hotels and resorts, physical therapy centers, rehabilitation clinics and hospitals, sports organizations, day spas, cruise ships, and private practice.

Required courses:		
BIO 100	General Biology (Lecture and Lab)	3-4
or BIO 101	General Biology	
BIO 210	Human Anatomy	4
MASG 110	Therapeutic Massage I	3
MASG 210	Therapeutic Massage II	3
MASG 215	Massage Clinical Practicum	3
MASG 218	Chair Massage	2
MASG 220	Sports Massage	3
HEAL 222	Stress Management	3
Choose one course from the following:		3
BUS 130	Small Business Management	
KINE 203	Techniques in Athletic Training	
NURS 155	Basic Medical Terminology	
NUTR 100	Nutrition Today	
NUTR 105	Human Performance and Sports Nutrition	
Total Units		27-28

## Courses

### MASG 110: Therapeutic Massage I

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (1262.00)

This foundation course introduces students to the history, science, and practice of massage therapy. Topics include basic anatomy and physiology as they relate to massage therapy as well as professional standards expected of massage therapists. Students practice giving massages using beginning strokes and proper sanitation, hygiene, and body mechanics. (Formerly HEAL 110.)

### MASG 210: Therapeutic Massage II

Units: 3

Prerequisites: MASG 110.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (1262.00)

Students analyze and evaluate anatomical structures and assess common pathology. The course includes intermediate massage theory, methods and procedures of soft tissue techniques, and contraindications. It provides students with the necessary skills and knowledge to facilitate employment in the medical massage and spa field. (Formerly HEAL 210.)

### MASG 215: Massage Clinical Practicum

Units: 3

Prerequisites: MASG 210.

Advisory: BIO 210.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (1262.00)

This course provides the clinical practice for massage therapy. Students focus on advanced therapeutic massage techniques, business practices, massage marketing, ethics, and clinic procedures of massage experience. (Formerly HEAL 215.)

### MASG 218: Chair Massage

Units: 2

Prerequisites: MASG 110.

Acceptable for Credit: CSU

Lecture 1 hour, laboratory 3 hours. (1262.00)

This foundation course for the practice of chair massage builds on skills gained in HEAL 110 as students learn and practice chair massage techniques. Topics include physiological effects, related anatomy, contraindications, body mechanics, ethics, hygiene, and sanitation standards. Students are required to receive a professional chair massage. (Formerly HEAL 218.)

### MASG 220: Sports Massage

Units: 3

Prerequisites: MASG 110.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (1262.00)

This advanced massage course builds on the concepts and practices of HEAL 210 and specifically covers massage techniques and evaluation procedures for providing massage to athletes. It focuses on the athlete's condition, anatomy, and sport. Topics include muscles and movement, common sports injuries, basic postural analysis, contraindications, and sport massage techniques. (Formerly HEAL 220.)

### MASG 230: Integrative Therapeutic Massage

Units: 3

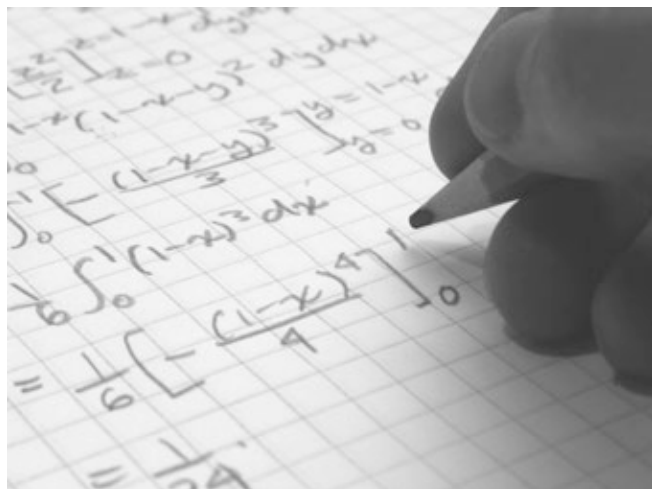
Prerequisites: MASG 110.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (1262.00)

This integrative massage course is broken up into two parts: traditional Chinese medicine and massage for special populations. The traditional Chinese medicine portion introduces students to theories of the mind/body interface drawn from recent scientific research. Students study and practice Shiatsu, Tai Chi, Tuina, acupressure, and other Asian bodywork therapies. Students develop treatment plans and perform indicated techniques in the areas of prenatal and geriatric massage, pain management, HIV/AIDS, and cancer. (Formerly HEAL 230.)

# Mathematics



Mathematics, the abstract, deductive study of pattern and structure, is the foundation of all science and technology programs, such as biological, physical, computer, behavioral, and social sciences as well as engineering. Areas of mathematics include arithmetic, algebra, geometry, calculus, and various other theoretical and applied subjects. Students take mathematics courses to prepare for a mathematics major, to meet prerequisites in related disciplines, or to fulfill general education requirements. A bachelor's degree in mathematics can lead to a career in a computer-related field or as an actuary, accountant, mathematician, statistician, or teacher.

## Contact Information

**Chair:** Beth Powell  
 bpowell@miracosta.edu  
**Dean:** Carlos Lopez  
 clopez@miracosta.edu  
 www.miracosta.edu/MATH

**Department:** Mathematics  
**Office:** Building OC3600,  
 760.795.6648

## Full-Time Faculty

Janeen Apalatea	Lemee Nakamura
Peter Avery	Victoria Noddings
Angela Beltran	Zikica Perovic
David Bonds	Brent Pickett
Keith Dunbar	Beth Powell
Scott Fallstrom	Mohammed G. Rajah
Shannon Gracey	Leila Safaralian
Julie Harland	John Towers
Mark Laurel	

## Program Student Learning Outcomes (PSLOs)

The degree program includes the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

## Associate in Science in Mathematics for Transfer Degree

**PSLO:** Upon completion of this program, a student will be able to apply an appropriate technique to differentiate and integrate a function.

## Associate Degree

### Associate in Science Degree

#### Associate in Science in Mathematics for Transfer Degree

Students completing this associate degree will have completed lower-division major preparation requirements for a mathematics degree, an emphasis or option within a mathematics degree, or a degree considered similar to mathematics at a participating California State University (CSU) campus. Following transfer to a participating CSU campus, students will be required to complete no more than 60 units to obtain a bachelor's degree; however, some CSU campuses may require additional lower-division major preparation. This degree may not be appropriate preparation for students transferring to a CSU campus not accepting this degree or to a university or college that is not part of the CSU system. Students should consult with a MiraCosta counselor for further information regarding the most efficient pathway to transfer as a mathematics major and to determine which CSU campuses are participating in this program.

#### To complete the degree, students must fulfill the following requirements:

- ▶ Complete 60 semester (90 quarter) CSU transferable units
- ▶ Complete all courses required in the major with a "C" or better
- ▶ Complete the CSU-GE or CSU-IGETC general education pattern
- ▶ Achieve a minimum CSU transferable GPA of 2.0
- ▶ Complete a minimum of 12 units in residence at MiraCosta College.

Required Core Courses: (13 units)

MATH 150	Calculus and Analytic Geometry I	5
or MATH 150H	Calculus and Analytic Geometry (Honors)	
MATH 155	Calculus and Analytic Geometry II	4
MATH 260	Calculus and Analytic Geometry III	4
List A: 4 Units. Select one course.		4
MATH 226	Discrete Mathematics	
MATH 265	Differential Equations	
MATH 270	Linear Algebra	
List B: 4 Units.		4
Select one course not used above.		
MATH 226	Discrete Mathematics	
MATH 265	Differential Equations	
MATH 270	Linear Algebra	
<b>Total Units</b>		<b>21</b>

Students are strongly advised to complete the History, Constitution, and American Ideals requirement prior to transfer. It is recommended that you select courses that meet lower-

division major preparation requirements at your intended transfer university.

## Courses

### **MATH 20: Pre-Algebra**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in MATH 820 or MATH 820B.

Lecture 4 hours. (1701.00)

This course prepares students for Elementary Algebra (MATH 30). Topics include operations on positive and negative numbers; fractions, decimals, and percents; perimeters, areas, and volumes of geometric figures; fundamental algebraic concepts; square roots; and applications.

### **MATH 30: Elementary Algebra**

Units: 4

Prerequisites: MATH 20 or eligibility determined by the math placement process.

Enrollment Limitation: Not open to students with credit in MATH 830 or MATH 830B.

Lecture 4 hours. (1701.00)

Designed to prepare students for intermediate algebra, this course teaches simplifying algebraic expressions involving polynomials and rational terms; factoring; solving linear equations; solving quadratic and rational equations using factoring; analyzing graphs of linear equations; and solving applied problems.

### **MATH 64: Intermediate Algebra**

Units: 4

Prerequisites: MATH 30 or eligibility determined by the math placement process.

Enrollment Limitation: Not open to students with credit in MATH 101 or MATH 101B.

Lecture 4 hours. (1701.00)

This algebra course covers radicals, exponents, concepts of relations and functions, exponential and logarithmic functions, linear and quadratic functions, and the solutions of equations from these topics.

### **MATH 103: Statistics**

Units: 4

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 4 hours. (1701.00)

This course introduces data analysis. Topics include design of experiments, descriptive statistics, correlation and regression, probability, sampling, estimation, and significance testing. Students use appropriate technology to analyze real-world data. UC CREDIT LIMITATION: Credit for MATH 103, PSYC 104/ SOC 104, PSYC 104H/SOC 104H or BIO 180/BTEC 180.

### **MATH 105: Concepts and Structures of Elementary Mathematics I**

Units: 3

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1701.00)

This course covers set theory, problem solving, systems of numeration, elementary number theory, numerical operations, and arithmetic algorithms. It emphasizes cognitive learning and the development of problem solving strategies and techniques. Students work collaboratively in groups and/or independently using manipulatives and models to explore structures and formulate concepts. UC CREDIT LIMITATION: Credit for MATH 105 or MATH 106.

### **MATH 106: Concepts and Structures of Elementary Mathematics II**

Units: 3

Prerequisites: MATH 105 or eligibility determined by the math placement process.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1701.00)

This continuation of MATH 105 covers the mathematical concepts needed for teaching elementary school mathematics. Core topics include the real number system, geometry, Pythagorean theorem, measurement in both the English and metric systems, transformations, and symmetry. Students must demonstrate their understanding of the concepts and structures of elementary mathematics using critical thinking. UC CREDIT LIMITATION: Credit for MATH 105 or MATH 106.

### **MATH 115: Calculus with Applications**

Units: 4

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 4 hours. (1701.00)

This course relates calculus to real-world applications in social science, economics, and business. Topics include an algebra review, graphing, limits, derivatives of polynomials of one variable, maxima and minima, integration, derivatives of logarithmic and exponential functions, development of integration techniques, an introduction to multi-variable calculus, and their application to problems. This course is designed primarily for students majoring in social science, economics, and business who require calculus and is not recommended for mathematics, physical science, engineering, or biological science majors. UC CREDIT LIMITATION: Credit for MATH 115, MATH 150, or MATH 150H.

## **MATH 126: Pre-Calculus I: College Algebra**

Units: 4

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Enrollment Limitation: Not open to students with credit in MATH 135.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 4 hours. (1701.00)

This course covers advanced algebra topics including functions and their properties. Topics include linear, quadratic, polynomial, rational, exponential, and logarithmic functions and their applications, graphs of functions, inverse functions, and systems of equations and inequalities. UC CREDIT LIMITATION: MATH 126, MATH 131, and MATH 135 combined, maximum credit, 5 units.

## **MATH 131: Pre-Calculus II: Trigonometry and Analytic Geometry**

Units: 4

Prerequisites: MATH 126 or eligibility determined by the math placement process.

Enrollment Limitation: Not open to students with credit in MATH 135.

Acceptable for Credit: CSU, UC

Lecture 4 hours. (1701.00)

This course covers basic concepts of analytic geometry and trigonometry, including definitions and properties of trigonometric functions. Topics include solutions of applied problems involving right triangles; graphs of trigonometric functions; trigonometric identities; trigonometric equation solving; evaluation of inverse trigonometric functions and polar coordinates. The course also covers conics, systems of non-linear equations, and sequences and series. UC CREDIT LIMITATION: MATH 126, MATH 131, and MATH 135 combined, maximum credit, 5 units.

## **MATH 135: Pre-Calculus Mathematics**

Units: 5

Prerequisites: MATH 130 or eligibility determined by the math placement process

Corequisite: MATH 130 if prerequisite not met.

Acceptable for Credit: CSU, UC

Lecture 5 hours. (1701.00)

This course covers functions and their properties. Topics include linear, quadratic, polynomial, rational, trigonometric, exponential, and logarithmic functions; systems of equations and inequalities; and conics.

## **MATH 150: Calculus and Analytic Geometry I**

Units: 5

Prerequisites: MATH 131 or MATH 135 or eligibility determined by the math placement process.

Enrollment Limitation: Not open to students with credit in MATH 150H.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 5 hours. (1701.00)

This course is the first in a three-semester calculus sequence designed for mathematics, science, and engineering majors. Topics include limits and continuity; differentiation of algebraic, trigonometric and exponential functions and their inverses; integration and the fundamental theorem of calculus; and applications of differentiation and integration. UC CREDIT LIMITATION: Credit for MATH 115, MATH 150, or MATH 150H.

## **MATH 150H: Calculus and Analytic Geometry (Honors)**

Units: 5

Prerequisites: MATH 131 or MATH 135 or eligibility determined by the math placement process.

Enrollment Limitation: Not open to students with credit in MATH 150.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 5 hours. (1701.00)

This first in a three-semester calculus sequence is designed for highly motivated mathematics, science, and engineering majors. Topics include limits and continuity; differentiation of algebraic, trigonometric, and exponential functions and their inverses; integration and the fundamental theorem of calculus; and applications of differentiation and integration. The course provides mathematically talented students the opportunity to obtain a level of rigor above the level currently available in existing courses. It emphasizes logical reasoning, problem solving, and applications. UC CREDIT LIMITATION: Credit for MATH 115, MATH 150, or MATH 150H.

## **MATH 155: Calculus and Analytic Geometry II**

Units: 4

Prerequisites: MATH 150 or MATH 150H.

Acceptable for Credit: CSU, UC

Lecture 4 hours. (1701.00)

This second course in a three-semester calculus sequence covers advanced integration techniques, improper integrals, infinite series, conic sections, parametric equations, and polar coordinates. The course is designed for mathematics, science, and engineering majors.

## **MATH 226: Discrete Mathematics**

Units: 4

Prerequisites: MATH 131 or MATH 135 or eligibility determined by the math placement process.

Acceptable for Credit: CSU, UC

Lecture 4 hours. (1701.00)

Designed for students majoring in mathematics or computer science, this course introduces discrete mathematics, including logic, methods of proof, number theory, sets, counting, relations, recursion, recurrence relations, Boolean algebra, graphs, trees, and networks. Topics are illustrated with applications to computer science, including design and analysis of algorithms, undecidability, program correctness, and digital logic design.

**MATH 260: Calculus and Analytic Geometry III**

Units: 4

Prerequisites: MATH 155.

Acceptable for Credit: CSU, UC

Lecture 4 hours. (1701.00)

This third course in a three-semester calculus sequence covers vectors in two and three space, quadratic surfaces, vector-valued functions of several variables, partial differentiation and multiple integration, vector fields, and line integrals and conservative fields. The course is designed for mathematics, science, and engineering majors.

**MATH 265: Differential Equations**

Units: 4

Prerequisites: MATH 155.

Acceptable for Credit: CSU, UC

Lecture 4 hours. (1701.00)

This course introduces the theory and applications of ordinary differential equations of first and higher (mostly second) order as well as systems of linear differential equations. It includes both quantitative and qualitative methods. The course deals with theoretical aspects of existence and uniqueness of solutions as well as techniques for finding analytical, numerical, and power-series solutions.

**MATH 270: Linear Algebra**

Units: 4

Prerequisites: MATH 260.

Corequisite: MATH 260 if prerequisite not met.

Acceptable for Credit: CSU, UC

Lecture 4 hours. (1701.00)

This course introduces students to the concepts of linear algebra. Topics include matrix algebra, Gaussian elimination, determinants of a matrix, properties of determinants, vector spaces and their properties with an introduction to proofs, linear transformations, orthogonality, eigenvalues and eigenvectors, and computational methods.

**MATH 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**MATH 296: Topics in Mathematics**

Units: 1-4

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours.

Lecture 4 hours. (1701.00)

This course gives students an opportunity to study topics in Mathematics that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## Media Arts & Technologies



The Media Arts & Technologies program provides a focused sequence of courses for students who wish to transfer to a four-year institution or gain employment in the fields of Web and interactive design, graphic design, video production, or print-media creation and delivery. Career options include webpage design, Web/multimedia development, Web/multimedia programming, graphic design, video editing, video, production, media content development, information architecture, graphics production, interface design, and layout design. Specific career positions include Web designer, graphic designer, video editor, webmaster, Web programmer, Flash designer, art production assistant, video production assistant, special effects artist, background artist, product modeler, product animator, and storyboard artist.



## Contact Information

**Chairs:** Jill Malone  
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## Full-Time Faculty

Karl Cleveland  
Jill Malone  
Jeff Uhlik

## Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Graphic Design Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to plan, design, and produce professional-level graphic designs that apply design, layout, and typographic principles and demonstrates effective communication solutions.

### Video and Media Design Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to plan, design, and produce professional-level videos, interfaces, applications, or experiences that integrate media, utilize appropriate tools and techniques, and demonstrate effective communication solutions.

### Web Development and Design Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to plan and develop professional-level graphical user interfaces, web pages, and websites that utilize appropriate tools and techniques and demonstrate effective communication solutions.

## Associate Degrees

### Associate in Arts Degrees

#### Graphic Design

#### Web Development and Design

Students may earn one of the above-named associate degrees by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta College counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

## Certificates

### Certificate of Achievement

#### Graphic Design

This certificate provides students with the design and technical skills needed to gain employment in the graphic design field with organizations and small businesses that design and distribute publications in both print and electronic media. Students who complete this certificate will also be prepared to start their own design businesses, work as freelancers, or pursue a graphic design degree at a four-year university. Students learn the key components of graphic design and publishing using current computer software applications as well as concept development through project planning and management. Employment opportunities include graphic designer, graphic artist, imaging specialist, photographic assistant, layout artist, and graphic production assistant.

Foundation courses:

MAT 110	Digital Imaging 1: Adobe Photoshop	3
MAT 120	Media Design 1: Production	3
MAT 125	Web Design 1: Fundamentals	3
MAT 135	Graphic Design 1: Principles	3

Emphasis courses (select 12 units): 12

MAT 150	Flash 1: Animation and Interactivity	
MAT 155	Graphic Design 2: Typography	
MAT 170	Digital Imaging 2: Adobe Illustrator	
MAT 180	Publishing 1: Adobe InDesign	
MAT 185	Graphic Design 3: Design and Layout	

Advanced courses (select 3 units): 3

MAT 210	Digital Imaging 3: Advanced Photoshop	
MAT 220	Digital Imaging 4: Advanced Illustrator	
MAT 230	Publishing 2: Output for Print	
MAT 255	Business of Media Arts	
MAT 270	Advanced Design Studio	

Required to graduate: 3

MAT 290	Portfolio Development	
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Recommended Electives:

ART 100	Drawing and Composition	
ART 260	History of Modern Art	
or ART 260H	History of Modern Art (Honors)	

Total Units 30

**Note:** MAT 292, MAT 296, or MAT 298 may be substituted for courses within this certificate with approval of the MAT Department Chair.

### Certificate of Achievement

#### Video and Media Design

This certificate provides the skills students need to gain employment in the corporate, broadcast, technical, educational, and entertainment industries. Students learn how to create video programs and digital media content for broadcast, cable, DVD, Internet, and mobile delivery as well as for dedicated computer presentations. Students gain skills in all phases of video production, 3D and traditional animation techniques, special effects, DVD authoring, and project management. Employment opportunities include video

editor, video production assistant, camera operator, product animator, DVD author, mobile content developer, special effects artist, and special effects animator.

Foundation courses:

MAT 110	Digital Imaging 1: Adobe Photoshop	3
MAT 120	Media Design 1: Production	3
MAT 125	Web Design 1: Fundamentals	3
MAT 135	Graphic Design 1: Principles	3

Emphasis courses (12 units): 12

MAT 140	3D Animation 1: Maya	
MAT 150	Flash 1: Animation and Interactivity	
MAT 160	Video 1: Production	
MAT 200	Video 2: Post-Production and Special Effects	

Advanced course: 3

MAT 240	3D Animation 2: Motionbuilder	
MAT 270	Advanced Design Studio	

Capstone: 3

MAT 290	Portfolio Development	
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Total Units 30

**Note:** MAT 292, MAT 296, or MAT 298 may be substituted for courses within this certificate with approval of the MAT Program Director.

### Certificate of Achievement Web Development and Design

This certificate trains students in the skills necessary to gain employment in the dynamic field of Internet and mobile content design, development, and delivery. Students gain skills in all phases of website design, including page construction, site design, dynamic content delivery, e-commerce, Flash animation, web video, and Flash development for games, advertising, interactive content, and mobile content. Employment opportunities include webpage designer, website designer, information architect, interface designer, mobile content developer, web developer, Flash designer, or Flash developer.

Foundation courses:

MAT 110	Digital Imaging 1: Adobe Photoshop	3
MAT 120	Media Design 1: Production	3
MAT 125	Web Design 1: Fundamentals	3
MAT 135	Graphic Design 1: Principles	3

Emphasis courses (select 12 units): 12

CSIT 146	E-Commerce and Web Presence	
MAT 150	Flash 1: Animation and Interactivity	
MAT 165	Web Design 2: Tools and Techniques	
MAT 175	Web Design: JavaScript and jQuery	
MAT 190	Flash 2: ActionScript	
MAT 215	Web Design: Mobile Sites and Apps	
MAT 235	Web Design 3: Site Design and Architecture	

Advanced courses (select 3 units): 3

MAT 225	Web Design: PHP and WordPress	
MAT 255	Business of Media Arts	

MAT 270	Advanced Design Studio	
Required to graduate:		3
MAT 290	Portfolio Development	
Total Units		30

**Note:** MAT 292, MAT 296, or MAT 298 may be substituted for courses within this certificate with approval of the MAT Program Director.

### Certificate of Proficiency Digital and Print Publishing

This certificate provides focused skills necessary to gain employment in the field of digital printing and publishing. Students gain specific skills in graphic design, image manipulation, page layout, digital illustration, and preparation for final output. Graduates of this program are able to move into employment opportunities as graphic artists, imaging specialists, digital imaging assistants, layout artists, and graphic production assistants.

Required courses:  
Select 15 units from the following: 15

MAT 110	Digital Imaging 1: Adobe Photoshop	
MAT 135	Graphic Design 1: Principles	
MAT 170	Digital Imaging 2: Adobe Illustrator	
MAT 180	Publishing 1: Adobe InDesign	
MAT 210	Digital Imaging 3: Advanced Photoshop	
MAT 220	Digital Imaging 4: Advanced Illustrator	
MAT 230	Publishing 2: Output for Print	
MAT 255	Business of Media Arts	

Total Units 15

### Certificate of Proficiency Video and Animation

This certificate forms a solid foundation in the skills students need to create video, special effects and animation media programs for delivery in traditional formats, over the Web, or via mobile devices. Career opportunities include video editor, video production assistant, special effects artist, background artist, product modeler, product animator, and storyboard artist.

Required courses:		
MAT 140	3D Animation 1: Maya	3
MAT 150	Flash 1: Animation and Interactivity	3
MAT 160	Video 1: Production	3
MAT 200	Video 2: Post-Production and Special Effects	3
MAT 240	3D Animation 2: Motionbuilder	3

Total Units 15

### Certificate of Proficiency Graphic Communication

This certificate forms a solid foundation in graphic design proficiency. These skills are essential in all types of visual media where a message must be conveyed to a specific target market. This certificate is designed to be completed in conjunction with other MAT certificates to enhance a student's

ability to create more effective and dynamic communication or for professionals who would like to enhance their job skills.

Required courses:		
MAT 135	Graphic Design 1: Principles	3
MAT 155	Graphic Design 2: Typography	3
MAT 185	Graphic Design 3: Design and Layout	3
ART 100	Drawing and Composition	3
ART 260	History of Modern Art	3
or ART 260H	History of Modern Art (Honors)	
Total Units		15

## Certificate of Proficiency

### Web Design

This certificate provides the focused skill set necessary to gain employment in website design. Depending on which courses are selected, students gain specific skills in web markup and scripting languages, graphics production, web animation techniques, database technologies, and website architecture and design. Graduates of this program will be able to move into employment opportunities such as webpage design, web development, Flash designer, Flash developer, content developer, and interface designer.

Required courses:		
Five of the following:		15
MAT 125	Web Design 1: Fundamentals	
MAT 150	Flash 1: Animation and Interactivity	
MAT 165	Web Design 2: Tools and Techniques	
MAT 175	Web Design: JavaScript and jQuery	
MAT 190	Flash 2: ActionScript	
MAT 215	Web Design: Mobile Sites and Apps	
MAT 225	Web Design: PHP and WordPress	
MAT 235	Web Design 3: Site Design and Architecture	
CSIT 146	E-Commerce and Web Presence	
Total Units		15

## Courses

### MAT 110: Digital Imaging 1: Adobe Photoshop

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ART 247.

Acceptable for Credit: CSU

Lecture 2.50 hours, laboratory 1.50 hours. (0614.60)

In this course students use Adobe Photoshop to create digital imaging designs of professional quality. Through the manipulation of photographic and other raster graphic images, students generate unique artwork that involves photo editing, tonal and color correction, masking, layer adjustments, painting techniques, blending modes, and advanced compositing. Students study layout and design techniques, application of color using CMYK and RGB, and appropriate typography practices.

### MAT 120: Media Design 1: Production

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2.50 hours, laboratory 1.50 hours. (0614.10)

This course introduces the fundamental skills needed for the design and production of multimedia projects and interactive programs. Topics include capturing and editing video, images, and audio, basic 3D modeling and animation, and interactive program design and development. The course also covers proper formats for playback through various presentation platforms and the basics of network protocol.

### MAT 125: Web Design 1: Fundamentals

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2.50 hours, laboratory 1.50 hours. (0614.30)

This course introduces the fundamentals of building Web pages, including XHTML coding, Cascading Style Sheets (CSS), effective images/backgrounds, interface design, and File Transfer Protocols (FTPs) for uploading websites. Students also learn management techniques for personal websites, browser and platform issues, and the basics of network protocols.

### MAT 135: Graphic Design 1: Principles

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (0614.10)

This course introduces the visual communication principles and concepts of successful graphic design. Topics include form, color palettes, text/image relationships, typography, grid structures, and layout design. The course develops and refines each student's personal design sensibility by applying appropriate and creative design presentations within cultural and historical contexts.

### MAT 140: 3D Animation 1: Maya

Units: 3

Prerequisites: None

Advisory: MAT 120.

Acceptable for Credit: CSU

Lecture 2.50 hours, laboratory 1.50 hours. (0614.40)

This course introduces students to the concepts and execution of 3D modeling, animation, and rendering using Autodesk Maya. Topics include storyboard development and visualization, efficient modeling and texturing techniques, 3D environment design (including lighting and camera angles), object and camera animation, and rendering considerations. The course also covers proper formats for delivery through various mediums.

**MAT 150: Flash 1: Animation and Interactivity**

Units: 3

Prerequisites: None

Advisory: MAT 120.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0614.40)

Students approach web design using the latest animation and interactive media design techniques and tools. They learn to integrate animation, text, graphics, audio, and video to create rich, interactive user experiences. The course emphasizes effective interface design and design principles for time-based media.

**MAT 155: Graphic Design 2: Typography**

Units: 3

Prerequisites: None

Advisory: MAT 135.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0614.10)

This course covers the essential concepts of typographic design and its incorporation into all forms of visual communication. Topics include historical development and cultural impacts, type design, ligature, word/image fusion, and structural and experimental design. Students develop a solid understanding of how to use type and letterforms to improve the quality of comprehension and communication.

**MAT 160: Video 1: Production**

Units: 3

Prerequisites: None

Advisory: MAT 120.

Acceptable for Credit: CSU

Lecture 2.50 hours, laboratory 1.50 hours. (0614.10)

This course offers detailed coverage of the video production environment. It covers the process of creating and editing video programs from concept and storyboards through shooting and recording, culminating in acquiring, editing, and mastering a digital program. Topics include proper formats for delivery through various mediums.

**MAT 165: Web Design 2: Tools and Techniques**

Units: 3

Prerequisites: None

Advisory: MAT 125.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0707.10)

This course builds on the skills developed in MAT 125. It introduces students to techniques for designing websites using industry-standard web design and development tools (Dreamweaver, Photoshop, Flash). Topics include web-page design, image editing, animation, and producing and programming websites using XHTML, CSS, and JavaScript.

**MAT 170: Digital Imaging 2: Adobe Illustrator**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ART 248.

Acceptable for Credit: CSU

Lecture 2.50 hours, laboratory 1.50 hours. (0614.60)

In this course students use Adobe Illustrator to create and manipulate vector graphic images into personal artwork and commercial output. Students generate effective typography and vector shapes, utilize a variety of color palettes and libraries, develop unique brushes and patterns, and convert raster images into vector art. Through hands-on instruction and multiple projects students transform objects, manipulate perspective, utilize blends and gradients, understand the differences between CMYK and RGB, and import and export different graphic file formats.

**MAT 175: Web Design: JavaScript and jQuery**

Units: 3

Prerequisites: MAT 125.

Advisory: MAT 165

Acceptable for Credit: CSU

Lecture 2.50 hours, laboratory 1.50 hours. (0707.10)

This course introduces web design students to JavaScript and jQuery for interactive web development, including how JavaScript can be used in conjunction with HTML and CSS to add interactivity, animation, visual effects, and advanced functionality to web pages. Students explore interface design and core programming concepts in JavaScript and jQuery to create rich user experiences, manage dynamic content, create animation, and make web pages more interactive and intuitive. Students learn to design and script user interface elements common on websites, such as content sliders, interactive galleries, and more. Students also learn to use the HTML5 canvas element with JavaScript to draw, animate, and create interactive graphics for HTML5 games or web applications. Topics also include integrating and customizing jQuery plugins, working with AJAX, and using API interfaces to web services, such as maps and social media.

**MAT 180: Publishing 1: Adobe InDesign**

Units: 3

Prerequisites: None

Advisory: MAT 110 AND MAT 170

Acceptable for Credit: CSU

Lecture 2.50 hours, laboratory 1.50 hours. (0614.50)

This course introduces students to Adobe InDesign, the page layout software program used by professional graphic artists to publish ads, business cards, brochures, postcards, newsletters, magazines, books, and more. It involves considerable hands-on instruction and projects similar to those faced by today's designers. Students learn how to prepare documents for professional publication, how to format type, import images, use styles, generate tables, create swatches, and apply shortcuts. Students learn typographic and publishing techniques, basic design principles, and how to apply spot and process color. Students will examine, troubleshoot, and package digital files for output to a commercial press and for the Web.

## **MAT 185: Graphic Design 3: Design and Layout**

Units: 3

Prerequisites: None

Advisory: MAT 135.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0614.10)

This course covers the process of creating effective, efficient, and dynamic layouts to solve complex design problems. Students explore every stage of the design process, including concept development, intuitive design, and structural hierarchy and grid design. The course emphasizes developing a creative problem-solving approach and refining a personal design sense.

## **MAT 190: Flash 2: ActionScript**

Units: 3

Prerequisites: None

Advisory: MAT 150.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0707.10)

This course expands upon the basic concepts covered in MAT 150. It emphasizes ActionScript, user interface functionality, advanced techniques, and efficient program development as they relate to creating interactive user experiences. The course also stresses development issues for multi-platform playback.

## **MAT 200: Video 2: Post-Production and Special Effects**

Units: 3

Prerequisites: None

Advisory: MAT 110 or ART 247; MAT 160.

Acceptable for Credit: CSU

Lecture 2.50 hours, laboratory 1.50 hours. (0614.40)

This course offers detailed coverage of the video post-production environment. Students learn techniques for creating complex video sequences by combining video, animated graphics, Foley effects, advanced editing techniques, green screen, and other special effects using industry-standard software. The course emphasizes instruction in advanced video editing techniques, and it covers final project output for delivery through various presentation platforms.

## **MAT 210: Digital Imaging 3: Advanced Photoshop**

Units: 3

Prerequisites: MAT 110.

Enrollment Limitation: Not open to students with credit in ART 252.

Acceptable for Credit: CSU

Lecture 2.50 hours, laboratory 1.50 hours. (0614.60)

This course builds upon knowledge and skills gained in MAT 110. Students use Adobe Photoshop to acquire advanced digital imaging techniques for image design and production. Through specific projects, students utilize higher-level compositing techniques, apply advanced color management tools, and generate 3D objects within a 3D workspace. Multiple projects reinforce acquired knowledge through preparation of digital files for print and online delivery.

## **MAT 215: Web Design: Mobile Sites and Apps**

Units: 3

Prerequisites: MAT 165.

Advisory: MAT 150.

Acceptable for Credit: CSU

Lecture 2.50 hours, laboratory 1.50 hours. (0614.30)

This course introduces web design and development students to design considerations and development techniques for creating mobile websites and web applications. Students explore the use of web technologies, including HTML5, CSS3, JavaScript, jQuery, and Flash/ActionScript, to design and produce websites and apps optimized for delivery on mobile and tablet devices. Topics include mobile media design, understanding mobile platforms, browsers, and device capabilities, responsive design, media queries, jQuery Mobile, the PhoneGap framework, and Flash Air for Android and iOS apps.

## **MAT 220: Digital Imaging 4: Advanced Illustrator**

Units: 3

Prerequisites: MAT 170.

Acceptable for Credit: CSU

Lecture 2.50 hours, laboratory 1.50 hours. (0614.60)

This is an advanced course for MAT students who are planning to pursue a career in graphic design. This course builds upon concepts gained in MAT 170 and addresses advanced vector design skills for developing logos, three-dimensional packaging, signage, advertisements, business cards, digital illustrations, and vector graphics for the Web.

## **MAT 225: Web Design: PHP and WordPress**

Units: 3

Prerequisites: None

Advisory: MAT 165

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0707.00)

This course develops skills for building database driven, dynamically generated websites using current dynamic scripting languages, content management system (CMS) applications, and presentation semantics with PHP, WordPress, and CSS, respectively. Students develop dynamic websites and CMS web applications as a basis for creating professional, commercial, or other dynamic, interactive applications. Topics include PHP scripting fundamentals, integrating dynamic content with HTML and CSS, understanding WordPress as a CMS, customizing and creating WordPress themes and plugins, leveraging web design software, such as Dreamweaver and/ or open-source code editors to create professional data-driven websites, and designing dynamic websites with issues of accessibility and device responsiveness in mind.



**MAT 230: Publishing 2: Output for Print**

Units: 3

Prerequisites: None

Advisory: MAT 180

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0614.50)

This advanced publishing course takes students through the process of producing and printing a press-ready publication at a professional printing company. Students explore print technologies (e.g., offset printing, variable-data printing, and direct digital printing), learn the steps required for prepress, production, binding, trimming, and finishing, and apply prepress techniques using Adobe InDesign, Adobe Photoshop, and Adobe Illustrator. The course includes a professional print bureau tour.

**MAT 235: Web Design 3: Site Design and Architecture**

Units: 3

Prerequisites: None

Advisory: MAT 165.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0614.30)

Students use industry-standard Web development tools and techniques to design complex, professional-level websites. The course emphasizes site architecture, content rationale, interface design, and usability as well as creating an enriching user experience within a team development environment.

**MAT 240: 3D Animation 2: Motionbuilder**

Units: 3

Prerequisites: None

Advisory: MAT 140.

Acceptable for Credit: CSU

Lecture 2.50 hours, laboratory 1.50 hours. (0614.40)

This course introduces students to the advanced concepts and execution of three-dimensional character animation and rendering using Autodesk MotionBuilder, a major software used primarily in game, film, and television production. Topics include character rigging, facial and skeletal animation, forward and inverse kinematics, motion capture, 3D editing, Maya integration, and rendering considerations. The course also covers proper formats for delivery through various mediums.

**MAT 255: Business of Media Arts**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour. (0614.00)

This course covers business principles for the media arts industry and addresses such topics as market specialization, marketing tools, client interface, pricing creative services, proposals, contracts, and copyright issues.

**MAT 270: Advanced Design Studio**

Units: 3

Prerequisites: None

Enrollment Limitation: Audition with portfolio and instructor approval.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0614.00)

This capstone course provides advanced students firsthand experience in the function of a professional studio environment where they create real-world projects for real-world clients. Students experience client relations, project development and management, problem solving, team management, asset management, and project delivery considerations.

**MAT 290: Portfolio Development**

Units: 3

Prerequisites: None

Advisory: It is recommended that students complete most courses within a MAT certificate or degree program before enrolling in MAT 290.

Acceptable for Credit: CSU

Lecture 3 hours. (0614.00)

Students develop a personal portfolio that showcases their media and design skills and completed projects. The portfolio's format is determined by individual student goals and current available technology. The portfolio can be used to market the student as a prospective employee of a digital media company or as a self-promotion piece.

**MAT 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### **MAT 296: Topics in Media Arts & Technologies**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (0614.00)

This course gives students an opportunity to study topics in Media Arts and Technologies that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

### **MAT 298: Directed Study in Media Arts Technology**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (0614.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

### **MAT 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Medical Administrative Professional

The Medical Administrative Professional program prepares students to work in medical office settings. The program includes training in medical office procedures as well as HIPAA compliance, electronic health record, medical coding, and health insurance practices. Students are encouraged to complete an internship in a medical facility. Career options

include employment in physician offices, hospitals, surgical centers, clinics, and various government agencies.

### Contact Information

**Chair:** Kathryn Striebel  
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**Department:** Business and  
Medical Office Technologies

**Office:** Building OC4800,  
760.795.6811

### Program Student Learning Outcomes (PSLOs)

The degree program includes the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Medical Office Professional Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to complete all the steps in the Documentation Cycle and the Patient Billing Cycle by creating a patient medical record with all documents labeled and identified by step number.

### Associate Degree

#### Associate in Arts Degree

##### Medical Office Professional

Students may earn the above-named associate degree by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

### Certificates

#### Certificate of Achievement

##### Medical Office Professional

This certificate prepares students to work in medical office settings. Students receive training in HIPAA compliance procedures, basic computer competencies, medical office procedures, medical terminology, basic anatomy, electronic health record input and maintenance, and billing and coding practices used in hospitals, medical offices, and clinics.

Required courses:

BOT 116	Office Systems and Procedures	3
MAP 100	Introduction to Medical Administrative Careers	3
MAP 102	HIPAA Compliance	3
MAP 104	Medical Coding	3
MAP 105	Medical Insurance and Billing	3
MAP 110	Introduction to the Electronic Health Record	3
Select at least 6 elective units from the following:		6
BOT 110	Word Processing	
BOT 113	Basic Office Skills	
BUS 137	Customer Service	

MAP 101	Medical Keyboarding and Document Production	
MAP 292	Internship Studies	
MAP 299	Occupational Cooperative Work Experience	
NURS 151	Body Systems Survey for Health Professions	
NURS 155	Basic Medical Terminology	
Total Units		24

### Certificate of Proficiency

#### Medical Insurance and Coding Specialist

This certificate prepares students to perform specialized work related to insurance and coding in medical settings.

Required courses:		
MAP 102	HIPAA Compliance	3
MAP 104	Medical Coding	3
MAP 105	Medical Insurance and Billing	3
Select at least 3 elective units from the following:		3
MAP 110	Introduction to the Electronic Health Record	
MAP 292	Internship Studies	
NURS 155	Basic Medical Terminology	
Total Units		12

### Certificate of Proficiency

#### Medical Office Specialist

This certificate prepares students to work in health information management offices. Students receive training in all of the medical administrative tasks performed to manage health records, identify diagnostic codes, and initiate insurance billing. Students acquire skills and training to obtain employment in all health care facilities/settings.

Required courses:		
MAP 100	Introduction to Medical Administrative Careers	3
MAP 102	HIPAA Compliance	3
MAP 104	Medical Coding	3
MAP 105	Medical Insurance and Billing	3
Select one course from the following:		3
MAP 101	Medical Keyboarding and Document Production	
MAP 110	Introduction to the Electronic Health Record	
Total Units		15

## Courses

#### MAP 100: Introduction to Medical Administrative Careers

Units: 3  
Prerequisites: None  
Lecture 3 hours. (1223.00)

This course introduces the documentation and revenue cycle operations of a medical office, clinic, or hospital office environment. Topics include the duties and responsibilities of the receptionist, scheduler, insurance biller, medical coder, transcriptionist, medical records auditor, HIPAA compliance officer, health information technician, and office manager as well as information on professional development and industry certifications for administrative medical personnel.

#### MAP 101: Medical Keyboarding and Document Production

Units: 3  
Prerequisites: None  
Lecture 3 hours. (0514.20)

This keyboarding and document production course for medical office professionals combines medical terminology with advanced word processing skills. Exercises include practicing keyboarding drills, creating medical documents, and inserting electronic entries. The course emphasizes medical terminology, procedures, phrases, and commonly used terms.

#### MAP 102: HIPAA Compliance

Units: 3  
Prerequisites: None  
Lecture 3 hours. (1223.00)

This course provides an easy-to-understand overview of the Health Information Portability and Accountability Act (HIPAA) privacy and security rules and compliance tasks. Students summarize the analysis, training, and technology needed to properly plan and implement privacy and security policies. The course covers what HIPAA is, what is required, what the student can do to work toward compliance, and how the student can maintain compliance on an ongoing basis.

#### MAP 104: Medical Coding

Units: 3  
Prerequisites: None  
Lecture 3 hours. (0514.20)

This course provides entry-level training in medical coding. Students develop an understanding of Current Procedural Terminology (CPT), International Classification of Diseases-Clinical Modification (ICD-CM) Volumes I and II, and HCFA Common Procedure Coding System (HCPCS) as they are used in medical claims processing and record management. Students review both paper and electronic medical documentation to assign specific codes for diagnoses and billing.

#### MAP 105: Medical Insurance and Billing

Units: 3  
Prerequisites: None  
Lecture 3 hours. (0514.20)

This course provides an overview of health insurance. It introduces procedures for submitting insurance claims for reimbursement to major health insurance carriers and government agencies.

MiraCosta College

### MAP 110: Introduction to the Electronic Health Record

Units: 3

Prerequisites: None

Lecture 3 hours. (0514.20)

This course provides students with an overview of all the information entered into and extrapolated from an electronic health record (EHR) as well as in-depth and practical training on EHR software. Students examine specific sections of the EHR in relation to health information management.

### MAP 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently. Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### MAP 296: Topics in Medical Administrative Professional

Units: 1-3

Prerequisites: None

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1208.00)

This course gives students an opportunity to study topics in Medical Office Professional that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

### MAP 298: Directed Study in Medical Administrative Professional

Units: 1-3

Prerequisites: None

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1208.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

### MAP 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Music



The Music program offers courses in both traditional and commercial music for students who plan on transferring as music majors to four-year institutions, for those who need to satisfy general education requirements, and for those who

wish to earn a certificate or associate degree in traditional or commercial music.

The program provides performance opportunities for music majors, non-music majors, and non-traditional students looking to participate in music classes.

Careers in traditional music include professional performance, conducting, arts management, composing, academic research, and public and private teaching.

### Contact Information

**Chair:** Stephen Torok  
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760.795.6844

### Full-Time Faculty

Christy Coobatis  
Matthew Falker  
Arlie Langager  
Dan Siegel  
Stephen Torok

### Program Student Learning Outcomes (PSLOs)

The degree program includes the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Music Performance Associate in Arts Degree

**PSLO:** Upon completion of this program, the student will be able to demonstrate the ability to hear, identify, and work conceptually with the elements of music through the successful study of music theory and analysis, ear training, and piano keyboard proficiency.

**PSLO:** Upon completion of this program, the student will be able to perform standard repertoire and demonstrate performance skills requisite for artistic self-expression at a level appropriate for the particular music concentration.

### Associate Degree



### Associate in Arts Degree Music Performance

The study of music provides students with the opportunity to develop skills and theory in instrumental, vocal, and

composition. Students select courses based on their own goals for musical growth. All students, however, need a foundation of theory, musicianship, and keyboarding proficiency.

The Music program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in music. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many CSUs and UCs have unique admissions and preparation-for-the-major requirements. Students should meet with a MiraCosta College counselor to identify required courses and to develop a written plan for their targeted university.

Required courses:			
Theory/History			
MUS 101	Music Theory I	3	
MUS 102	Music Theory II	3	
MUS 103	Musicianship I	1	
MUS 104	Musicianship II	1	
MUS 115	History and Appreciation of Western Music	3	
MUS 201	Advanced Music Theory	3	
MUS 203	Advanced Musicianship	1	
Piano			
MUS 129	Piano for Music Majors	6	
MUS 228	Advanced Piano		
or MUS 229	Jazz/Commercial Piano		
Individual Instruction			
Co-enrollment in a performance ensemble and a theory course is recommended.			
MUS 144	Applied Music I	4	
MUS 244	Applied Music II		
Performance Ensembles (4 units to be selected from the following):			
MUS 150	Contemporary Big Band	2	
MUS 152	Small Group Jazz Ensemble		
MUS 161	Masterworks Chorale		
MUS 165	Chamber Choir		
MUS 166	Vocal Jazz Ensemble		
MUS 170	Symphony Orchestra		
MUS 175	Classical Guitar Ensemble		
Required Electives (Students should select Option 1 or Option 2 based on their interest of study following transfer):			
Option 1-Classical Performance			
MUS 131	Guitar II		2
MUS 141	Vocal Fundamentals		
MUS 228	Advanced Piano		
MUS 241	Advanced Vocal Techniques		
Option 2-Jazz/Commercial Performance			
MUS 153	Jazz/Commercial Improvisation	2	
MUS 152 & MUS 231	Small Group Jazz Ensemble and Jazz/Commercial Guitar		
Total Units		29	



## Courses Related in Content (CRC)



Active participatory music courses that are related in content are grouped together. Students are allowed four enrollments within each CRC group, but each course may be taken only once unless its catalog description indicates it is repeatable.\* Enrollments include any combination of course completions (with an evaluative or nonevaluative symbol recorded on the student's transcript), withdrawals, and repetition.

### Applied CRC

MUS 144	Applied Music I
MUS 244	Applied Music II

### Ear Training CRC

MUS 103	Musicianship I
MUS 104	Musicianship II
MUS 203	Advanced Musicianship

### Ensembles CRC\*

MUS 150	Contemporary Big Band
MUS 152	Small Group Jazz Ensemble
MUS 161	Masterworks Chorale
MUS 164	Musical Theater Ensemble
MUS 165	Chamber Choir
MUS 166	Vocal Jazz Ensemble
MUS 170	Symphony Orchestra
MUS 175	Classical Guitar Ensemble

### Guitar CRC

MUS 130	Guitar I
MUS 131	Guitar II
MUS 231	Jazz/Commercial Guitar

### Piano CRC

MUS 120	Piano I
MUS 121	Piano II
MUS 129	Piano for Music Majors
MUS 228	Advanced Piano
MUS 229	Jazz/Commercial Piano

### Vocal CRC

MUS 141	Vocal Fundamentals
MUS 241	Advanced Vocal Techniques

\* **Exception to the four-enrollment limitation:** Students may enroll in up to 8 units in any combination of music ensemble courses with a four-enrollment maximum per course.

## Courses

### MUS 100: Introduction to Music Theory

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1004.00)

This basic music theory course teaches students to read and write musical notation, and it develops listening skills with regard to rhythm and harmony. Students are required to attend and analyze elements of live musical performances.

### MUS 101: Music Theory I

Units: 3

Prerequisites: MUS 100.

Advisory: Concurrent enrollment in MUS 103, MUS 144, and MUS 129 or appropriate level piano class.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1004.00)

This course begins with a short review of music fundamentals and emphasizes music theory topics, such as triads and their inversions, seventh chords, non-harmonic tones, and four-part writing (voice leading). Students are required to attend live musical performances.

### MUS 102: Music Theory II

Units: 3

Prerequisites: MUS 101.

Corequisite: MUS 104.

Advisory: Concurrent enrollment in MUS 129.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1004.00)

This continuation of MUS 101 introduces intermediate-level analysis and compositional techniques found in 17th through 19th century Western classical music. The course emphasizes four-part diatonic and chromatic chorale writing and related analysis techniques in both major and minor keys. Topics include diatonic and chromatic chord progressions, secondary chords, augmented sixth chords, Neapolitan sixth chords, chorale analysis techniques, and simple musical forms. The course also emphasizes the recognition and correct compositional use of modulation techniques including pivot chord, secondary dominant, and common tone modulations.

### MUS 103: Musicianship I

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This course provides ear training for both the major and non-major and is strongly recommended for students enrolled in theory classes. The course builds an aural foundation to music theory, including basic pitches, rhythms, major and minor scales, and primary harmonies. Students are required to attend live musical performances.

**MUS 104: Musicianship II**

Units: 1

Prerequisites: MUS 103.

Corequisite: MUS 102.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This course provides continued ear training for both the major and non-major and is strongly recommended for students enrolled in theory classes. The course continues to develop an aural foundation to music theory, including basic pitches, rhythms, major and minor scales, and primary harmonies. Students are required to attend live musical performances.

**MUS 113: Multicultural Roots of American Music**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1004.00)

This course surveys a variety of contemporary American music genres, such as rock 'n' roll, salsa, gospel, blues, jazz, Cajun, Zydeco, and Tejano, from their roots in the music traditions of immigrant groups to their evolution into distinctively new music styles. Students approach American popular music with rigor, requiring critical thinking through in-depth analyses of the socio-economic and historic contexts.

**MUS 114: History of Rock and Roll**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1004.00)

This course surveys the history of rock and roll from its origin in American popular music to the present. It relates the stylistic changes that have occurred in rock and roll to the social events that surround them. The course also examines historic and current rock subcultures and the attitudes surrounding them.

**MUS 115: History and Appreciation of Western Music**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in MUS 115H, MUS 117, or MUS 118.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1004.00)

This course introduces students to the canon of Western classical music through a survey of great composers from the medieval period to the present. Methods include historical analysis of each style period and extensive guided listening. The course also considers sociological influences upon art and music. Students are required to attend live classical music performances.

**MUS 116: A Survey of World Music**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1004.00)

This ethno-musicological exploration of indigenous music cultures around the world assists students in developing an understanding and appreciation for indigenous musical styles. The course presents music of Native America, Asia, India, Africa, South and Central Americas, Europe, Mexico, the Middle East, and the Caribbean. It emphasizes listening and developing skills needed to distinguish various musical styles and instrumentation. Students are required to attend live world music performances.

**MUS 119: Jazz History**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in MUS 119H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1004.00)

This course assists students in developing an appreciation and respect for jazz and blues as original and uniquely American art forms. The topic, viewed through historical, cultural, and sociological lenses, focuses upon the evolutionary development of the music and the artists responsible for its creation. Students gain an understanding of basic and jazz-specific musical concepts as well as the rich history of this purely American music. The course emphasizes listening. Students are required to attend live jazz performances.

**MUS 119H: Jazz History (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in MUS 119.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1004.00)

This honors course offers highly motivated students an intense introduction to American jazz and blues history. The topic, viewed through historical, cultural, and sociological lenses, focuses upon the evolutionary development of the music and the artists responsible for its creation. Methods include historical and sociological analysis of each style period and extensive guided listening. The course emphasizes understanding the impact of cultural, sociological, and other influences upon the development of jazz. Students are required to attend live jazz performances. UC CREDIT LIMITATION: Credit for MUS 119 or MUS 119H.

## **MUS 120: Piano I**

Units: 1

Prerequisites: None

Enrollment Limitation: Maximum of four courses among MUS 120, MUS 121, MUS 129, MUS 228, MUS 229. NOTE: No course within this grouping is repeatable.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1004.00)

This beginning piano class develops piano skills through the use of standard songs and appropriate-level piano literature. It also introduces fundamental musical notation. Students are required to attend a professional piano performance.

## **MUS 121: Piano II**

Units: 1

Prerequisites: None

Enrollment Limitation: Maximum of four courses among MUS 120, MUS 121, MUS 129, MUS 228, MUS 229. NOTE: No course within this grouping is repeatable.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1004.00)

This piano class continues to develop beginning piano skills through the use of standard songs and appropriate level piano literature. The course continues to develop student knowledge of music fundamentals, including notation, scales, and chords. Students are required to attend a live professional piano performance.

## **MUS 129: Piano for Music Majors**

Units: 1

Prerequisites: None

Advisory: MUS 100.

Enrollment Limitation: Maximum of four courses among MUS 120, MUS 121, MUS 129, MUS 228, MUS 229. NOTE: No course within this grouping is repeatable.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This course provides technical knowledge and skills of piano for all music majors. Students learn to play scales, arpeggios, and chords. The course emphasizes the construction of triads and seventh chords. Students prepare and play level-appropriate piano repertoire in classical and jazz/contemporary styles, and they are required to attend a live professional piano performance.

## **MUS 130: Guitar I**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1004.00)

This course provides fundamental guitar performance training through music reading for students with no or limited formal guitar education. Topics include music theory, guitar ergonomics, musicianship skills, and basic performance in an ensemble and as a soloist. Students are required to attend a live music concert.

## **MUS 131: Guitar II**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1004.00)

This course focuses on technical studies in chord progression types, barre chord voicings/identification, transposition, blues improvisation, and chord voicing in song arrangements. It includes case-study project songs spotlighting various barre chords, chord progressions, and common chord/bass line patterns. Song materials feature blues, rock, popular, and folk styles. Attendance at a live music concert is required.

## **MUS 141: Vocal Fundamentals**

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1004.00)

This voice class addresses functional techniques in singing for students seeking to develop specific vocal and musical abilities. Areas covered include breathing, voice placement, diction, phrasing, and interpretation. Students are required to attend a live musical concert.

## **MUS 144: Applied Music I**

Units: 1.5

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Lecture 1 hour, laboratory 1.50 hours. (1004.00)

This course offers advanced study of performance techniques for instrumentalists and vocalists. Students receive group and individual instruction from master teachers, coordinated with class performances and recitals. Students study musical performance technique, historical performance practice, and repertoire and are required to attend live instrumental and/or vocal performances. (May be repeated once.)

## **MUS 150: Contemporary Big Band**

Units: 1

Prerequisites: None

Enrollment Limitation: Audition.

Repeatability Rule: Allow 8 units in any combination of MUS 150, MUS 152, MUS 161, MUS 164, MUS 165, MUS 166, MUS 170, MUS 175 with a four-enrollment maximum per course.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This performance group concentrates on the preparation and performance of large jazz ensemble/big band jazz. Students study music from a wide variety of historical eras, ranging from the 1920s swing style to contemporary styles. The course introduces and reinforces many aspects of large jazz ensemble performance, including stylistic interpretation, rhythmic interpretation, section and ensemble balances, instrumental blend, sight reading, and correct intonation. Students are required to attend both on- and off-campus performances. (May be repeated; see Repeatability Rule above.)

**MUS 152: Small Group Jazz Ensemble**

Units: 2

Prerequisites: None

Enrollment Limitation: Audition.

Repeatability Rule: Allow 8 units in any combination of MUS 150, MUS 152, MUS 161, MUS 164, MUS 165, MUS 166, MUS 170, MUS 175 with a four-enrollment maximum per course.

Acceptable for Credit: CSU, UC

Lecture 1 hour, laboratory 3 hours. (1004.00)

This performance group concentrates on the preparation and performance of small group jazz. Students study jazz from a wide variety of historical eras, ranging from the 1940s bebop style to contemporary styles. The course introduces and reinforces many aspects of jazz performance, including rhythmic and stylistic interpretation, and it emphasizes improvisational skill development. Students are required to attend both on- and off-campus performances and events. (May be repeated; see Repeatability Rule above.)

**MUS 153: Jazz/Commercial Improvisation**

Units: 2

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 1.50 hours. (1004.00)

This course introduces students to melodic improvisational techniques used in jazz and many commercial musical styles. Participants study the art of constructing an appropriate linear melodic solo in a variety of common styles, including swing, Latin, bop, funk, fusion, and soul. The course relates music theory and improvisation to chord/scale relationships and modes, modal chord progressions, blues, rhythm changes, and standard major and minor chord progressions.

**MUS 161: Masterworks Chorale**

Units: 1

Prerequisites: None

Enrollment Limitation: Audition.

Repeatability Rule: Allow 8 units in any combination of MUS 150, MUS 152, MUS 161, MUS 164, MUS 165, MUS 166, MUS 170, MUS 175 with a four-enrollment maximum per course.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

In preparation for performance, students work to advance music literacy skills, build vocal and choral strength, accuracy, and flexibility appropriate for the study of varied major choral works. The Masterworks Chorale is a selective ensemble open to students of all disciplines and community members by audition. Over the course of several semesters of participation, members perform accompanied and a cappella music representing a broad spectrum of history, and they may perform with orchestra or other instrumental ensembles. (May be repeated; see Repeatability Rule above.)

**MUS 164: Musical Theater Ensemble**

Units: 1

Prerequisites: None

Enrollment Limitation: Audition.

Repeatability Rule: Allow 8 units in any combination of MUS 150, MUS 152, MUS 161, MUS 164, MUS 165, MUS 166, MUS 170, MUS 175 with a four-enrollment maximum per course.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This course represents the musical component of college's musical theater production. The singing cast is selected by audition. (May be repeated; see Repeatability Rule above.)

**MUS 165: Chamber Choir**

Units: 2

Prerequisites: None

Enrollment Limitation: Audition.

Repeatability Rule: Allow 8 units in any combination of MUS 150, MUS 152, MUS 161, MUS 164, MUS 165, MUS 166, MUS 170, MUS 175 with a four-enrollment maximum per course.

Acceptable for Credit: CSU, UC

Lecture 1 hour, laboratory 3 hours. (1004.00)

This performance group studies traditional and contemporary music through choral ensemble rehearsal and performance. Students are required to participate in on- and off-campus performances as well as in concert tours. (May be repeated; see Repeatability Rule above.)

**MUS 166: Vocal Jazz Ensemble**

Units: 2

Prerequisites: None

Enrollment Limitation: Audition.

Repeatability Rule: Allow 8 units in any combination of MUS 150, MUS 152, MUS 161, MUS 164, MUS 165, MUS 166, MUS 170, MUS 175 with a four-enrollment maximum per course.

Acceptable for Credit: CSU, UC

Lecture 1 hour, laboratory 3 hours. (1004.00)

Students study classic and contemporary vocal jazz ensemble repertoire through vocal jazz ensemble rehearsal and performance. They present concerts and festivals on campus and throughout the community as well as during concert tours. The course places secondary emphasis on listening, improvisation, and solo singing skills. Students are required to attend professional jazz performances. (May be repeated; see Repeatability Rule above.)

## **MUS 170: Symphony Orchestra**

Units: 1

Prerequisites: None

Enrollment Limitation: Audition.

Repeatability Rule: Allow 8 units in any combination of MUS 150, MUS 152, MUS 161, MUS 164, MUS 165, MUS 166, MUS 170, MUS 175 with a four-enrollment maximum per course.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This performance group concentrates on the preparation and performance of symphonic orchestral literature from the 17th century to the present. Students study music from a wide variety of historical eras, ranging from the baroque to contemporary styles. The course introduces and reinforces many aspects of classical performance, including stylistic interpretation, rhythmic interpretation, section and ensemble balance, instrumental blend, sight reading, correct intonation, and individual practice strategies. Students are required to attend both on- and off-campus performances. (May be repeated; see Repeatability Rule above.)

## **MUS 175: Classical Guitar Ensemble**

Units: 1

Prerequisites: None

Enrollment Limitation: Audition.

Repeatability Rule: Allow 8 units in any combination of MUS 150, MUS 152, MUS 161, MUS 164, MUS 165, MUS 166, MUS 170, MUS 175 with a four-enrollment maximum per course.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This course covers classical guitar techniques and emphasizes small and large ensembles. Students explore and perform music from all periods, including Renaissance, Baroque, folk, classical, and romantic. Students are required to attend a live music concert. (May be repeated; see Repeatability Rule above.)

## **MUS 201: Advanced Music Theory**

Units: 3

Prerequisites: MUS 102.

Corequisite: MUS 203.

Advisory: Concurrent enrollment in MUS 129 or appropriate level piano class.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1004.00)

This course introduces advanced analysis and compositional techniques found in 18th through 20th century Western classical music. Topics include secondary dominants, modal mixture, and augmented and Neapolitan sixth chords as well as chorale analysis and binary and ternary musical forms. The course emphasizes the recognition and correct compositional use of modulation techniques, including pivot chord, secondary dominant, and common tone modulations, and it reviews four-part diatonic chorale writing and related analysis techniques in both major and minor keys.

## **MUS 203: Advanced Musicianship**

Units: 1

Prerequisites: MUS 104.

Corequisite: MUS 201.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This course provides advanced ear training for music majors, developing ear training skills needed for the study of music theory. Topics include scale degree recognition with different tonics, rhythm identification and dictation, intervals, cadences, interval and melodic dictation, and predominant chord identification. Students are required to attend live musical performances.

## **MUS 228: Advanced Piano**

Units: 1

Prerequisites: MUS 129.

Enrollment Limitation: Audition if prerequisite not met. Maximum of four courses among MUS 120, MUS 121, MUS 129, MUS 228, MUS 229.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This course provides piano and advanced musicianship skills training. Topics include complex notation, scales, chords, transposition, and sight reading. Students develop advanced-level piano performance skills using appropriate literature, and they study prominent piano composers and different eras of piano literature. Students are required to perform in public at least once and attend a live professional classical piano performance.

## **MUS 229: Jazz/Commercial Piano**

Units: 1

Prerequisites: MUS 129.

Advisory: MUS 152 or MUS 153.

Enrollment Limitation: Audition if prerequisite not met. Maximum of four courses among MUS 120, MUS 121, MUS 129, MUS 228, MUS 229.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This course provides jazz piano performance training and covers advanced musicianship skills. It includes contemporary notation, scales, chords, transposition, and sight reading. Students continue to develop advanced level jazz piano performance and accompanying skills using appropriate literature, and they study prominent pianists and the different eras of jazz piano history. Students are required to attend a live professional piano performance and perform in public at least once.



**MUS 231: Jazz/Commercial Guitar**

Units: 1

Prerequisites: MUS 131.

Enrollment Limitation: Audition if prerequisite not met.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This course introduces intermediate-level plectrum style guitar techniques, focusing on jazz and commercial musical styles. Topics include accompaniment styles, improvisation using scales and arpeggio patterns combined with a knowledge of chord-scale relationships, reading chord charts and melody lines, and performance of a continually expanding repertoire.

**MUS 241: Advanced Vocal Techniques**

Units: 1

Prerequisites: MUS 141 or MUS 144.

Enrollment Limitation: Audition if prerequisite not met.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This voice class covers advanced techniques in singing for students seeking to further develop specific vocal training and musical abilities. Topics include tone color, vowel modification, diction for languages, and interpretation for varying musical styles. Students are required to attend a live vocal performance.

**MUS 244: Applied Music II**

Units: 1.5

Prerequisites: MUS 144.

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Lecture 1 hour, laboratory 1.50 hours. (1004.00)

This course offers advanced study of performance technique for instrumentalists and vocalists. Students receive group and individual instruction from master teachers, coordinated with class performances and recitals. Students study musical performance technique, historical performance practice, and repertoire and are required to attend live instrumental and/or vocal performances. (May be repeated once.)

**MUS 260: Songwriting**

Units: 2

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

Students study and apply the skills necessary for popular songwriting and presentation. Topics include melody, harmony, form, timbre, voicing, marketing, and demo creation. The course is designed for students with existing musical abilities.

**MUS 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently. Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**MUS 296: Topics in Music**

Units: 1-4

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours.

Lecture 4 hours. (1004.00)

This course gives students an opportunity to study topics in Music that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**MUS 298: Directed Study in Music**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1004.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

# Music Technology



The Music Technology program offers courses for students who wish to earn a certificate or associate degree in music or music technology or who plan on transferring as a music major to a four-year institution. Students are encouraged to take part in performance opportunities for both music and non-music majors. Employment opportunities in the area of music technology include audio recording, sound reinforcement, music business, MIDI music systems, and songwriting.

## Contact Information

**Chair:** Stephen Torok  
storok@miracosta.edu

**Dean:** Jonathan Fohrman  
jfohrman@miracosta.edu

**Department:** Music  
**Office:** Building OC4700,  
760.795.6844

## Full-Time Faculty

Christy Coobatis  
Dan Siegel

## Program Student Learning Outcomes (PSLOs)

The degree program includes the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Audio Recording Production Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to teach methods to use current technologies to create a high-quality musical presentation suitable for broadcast within a given timeline.

**PSLO:** Upon completion of this program, the student will be able to work within a group to produce an audio recording using audio equipment, such as mixers, audio recorders, signal processors, patch bays, and microphones.

**PSLO:** Upon completion of this program, the student will be able to choose, position, and configure microphones and preamplifiers to accurately capture and store audio.

### Business of Music Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to demonstrate an understanding of intellectual property laws as they specifically apply to the music industry.

**PSLO:** Upon completion of this program, the student will be able to understand the process of affiliation with the appropriate organizations for the registration and collection of copyright royalties.

**PSLO:** Upon completion of this program, the student will be able to demonstrate the ability to understand and interpret contracts and terminology specifically found in the entertainment industry.

### Live Performance Audio Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to assemble the components used to create a professional caliber sound reinforcement system.

**PSLO:** Upon completion of this program, the student will be able to organize, plan, manage, and complete a live concert recording according to professional standards.

## Associate in Arts Degree

### Audio Recording Production



Students may earn the above-named associate degree by completing a certificate of achievement and the general education courses required for the Associate in Arts degree (see Associate Degrees). Students should meet with a MiraCosta counselor to identify required courses and to develop a written education plan for the specific degree or certificate they wish to earn.

Certificates



**Certificate of Achievement  
Audio Recording Production**

This certificate prepares students for jobs in the field of audio recording and production. The curriculum includes in-depth study of recording arts from general study to production of a final product suitable for presentation within a portfolio. Students learn all aspects of the process from the perspective of a recording engineer to that of a performer.

Music Technology Core Coursework	
MTEC 110	Recording Arts I 2
MTEC 111	Recording Arts II 2
MTEC 120	Digital Audio Production I 2
MTEC 130	MIDI 2
MTEC 150	Audio Equipment Maintenance 2
MTEC 210	Recording Arts III 2
MTEC 211	Recording Arts IV 2
MTEC 220	Digital Audio Production II 2
Music Theory and Performance Training: 4	
MUS 100	Introduction to Music Theory
MUS 120	Piano I
or MUS 121	Piano II
or MUS 130	Guitar I
or MUS 131	Guitar II
or MUS 141	Vocal Fundamentals
or MUS 161	Masterworks Chorale
Choose one course from the following: 3	
MUS 260	Songwriting
MTEC 160	Business of Music I
Select at least three units from the following courses: * 3	
MTEC 292	Internship Studies
MTEC 299	Occupational Cooperative Work Experience
<b>Total Units</b>	<b>26</b>

\* MTEC 292 and MTEC 299 - Certificate requires the student take a minimum of three units from any combination of MTEC 292 (.5-3 units) and MTEC 299 (1-4 units) for the required elective.

**Certificate of Achievement**

**Business of Music**

This program begins with the fundamentals of intellectual property and contract law and expands to the strategies of exploitation of creative works in today's marketplace. Students who complete the Business of Music program can apply their skills to professional positions in all facets of the entertainment industry.

Required courses:	
MUS 115	History and Appreciation of Western Music 3
or MUS 116	A Survey of World Music
MTEC 160	Business of Music I 3
MTEC 260	Business of Music II 2
Business Electives - Select nine units from the following: 9	
BUS 130	Small Business Management
BUS 131	Management Principles
BUS 136	Human Relations in Business
BUS 140	Legal Environment of Business
BUS 140H	Legal Environment of Business (Honors)
BUS 170	Entrepreneur I
BUS 171	Entrepreneur II
Internship - Select two units from the following: 2	
MUS 292	Internship Studies
MTEC 292	Internship Studies
<b>Total Units</b>	<b>19</b>

**Certificate of Achievement**

**Live Performance Audio**

This certificate prepares students for jobs in the field of sound reinforcement and live sound production. The curriculum represents a range of course work that encompasses the technical and performance aspects of concert presentations. Areas of focus include public address (PA) system operation and maintenance, stage lighting/stagecraft, and concert production. Students study basic performance skills to understand sound reinforcement from both the engineer's and the performer's perspective.

Music Technology Core Courses:	
MTEC 110	Recording Arts I 2
MTEC 111	Recording Arts II 2
MTEC 130	MIDI 2
MTEC 140	Sound Reinforcement I 2
MTEC 141	Sound Reinforcement II 2
MTEC 150	Audio Equipment Maintenance 2
DRAM 141	Stage Lighting 3
DRAM 256	Stagecraft 3
Performance (choose one course from the following): 1	
MUS 120	Piano I
MUS 130	Guitar I
MUS 141	Vocal Fundamentals
Choose one course from the following: 3	
MUS 100	Introduction to Music Theory
MUS 114	History of Rock and Roll

MUS 115	History and Appreciation of Western Music	
MUS 119	Jazz History	
MUS 119H	Jazz History (Honors)	
Choose three units from the following courses: *		3
MTEC 292	Internship Studies	
MTEC 299	Occupational Cooperative Work Experience	
Total Units		25

\* MTEC 292 or MTEC 299 - Certificate requires a minimum of three units from any combination of MTEC 292 (.5-3 units) and MTEC 299 (1-4 units).

## Certificate of Proficiency

### Digital Audio

This certificate is designed to expose students to concepts, tools, and procedures in the world of digital audio. Upon completion, students will be able to perform and complete data acquisition, editing, and production of basic audio presentations, and they will be oriented for utilization of digital audio software in the recording studio.

Required courses:		
MUS 100	Introduction to Music Theory	3
MUS 120	Piano I	1
MTEC 110	Recording Arts I	2
MTEC 120	Digital Audio Production I	2
MTEC 130	MIDI	2
MTEC 150	Audio Equipment Maintenance	2
Select at least 3 elective units from the following:		3
MTEC 292	Internship Studies	
MTEC 298	Directed Study in Music Technology	
MTEC 299	Occupational Cooperative Work Experience	
Total Units		15

## Certificate of Proficiency

### Music Technology

The Music Technology Certificate is designed to provide concepts and application of principles needed to successfully operate and maintain audio equipment. The curricula ranges from the recording studio to stage and touring. Upon successful completion a student will possess skills necessary for employment as an audio technician, producer, engineer and music products salesperson.

Required courses:		
DRAM 141	Stage Lighting	3
MTEC 110	Recording Arts I	2
MTEC 120	Digital Audio Production I	2
MTEC 130	MIDI	2
MTEC 140	Sound Reinforcement I	2
MTEC 150	Audio Equipment Maintenance	2
Select three elective units from the following:		3
MTEC 292	Internship Studies	
MTEC 298	Directed Study in Music Technology	

MTEC 299	Occupational Cooperative Work Experience	
Total Units		16

## Certificate of Proficiency

### Performance Technician

This certificate introduces students to necessary skills for successful work in a theatrical arena that serves multimedia events. Students are required to take part in the technical as well as the performance aspects of both musical and theatrical performances. Courses focus on performance venue production.

Required courses:		
MUS 100	Introduction to Music Theory	3
MTEC 110	Recording Arts I	2
MTEC 130	MIDI	2
MTEC 150	Audio Equipment Maintenance	2
DRAM 141	Stage Lighting	3
DRAM 256	Stagecraft	3
DRAM 270	Rehearsal and Performance - Technical Theatre *	2
Total Units		17

\* A maximum of 2 units may be applied to this certificate.

## Courses Related in Content (CRC)

Active participatory music technology courses that are related in content are grouped together. Students are allowed four enrollments within each CRC group, but each course may be taken only once unless its catalog description indicates it is repeatable. Enrollments include any combination of course completions (with an evaluative or nonevaluative symbol recorded on the student's transcript), withdrawals, and repetition.

### Digital Audio Production CRC

MTEC 120	Digital Audio Production I
MTEC 220	Digital Audio Production II

### Recording Arts CRC

MTEC 110	Recording Arts I
MTEC 111	Recording Arts II
MTEC 210	Recording Arts III
MTEC 211	Recording Arts IV

### Sound Reinforcement CRC

MTEC 140	Sound Reinforcement I
MTEC 141	Sound Reinforcement II



## Courses

### MTEC 110: Recording Arts I

Units: 2

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This first in a sequence of four recording-arts courses provides an overview of recording music technology. It introduces the physics of sound and covers sound processing equipment, microphones, and recording-studio logistics. (Formerly MUS 181).

### MTEC 111: Recording Arts II

Units: 2

Prerequisites: MTEC 110.

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This second course in a recording arts sequence continues the introduction to recording music technology begun in MUS 181. It covers multi-track recording and management procedures. Students utilize the recording studio to fulfill specific assignments. (Formerly MUS 182).

### MTEC 120: Digital Audio Production I

Units: 2

Prerequisites: MTEC 110.

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This course provides a survey of various software, hardware, and procedures involved with digital audio presentations. Specific subject areas include audio component identification and system integration. Course work includes the Avid Pro Tools 101 Certification test. (Formerly MUS 198).

### MTEC 130: MIDI

Units: 2

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This survey course explores the full range of Musical Instrument Digital Interface (MIDI) capable software equipment and associated production techniques for music composition, performance, and recording. Students who have completed or are concurrently enrolled in MTEC 120 qualify for Avid Pro Tools 110 testing upon successful completion of MTEC 130. (Formerly MUS 183.)

### MTEC 140: Sound Reinforcement I

Units: 2

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This course provides an overview of live concert sound reinforcement. Topics include theory and application of individual sound system components, such as microphones, mixers, amplifiers, and speakers. Students apply principles to concert situations throughout the semester. (Formerly MUS 185.)

### MTEC 141: Sound Reinforcement II

Units: 2

Prerequisites: MTEC 140.

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This course covers advanced topics in sound system design, stage management/organization, and sound checks. Topics include troubleshooting and repair, live concert recording, and live concert interfacing with MIDI and video systems. The lab presents field opportunities for students to apply knowledge in concert situations. (Formerly MUS 186.)

### MTEC 150: Audio Equipment Maintenance

Units: 2

Prerequisites: None

Enrollment Limitation: Not open to students with credit in DRAM 192.

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This course introduces audio maintenance, calibration, and minor repair as well as electronic building tips as they pertain to music and theatre. Students learn basic electronic principles and how they relate to matching audio components in various system design applications for recording and sound reinforcement. Topics include impedance matching, power rating, and parallel and series type wiring as well as hands-on work with basic electronic maintenance/repair kits. The course emphasizes safety issues with electricity. (Formerly MUS 192/DRAM 192.)

### MTEC 160: Business of Music I

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1005.00)

This course explores the essential topics that every music professional should be knowledgeable about, including the essence of intellectual property, copyright law, publishing administration, performing rights organizations, recording contracts, and artist representation. These concepts are then applied to the artist attempting to navigate the landscape of the current music business. (Formerly MUS 286.)

### MTEC 210: Recording Arts III

Units: 2

Prerequisites: MTEC 111.

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This third in a four-course sequence provides an in-depth technical and applied study of recording techniques covered in the previous recording arts courses. Topics include effects and dynamics processing and complex routing used in the context of the multi-track recording and mixdown. Students work within a group and utilize studio time to complete assignments. (Formerly MUS 281).



## **MTEC 211: Recording Arts IV**

Units: 2

Prerequisites: MTEC 210.

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This fourth and final course in the recording arts technology sequence involves technical, personnel, and musical elements for final production of commercial music projects. Students individually organize and complete an outlined production of a workforce-ready product in a multi-track recording facility. (Formerly MUS 282).

## **MTEC 220: Digital Audio Production II**

Units: 2

Prerequisites: MTEC 120.

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This course provides a hands-on, programmed study and application of Pro Tools and related audio software. Specific subject areas include system organization and logic, software operation, hardware configuration, and advanced editing and production procedures. Course work includes the Avid Pro Tools 201 Certification test. (Formerly MUS 199).

## **MTEC 260: Business of Music II**

Units: 2

Prerequisites: MTEC 160.

Acceptable for Credit: CSU

Lecture 2 hours. (1005.00)

This second in a two course series covers music distribution, licensing, synchronization, marketing, and promotion in today's changing marketplace. Students learn effective methods for submitting creative works for representation as well as how to create a business strategy for an independent record release, with the ultimate goal of deriving income from music sales and publishing sources. (Formerly MUS 287.)

## **MTEC 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently. Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## **MTEC 296: Topics in Music Technology**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1005.00)

This course gives students an opportunity to study topics in Music Technology that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

## **MTEC 298: Directed Study in Music Technology**

Units: 2

Prerequisites: None

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 6 hours. (1005.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## **MTEC 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance. (Formerly MUS 299.)

# Nursing



The Registered Nursing (ADN) and Vocational Nursing (VN) Programs prepare students to care for patients in hospitals and other healthcare agencies through course work in humanities, natural sciences, social sciences, and the nursing discipline. These programs emphasize nursing theory and clinical practice for direct patient care.

## Licensure

Upon successful completion of the Associate Degree Nursing (ADN) program, graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. Upon successful performance on the examination, they are licensed as registered nurses (RNs).

Students completing the Certificate of Achievement in Licensed Vocational Nursing Program may take additional courses in general education to receive their Associate in Arts in Licensed Vocational Nursing (see Associate Degrees p. 52). Upon completion of the LVN associate degree program, graduates are eligible to apply for the National Council Licensure Examination for Vocational Nurses; if successful, they are licensed as vocational nurses (LVNs).

## Point System

A point system using multi-criteria developed by the California Community Colleges Chancellor's Office is used to accept students into the RN program, both generic and LVN-RN. A list of this criteria is located on the nursing website ([www.miracosta.edu/instruction/nursing/](http://www.miracosta.edu/instruction/nursing/)). Beginning fall 2011, 90 percent of student admission will be based on the point system, and 10 percent of admitted students will come from the established wait list.

## TEAS Test

Students accepted into the RN program must take the Test of Academic Skills (TEAS) and receive a composite score of 62 percent in order to begin the program. Students who do not receive at least a 62 percent will be counseled and have a remediation plan designed. They will have one year to complete the remediation plan before retesting for admittance. This program has been approved by the Board of Registered Nursing, PO Box 499210, Sacramento, CA 94244-2100.

## Contact Information

**Chair:** Julie Vignato  
 jvignato@miracosta.edu  
**Dean:** Sandy Comstock  
 scomstock@miracosta.edu  
[www.miracosta.edu/NURS](http://www.miracosta.edu/NURS)

**Department:** Nursing and Allied Health  
**Office:** Building OCT420,  
 760.757.2121 x 6466

## Full-Time Faculty

Rita Barden	Joan L. Moore
Karin Cohick	Susan Roberts
Yvette Duncan	Susan Simpson
Margaret Essman	Julie Vignato
Roland Estrella	

## Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 18.

### Licensed Vocational Nursing Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to promote and maintain a safe environment by integrating nursing process and skill competency to intervene therapeutically for the health of the patient.

### Registered Nursing Associate in Science Degree

**PSLO:** Upon completion of this program, the student will be able to manage and promote effective care while maintaining a safe environment by integrating nursing process, clinical reasoning, and skill competency to intervene therapeutically for the health of the patient.

## Associate Degrees

### Associate in Arts Degree

#### Licensed Vocational Nursing

Students may earn the above-named associate degree by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

### Associate in Science Degree

#### Registered Nursing

##### Track I - Generic ADN

##### Track II - LVN-to-RN (ADN)

The Registered Nursing program offers two tracks for students: Track I and Track II. Track II is for California Licensed Vocational Nurses only. Students must possess a valid Licensed Vocational Nursing license to complete Track II.

Applications for admission are available in the Nursing and Allied Health Occupations Administrative Office (Building T420) on the Oceanside campus. Requirements include an overall grade point average (GPA) of 2.5 for Human Anatomy (BIO 210), Human Physiology (BIO 220), and Microbiology

(BIO 230) with no grade less than "C" for each course and no more than one repetition of any of these courses. Students must have a cumulative GPA of 2.5 for all college course work taken. These selection criteria have been justified in an advisory memo from the California Community Colleges Chancellor's Office dated July 1, 2005 regarding the Statewide Alignment of Associate Degree Nursing (ADN) prerequisites.

Students accepted into the program must take the Test of Academic Skills (TEAS) Version V and receive a composite score of 62 percent in order to begin the program. Students who do not receive at least a 62 percent will be counseled and have a remediation plan designed. They will have one year to complete the remediation plan before retesting for admittance. This program has been approved by the Board of Registered Nursing, PO Box 499210, Sacramento, CA 94244-2100.

### Students must have completed the following courses before applying to the ADN program:

#### Prerequisite courses:

BIO 100	General Biology (Lecture and Lab) *	3-4
or BIO 101	General Biology	
BIO 210	Human Anatomy *	4
BIO 220	Human Physiology *	4
BIO 230	Fundamentals of Microbiology	5
ENGL 100	Composition and Reading *	4
MATH 64	Intermediate Algebra ****	0-4
Total Units		20-25

### Track I: Generic ADN

Required courses:		
Prerequisite Units:		20-25
NURS 180	Fundamentals of Nursing	4
NURS 181	Medical Surgical Nursing I	4
NURS 182	Maternal-Child Nursing	5
NURS 183	Medical Surgical Nursing II	4
NURS 281	Medical Surgical Nursing III	6.5
NURS 282	Psychiatric-Mental Health Nursing	3.5
NURS 283	Medical Surgical Nursing IV *	6
NURS 284	Contemporary Nursing Practice and Leadership	1.5
NURS 284L	Preceptorship Lab	2
PHAR 150	Pathopharmacology I	2
PHAR 151	Pathopharmacology II	2
COMM 101	Public Speaking *	3
or COMM 106	Group Communication	
or COMM 207	Interpersonal Communication	
Select at least three units from the following: *		3
PSYC 100	Psychology of Personal Growth	
PSYC 101	General Psychology	
PSYC 103	Social Psychology	
CHLD 113	Child and Adolescent Growth and Development	
GERO 101	Introduction to Aging	

SOC 101	Introduction to Sociology	
SOC 101H	Introduction to Sociology (Honors)	
SOC 102	Contemporary Social Problems	
SOC 110	Comparative Cultures	
Additional associate degree requirements:		
GE Area C (Plan A) ***		3
Total Units		69.5-74.5

**Note:** Students completing Track I Generic ADN will not be required to satisfy the American Institutions requirement (GE Area G) due to the Board of Registered Nursing's licensing requirements.

### Track II: LVN-to-RN (ADN)

California Licensed Vocational Nurses are eligible to apply for a one-year LVN-RN transition program, also known as the Registered Nursing (LVN-to-RN) program in pursuit of the Associate Degree in Nursing. First-year nursing course work credit is granted with evidence of a California LVN license in good standing. Students complete a transition course offered during summer and two subsequent semesters for eligibility to apply to take the National Council License Exam for Registered Nursing (NCLEX).

Required courses:		
Prerequisite units:		20-25
NURS 280	Transition from LVN to RN	2
NURS 281	Medical Surgical Nursing III	6.5
NURS 282	Psychiatric-Mental Health Nursing	3.5
NURS 283	Medical Surgical Nursing IV *	6
NURS 284	Contemporary Nursing Practice and Leadership	1.5
NURS 284L	Preceptorship Lab	2
PHAR 201	Pharmacology Review & Update	2
COMM 101	Public Speaking *	3
or COMM 106	Group Communication	
or COMM 207	Interpersonal Communication	
Select at least three units from the following: *		3
PSYC 100	Psychology of Personal Growth	
PSYC 101	General Psychology	
PSYC 103	Social Psychology	
CHLD 113	Child and Adolescent Growth and Development	
GERO 101	Introduction to Aging	
SOC 101	Introduction to Sociology	
SOC 101H	Introduction to Sociology (Honors)	
SOC 102	Contemporary Social Problems	
SOC 110	Comparative Cultures	
Additional associate degree requirements:		
GE Area C (Plan A) ***		3
GE Area G (Plan A) ***		0-4
Total Units		52.5-61.5

**Note:** The lower unit total of 52.5 units for Track II is applicable for students who test out of MATH 64 by receiving a passing

score on the MiraCosta College Mathematics Competency Examination. At least 60 units are required for an A.S. degree.

- \* These courses may also satisfy a General Education (GE) requirement and apply to GE Areas A, B, D and E. Cultural Diversity, which is a required GE category (Area F), is embedded throughout the Nursing program curriculum. Each course has a component that promotes sensitivity to cultural diversity and fosters an understanding of the student's role in the global community. Students completing this degree will substantially meet this requirement.
- \*\* Students who have demonstrated Mathematics competency through a qualifying score on the MiraCosta College Mathematics Competency Examination are not required to complete MATH 64. Students with a bachelor degree from a United States regionally accredited college or university will also meet this competency/prerequisite associate degree requirement.
- \*\*\* Students with a bachelor's degree from a United States regionally accredited college in a non-nursing field are required to complete only the course work necessary for the Registered Nursing program, including prerequisites and nursing course work. These students are not required to complete any other courses required by the college for an associate degree.
- \*\*\* MATH 64 applies to all of the footnotes listed above.

**Note:** Any LVN licensed in the state of California is eligible to apply for the Non-Degree 30-Unit Option LVN-RN program, for which MiraCosta College acts as a facilitator. This program is prescribed by the Board of Registered Nursing (BRN) and provides an RN license for California only. Other states do not recognize this option. A maximum of 30 units of nursing and support courses is required to fulfill the unit requirement for licensure by the BRN. A score of 62 percent must be achieved on the TEAS Version V before acceptance into the program. Students must also have a 2.0 GPA. This program is offered as space allows. Please contact the Nursing and Allied Health Department for course requirements. Students must possess a valid California LVN license and complete the Registered Nursing prerequisite courses before applying to the program.

## Certificates

### Certificate of Achievement Licensed Vocational Nursing



The MiraCosta College Licensed Vocational Nursing program is a six-quarter program leading to a certificate as a vocational nurse. Those who qualify for enrollment receive intensive training and in-class work as well as clinical practice in direct patient care. The clinical practice is constantly supervised by licensed or registered nurse specialists who guide and teach students. Upon satisfactory completion of the program, graduates are eligible to take the National Licensure Examination for Vocational Nurses to achieve licensure. The licensed vocational nurse may seek employment in hospitals, skilled nursing facilities, clinics, physicians' offices, or various government agencies, as well as serve as a private-duty nurse in hospitals or homes.

NURS 151, NURS 160, and PHAR 100 are prerequisites and must be completed prior to applying for enrollment in the LVN program. Once prerequisites are completed, students may submit an application packet for admission into the program. For admission requirements, go to [www.miracosta.edu/Instruction/Nursing/lvnprogram.htm](http://www.miracosta.edu/Instruction/Nursing/lvnprogram.htm).

Required courses:		
NURS 151	Body Systems Survey for Health Professions	3-4
or BIO 100	General Biology (Lecture and Lab)	
or BIO 101	General Biology	
NURS 160	Certified Nursing Assistant	6.5
NURS 170	Licensed Vocational Nursing I	7.5
NURS 171	Licensed Vocational Nursing II	7.5
NURS 172	Licensed Vocational Nursing III	7.5
NURS 173	Licensed Vocational Nursing IV	7.5
NURS 274	Licensed Vocational Nursing V	7.5
NURS 275	Licensed Vocational Nursing VI	7.5
PHAR 100	Basic Pharmacology—Dosages and Calculations	3
Total Units		57.5-58.5

*Note: Clinical instruction is conducted in area hospitals.*

### Certificate of Proficiency Certified Nursing Assistant

The Certified Nursing Assistant certificate introduces students to the basic information and nursing skills needed to pass the state exam required for Nurse Aide Certification, which enables students to work in acute care, long-term care facilities, and home nursing.

Required courses:		
NURS 160	Certified Nursing Assistant	6.5
Total Units		6.5

### Certificate of Proficiency Home Health Aide

The Home Health Aide (HHA) certificate prepares students who are licensed as nursing assistants to care for elderly, recovering, or disabled persons in their own homes or in licensed residential care facilities. Topics covered include basic nursing services, food preparation, and household services. Federal guidelines do not require a competency exam prior to certification as



an HHA. Certification is based upon verification of successful completion of an approved HHA training program.

Required courses:		
NURS 160	Certified Nursing Assistant	6.5
NURS 163	Home Health Aide	2
Total Units		8.5

## Courses

### **NURS 151: Body Systems Survey for Health Professions**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1230.20)

This basic anatomy and physiology course is intended for students who are preparing for a career in health professions. The content is presented from simple to complex, beginning with cellular functioning and progressing through the various organ systems. Students learn how an organ is anatomically designed to perform a specific physiological task and how each organ system plays a role in maintaining homeostasis.

### **NURS 155: Basic Medical Terminology**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1230.20)

A study of the origin, correct spelling, pronunciation, meaning, and correct usage of common medical terms and their application to clinical records and reports. Emphasis is on the roots, prefixes, suffixes, medical abbreviations, symbols, and terms commonly used in medical records.

### **NURS 160: Certified Nursing Assistant**

Units: 6.5

Prerequisites: Eligibility for ENGL 100; American Heart Association HealthCare Provider CPR Card (Valid SSN, MCC Physical and TB clearance must be submitted on the first day of class).

Acceptable for Credit: CSU

Lecture 4 hours, laboratory 7.50 hours. (1230.30)

This course covers basic nursing skills, including fundamentals of nursing, nutrition, gerontology, and home nursing. It is a prerequisite for MiraCosta's Licensed Vocational Nursing program and has been approved by the State of California Public Health Department for the Certified Nursing Assistant certification. Upon successful completion of the course, students may seek employment in long-term and skilled nursing facilities, acute care, and in-home care.

### **NURS 163: Home Health Aide**

Units: 2

Prerequisites: Current California Certified Nursing Assistant certificate; and current physical and TB test (done within a year) on MiraCosta physical form; and current American Heart Association Basic Healthcare Provider CPR card.

Lecture 1.50 hours, laboratory 1.50 hours. (1230.80)

This 48-hour course is designed for the certified nursing assistant to meet the state requirement of 40 hours to obtain a Home Health Aide Certificate. Topics include the role of the home health aide, federal and state requirements for the home health aide, interpretation of medical and social needs of people being served, personal care services, nutrition and cleaning, and care tasks in the home.

### **NURS 166: American Medical Corps Transition to Vocational Nurse**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1230.20)

This course introduces American Military Medical Corps members to therapeutic communication, medical/surgical nursing, basic nursing skills, basic pharmacology, and the nursing process. Topics include adult growth and development, gerontology, obstetrics, pediatrics, oncology, and hematology. The course integrates related anatomy, pathophysiology, pharmacology, and psychosocial considerations of patients with their respective units.

### **NURS 170: Licensed Vocational Nursing I**

Units: 7.5

Prerequisites: NURS 160 or a current California CNA license; and PHAR 100; and NURS 151 or BIO 210 or BIO 220; and admission to the LVN program.

Acceptable for Credit: CSU

Lecture 4.50 hours, laboratory 9 hours. (1230.20)

This course introduces the beginning vocational nursing student to therapeutic communication, the nursing profession, basic nursing skills, basic pharmacology, and the nursing process.

### **NURS 171: Licensed Vocational Nursing II**

Units: 7.5

Prerequisites: NURS 170.

Acceptable for Credit: CSU

Lecture 4.50 hours, laboratory 9 hours. (1230.20)

This course introduces the vocational nursing student to nutrition, medication administration, gerontology, adult growth and development, the diabetic patient, and the integumentary system. Each unit integrates related anatomy, pathophysiology, pharmacology, psychosocial, and nutrition considerations of the patients.



**NURS 172: Licensed Vocational Nursing III**

Units: 7.5

Prerequisites: NURS 171.

Acceptable for Credit: CSU

Lecture 4.50 hours, laboratory 9 hours. (1230.20)

This course introduces the vocational nursing student to perioperative and medical-surgical nursing, the genitourinary and gastrointestinal systems, and communicable diseases. Each unit integrates related anatomy, pathophysiology, psychosocial, pharmacology, and nutrition considerations.

**NURS 173: Licensed Vocational Nursing IV**

Units: 7.5

Prerequisites: NURS 172.

Acceptable for Credit: CSU

Lecture 4.50 hours, laboratory 9 hours. (1230.20)

This course introduces vocational nursing students to the nursing care of the neurological, endocrine, oncology, orthopedic, and rehabilitation patient as well as the patient with a hematological and lymphatic disease. Each unit integrates related anatomy, pathophysiology, psychosocial, pharmacology, and nutrition considerations.

**NURS 180: Fundamentals of Nursing**

Units: 4

Prerequisites: BIO 210; BIO 220; BIO 230; ENGL 100; and admission to the RN program (ADN).

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 6 hours. (1230.10)

This entry-level nursing course introduces students to the core concepts, principles, and clinical skills common to all areas and levels of the nursing practice. It integrates nursing knowledge and skill, care attributes, and ethical conduct to present the nursing process as foundational to the nursing practice. Course content emphasizes the delivery of nursing care based on a hierarchy of universal human needs and the relationship between need fulfillment and patient integrity. This course provides the platform upon which all subsequent nursing courses build. Its integration of clinical experiences may include acute, long-term, and perioperative/ambulatory care settings as well as college nursing laboratory simulations. Non-clinical activities in this course may be presented in an online format.

**NURS 181: Medical Surgical Nursing I**

Units: 4

Prerequisites: NURS 180 (ADN).

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 6 hours. (1230.10)

This course introduces the basic concepts required to care for adult patients with stable and/or less complex medical-surgical health problems, and it emphasizes problems experienced by older adults. The course stresses management of unmet needs and the nursing process as organizing frameworks for providing nursing care. Clinical simulations and experiences provide students opportunities to integrate and apply theoretical concepts and clinical skills in acute, long-term, perioperative/ambulatory, and/or college nursing lab settings. Non-clinical activities in this course may be presented in an online format.

**NURS 182: Maternal-Child Nursing**

Units: 5

Prerequisites: NURS 181 (ADN).

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 6 hours. (1230.10)

This course relates the nursing process to the needs of maternity and pediatric patients and their families. Students adapt previously learned skills and knowledge to the observation and direct care of normal- and high-risk populations. They apply theory, simulations, and clinical experiences to the clinical practice, decision making, and prioritization of care that are unique to these specialties. The integration of students' clinical experiences may include acute, chronic, long-term, and clinic/ambulatory care settings as well as college nursing skills laboratory simulations. Non-clinical activities in this course may be presented in an online format.

**NURS 183: Medical Surgical Nursing II**

Units: 4

Prerequisites: NURS 181 (ADN).

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 6 hours. (1230.10)

This course continues the study of caring for adult patients with unmet medical needs. It emphasizes perioperative health care needs across the adult life span and respective nursing interventions. Students build on skills gained from the previous semester in the application of the nursing process. Clinical simulations and experiences provide students with opportunities to apply theoretical concepts, improve clinical judgment, and broaden clinical skills in acute, long-term, perioperative/ambulatory, and/or college nursing lab care settings. Non-clinical activities in this course may be presented in an online format.

**NURS 274: Licensed Vocational Nursing V**

Units: 7.5

Prerequisites: NURS 173.

Acceptable for Credit: CSU

Lecture 4.50 hours, laboratory 9 hours. (1230.20)

This course introduces the advanced vocational nursing student to the nursing care of patients with circulatory and respiratory diseases and disorders as well as home health/hospice and leadership. Each unit integrates related anatomy, pathophysiology, pharmacology, psychosocial, and nutrition considerations. The course also covers leadership, supervision skills, and interpersonal relationships.

**NURS 275: Licensed Vocational Nursing VI**

Units: 7.5

Prerequisites: NURS 274.

Acceptable for Credit: CSU

Lecture 4.50 hours, laboratory 9 hours. (1230.20)

This course introduces the advanced vocational nursing student to the nursing care of obstetric, gynecologic, pediatric, and mentally ill patients as well as growth and development of the child and adolescent. Each unit integrates related anatomy, pathophysiology, psycho-social, pharmacology, and nutrition considerations. The course includes professional adjustment to prepare the nursing student for employment.

### **NURS 280: Transition from LVN to RN**

Units: 2

Prerequisites: Acceptance into the LVN to RN program.

Acceptable for Credit: CSU

Lecture 1 hour, laboratory 3 hours. (1230.00)

This course facilitates the transition of the LVN student into the RN curriculum. It introduces the philosophy and conceptual framework of the program and the roles of the registered nurse. The course content focuses on competencies expected of the graduate ADN (Associate Degree Nurse), critical thinking skills, role development, clinical skills, and the nursing process.

### **NURS 281: Medical Surgical Nursing III**

Units: 6.5

Prerequisites: NURS 280 (LVN to RN) or NURS 183 (ADN).

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 10.50 hours. (1230.00)

This course continues the study of caring for adult patients with unmet medical needs. It examines the effect of complex and chronic health problems on the physiologic and psychosocial integrity of the adult and elderly patient. Students build on skills gained from the previous semester in the application of the nursing process as well as the perioperative health care needs across the adult life span and respective nursing interventions. Clinical simulations and experiences provide students with opportunities to apply theoretical concepts, improve clinical judgment, and broaden clinical skills in acute, long-term, perioperative/ambulatory, and/or college nursing lab settings. Non-clinical activities in this course may be presented in an online format.

### **NURS 282: Psychiatric-Mental Health Nursing**

Units: 3.5

Prerequisites: NURS 280 (LVN to RN) or NURS 183 (ADN).

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 4.50 hours. (1230.00)

This course introduces students to the theory and practice of nursing as related to mental health and illness. It examines how mental healthcare problems impact client integrity in various healthcare settings, and it emphasizes how therapeutic communication establishes and maintains effective nurse-client relationships. Non-clinical activities in this course may be presented in an online format.

### **NURS 283: Medical Surgical Nursing IV**

Units: 6

Prerequisites: NURS 281 and NURS 282.

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 9 hours. (1230.00)

This course focuses on the theory and practice of nursing necessary to assist the acute and critically ill across the lifespan in achieving client integrity. It emphasizes refining use of the nursing process to provide nursing care for individuals with complex and acute health problems. The clinical experience affords students the opportunity to apply advanced theoretical knowledge, critical thinking, and psychomotor skills in a practical situation. Non-clinical activities in this course may be presented in an online format.

### **NURS 284: Contemporary Nursing Practice and Leadership**

Units: 1.5

Prerequisites: NURS 281 and NURS 282

Corequisite: NURS 284L

Acceptable for Credit: CSU

Lecture 1.50 hours. (1230.00)

This course facilitates the student's transition to entry-level registered nursing practice. It presents management and leadership concepts that are applicable to a variety of health care settings. Topics include transitioning from student to registered nurse, decision-making, organization, values clarification, resource allocation, and health care trends. Integrated clinical experiences and simulations may occur in acute, long-term, perioperative/ambulatory, and/or college nursing laboratory care settings. Nonclinical activities in this course may be presented in an online format.

### **NURS 284L: Preceptorship Lab**

Units: 2

Prerequisites: None

Acceptable for Credit: CSU

Laboratory 6 hours. (1230.10)

This clinical preceptorship for NURS 284 facilitates the successful transition from student-nurse to entry-level graduate RN. It enables the student to apply the nursing process to multiple patient assignments using prioritization, delegation, and supervision as well as essential nursing skills. Each student works with his/her preceptor for 96 hours utilizing a variable time schedule.

### **NURS 288: Nurse Externship**

Units: 1-4

Prerequisites: RS 183 (Generic RN) or Nursing 280 (LVN-RN Bridge).

Corequisite: Concurrent enrollment in Nursing Program.

Acceptable for Credit: CSU

Laboratory 12 hours. (1230.00)

This course provides registered nursing (RN) students an opportunity to obtain clinical experience in the application of all previously learned knowledge and skills. Students work collaboratively with a faculty mentor, RN supervisor, and members the health care team to meet job-oriented learning objectives. Under an RN's supervision, students are provided opportunities to increase their nursing judgment and enhance their nursing skills as preparation for their role as professional graduate nurses. Students may receive G.I. bill benefits for this course.

**NURS 290: Critical Care**

Units: 1.5  
 Prerequisites: None  
 Acceptable for Credit: CSU  
 Lecture 1.50 hours. (1230.00)

This course introduces students to critical care concepts and care of patients experiencing cardiopulmonary disorders. It discusses the relationship of pathophysiology to clinical manifestations that patients experience and the interventions the registered nurse needs to implement to improve patient outcomes. Topics include rhythm and 12 lead electrocardiogram (ECG) analysis and treatment, cardiovascular medications used to maintain hemodynamic stability and perfusion, maintenance of artificial airways, and mechanical ventilation.

**NURS 292: Internship Studies**

Units: 0.5-3  
 Prerequisites: None  
 Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.  
 Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
 Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**NURS 296: Topics in Nursing**

Units: 1-3  
 Prerequisites: None  
 Acceptable for Credit: CSU  
 Lecture 1 hour.  
 Lecture 2 hours.  
 Lecture 3 hours. (1230.00)

This course gives students an opportunity to study topics in Nursing that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**NURS 299: Occupational Cooperative Work Experience**

Units: 1-4  
 Prerequisites: None  
 Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.  
 Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
 Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**Nutrition**



The Nutrition discipline includes courses that provide students with the scientific basis and applied knowledge of food and nutrition. The courses fulfill general education requirements and also enable students to transfer and pursue majors in nutrition or other health-related majors. Nutrition majors work in health-care facilities, community and public health organizations, academia and research, the food industry, health/fitness and sports industries, journalism, and general business corporate wellness programs.

**Contact Information**

**Chair:** Robert Fulbright  
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**Dean:** Al Taccone  
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 www.miracosta.edu/  
 instruction/nutrition/

**Department:** Kinesiology,  
 Health and Nutrition  
**Office:** Building OC4800,  
 760.795.6811

**Full-Time Faculty**

Gail Meinhold

## Associate Degree

Students interested in the field of nutrition can earn an Associate in Arts degree in Liberal Arts with an Area of Emphasis in Applied Health, Nutrition, and Kinesiology (see degree requirements).

## Certificate

### Certificate of Proficiency

#### Fitness Nutrition Specialist

This certificate provides the knowledge, skills, and abilities to successfully work with clients and athletes seeking basic nutritional guidance and to fight the battle against global obesity. It is designed for students currently working on or holding the Personal Fitness Trainer Certificate of Achievement. Upon completion of the certificate program, students may consider sitting for the National Academy of Sports Medicine (NASM) Fitness Nutrition Specialist exam, the American Council on Exercise (ACE) Lifestyle & Weight Management Coach exam, and/or the International Fitness Professionals Association (IFPA) Sports Nutrition Specialist exam.

Required courses:		
NUTR 100	Nutrition Today	3
NUTR 105	Human Performance and Sports Nutrition	3
NUTR 108	Cultural Aspects of Foods and Nutrition	3
KINE 204	Techniques and Analysis of Fitness and Weight Training	3
Total Units		12

## Courses

### NUTR 100: Nutrition Today

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (0837.00)

This course relates scientific concepts of nutrition to the function of nutrients in basic life processes. It emphasizes individual needs; functions and sources of nutrients; current nutrition and health issues; scientific method for analysis and evaluation of nutrition information; dietary guidelines and current nutrition recommendations; digestion, absorption, and metabolism; health, fitness, and disease; nutrition in the life span; and food safety. Students evaluate their food intake using several methods, including a computer diet analysis. UC CREDIT LIMITATION: Credit for NUTR 100, NUTR 105, or NUTR 125.

### NUTR 105: Human Performance and Sports Nutrition

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (0837.00)

This course introduces nutrition concepts to individuals interested in sports, fitness, and health for various stages of the life cycle. It emphasizes current theories and practices related to nutrition and athletic performance. Topics include macro and micro nutrient intakes, hydration, pre- and post-event food, supplements and ergogenic aids, weight control, and body composition related to performance. The course also examines the cultural, sociological, and psychological influences related to nutrition, fitness, and athletic achievement. UC CREDIT LIMITATION: Credit for NUTR 100, NUTR 105, or NUTR 125.

### NUTR 108: Cultural Aspects of Foods and Nutrition

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (0837.00)

This course examines the regional, ethnic, cultural, religious, historical, and social influences on food patterns, cuisines, and health as well as how food is viewed as an expression of cultural diversity. Students discuss, sample, and assess traditional foods of geographic areas and cultures. They also explore geographic factors in food availability, global food issues, dietary habits, religious influences on food culture, and nutrition problems of various ethnic groups. The course also addresses nutrition consequences of ethnic food choices and sanitation and safety practices.

### NUTR 125: Nutrition and Aging

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (0837.00)

This course focuses on the specific nutritional needs and problems in older adults. Topics include nutritional requirements, diet modifications, body system changes, body weight issues, nutrition-related chronic diseases, barriers to proper nutrients, drug/nutrient interactions, and community resources to assist the aging population. The course also covers diet and nutrition guidelines for aging well. UC CREDIT LIMITATION: Credit for NUTR 100, NUTR 105, or NUTR 125.



**NUTR 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**NUTR 296: Topics in Nutrition**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (0837.00)

This course gives students an opportunity to study topics in Nutrition that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**NUTR 299: Occupational Cooperative Work Experience**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

# Oceanography

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Oceanography is the scientific study of the ocean and its phenomena. Students take courses to prepare for a major in oceanography and to fulfill physical science general education requirements. Career options include teaching, research, marine product sales, and a variety of positions in private and public environmental agencies.

## Contact Information

**Chair:** Chris Metzler  
cmetzler@miracosta.edu  
**Dean:** Carlos Lopez  
clopez@miracosta.edu  
www.miracosta.edu/OCEA

**Department:** Physical Sciences  
**Office:** Building OC3600,  
760.795.6648

## Full-Time Faculty

Keith Meldahl  
Chris Metzler  
John Turbeville

## Courses

**OCEA 101: Introduction to Oceanography**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in OCEA 101H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1919.00)

This course explores the major processes and features of the world's oceans. Topics include the origin and history of the ocean basins, atmospheric circulation and weather, ocean circulation, and the dynamics of waves, tides, and coastlines. The course also reviews marine life (including plankton, nekton, benthos, and marine mammals), explores the oceans as a resource for people, and considers human impacts on marine environments.



### **OCEA 101H: Introduction to Oceanography (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in OCEA 101.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1919.00)

This course offers highly motivated students an enriched introduction to the scientific study of the oceans. The course explores the major processes and features of the world's oceans, including plate tectonics, the origin and history of the ocean basins, atmospheric circulation, weather and climate, ocean circulation, and the dynamics of waves, tides, and coastlines. The course also reviews marine life (including plankton, nekton, benthos, and marine mammals), explores the oceans as a resource for people, and considers human impacts on marine environments. UC CREDIT LIMITATION: Credit for OCEA 101 or OCEA 101H.

### **OCEA 101L: Introductory Oceanography Laboratory**

Units: 1

Prerequisites: OCEA 101 or OCEA 101H.

Corequisite: OCEA 101 or OCEA 101H if prerequisite not met.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1919.00)

This course is designed to accompany Oceanography 101 or 101H. It offers hands-on experience with oceanographic materials and techniques in both the laboratory and field. Topics include reading navigational charts and topographic maps, interpreting sea floor features, analyzing seawater chemistry, and studying waves and tides. On field trips, students study waves, currents, and coastal processes and examine organisms in coastal marine habitats and at an aquarium. Students also participate in a half-day scientific ocean voyage.

### **OCEA 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently. Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### **OCEA 298: Directed Study in Oceanography**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1919.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## Pharmacology

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The Nursing and Allied Health Department offers pharmacology courses as part of the Nursing program.

### Contact Information

**Chair:** Julie Vignato  
jvignato@miracosta.edu

**Dean:** Sandy Comstock  
scomstock@miracosta.edu  
www.miracosta.edu/PHAR

**Department:** Nursing and  
Allied Health

**Office:** Building OCT420,  
760.795.6796

### Courses

#### **PHAR 100: Basic Pharmacology--Dosages and Calculations**

Units: 3

Prerequisites: MATH 20 or eligibility determined by the math placement process.

Acceptable for Credit: CSU

Lecture 3 hours. (1230.20)

This course introduces important concepts, methods, and principles of administering medications. Topics include drug action and drug interaction, drug classifications, terminology, pertinent abbreviations, legalities, pharmacokinetics, and pharmacodynamics as well as problem solving for accurate measurement of medications using the apothecary and metric systems, conversion of these systems, ratio, proportion, and other formulas.

**PHAR 150: Pathopharmacology I**

Units: 2

Prerequisites: Admission into the RN program.

Corequisite: NURS 180 and NURS 181 (ADN).

Acceptable for Credit: CSU

Lecture 2 hours. (1221.00)

This introductory course presents the basic knowledge required for safe, legal, and ethical medication administration including dosage calculation. It emphasizes the nurse's role and individual accountability in pharmacologic therapy. Topics include mechanisms of action, indications, absorption, metabolism, distribution, and elimination in relation to pathophysiology of the cardiovascular, gastrointestinal, integumentary, sensory, and other selected systems. Portions of this course may be presented in an online format.

**PHAR 151: Pathopharmacology II**

Units: 2

Prerequisites: PHAR 150 (ADN).

Corequisite: NURS 182 and NURS 183 (ADN).

Acceptable for Credit: CSU

Lecture 2 hours. (1221.00)

This course continues the study and application of pharmacological therapy in nursing and emphasizes safety as a primary nursing responsibility. It highlights mechanisms of action, indications, absorption, metabolism, distribution, and elimination in relation to pathophysiology of the reproductive, endocrine, respiratory, immune, and other selected systems. Topics include how growth, development, and cultural factors influence drug therapy. The course emphasizes patient/family education in medication management as well as legal and ethical issues related to medication administration. Portions of this course may be presented in an online format.

**PHAR 201: Pharmacology Review & Update**

Units: 2

Prerequisites: NURS 280.

Enrollment Limitation: Not open to students with credit in PHAR 151.

Acceptable for Credit: CSU

Lecture 2 hours. (1221.00)

This course reviews pharmacology principles, safe medication administration, and dosage calculations. It emphasizes therapeutic drug use in relation to health problems and updates information regarding drug classifications and prototype agents.

**PHAR 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**PHAR 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Philosophy

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Philosophy is the study of the fundamental nature of reality, knowledge, and values based on logical reasoning. Students take philosophy courses to prepare for a major or to fulfill general education requirements in humanities or critical thinking. With a bachelor's degree in philosophy, students pursue careers in education, business, government, journalism, computer science, publishing, and writing. A philosophy major also provides excellent undergraduate preparation for graduate studies in the discipline, law school, MBA programs, medical school, and professional seminary.

## Contact Information

**Chair:** Isabel Luengo  
lluengo@miracosta.edu  
**Dean:** Dana Smith  
dsmith@miracosta.edu  
www.miracosta.edu/PHIL

**Department:** Philosophy and Religious Studies  
**Office:** Building SAN Admin, 760.634.7876

## Full-Time Faculty

Isabel Luengo  
Louisa Moon

## Courses

### PHIL 100: Informal Logic and Critical Thinking

Units: 3  
Prerequisites: Eligibility for ENGL 100.  
Acceptable for Credit: CSU, UC  
Lecture 3 hours. (1509.00)

This course develops critical thinking skills through the study of informal logic. Topics include the structure and evaluation of arguments, fallacies, credibility, rhetorical devices, and explanations. Using examples from the news media, advertising, political speeches, and other real-life sources, students learn the distinction between claims and theories that make sense and claims and theories that do not survive rational scrutiny.

### PHIL 101: Introduction to Philosophy: Knowledge and Reality

Units: 3  
Prerequisites: Eligibility for ENGL 100.  
Acceptable for Credit: CSU, UC  
Lecture 3 hours. (1509.00)

This introduction to philosophical inquiry emphasizes problems of knowledge and reality through analysis of classical and contemporary works on such issues as free will, personhood, knowledge and belief, the existence of God, and the nature of reality. The course encourages students to think independently and formulate their own tentative conclusions.

### PHIL 102: Contemporary Moral Problems

Units: 3  
Prerequisites: Eligibility for ENGL 100.  
Acceptable for Credit: CSU, UC  
Lecture 3 hours. (1509.00)

This course examines the nature of morality as it applies to a variety of personal and social issues through the reading and analysis of classical and contemporary works. It explores major ethical theories, including utilitarianism, Kantian ethics, natural law theory, social contract theories, and feminist ethics. The course emphasizes the application of ethical theory to contemporary moral issues, such as war, pornography, euthanasia, animal rights, and abortion.

### PHIL 221: Philosophy of Religion

Units: 3  
Prerequisites: Eligibility for ENGL 100.  
Advisory: PHIL 101.  
Acceptable for Credit: CSU, UC  
Lecture 3 hours. (1509.00)

This course introduces the philosophical study of both religion and the central concepts found in Eastern and Western religious traditions with an emphasis on theism. It encourages students to think rationally, critically, and independently about the beliefs of religious adherents. Topics include arguments for theism and atheism, the validity of religious experience, the meaning of karma, concepts of God and Ultimate Reality, the possibility of miracles, and the value of religion.

### PHIL 292: Internship Studies

Units: 0.5-3  
Prerequisites: None  
Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.  
Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### PHIL 296: Topics in Philosophy

Units: 1-3  
Prerequisites: None  
Acceptable for Credit: CSU  
Lecture 1 hour.  
Lecture 2 hours.  
Lecture 3 hours. (1509.00)

This course gives students an opportunity to study topics in Philosophy that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**PHIL 298: Directed Study in Philosophy**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1509.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## Physical Science

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Physical science, the study of the nature and properties of energy and nonliving matter, is an interdisciplinary field that includes astronomy, geology, physics, and chemistry. Students take physical science courses to explore the discipline and to satisfy general education requirements.

### Contact Information

**Chairs:** Pierre Goueth  
pgoueth@miracosta.edu  
, Chris Metzler  
cmetzler@miracosta.edu

**Dean:** Carlos Lopez  
clopez@miracosta.edu  
www.miracosta.edu/PHSN

**Department:** Chemistry/  
Physical Sciences

**Office:** Building OC3600,  
760.795.6648

### Courses

**PHSN 101: Fundamentals of Physical Science**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1901.00)

This physical science survey course includes astronomy, geology, physics, and chemistry. It emphasizes an understanding of the fundamental principles, procedures, and methods in science. UC CREDIT LIMITATION: No credit if taken after college course in astronomy, chemistry, geology, or physics.

**PHSN 106: Energy, Motion, and Matter: An Introduction to Physics and Chemistry**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1901.00)

This course introduces the non-scientist to the fundamental concepts of physics and chemistry. Physics topics include motion, force, work, energy, gravity, electricity, magnetism, and light. Chemistry topics include chemical and physical properties of elements and compounds, the periodic table, atomic theory and structure, chemical bonding, and nuclear structure and processes. This course also teaches students how to analyze and solve problems using critical thinking and the scientific method. UC CREDIT LIMITATION: No credit if taken after college course in chemistry or physics.

**PHSN 108: Introduction to Climate Change**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in PHSN 108H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1901.00)

This course explores the principles underlying the interdisciplinary and rapidly growing field of climate science and climate change. Topics include the Earth's climate system and climate history, the physics and chemistry of greenhouse gases, and evidence for climate change. The course investigates human influences on the climate system, including greenhouse gas emissions and potential impacts of climate change. It also considers various possible responses to climate change, including alternative energy production, policy responses, and adaptation.

**PHSN 108H: Introduction to Climate Change (Honors)**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in PHSN 108.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1901.00)

This course offers highly motivated students an enriched opportunity to explore the principles underlying the interdisciplinary and rapidly growing field of climate science and climate change. Topics include the Earth's climate system and climate history, the physics and chemistry of greenhouse gases, and evidence for climate change. The course investigates human influences on the climate system, including greenhouse gas emissions and potential impacts of climate change. Students investigate and evaluate various possible responses to climate change, including alternative energy production, policy responses, and adaptation. UC CREDIT LIMITATION: Credit for PHSN 108 or PHSN 108H.

## PHSN 292: Internship Studies

Units: 0.5-3

Prerequisites: None

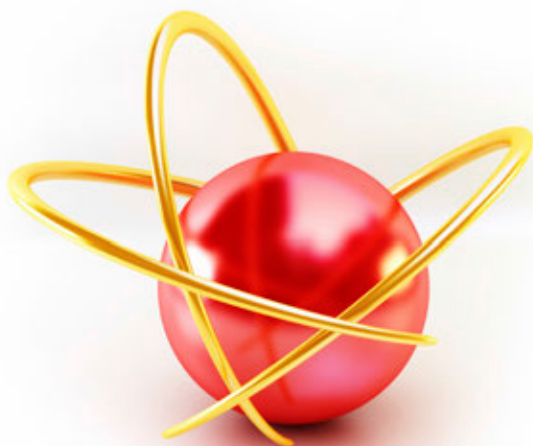
Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Physics



Physics is the scientific study of the basic forces of nature, including such topics as mechanics, heat, electricity, magnetism, optics, quantum behavior, and atomic and nuclear structure. Students take courses to prepare for a physics major, to fulfill general education requirements, and to meet prerequisites for related courses and programs, including engineering, science, and computer science. Career options for those with a bachelor's degree in physics include teaching, engineering, and research in universities, government, and private industry.

## Contact Information

**Chair:** Chris Metzler  
cmetzler@miracosta.edu  
**Dean:** Carlos Lopez  
clopez@miracosta.edu  
www.miracosta.edu/PHYS

**Department:** Physical Sciences  
**Office:** Building OC3600,  
760.795.6648

## Full-Time Faculty

Jonathan Cole

Erika Peters

## Courses

### PHYS 111: Introductory Physics I

Units: 4

Prerequisites: MATH 130.

Advisory: MATH 125 or MATH 135 strongly recommended.

Enrollment Limitation: Not open to students with credit in PHYS 151.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours, laboratory 3 hours. (1902.00)

This first course of a two-semester physics sequence covers the properties of matter, mechanics, heat, and waves, including sound. It is intended for students majoring in pre-medicine, pre-dentistry, pre-optometry, and similar areas. UC CREDIT LIMITATION: Credit for either series PHYS 111 and PHYS 112 or PHYS 151, PHYS 152, and PHYS 253.

### PHYS 112: Introductory Physics II

Units: 4

Prerequisites: PHYS 111.

Enrollment Limitation: Not open to students with credit in PHYS 152 and PHYS 253.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours, laboratory 3 hours. (1902.00)

This second of a two-course physics sequence covers light, electricity, magnetism, and atomic physics. UC CREDIT LIMITATION: Credit for either series PHYS 111 and PHYS 112 or PHYS 151, PHYS 152, and PHYS 253.

### PHYS 151: Principles of Physics I

Units: 4

Prerequisites: MATH 150 or MATH 150H.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours, laboratory 3 hours. (1902.00)

This course provides a thorough understanding of the fundamental principles of physics in the area of mechanics and fluids. It is intended primarily for engineering, physics, mathematics, and science majors. UC CREDIT LIMITATION: Credit for either series PHYS 111 and PHYS 112 or PHYS 151, PHYS 152, and PHYS 253.

### PHYS 152: Principles of Physics II

Units: 4

Prerequisites: MATH 155 and PHYS 151.

Corequisite: MATH 155 if prerequisites not met.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours, laboratory 3 hours. (1902.00)

This course provides a thorough understanding of the fundamental principles of physics in the areas of thermodynamics, electricity, electrical circuits, magnetism, and electromagnetic fields. It is intended for engineering, physics, mathematics, and science majors. UC CREDIT LIMITATION: Credit for either series PHYS 111 and PHYS 112 or PHYS 151, PHYS 152, and PHYS 253.



**PHYS 253: Principles of Physics III**

Units: 4

Prerequisites: PHYS 152.

Corequisite: PHYS 152 if prerequisites not met.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours, laboratory 3 hours. (1902.00)

This course provides a thorough understanding of the fundamental principles of physics in the areas of vibrations, waves, sound, optics, special relativity, quantum mechanics, and atomic and nuclear physics. It is intended for engineering, physics, mathematics, and science majors. UC CREDIT LIMITATION: Credit for either series PHYS 111 and PHYS 112 or PHYS 151, PHYS 152, and PHYS 253.

**PHYS 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently. Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**PHYS 298: Directed Study in Physics**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1902.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## Political Science

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Political science is the study of the processes, principles, and structure of government and political institutions. Students take courses to prepare for a political science major or to fulfill general education requirements. Graduates with a bachelor's degree in political science pursue careers in education;

federal, state, and local government (in areas such as intelligence, foreign affairs, environmental protection); national, state, and local legislation; law; and marketing research.

### Contact Information

**Chairs:** Lynne Miller

lmiller@miracosta.edu

(Fall 2014), Herschel Stern

hstern@miracosta.edu (Spring 2015)

**Dean:** Carlos Lopez

clopez@miracosta.edu

www.miracosta.edu/PLSC

**Department:** Social Science**Office:** Building OC3600,

760.795.6648

### Full-Time Faculty

John Phillips

### Courses

**PLSC 101: Introduction to Political Science**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2207.00)

This course introduces students to the field of political science and to politics itself. It covers government, the nation-state, and political ideologies that affect modern politics and society. In particular, this course examines the following ideologies from historical, social, and economic perspectives: Conservatism, Liberalism, Anarchism, Democracy, Capitalism, Marxism/Communism, and Fascism.

**PLSC 102: American Institutions and History**

Units: 4

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 4 hours. (2207.00)

Students study basic concepts in the political and historical traditions of America and California by analyzing national, state, and local political institutions from colonial times to the present. The course examines the evolution of concepts and ideas that are fundamental to our political culture. It emphasizes the concepts citizens should understand in order to vote intelligently and otherwise effectively participate in the political process. This course is designed specifically to satisfy the CSU History, Constitution and American Ideals requirement.

**PLSC 103: Comparative Government**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2207.00)

This course provides a comparative survey of selected foreign governments, including their political institutions, theories of government, and economic and social development. Countries surveyed include western and non-western democracies and communist nations or dictatorships.

### **PLSC 150: Introduction to International Relations**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2207.00)

This course introduces students to the major explanations for international conflict, cooperation, and other important dynamics of global affairs. It also examines the relationships between selected countries and the resulting political, economic, and social consequences. The course emphasizes the analytical skills and techniques used by practitioners in this field.

### **PLSC 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### **PLSC 298: Directed Study in Political Science**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

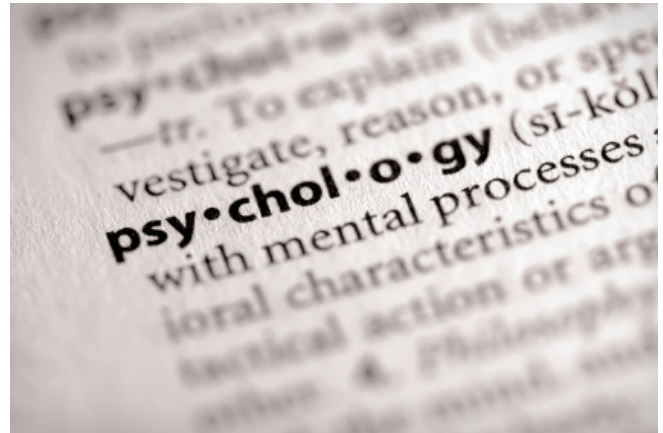
Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (2207.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## Psychology



Psychology is the study of people through an examination of their thoughts, emotions, and behavior. MiraCosta's Psychology program has a biological and physiological emphasis. Students are introduced to the science of psychology, including systematic research and analysis. They learn how to follow the principles of the scientific method and how to write using American Psychological Association (APA) style. The psychology discipline provides the tools to gather data efficiently and skillfully and to examine the nature of human behavior. Students may take courses to prepare for a psychology major or to fulfill general education requirements.

### Contact Information

**Chair:** Robert Kelley  
rkelley@miracosta.edu

**Dean:** Nikki Schaper  
nschaper@miracosta.edu  
www.miracosta.edu/PSYC

**Department:** Psychology  
**Office:** Building OC3100,  
760.795.6871

### Full-Time Faculty

Krista Byrd  
Steve Eso  
Lisa Fast

Robert Kelley  
David McField

### Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Human Development Associate in Arts Degree

**PSLO:** Upon completion of this program, the student will be able to apply knowledge of developmental theories, norms, and cultural influences to demonstrate a critical understanding of a person's development.

### Psychology Associate in Arts Degree

**PSLO:** Upon completion of this program, the student will be able to develop a study on a psychological topic, which includes a literature review, forming a hypothesis, creating a research

design appropriate to the hypothesis, consideration of ethical issues, choosing appropriate statistics for data analysis, and summarizing research findings, using APA style.

### Associate in Arts in Psychology for Transfer Degree

**PSLO:** Upon completion of this program, the student will be able to develop a study on a psychological topic, which includes a literature review, forming a hypothesis, creating a research design appropriate to the hypothesis, consideration of ethical issues, choosing appropriate statistics for data analysis, and summarizing research findings, using APA style.

## Associate Degrees

### Associate in Arts Degree Psychology

The Psychology program offers lower-division preparation for students who want to pursue a bachelor's degree. The primary focus of the program is to prepare students for transfer to four-year psychology programs. With a bachelor's degree, career options include business, state and local government agencies, and health care. A graduate degree is required for counseling, marriage and family therapy, clinical social work, school psychology, clinical psychology.

**Note:** Many CSUs and UCs have unique admissions and preparation-for-the major requirements that are specific to their institutions. Psychology transfer students should also consider the Liberal Arts with an Area of Emphasis in Social and Behavioral Sciences degree. For further information and assistance, students should consult the website, [www.assist.org](http://www.assist.org), the individual university catalog and a MiraCosta College counselor.

Required courses:		
PSYC 101	General Psychology	3
or PSYC 101H	General Psychology (Honors)	
PSYC/SOC 104	Statistics for Behavioral Science	4
or PSYC/SOC 104H	Statistics for Behavioral Science (Honors)	
PSYC/SOC 205	Research Methods in Behavioral Sciences	3
List A (select two):		6
PSYC 100	Psychology of Personal Growth	
PSYC/SOC 103	Social Psychology	
PSYC 114	Abnormal Psychology	
PSYC 115	Human Sexuality	
PSYC 121	Human Development	
PSYC/SOC 145	Psychology/Sociology of the Family	
PSYC 170	Psychology of Aging: Adult Development and Aging	
PSYC 211	Learning and Behavior Modification	
PSYC 260	Physiological Psychology	
List B (select one; or select any additional course from List A):		3-4
BIO 100	General Biology (Lecture and Lab)	
BIO 101	General Biology	

BIO 220	Human Physiology
ENGL 100	Composition and Reading
ENGL 202	Critical Thinking and Composition
ENGL 202H	Critical Thinking and Composition (Honors)
GERO 101	Introduction to Aging
SOC 101	Introduction to Sociology
SOC 101H	Introduction to Sociology (Honors)
Total Units	19-20

### Associate in Arts Degree

#### Associate in Arts in Psychology for Transfer Degree

Students completing this associate degree will have completed lower-division major preparation requirements for a psychology degree, an emphasis or option within a psychology degree, or a degree considered similar to psychology at a participating California State University (CSU) campus. Following transfer to a participating CSU campus, students will be required to complete no more than 60 units to obtain a bachelor's degree; however, some CSU campuses accepting this degree may require additional lower-division major preparation. This degree may not be appropriate preparation for students transferring to a non-participating CSU campus or to a university or college that is not part of the CSU system. Students should consult with a MiraCosta counselor for further information regarding the most efficient pathway to transfer as a psychology major and to determine which CSU campuses are participating in this program.

#### To complete the degree, students must fulfill the following requirements:

- ▶ Complete 60 semester (90 quarter) CSU transferable units
- ▶ Complete all courses required in the major with a "C" or better
- ▶ Complete the CSU-GE or CSU-IGETC general education pattern
- ▶ Achieve a minimum CSU transferable GPA of 2.0
- ▶ Complete a minimum of 12 units in residence at MiraCosta College.

Required Core: (10 units)		
PSYC 101	General Psychology *	3
or PSYC 101H	General Psychology (Honors)	
PSYC/SOC 104	Statistics for Behavioral Science *	4
or PSYC/SOC 104H	Statistics for Behavioral Science (Honors)	
PSYC/SOC 205	Research Methods in Behavioral Sciences	3
List A: 3-4 Units. Select one course. (It is recommended that you select courses that meet lower-division major preparation requirements at your intended transfer university.)		3-4
BIO 100	General Biology (Lecture and Lab) *	
BIO 101	General Biology *	
PSYC 260	Physiological Psychology *	

## Areas of Study & Courses

List B: 3-4 Units. Select one course. (It is recommended that you select courses that meet lower-division major preparation requirements at your intended transfer university.)

Any List A course not selected above.		
ENGL 100	Composition and Reading *	
PSYC 100	Psychology of Personal Growth *	
PSYC 121	Human Development *	
PSYC 211	Learning and Behavior Modification	
SOC 101	Introduction to Sociology *	
SOC 101H	Introduction to Sociology (Honors)	

List C: 3-4 Units. Select one course. (It is recommended that you select courses that meet lower-division major preparation requirements at your intended transfer university.)

Any List A or B course not selected above.		
PSYC/SOC 103	Social Psychology *	
PSYC 114	Abnormal Psychology *	
PSYC 115	Human Sexuality *	
PSYC 145	Psychology/Sociology of the Family *	
PSYC 170	Psychology of Aging: Adult Development and Aging *	

Total Units 19-22

\* To insure this degree is completed with no more than 60 units, students should select courses that will also satisfy a general education requirement on the CSU-GE or IGETC general education pattern. These courses are noted with an asterisk above. Students are also strongly advised to complete the History, Constitution, and American Ideals requirement prior to transfer.

### Associate in Arts Degree Human Development

Human Development is the study of people's lives from conception to death. The Human Development program offers lower division preparation for students who want to pursue a bachelor's degree. The primary focus of the program is to prepare students for transfer to four-year Human Development programs. With a bachelor's degree, career options include working with people from all ages, ethnic, cultural, and/or socioeconomic backgrounds in areas such as health, education, community and state (public and private) agencies, business, and religious and secular organizations.

**Note:** Many CSUs and UCs have unique admissions and preparation-for-the major requirements that are specific to their institutions. For greater flexibility to meet preparation-for-major, human development transfer students should also consider the Liberal Arts with an Area of Emphasis in Social and Behavioral Sciences degree. For further information and assistance, students should consult [www.assist.org](http://www.assist.org), the individual university catalog, and a MiraCosta College counselor.

Required courses:		
ANTH 102	Cultural Anthropology	3

or ANTH 102H	Cultural Anthropology (Honors)	
PSYC 101	General Psychology	3
or PSYC 101H	General Psychology (Honors)	
PSYC/SOC 104	Statistics for Behavioral Science	4
or PSYC/SOC 104H	Statistics for Behavioral Science (Honors)	
PSYC 121	Human Development	3
PSYC/SOC 205	Research Methods in Behavioral Sciences	3

Required Electives: Select one course. 3-4

BIO 100	General Biology (Lecture and Lab)	
BIO 101	General Biology	
BIO 220	Human Physiology	
CHLD 109	Child Behavior and Guidance	
CHLD 112	Child Growth and Development	
CHLD 113	Child and Adolescent Growth and Development	
CHLD 200	Observation & Assessment in Early Childhood	
CHLD 210	Child, Family, and Community	
CHLD 240	Children with Special Learning Needs	
ENGL 100	Composition and Reading	
ENGL 202	Critical Thinking and Composition	
ENGL 202H	Critical Thinking and Composition (Honors)	
GERO 101	Introduction to Aging	
GERO 130	Caregiving: Techniques for Working with the Frail Elderly	
GERO 250	Intergenerational Issues	
HEAL 101	Principles of Health	
PSYC 100	Psychology of Personal Growth	
PSYC/SOC 103	Social Psychology	
PSYC 114	Abnormal Psychology	
PSYC 115	Human Sexuality	
PSYC/SOC 145	Psychology/Sociology of the Family	
PSYC 170	Psychology of Aging: Adult Development and Aging	
PSYC 260	Physiological Psychology	
SOC 101	Introduction to Sociology	
SOC 101H	Introduction to Sociology (Honors)	

Total Units 19-20

## Certificates

### Certificate of Proficiency Research Fundamentals

This certificate emphasizes the skills needed to interpret research data and conduct basic research in accordance with the procedures and methods of behavioral science. The certificate is designed for individuals interested in learning research skills and for those who need assistance in improving these skills for their work.

Required courses:		
PSYC/SOC 104	Statistics for Behavioral Science	4
or PSYC/SOC 104H	Statistics for Behavioral Science (Honors)	
LIBR 101	College Research Skills	1
Select three units from the following:		3
PSYC 101	General Psychology	
or PSYC 101H	General Psychology (Honors)	
SOC 101	Introduction to Sociology	
SOC 101H	Introduction to Sociology (Honors)	
ADM 100	Introduction to the Administration of Justice	
ADM 100H	Introduction to the Administration of Justice (Honors)	
Select three elective units from the following:		3
PSYC/SOC 205	Research Methods in Behavioral Sciences	
LIBR 201	Research in the Digital Age	
Total Units		11

**Certificate of Proficiency  
Volunteer Services**

This certificate offers students core courses in behavioral science combined with at least one behavioral science course that offers service learning. The academic courses provide a fundamental understanding of human behavior. A course that includes service learning requires volunteering in the community combined with written reflection on the volunteer experience. This certificate emphasizes working directly with people in need within the service-learning tradition, and it integrates academics with practice. This certificate can enrich the service of experienced volunteers, guide those interested in volunteering for the first time and transfer students interested in teaching and social service agency work, and provide early experience in public service. Students need to contact the Service Learning Office for information about instructors in behavioral science who offer service learning. In addition, students must provide verification of their volunteer participation through the Service Learning Office to earn the certificate.

Required courses:		
SOC 101	Introduction to Sociology	3
or SOC 101H	Introduction to Sociology (Honors)	
SOC 102	Contemporary Social Problems	3
Select at least 5 elective units from the following:		5
CHLD 210	Child, Family, and Community	
PSYC/SOC 103	Social Psychology	
PSYC/SOC 145	Psychology/Sociology of the Family	
Total Units		11

**Courses**

**PSYC 100: Psychology of Personal Growth**

Units: 3  
Prerequisites: None  
Acceptable for Credit: CSU, UC Credit limitation  
Lecture 3 hours. (2001.00)

This course introduces the principles of human behavior with a combined emphasis on the scientific method and personal growth. Topics include personality, stress, friendship and intimate relationships, human sexuality, the self, psychological disorders and psychotherapy, and health psychology. The course emphasizes the scientific basis of psychological knowledge and the application of such knowledge to achieve personal growth. UC CREDIT LIMITATION: No credit if taken after PSYC 101.

**PSYC 101: General Psychology**

Units: 3  
Prerequisites: None  
Enrollment Limitation: Not open to students with credit in PSYC 101H.  
Acceptable for Credit: CSU, UC  
Lecture 3 hours. (2001.00)

This course examines the biological basis of human behavior, including topics such as neuroanatomy, sensation and perception, states of consciousness, learning and memory, motivation and emotion, language, thought, and intelligence. It also introduces research methods and statistics.

**PSYC 101H: General Psychology (Honors)**

Units: 3  
Prerequisites: None  
Enrollment Limitation: Not open to students with credit in PSYC 101.  
Acceptable for Credit: CSU, UC Credit limitation  
Lecture 3 hours. (2001.00)

This course examines the biological basis of human behavior, including topics such as neuroanatomy, sensation and perception, states of consciousness, learning and memory, motivation and emotion, language, thought, and intelligence. It introduces research methods and statistics. As an honors course, it provides an enhanced experience for motivated students through advanced course work and reading materials, enriched analysis and discussion of psychological topics, special attention to science in psychology, and refinement of critical thinking skills. UC CREDIT LIMITATION: Credit for PSYC 101 or PSYC 101H.



## **PSYC 103: Social Psychology**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in SOC 103.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2003.00)

Social psychology examines the influence that society, contexts, groups, and others have on individuals. This course emphasizes the sociological and psychological factors in socialization, self-concept, interpersonal relationships, and group dynamics. The course pays special attention to social cognition, attitudes, social influence, language, and cross-cultural differences in social psychology. C-ID PSY-170.

## **PSYC 104: Statistics for Behavioral Science**

Units: 4

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Enrollment Limitation: Not open to students with credit in BTEC 180, BIO 180, PSYC 104H, SOC 104, or SOC 104H.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 4 hours. (2001.00)

This course introduces statistical methods for analyzing data in the behavioral sciences. Topics include basic research design; descriptive statistics, probability and sampling distributions; statistical inference and power; linear correlation and regression; t-test and one-way analysis of variance; chi-square. Students use appropriate technology (e.g., calculators and SPSS) to analyze real-world data and report results using American Psychological Association style. UC CREDIT LIMITATION: Credit for BIO 180, BTEC 180, MATH 103, SOC 104, PSYC 104H, or SOC 104H. C-ID SOCI-125.

## **PSYC 104H: Statistics for Behavioral Science (Honors)**

Units: 4

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Enrollment Limitation: Not open to students with credit in BTEC 180, BIO 180, PSYC 104, SOC 104, or SOC 104H.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 4 hours. (2001.00)

This course introduces statistical methods for analyzing data in the behavioral sciences. As an honors course, it offers an enriched experience for highly motivated students through a pro-seminar format and more in-depth coverage of course topics. Topics include research design; descriptive statistics, probability, and sampling distributions; statistical inference and advanced power analysis; linear correlation and regression; t-test and one-way analysis of variance; chi-square. Students use appropriate technology (e.g., calculators and SPSS) to analyze real-world data and report results using American Psychological Association style. UC CREDIT LIMITATION: Credit for BIO 180/BTEC 180, MATH 103, PSYC 104/SOC 104, or PSYC 104H/SOC 104H. C-ID SOCI-125.

## **PSYC 114: Abnormal Psychology**

Units: 3

Prerequisites: None

Advisory: PSYC 100, PSYC 101, or PSYC 101H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2001.00)

This course introduces psychological disorders and their diagnosis, causes, and treatments. Topics include anxiety, mood, personality, eating, sexual, gender identity, psychotic, and substance-related disorders. Students examine the causes and treatments of disorders based on scientific research.

## **PSYC 115: Human Sexuality**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2001.00)

This course examines human sexuality from three perspectives—the biological, the psychological, and the social—and is applicable to students of all majors. The biological topics include sexual anatomy, the sexual response cycle, sexual behaviors, sexual dysfunctions, pregnancy, birth control, and prenatal development. The psychological topics include attraction, communication, intimacy, and love. The social topics include gender, the law, morality, sexual educational, and ethical issues.

## **PSYC 121: Human Development**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in CHLD 121.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2003.00)

This course examines the psychological and physical development of the individual from conception through childhood, adolescence, and maturity. It covers major theories of intellectual, physical, emotional, and social development and explores cultural differences in development. The course emphasizes the interdependence of various periods of the individual's life and considers scientific methods, behavioral disorders, death, and spirituality. UC CREDIT LIMITATION: Credit for CHLD 112, CHLD 113, or PSYC 121.

**PSYC 145: Psychology/Sociology of the Family**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in SOC 145.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2003.00)

This course examines the family as a social institution and applies sociological and psychological theories and concepts to couples, intimate relationships, marriage, and families. These theories and concepts provide frameworks for examining love, sexuality, and commitment and for identifying problems and adjustments for couples and family relationships. The course also studies changing models of the family, historical perspectives, cross-cultural comparisons, and the influences of changes in contemporary society affecting family life. Among the topics covered are partner selection, becoming parents, communication, family and work, family crises, divorce, aging, and issues linked to social class and living in a diverse society. C-ID SOCI-130.

**PSYC 170: Psychology of Aging: Adult Development and Aging**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2001.00)

This course explores normal and abnormal characteristics of aging on physical, cognitive, personality, and mental health processes as they occur in late adulthood. Topics include marriage, family and friends, intergenerational issues, and intimacy and sexuality. It probes late-adult transitions, such as retirement and widowhood, and end-of-life issues.

**PSYC 205: Research Methods in Behavioral Sciences**

Units: 3

Prerequisites: PSYC 101, PSYC 101H, SOC 101, or SOC 101H; and PSYC 104 or SOC 104; and ENGL 100.

Corequisite: PSYC 104/104H or SOC 104/104H (for students with MATH 103 credit).

Enrollment Limitation: Not open to students with credit in SOC 205.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (2001.00)

This course introduces research methodologies used in the behavioral sciences. It emphasizes an appreciation of the scientific method, the development of research skills, knowledge of research ethics, and the evaluation of scientific research. Students conduct library research, design and implement research projects using appropriate methodologies and controls, analyze and interpret data using a statistical computer program, and write research reports using the APA format. Students with MATH 103 may take PSYC 104/SOC 104 concurrently with Research Methods.

**PSYC 211: Learning and Behavior Modification**

Units: 3

Prerequisites: PSYC 100, PSYC 101 or PSYC 101H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2001.00)

This course surveys the principles of learning and the research applications of behavior modification. Topics include the historical origins of learning theory; classical and operant conditioning; cognitive aspects of complex learning tasks; and biological factors in learning. The course also covers the principles of behavior modification, including reinforcement and punishment, schedules of reinforcement, and applications of behavior modification in an educational environment.

**PSYC 260: Physiological Psychology**

Units: 3

Prerequisites: PSYC 101 or PSYC 101H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2001.00)

This course introduces the biological basis of behavior. Students gain an appreciation of how the human brain creates a perception of the physical world, develop the ability to critically evaluate research in biological psychology, and understand the biological mechanisms that underlie psychological phenomena. Topics include research in biological psychology, anatomy of the nervous system, development of the nervous system, neurons and action potential, communication at the synapse, effects of psychoactive drugs, sensory systems, motivation and emotion, sleep/wake cycles, learning and memory, lateralization and language, and the biological basis of psychopathology. C-ID PSY-150.

**PSYC 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### **PSYC 296: Topics in Psychology**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (2001.00)

This course gives students an opportunity to study topics in Psychology that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

### **PSYC 298: Directed Study in Psychology**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (2001.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

### **PSYC 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Reading



Reading courses are designed to build and enhance college-level skills in reading and critical thinking. Students take READ 100 to satisfy MiraCosta College's reading competency requirement and to apply toward the Liberal Arts with an Area of Emphasis in Arts and Humanities or Liberal Arts with an Area of Emphasis in Social and Behavioral Sciences associate degrees. (See Liberal Arts p. 211 for specific degree requirements.) READ 101 may also be used to satisfy the MiraCosta reading competency requirement and may apply toward the Liberal Arts with an Area of Emphasis in Business and Technology associate degree.

### Contact Information

**Chairs:** Kelly Hagen  
khagen@miracosta.edu  
(Letters, Pre-Transfer), John  
Kirwan jkirwan@miracosta.edu  
(Letters, Transfer)  
**Dean:** Dana Smith  
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**Department:** Letters, Transfer  
Department and Letters, Pre-  
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**Office:** Building SAN Admin,  
760.634.7876

### Full-Time Faculty

Luke Lambert

### Courses

#### **READ 30: College Reading Development**

Units: 4

Prerequisites: None

Lecture 4 hours. (1520.00)

This course is designed to help students develop their college reading skills in the areas of comprehension, vocabulary, reading strategies, and reference skills. It introduces students to a variety of reading strategies and skills designed to improve their individual reading abilities.

**READ 100: Critical Reading and Thinking**

Units: 3  
 Prerequisites: None  
 Advisory: Eligibility for ENGL 100.  
 Acceptable for Credit: CSU  
 Lecture 3 hours. (1520.00)

This course is designed to improve students' skills and techniques in critical reading, critical thinking, analysis, and logical reasoning in academic texts. Topics include advanced critical reading, logical reasoning and thinking, argument validation, analysis of extended argument, examination of valid and invalid inferences, and problem solving skills.

**READ 101: Reading for College Success**

Units: 3  
 Prerequisites: None  
 Acceptable for Credit: CSU  
 Lecture 3 hours. (1520.00)

This course is designed to improve students' abilities to read and understand college-level texts across the curriculum. It introduces various reading and learning strategies to improve textbook reading in various disciplines. Topics include discipline-specific reading strategies, critical reading and thinking, reading as a process, summary writing, note taking, research skills, and study skills.

**READ 292: Internship Studies**

Units: 0.5-3  
 Prerequisites: None  
 Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.  
 Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
 Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**READ 298: Directed Study in Reading**

Units: 1-3  
 Prerequisites: None  
 Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.  
 Acceptable for Credit: CSU  
 Laboratory 3 hours  
 Laboratory 6 hours  
 Laboratory 9 hours. (1520.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## Real Estate



The Real Estate program provides not only training for students planning to enter the real estate profession but also opportunities for those already working in real estate and related fields to increase their knowledge. Career options include real estate sales, property management, appraising, and real estate brokerage and mortgage services.

### Contact Information

**Chair:** Tom Severance  
 tseverance@miracosta.edu  
**Dean:** Al Taccone  
 ataccone@miracosta.edu  
 www.miracosta.edu/REAL

**Department:** Business  
**Office:** Building OC4800,  
 760.795.6811

### Program Student Learning Outcomes (PSLOs)

The degree programs include the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

## Real Estate Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to interpret and analyze real estate listing and purchase contracts. .

## Real Estate Entrepreneurship Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to interpret and analyze real estate listing and purchase contracts.

## Associate Degrees



### Associate in Arts Degrees Real Estate Real Estate Entrepreneurship

Students may earn one of the above-named associate degrees by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

## Certificates

### Certificate of Achievement Real Estate

MiraCosta College will grant this certificate to persons who complete the following courses:

Required courses:		
REAL 105	Real Estate Practice	3
REAL 110	Real Estate - Legal Aspects	3
REAL 120	Real Estate Finance	3
One of the following:		3-4
ACCT 101	Practical Accounting	
ACCT 201	Financial Accounting	
REAL 206	Real Estate Economics	
Select 6 to 9 elective units from the following: *		6-9
REAL 100	Real Estate Principles	
REAL 250	Property Management	
BUS 140	Legal Environment of Business	
or BUS 140H	Legal Environment of Business (Honors)	
<b>Total Units</b>		<b>18-22</b>

\* If both an accounting course listed above and the Real Estate Economics course have been completed, only 6 elective units are required.

### Certificate of Achievement Real Estate Entrepreneurship

This certificate is designed specifically for students who want to start careers in the real estate brokerage or mortgage business. It exceeds the minimum California requirements for the broker's license and adds the necessary business courses for successfully starting and running a small business. Candidates for a brokerage practice must meet the California Department of Real Estate requirements regarding course work, experience, and state examinations.

Required courses:		
REAL 100	Real Estate Principles	3
REAL 105	Real Estate Practice	3
REAL 110	Real Estate - Legal Aspects	3
REAL 120	Real Estate Finance	3
REAL 130	Real Estate Appraisal	3
REAL 250	Property Management	3
ACCT 101	Practical Accounting	4
BUS 140	Legal Environment of Business	3
or BUS 140H	Legal Environment of Business (Honors)	
BUS 130	Small Business Management	3
or BUS 170	Entrepreneur I	
& BUS 171	and Entrepreneur II	
BUS 132	Marketing	3
or BUS 138	Advertising and Promotion	
Select 3 elective units from the following:		3
REAL 240	Computer Applications in Real Estate	
BUS 131	Management Principles	
BUS 135	Personal Selling	
BUS 136	Human Relations in Business	
<b>Total Units</b>		<b>34</b>

### Certificate of Proficiency Property Management

This certificate is intended for students who wish to pursue a career in property management. By completing Real Estate



Principles (REAL 100) and two additional courses, students can qualify for an unconditional sales license after successfully passing a state exam through the Department of Real Estate (DRE).

Required courses:		
REAL 100	Real Estate Principles	3
REAL 105	Real Estate Practice	3
REAL 250	Property Management	3
Total Units		9

### Certificate of Proficiency

#### Real Estate Assistant

This certificate includes all of the course work necessary to become licensed to sell real estate in California. The assistant, often found in large agencies, is an excellent entry-level position for someone interested in the real estate field.

Required courses:		
REAL 100	Real Estate Principles	3
REAL 105	Real Estate Practice	3
Select at least 3 elective units from the following:		3
REAL 110	Real Estate - Legal Aspects	
REAL 120	Real Estate Finance	
REAL 130	Real Estate Appraisal	
REAL 206	Real Estate Economics	
REAL 250	Property Management	
Select at least 3 elective units from the following:		3
REAL 240	Computer Applications in Real Estate	
REAL 292	Internship Studies	
REAL 299	Occupational Cooperative Work Experience	
Total Units		12

### Certificate of Proficiency

#### Real Estate Finance

This certificate is intended for students who wish to pursue a career as a real estate mortgage officer. By completing Real Estate Principles (REAL 100) and two additional courses, the student can qualify for an unconditional sales license after successfully passing a state exam through the Department of Real Estate (DRE).

Required courses:		
REAL 100	Real Estate Principles	3
REAL 105	Real Estate Practice	3
REAL 120	Real Estate Finance	3
Total Units		9

### Certificate of Proficiency

#### Real Estate Sales

This certificate is intended for students who wish to pursue a career in real estate sales, either residential or commercial. By completing Real Estate Principles (REAL 100) and two additional courses, the student can qualify for an unconditional sales license after successfully passing a state exam through the Department of Real Estate (DRE).

Required courses:		
REAL 100	Real Estate Principles	3
REAL 105	Real Estate Practice	3
Select at least 3 elective units from the following:		3
REAL 110	Real Estate - Legal Aspects	
REAL 130	Real Estate Appraisal	
REAL 206	Real Estate Economics	
REAL 240	Computer Applications in Real Estate	
Total Units		9

### State Licensing

#### Real Estate Salesperson

To obtain a California real estate salesperson license, candidates must first qualify for and pass a written examination. Those who pass the examination are provided a salesperson license application. The application must be submitted to and approved by the California Department of Real Estate (DRE).

Qualification for the real estate salesperson exam requires successful completion of three college-level courses, many of which are offered at MiraCosta. Some of these courses are also offered online.

Real Estate Principles\*

Real Estate Practice\*

#### Select one course from the following:

Real Estate Appraisal\*

Property Management\*

Real Estate Finance\*

Real Estate Economics\*

Legal Aspects of Real Estate\*

Computer Applications in Real Estate\*

General Accounting\*

Business Law\*

Real Estate Office Administration

Escrows

Mortgage Loan Brokering and Lending

Common Interest Developments

\*These courses are available through MiraCosta College.

For more information regarding the Real Estate Salesperson Examination and course requirements, please go to the California Department of Real Estate Web site at <http://www.dre.ca.gov>.

#### Real Estate Broker

To obtain a California real estate broker license, candidates must first qualify for and pass a written examination. Those who pass the examination are provided a broker license

application. The application must be submitted to and approved by the California Department of Real Estate (DRE).

An applicant for the Broker licensure examination must successfully complete eight college-level courses, some of which are offered at MiraCosta.

Real Estate Practice\*

Legal Aspects of Real Estate\*

Real Estate Finance\*

Real Estate Appraisal\*

Real Estate Economics\*

### Select three courses from the following:\*\*

Real Estate Principles\*

Business Law\*

Property Management\*

Computer Applications in Real Estate\*

Escrow

Real Estate Office Administration

Mortgage Loan Brokering and Lending

Advanced Legal Aspects of Real Estate

Advanced Real Estate Finance

Advanced Real Estate Appraisal

Common Interest Developments

\*These courses are available through MiraCosta College.

\*\*If both Accounting and Real Estate Economics have been completed, only two are required.

For more information regarding the Real Estate Broker Examination and course requirements, please go to the California Department of Real Estate website at <http://www.dre.ca.gov>.

## Courses

### REAL 100: Real Estate Principles

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0511.00)

This course offers a comprehensive overview of the real estate industry. Topics include basic concepts, nature of real estate, agency, law, contracts, finance, appraisal, taxation, property management, and public control. The course meets one of three courses required to qualify for the California Real Estate Sales examination.

### REAL 105: Real Estate Practice

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0511.00)

This course enhances the knowledge and skill level of beginning and practicing real estate agents by focusing on the essentials of being a successful agent. Topics range from getting started, setting goals, traditional selling and marketing techniques, contract writing, developing a marketing niche, creating a business plan, and creating seller/buyer files.

### REAL 110: Real Estate - Legal Aspects

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0511.00)

This introduction to real estate law emphasizes the advanced application of real estate contracts and disclosures. Topics include the judicial system, agency, landlord/tenant relationships, ownership methods, escrow and title insurance, mediation, and arbitration.

### REAL 120: Real Estate Finance

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0511.00)

This course introduces real estate finance, the Federal Reserve System, lenders, secondary mortgage market, various types of conventional financing, government programs, qualifying buyers, credit reports, loan applications, and creative alternatives to financing.

### REAL 130: Real Estate Appraisal

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0511.00)

This basic real estate appraisal course covers the fundamentals of appraisal, elements, principles, and forces that affect value. It focuses on the three major approaches of appraisal and includes how to fill out a basic real estate appraisal report. The course is designed to meet a core requirement for the broker's license and is not part of the requirement to obtain an appraisal license.

### REAL 206: Real Estate Economics

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0511.00)

This introductory course covers economic issues and concepts that directly affect the real estate market. Topics include money, the Federal Reserve System, economic indicators, housing and community issues, real estate development, and economic trends. The course focuses on sustainability/the green movement.

**REAL 240: Computer Applications in Real Estate**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0511.00)

This course focuses on basic computer hardware and software and how it can be applied to the real estate profession. Activities include utilizing technology and the Internet to enhance and increase productivity. The course emphasizes the Internet and digital marketing.

**REAL 250: Property Management**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0511.00)

This basic course designed for professional real estate brokers, salespersons, and investors covers accepted principles of professional property management. Topics include property management laws, screening tenants, writing rental contracts, fair housing, and landlord-tenant relationships.

**REAL 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.  
Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**REAL 296: Topics in Real Estate**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (0511.00)

This course gives students an opportunity to study topics in Real Estate that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**REAL 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Religious Studies

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The Religious Studies discipline focuses on the analysis and comparison of religious traditions using methods from a variety of disciplines. Students take religious studies courses to prepare for a major or to fulfill general education requirements in humanities or ethnic studies. With a bachelor's degree in religious studies, students pursue careers in law, business, public and political service, and education. A religious studies major also prepares students for graduate studies in the discipline and for professional seminary and divinity school.

### Contact Information

**Chair:** Isabel Luengo  
lluengo@miracosta.edu

**Dean:** Dana Smith  
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www.miracosta.edu/  
instruction/religiousstudies/

**Department:** Philosophy and  
Religious Studies

**Office:** Building SAN Admin,  
760.634.7876

### Courses

**RELG 101: World Religions**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1510.00)

This course introduces students to the religious studies discipline. It provides an overview of the history, beliefs, and practices of both Eastern and Western religions, including Hinduism, Buddhism, Taoism, Confucianism, Shinto, Judaism, Christianity, Islam, Sikhism, and Mormonism. It explores the differences and similarities of the central tenets in the world's major religions and analyzes the close relationship among religion, society, and culture. (Formerly PHIL 122.)

### **RELG 105: Eastern Religions**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ASIA 105.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1510.00)

This course provides an interdisciplinary overview of East and South Asian religions, including Hinduism, Buddhism, Taoism, Confucianism, Shinto, and Sikhism. It emphasizes the different religions' philosophical foundations and their practical application in Asian societies. (Formerly PHIL 105/ASIA 105)

### **RELG 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently. Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

### **RELG 296: Topics in Religious Studies**

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1510.00)

This course gives students an opportunity to study topics in Religious Studies that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

### **RELG 298: Directed Study in Religious Studies**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1510.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## Sociology

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Sociology is the study of human social behavior, groups, and how environments influence behavior. Sociologists focus on the origins, organization, institutions, and developments of society. Students take courses to prepare for a sociology major or to fulfill general education requirements. Career options include social work, human services, law enforcement, legal professions, business, and teaching.

### Contact Information

**Chair:** Bruce Hoskins  
bhoskins@miracosta.edu  
**Dean:** Nikki Schaper  
nschaper@miracosta.edu  
www.miracosta.edu/SOC

**Department:** Sociology  
**Office:** Building OC3100,  
760.795.6871

### Full-Time Faculty

Karen Baum  
Thao Ha  
Bruce Hoskins

### Program Student Learning Outcomes (PSLOs)

The degree program includes the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

### Associate in Arts in Sociology for Transfer Degree

**PSLO:** Upon completion of this program, the student will be able to explain how an individual's life chances are impacted by at least two social forces.

### Associate Degree

#### Associate in Arts Degree

#### Associate in Arts in Sociology for Transfer Degree

Students completing this associate degree will have completed lower-division major preparation requirements for a sociology degree, an emphasis or option within a sociology degree, or a degree considered similar to sociology at a participating

California State University (CSU) campus. Following transfer to a participating CSU campus, students will be required to complete no more than 60 units to obtain a bachelor's degree; however, some CSU campuses may require additional lower-division major preparation. This degree may not be appropriate preparation for students transferring to a CSU campus not accepting this degree or to a university or college that is not part of the CSU system. Students should consult with a MiraCosta counselor for further information regarding the most efficient pathway to transfer as a sociology major and to determine which CSU campuses are participating in this program.

**To complete the degree, students must fulfill the following requirements:**

- ▶ Complete 60 semester (90 quarter) CSU transferable units
- ▶ Complete all courses required in the major with a "C" or better
- ▶ Complete the CSU-GE or CSU-IGETC general education pattern
- ▶ Achieve a minimum CSU transferable GPA of 2.0
- ▶ Complete a minimum of 12 units in residence at MiraCosta College.

Required Core: Complete 10 units

SOC 101	Introduction to Sociology *	3
or SOC 101H	Introduction to Sociology (Honors)	
SOC 102	Contemporary Social Problems *	3
SOC/PSYC 104	Statistics for Behavioral Science *	4
or PSYC/SOC 104H	Statistics for Behavioral Science (Honors)	
List A:	6 units. Select two courses. (It is recommended that you select courses that meet lower-division major preparation requirements at your intended transfer university.)	6
SOC/PSYC 103	Social Psychology *	
SOC 120	Introduction to Women's Studies *	
SOC/PSYC 145	Psychology/Sociology of the Family *	
SOC/PSYC 205	Research Methods in Behavioral Sciences	
SOC 207	Race and Ethnic Relations *	
List B:	3 units. Select one course. (It is recommended that you select courses that meeting lower-division major preparation requirements at your intended transfer university.)	3
Any course from List A not already used.		
HIST 110	United States History to 1877 *	
HIST 110H	United States History to 1877 (Honors) *	
HIST 116	History of the Americas to 1830 *	
HIST 141	Mexican American History Through 1877 *	
HIST 145	African American History to 1877 *	
<b>Total Units</b>		<b>19</b>

To insure this degree is completed with no more than 60 units, students should select courses that will also satisfy a general education requirement on the CSU-GE or CSU-IGETC general education pattern. These courses are noted with an asterisk above. Students are also strongly advised to complete the History, Constitution, and American Ideals requirement prior to transfer.

**Certificates**

**Certificate of Proficiency**

**Research Fundamentals**

The certificate in Research Fundamentals emphasizes the skills needed to interpret research data and conduct basic research in accordance with the procedures and methods of behavioral science. The certificate is designed for individuals interested in learning research skills and for those who need assistance in improving these skills for their work.

Required courses:

PSYC/SOC 104	Statistics for Behavioral Science	4
or PSYC/SOC 104H	Statistics for Behavioral Science (Honors)	
LIBR 101	College Research Skills	1
Select at least three elective units from the following:		3
PSYC 101	General Psychology	
or PSYC 101H	General Psychology (Honors)	
SOC 101	Introduction to Sociology	
or SOC 101H	Introduction to Sociology (Honors)	
ADM 100	Introduction to the Administration of Justice	
or ADM 100H	Introduction to the Administration of Justice (Honors)	
Select one course from the following electives:		3
PSYC/SOC 205	Research Methods in Behavioral Sciences	
LIBR 201	Research in the Digital Age	
<b>Total Units</b>		<b>11</b>

**Certificate of Proficiency**

**Volunteer Services**

This certificate offers students core courses in behavioral science combined with at least one behavioral science course that offers service learning. The academic courses provide a fundamental understanding of human behavior. A course that includes service learning requires volunteering in the community combined with written reflection on the volunteer experience. This certificate emphasizes working directly with people in need within the service-learning tradition, and it integrates academics with practice. This certificate can enrich the service of experienced volunteers, guide those interested in volunteering for the first time and transfer students interested in teaching and social service agency work, and provide early experience in public service. Students need to contact the Service Learning Office for information about instructors in behavioral science who offer service learning. In addition, students must provide verification of their volunteer participation through the Service Learning Office to earn the certificate.



Required courses:		
SOC 101	Introduction to Sociology	3
or SOC 101H	Introduction to Sociology (Honors)	
SOC 102	Contemporary Social Problems	3
Select at least 5 elective units from the following:		5
CHLD 210	Child, Family, and Community	
PSYC/SOC 103	Social Psychology	
PSYC/SOC 145	Psychology/Sociology of the Family	
Total Units		11

## Courses

### SOC 101: Introduction to Sociology

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in SOC 101H.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2208.00)

This course offers a thorough study of human society and social phenomena. It is guided by sociology's basic principle that people's lives are affected not only by individual characteristics but also by their place in the social world. The course emphasizes the connections among human relationships, social institutions, and social organizations, which allow students to evaluate themselves, and the world around them, more analytically and critically. C-ID SOCI-110.

### SOC 101H: Introduction to Sociology (Honors)

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in SOC 101.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2208.00)

This course offers a thorough study of human society and social phenomena. It is guided by sociology's basic principle that people's lives are affected not only by individual characteristics, but also by their place in the social world. The course emphasizes the connections among human relationships, social institutions, and social organizations, which allow students to evaluate themselves, and the world around them, more analytically and critically. As an honors course, it provides an enhanced experience for motivated students through exigent course work and readings, a seminar format, enriched and in-depth analysis of social issues, and application of higher-level critical thinking skills. UC CREDIT LIMITATION: Credit for SOC 101 or SOC 101H. C-ID SOCI-110.

### SOC 102: Contemporary Social Problems

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2208.00)

This course analyzes social problems in a diverse society. It emphasizes economic, racial, and gender inequality, crime, poverty, the family, education, health care, and others. Students evaluate the causes, consequences, and solutions to the problems of our society. C-ID SOC-115.

### SOC 103: Social Psychology

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in PSYC 103.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2208.00)

Social psychology examines the influence that society, contexts, groups, and others have on individuals. This course emphasizes the sociological and psychological factors in socialization, self-concept, interpersonal relationships, and group dynamics. The course pays special attention to social cognition, attitudes, social influence, language, and cross-cultural differences in social psychology. C-ID PSY-170.

### SOC 104: Statistics for Behavioral Science

Units: 4

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Enrollment Limitation: Not open to students with credit in BTEC 180, BIO 180, PSYC 104, PSYC 104H, or SOC 104H.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 4 hours. (2208.00)

This course introduces statistical methods for analyzing data in the behavioral sciences. Topics include basic research design; descriptive statistics, probability and sampling distributions; statistical inference and power; linear correlation and regression; t-test and one-way analysis of variance; chi-square. Students use appropriate technology (e.g., calculators and SPSS) to analyze real-world data and report results using American Psychological Association style. UC CREDIT LIMITATION: Credit for BIO 180, BTEC 180, MATH 103, PSYC 104, PSYC 104H, or SOC 104H. C-ID SOCI-125.

**SOC 104H: Statistics for the Behavioral Sciences (Honors)**

Units: 4

Prerequisites: MATH 64 or eligibility determined by the math placement process.

Enrollment Limitation: Not open to students with credit in BTEC 180, BIO 180, PSYC 104, PSYC 104H, SOC 104.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 4 hours. (2208.00)

This course introduces statistical methods for analyzing data in the behavioral sciences. As an honors course, it offers an enriched experience for highly motivated students through a pro-seminar format and more in-depth coverage of course topics. Topics include research design; descriptive statistics, probability, and sampling distributions; statistical inference and advanced power analysis; linear correlation and regression; t-test and one-way analysis of variance; chi-square. Students use appropriate technology (e.g., calculators and SPSS) to analyze real-world data and report results using American Psychological Association style. UC CREDIT LIMITATION: Credit for BIO 180, BTEC 180, MATH 103, SOC 104, PSYC 104, or PSYC 104H. C-ID SOCI-125.

**SOC 105: Introduction to Justice Studies**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ADM 105.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2208.00)

This course introduces the interdisciplinary field of justice studies. It explores social, economic, and criminal justice issues by means of sociological, philosophical, and legal perspectives and methodologies. Students critically assess the obstacles and opportunities central to the pursuit of justice in the United States and abroad. UC CREDIT LIMITATION: Credit for ADM 100/ADM 100H or SOC 105.

**SOC 110: Comparative Cultures**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2208.00)

This course compares and contrasts a variety of cultures from around the world, past and present. It focuses on social structure, social institutions, values, beliefs, norms, and customs from multiple perspectives. The course also uses multiple theoretical perspectives to examine the similarities and differences among cultures, relevant subcultures, and/or regional communities in relationship to education, family, economics, religion, and politics, the status of women and men, ideologies, history, and current events.

**SOC 120: Introduction to Women's Studies**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2208.00)

This course introduces students to women's studies through sociological theories, concepts, and sociological research. The course examines the status and roles of women in social institutions, social organizations, and social classes. It compares and contrasts similarities and differences in women's experiences based on race and ethnic groups, different cultures, and subcultures. It is guided by sociology's emphases on cultural relativism, diversity, and the effects of inequality. Topics include institutional discrimination, gender socialization, sexuality, varied cultural influences, feminism, and regional, national, and global perspectives on women's rights.

**SOC 145: Psychology/Sociology of the Family**

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in PSYC 145.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2208.00)

This course examines the family as a social institution and applies sociological and psychological theories and concepts to couples, intimate relationships, marriage, and families. These theories and concepts provide frameworks for examining love, sexuality, and commitment and for identifying problems and adjustments for couples and family relationships. The course also studies changing models of the family, historical perspectives, cross-cultural comparisons, and the influences of changes in contemporary society affecting family life. Topics include partner selection, becoming parents, communication, family and work, family crises, divorce, aging, and issues linked to social class and living in a diverse society. C-ID SOCI-130.

**SOC 205: Research Methods in Behavioral Sciences**

Units: 3

Prerequisites: PSYC 101 or SOC 101; and PSYC 104 or SOC 104; and ENGL 100.

Corequisite: PSYC 104/104H or SOC 104/104H (for students with MATH 103 credit).

Enrollment Limitation: Not open to students with credit in PSYC 205.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (2208.00)

This course introduces research methodologies used in the behavioral sciences. It emphasizes an appreciation of the scientific method, the development of research skills, knowledge of research ethics, and the evaluation of scientific research. Students conduct library research, design and implement research projects using appropriate methodologies and controls, analyze and interpret data using a statistical computer program, and write research reports using APA format. Students with MATH 103 may take PSYC 104 or SOC 104 concurrently with Research Methods.

## **SOC 207: Race and Ethnic Relations**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2208.00)

This course provides a systematic examination of how race and ethnic relations are affected by the concepts of power, prejudice, ethnocentrism, and racism. It connects historical oppression to current racial and ethnic dynamics in the United States. The course also studies factors involved in establishing, sustaining, and changing systems of racial and ethnic inequality and how they are connected to class and gender. C-ID SOCI-150.

## **SOC 230: Introduction to Chicana/o Studies**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2208.00)

This course focuses on the development of contemporary Chicano culture including various pre-Columbian and Hispanic cultures in Mexico and the Southwest. The cross-disciplinary approach examines applicable methods and theories from sciences and humanities to analyze the lived lives of Chicanas and Chicanos. This course is intended for students who wish to gain general knowledge of the Chicana/o experience.

## **SOC 240: Introduction to Black Studies**

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2208.00)

This course surveys the Black Studies discipline including its social and academic origins, goals, and development. It provides students with an understanding of the fundamental areas of study within the field and of the interdisciplinary approach to studying the African experience in America and the world. This course is intended for students who wish to gain general knowledge of the Black experience.

## **SOC 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently. Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## **SOC 298: Directed Study in Sociology**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (2208.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

## **SOC 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

# Spanish



The International Languages Department offers courses that provide the foundation for Spanish language study. They also satisfy either the humanities requirement for general education or the proficiency requirement in an international language when required for transfer. A bachelor's degree in an international language such as Spanish can lead to a career in advertising, broadcasting, consulting, translating, teaching, international service, public relations, social work, and sales.

*Note: Students educated in a non-English speaking country through high school or equivalent will generally not earn lower-division transfer credit in their language at most universities. Students who might be affected by this rule should consult a counselor and/or the International Languages Department Chair before enrolling in the courses described below.*

## Contact Information

**Chair:** Andrea Petri  
 apetri@miracosta.edu  
**Dean:** Jonathan Fohrman  
 jfohrman@miracosta.edu  
 www.miracosta.edu/SPAN

**Department:** International Languages  
**Office:** Building OC4700,  
 760.795.6844

## Full-Time Faculty

Francisco Alvarez  
 Rosa E. Arceo  
 David Detwiler

Pilar Hernández  
 Lilia Vidal

## Certificate

### Certificate of Proficiency

#### Career Spanish for Medical Personnel

This certificate provides students in the health care field the language skills necessary to communicate on a professional level with Spanish-speaking people. Students should take one course through the International Study Abroad Program, if possible. No more than 4 units of course work for this certificate may be earned through credit by exam (see "Credit by Institutional Examination" in this catalog). After completion of all course work for the certificate, students must take an evaluative (non-graded) Spanish oral proficiency exam.

Required courses:

SPAN 160	Spanish for Health Care Providers I	2
SPAN 161	Spanish for Health Care Providers II	2
Select one option from below:		4
SPAN 102	Elementary Spanish (Second Semester)	
SPAN 201	Intermediate Spanish (Third Semester)	
SPAN 203	Spanish for Native Speakers	
Select one elective from the following:		3-4
SPAN 202	Intermediate Spanish (Fourth Semester)	
SPAN 210	Intermediate Conversation and Reading	

Total Units 11-12

## Courses

### SPAN 101: Elementary Spanish (First Semester)

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in SPAN 102, SPAN 201, SPAN 202, or SPAN 203.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1105.00)

This introductory course develops Spanish language acquisition through listening, speaking, reading, and writing. It covers basic Spanish pronunciation, vocabulary, and grammar. It also explores the history, geography, and customs of the Spanish-speaking world. This course corresponds to the first two years of high school Spanish.

### SPAN 102: Elementary Spanish (Second Semester)

Units: 4

Prerequisites: SPAN 101 or two years of high school Spanish with a C or better.

Enrollment Limitation: Not open to students with credit in SPAN 201, SPAN 202, or SPAN 203.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1105.00)

This course continues to develop Spanish language acquisition through listening, speaking, reading, and writing. It reviews and expands upon the vocabulary and grammatical structures introduced in SPAN 101, and it develops the student's ability to engage in casual conversation, express opinions, and make suggestions in Spanish. The course also provides for increased awareness of the Spanish-speaking world's history, geography, and customs, including its socio-political practices and cultural artifacts. This course corresponds to the third year of high school Spanish.

### SPAN 160: Spanish for Health Care Providers I

Units: 2

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours. (1105.00)

This course introduces basic Spanish grammar and vocabulary needed by medical personnel. Topics include greetings with cultural and medical protocols, getting to know the patient, assisting in taking preliminary medical histories, and assisting in patient assessment and treatment. This course is designed for beginners as well as for those with some Spanish-speaking proficiency.

### **SPAN 161: Spanish for Health Care Providers II**

Units: 2

Prerequisites: SPAN 160.

Acceptable for Credit: CSU

Lecture 2 hours. (1105.00)

This course provides students with more basic language skills needed for daily interactions with Spanish-speaking patients. It emphasizes the development of effective cross-cultural communication skills. Topics include nutrition, preventive care, physical care and rehabilitation, pediatrics, surgery, drug abuse. This course is designed for beginners as well as for those with some speaking proficiency in Spanish.

### **SPAN 201: Intermediate Spanish (Third Semester)**

Units: 4

Prerequisites: SPAN 102 or three years of high school Spanish with a C or better.

Enrollment Limitation: Not open to students with credit in SPAN 202 or SPAN 203.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3.50 hours, laboratory 1.50 hours. (1105.00)

This course continues to develop Spanish language acquisition through listening, speaking, reading, and writing. It reviews and expands upon the vocabulary and grammatical structures introduced in SPAN 101 and SPAN 102, and it develops the student's ability to engage in casual conversation, express opinions, and make suggestions in Spanish. The course also provides for increased awareness of the Spanish-speaking world's history, geography, and customs, including its socio-political practices and cultural artifacts. This course corresponds to the fourth year of high school Spanish. UC CREDIT LIMITATION: Credit for SPAN 201 or SPAN 203.

### **SPAN 202: Intermediate Spanish (Fourth Semester)**

Units: 4

Prerequisites: SPAN 201 or SPAN 203 or four years of high school Spanish with a C or better.

Acceptable for Credit: CSU, UC

Lecture 3.50 hours, laboratory 1.50 hours. (1105.00)

This course continues to develop Spanish language acquisition through listening, speaking, reading, and writing. It reviews and expands upon the vocabulary and grammatical structures introduced in SPAN 201. It also develops the student's ability to express opinions and make recommendations in Spanish-language debates and discussions. The course provides for increased awareness of the Spanish-speaking world's history, geography, and customs, including its socio-political practices and cultural artifacts, through extensive reading and writing assignments as well as oral presentations.

### **SPAN 203: Spanish for Native Speakers**

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in SPAN 201.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3.50 hours, laboratory 1.50 hours. (1105.00)

This intensive course prepares native Spanish speakers with little or no formal training in Spanish for more advanced courses. It addresses listening comprehension, speaking, reading, and writing while emphasizing the improvement of reading and writing skills. Students also learn about regional variations in standard Spanish, Spanglish and code-switching, and the relationship between language and cultural identity. UC CREDIT LIMITATION: Credit for SPAN 201 or SPAN 203.

### **SPAN 205: Hispanic Film, Literature, and Composition**

Units: 3

Prerequisites: SPAN 202 or SPAN 203 or equivalent.

Acceptable for Credit: CSU, UC

Lecture 2.50 hours, laboratory 1.50 hours. (1105.00)

This introductory survey course examines Hispanic film and literary genres, including poetry, the essay, and narrative prose. Students complete written assignments and presentations (or discussions) based on Spanish-language films and assigned readings. The course helps students develop, structure, and write essays in Spanish. It also prepares students for upper-division Spanish courses.

### **SPAN 210: Intermediate Conversation and Reading**

Units: 3

Prerequisites: SPAN 102 or three years of high school Spanish.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1105.00)

This course stresses oral communication and reading comprehension through cultural materials in order to improve and expand the student's conversational skills in Spanish. It emphasizes practical topics, fundamental and expanded vocabulary, and commonly used idioms. Students learn to employ Spanish in general discussions of assigned topics and simple dialogues. The course also reviews communicative functions.



**SPAN 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**SPAN 296: Topics in Spanish**

Units: 1-6

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours.

Lecture 4 hours.

Lecture 5 hours.

Lecture 6 hours. (1105.00)

This course gives students an opportunity to study topics in Spanish that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

**SPAN 298: Directed Study in Spanish**

Units: 1-3

Prerequisites: None

Enrollment Limitation: Instructor and department chair approval and successful completion of 12 units of college work with at least a 3.0 grade-point average.

Acceptable for Credit: CSU

Laboratory 3 hours

Laboratory 6 hours

Laboratory 9 hours. (1105.00)

This course allows students to pursue a special area of interest in order to achieve specific goals beyond the scope of existing courses within the discipline. Students work independently and interact directly with an instructor on an individual basis and as prescribed by the Directed Study Agreement.

**SPAN 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Surgical Technology



In the Surgical Technology program, students learn to prepare the patient, operating room, and equipment for surgical procedures. Students learn in the classroom and lab as well as in clinical settings throughout the area. Students must complete three prerequisite courses with a grade of "C" or better before

# Areas of Study & Courses

enrolling in the following surgical technology courses: NURS 151: Body Systems Survey for Health Professions; NURS 155: Basic Medical Terminology; and PHAR 100: Basic Pharmacology. Students must maintain a "C" average or better throughout the program. Career options include employment in hospitals, surgical centers, clinics, and various government agencies.

## Contact Information

**Chair:** Julie Vignato  
jvignato@miracosta.edu  
**Dean:** Sandy Comstock  
scomstock@miracosta.edu  
www.miracosta.edu/SURG

**Department:** Nursing and Allied Health  
**Office:** Building OCT420,  
760.795.6796

## Full-Time Faculty

Niall Davis  
Lillian Edwards

## Program Student Learning Outcomes (PSLOs)

The degree program includes the completion of a general education (GE) pattern of courses. The knowledge, skills, and abilities gained as a result of completing general education, referred to as GE outcomes, can be viewed here p. 52.

## Surgical Technology Associate in Arts Degree and Certificate of Achievement

**PSLO:** Upon completion of this program, the student will be able to promote and maintain a safe environment by integrating surgical asepsis and skill competency to intervene therapeutically for the health of the surgical patient.

## Associate Degree

### Associate in Arts Degree Surgical Technology

Students may earn the above-named associate degree by completing a certificate of achievement and the general education courses required for MiraCosta College's Associate in Arts degree (see Associate Degrees p. 52). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

## Certificate

### Certificate of Achievement Surgical Technology

This certificate prepares graduates to work on a multidisciplinary team that includes registered nurses and physicians who are caring for patients in an operating room or surgical practice setting.

The program requires one year of study and integrates theory, laboratory simulations, and clinical practice to prepare students to take the National Exam for Certification as a surgical technologist. This exam is taken at MiraCosta College at the end of the program. The student must pay a \$240 exam fee to the Association of Surgical Technologists.

Students must take the following three courses before acceptance into the SurgTech Program:

NURS 151	Body Systems Survey for Health Professions	3
NURS 155	Basic Medical Terminology	3
PHAR 100	Basic Pharmacology–Dosages and Calculations	3
Required Courses:		
SURG 101	Principles of Surgical Technology	8
SURG 101L	Surgical Patient Care Concepts	5
SURG 104	Surgical Specialties	4
SURG 104L	Surgical Procedures	1
SURG 105L	Clinical Practice for Surgical Technology	11
Total Units		38

## Courses

### SURG 101: Principles of Surgical Technology

Units: 8

Prerequisites: Admission to the Surgical Technology program; NURS 151, NURS 155, and PHAR 100.

Corequisite: SURG 101L

Acceptable for Credit: CSU

Lecture 8 hours. (1217.00)

This course introduces the surgical technologist's role in the health care environment. Students develop fundamental team skills required to function as a technologist during the care of patients having surgery. The course focuses on the principles of aseptic techniques and surgical practice and covers basic principles of microbiology. Topics address preparation and practical implications required to perform the steps of an open appendectomy and a closed general laparoscopic surgical procedure, medications commonly used in the care of the surgical client, principles of anesthesia administration, and implications necessary during a surgical procedure's pre-operative, intra-operative and post-operative phases.

### SURG 101L: Surgical Patient Care Concepts

Units: 5

Prerequisites: None

Corequisite: SURG 101

Enrollment Limitation: Dept. approval

Acceptable for Credit: CSU

Laboratory 15 hours. (1217.00)

This laboratory accompaniment to SURG 101 provides direct, hands-on practice of skills and theory taught in the lecture course. Topics include pre-operative, intra-operative, and post-operative patient care, instrument and supply preparation, surgical pharmacology, anesthesia concepts, safety considerations, and the basic principles of microbiology, physics, and robotics as they relate to the operating room. Students learn how to prepare and perform the steps of a closed and open general surgical procedure within the surgical technologist's scope of practice. Offered pass/no pass only.

**SURG 104: Surgical Specialties**

Units: 4

Prerequisites: SURG 101 and SURG 101L.

Corequisite: SURG 104L

Acceptable for Credit: CSU

Lecture 4 hours. (1217.00)

This course covers diagnostic and surgical interventions for patients undergoing surgeries related to specific body systems. It addresses anatomical locations and specific anatomy and pathophysiology related to the system. Topics include the pre-operative and intra-operative course for each surgery, including client positioning, supplies, necessary equipment and instrumentation, diagnostic tests, and procedural steps.

**SURG 104L: Surgical Procedures**

Units: 1

Prerequisites: SURG 101 and SURG 101L.

Corequisite: SURG 104

Acceptable for Credit: CSU

Laboratory 3 hours. (1217.00)

This advanced course covers practical applications of diagnostic and surgical interventions for patients undergoing surgeries related to specific body systems. Students plan, prepare, and anticipate the surgeon's needs for any given surgical procedure. Students experience the pre-operative and intra-operative course for each surgery, including appropriate client positioning, supplies, necessary equipment and instrumentation, procedural steps, and specimen care, in a mock lab setting. Offered pass/no pass only.

**SURG 105L: Clinical Practice for Surgical Technology**

Units: 11

Prerequisites: SURG 101, SURG 101L, SURG 104, and SURG 104L.

Acceptable for Credit: CSU

Laboratory 33 hours. (1217.00)

This course provides students with clinical experience in the operating room as well as with skills necessary to function as beginning surgical technologists. Under direct supervision and guidance of preceptors, students gain proficiency in responding to the needs of the surgical patient during the preoperative, intra-operative, and post-operative phases of a surgical procedure and for serving in various roles, such as first scrub, circulator, and first assistant in the operating room. Offered Pass/No Pass only.

**SURG 292: Internship Studies**

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently. Acceptable for Credit: CSU

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

**SURG 299: Occupational Cooperative Work Experience**

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

## Work Experience Education

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Cooperative Work Experience Education combines work experience with college instruction. This program is organized to provide students with new, expanded, and practical learning opportunities on the job so they may achieve the knowledge, skills, and attitudes needed for career success. In addition to the general work experience course (WKEX 233), occupational work experience courses are offered in all career and technical education disciplines (see courses numbered 299 in career and technical disciplines).

## Contact Information

**Chair:** Donna Davis  
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**Dean:** Al Taccone  
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forstudents-get-an-internship-or-  
coop.html#

**Department:** Career Studies &  
Services  
**Office:** Building OC3700,  
760.795.6772

## Courses

### **WKEX 233: Cooperative Work Experience – General**

Units: 1-3

Prerequisites: None

Corequisite: Must be employed and complete 60 non-paid or 75 paid hours per unit.

Enrollment Limitation: May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Laboratory 13.63 hours. (4932.00)

General Cooperative Work Experience is intended for students employed in a job not directly related to their major. It allows such students the opportunity to explore various work environments and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it related to the student's career plans.

# Continuing Education

The background of the page is a solid light blue color. Overlaid on this are several abstract, wavy lines in various shades of blue, ranging from a very light, almost white blue to a vibrant, bright blue. These lines flow across the page from left to right, creating a sense of movement and depth. The lines are smooth and curved, resembling waves or stylized brushstrokes.



# Adult High School Diploma Program

Accrediting Commission for Schools

533 Airport Blvd., Suite 200, Burlingame, CA 94010

Phone: 650.696.1060



MiraCosta College provides classes for adults who wish to obtain their high school diplomas. Some classes are also appropriate for individuals who wish to increase skills in preparation for college course work, employment or advancement in the workplace, or personal growth. Classes are held at the Community Learning Center at 1831 Mission Avenue in Oceanside and are open to adults 18 years of age or older. Individuals who are under 18 years of age who can benefit from instruction may be allowed to enroll.

Any student enrolled in a day high school (regular or continuation) must meet the following criteria in order to take classes in MiraCosta's Adult High School Diploma Program: he or she must be a credit or California High School Exit Exam (CAHSEE) deficient student, 17 years old or older, who has attended at least five semesters of high school. Day high school students must also present a Concurrent Enrollment Permit signed by their day high school principal, counselor, and parent. An individual under the age of 18 who is not currently enrolled in a day high school (regular or continuation) may be allowed to enroll with a Minor's Permit signed by a parent or guardian.

The Concurrent Enrollment Permit and Minor's Permit are available at high school counseling offices, the Oceanside and San Elijo Admissions and Records Offices, and the Community Learning Center as well as online at [miracosta.edu/ahsdp](http://miracosta.edu/ahsdp).

*Note: Students enrolled in this program cannot receive federal financial aid.*

**Accreditation:** The Adult High School Diploma Program is fully accredited by the Schools Commission of the Western Association of Schools and Colleges.

**Western Association of Schools and Colleges**

**Tuition:** Courses offered in this program are provided tuition-free. There are some costs for the rental or purchase of books.

**Hours Per Class/Credits Earned:** Each adult high school course includes 49.5 in-class instructional hours plus 49.5 outside-of-class hours of laboratory or study time. Students receive five high school credits for each successfully completed class.

**Adult High School Terms:** Classes are offered in different formats and at a variety of times in order to meet students' varying needs. The regular school year has four 8-week terms plus a summer intersession.

**Counseling and Evaluation:** Counselors evaluate a student's standing upon his or her admission to the program, and they help the student plan a program to meet graduation requirements. (See Sources of Credit below.) Counselors are available throughout each term to assist students in program, college, and career planning as well as job searches.

**Sources of Credit:** Credit from the following six sources may be applied toward a high school diploma through the college's Office of Instructional Services:

1. Successful completion of MiraCosta College adult high school or specified credit courses
2. Transfer credit from other accredited secondary schools, colleges, and universities
3. High school correspondence courses from accredited institutions
4. Training completed during military service

*Note: A veteran or service person may be granted credit for courses completed in service schools or for ratings earned while in service as recommended in "A Guide to the Evaluation of Educational Experiences in the Armed Services" issued by the American Council on Education.*

5. Work achievement having educational value

*Note: Elective credits may be granted on the basis of verified work achievement resulting in knowledge or skills comparable to those acquired in a secondary school class. In some cases, an achievement test may be required in addition to verification.*

The granting of such credit is based upon the following basic principles:

- ▶ Credit for work achievement after the age of 18 may be granted toward graduation requirements.
- ▶ Credit will be granted on the basis of the length of full-time employment (10 elective credits per year or 5 credits for 6 months). No other divisions will be made to account for odd months above 12. No credit will be granted for work achievement in excess of 12 months if there is no change in the type of work performed. Exceptions may be made if the type of work is progressively more difficult, justifying a division into beginning and advanced courses.

- ▶ A person must be employed for at least one year with the same firm before work achievement may be considered for credit, and he/she must spend at least 6 months at each type of work for which credit is requested. For example, if a person were employed by the same firm as a machinist for 9 months and a draftsman for 5 months, he/she would be eligible to apply for five work achievement elective credits as a machinist, but he/she would not be eligible to receive credit for the work as a draftsman.
- ▶ Credit may be granted only for vocational experience in which wages or salary was received. A person who is self-employed and thereby earning a livelihood may be regarded as employed with pay.

6. Credit by examination

- ▶ Ten credits in a foreign language may be earned by passing an essay exam in the language. The student must see a counselor to make arrangements for an exam to be administered.

The granting of credits does not constitute satisfaction of any of the competency requirements. In addition, no more than 40 elective credits will be granted for military training or ratings and/or work achievement.

**Demonstration of Competency**

Students must demonstrate competence in reading, writing, and mathematics. Upon entrance into the program, students' skill levels will be assessed and remediation provided as needed. Competence may be demonstrated by successful completion of specified courses or approved performance levels on a variety of standardized and faculty-developed assessments. The options may be viewed on the college website.

**Diploma Requirements**

1. 170 high school credits in the following areas as indicated:

English	40
HSENG 17 Basic Skills: Reading and Study Strategies <sup>1</sup>	
HSENG 21 English 1 <sup>1</sup>	
HSENG 22 English 2 <sup>1</sup>	
HSENG 23 English 3 <sup>1</sup>	
HSENG 25 English 4 <sup>1</sup>	
HSENG 30 English Skills Lab <sup>1</sup>	
HSENG 40 Integrated Information Literacy <sup>1</sup>	
Natural Sciences <sup>*</sup>	20
HSSCI 21 Life Science 1 - Biology	
HSSCI 22 Life Science 2 - Human Anatomy and Physiology	
HSSCI 11 Physical Science 1 - Chemistry	
HSSCI 12 Physical Science 2 - Physics	
Mathematics <sup>**</sup>	30
HSMTH 11 Basic Skills Math 1 <sup>1</sup>	
HSMTH 12 Basic Skills Math 2 <sup>1</sup>	
HSMTH 20 Algebra Essentials <sup>1</sup>	

HSMTH 30 Geometry Essentials <sup>1</sup>	
Social and Behavioral Sciences <sup>***</sup>	30
HSAGT 10 American Government	
HSECN 10 Economics	
HSUSH 11 United States History 1	
HSUSH 12 United States History 2	
HSWHG 11 World History and Geography 1	
HSWHG 12 World History and Geography 2	
Humanities	10
HSIFA 11 Introduction to Fine Arts 1 - The History and Development of Theatre and Dance	
HSIFA 12 Introduction to Fine Arts 2 - The History and Development of Art and Music	
HSIFA 13 Digital Storytelling <sup>1</sup>	
Electives	40
HSWFP 11 Applied Computer Skills 1 (See Sources of Credit)	
<b>Total Units</b>	<b>170</b>

- <sup>1</sup> HSENG 17-25 and HSENG40: Courses may be repeated one time each for credit, as stated in the course descriptions. HSENG 30: English Skills Lab. This course may be repeated up to 4 times for credit, as stated in the course description. HSIFA13: Course may be repeated one time for credit, as stated in the course descriptions. HSMTH 11 - 30: Courses may be repeated one time each for credit, as stated in the course descriptions.
- \* Must include both Life and Physical Sciences
- \*\* Must include 5 credits in HSMTH 20, HSMTH 30, or equivalent
- \*\*\*Must include HSAGT 10, HSECN 10, 10 credits in U.S. History, and 10 credits in World History and Geography

- 2. Students must earn 20 credits in residence.
- 3. Students must meet competency requirements in reading, writing, and mathematics.

**Scholarship and Attendance**

Satisfactory progress must be demonstrated by satisfactory achievement (scholarship) and attendance. More than 6 hours of absence from class may result in the student being dropped from the class.

**Course Repetition**

Credit may not be earned through repetition of a course for which credit has previously been granted unless specifically stated in the course descriptions.

# Adult High School Diploma Program Courses

## Contact Information

**Chair:** Denise Plante  
dplante@miracosta.edu  
**Dean:** Nikki Schaper  
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www.miracosta.edu/  
instruction/  
continuingeducation/ahsdp/

**Department:** Adult High School  
**Office:** Community Learning  
Center, 1831 Mission Avenue,  
Oceanside, CA 92058,  
760.795.8710

## Full-Time Faculty

Julie Cord  
Arti Dua  
Denise Plante

Angela Senigaglia  
Steve Wezniak

## Courses

### HSAGT 10: American Government

High School Credits: 5  
Prerequisites: None  
Lecture 3 hours. (4930.62)

This course introduces students to the institutions of American government. Topics include the principles and moral values of American government, the rights and obligations of democratic citizens, the fundamental values and principles of civil society, the roles of the three branches of government, landmark Supreme Court interpretations of the Constitution, elective offices, powers and procedures of government, and comparison of American government to other systems of government in the world today. This course satisfies the American Government requirement for graduation.

### HSECN 10: Economics

High School Credits: 5  
Prerequisites: None  
Lecture 3 hours. (4930.62)

This course introduces students to the basic economic principles of microeconomics and macroeconomics. Topics include international economics, comparative economic systems, measurement, and methods. This course satisfies the economics requirement for graduation.

### HSENG 17: Basic Skills: Reading and Study Strategies

High School Credits: 5  
Prerequisites: None  
Lecture 3 hours. (4930.62)

This course is designed to help students improve their reading comprehension and vocabulary in various academic subjects. Students critically analyze content-area readings, such as articles, novels, and short stories. The course emphasizes fundamental reading comprehension skills, general and academic vocabulary enhancement, study skills strategies, and principles of study reading. (This course may be repeated once.)

### HSENG 21: English 1

High School Credits: 5  
Prerequisites: None

Advisory: Students are advised to have a minimum score of 535 on TABE or with an approved equivalent and through consultation with a noncredit counselor to ensure success in the course.

Lecture 3 hours. (4930.62)

This course helps students improve basic skills in reading, writing, listening, speaking, and grammar. It introduces students to the writing process through basic autobiographical and short narrative responses. Class instruction emphasizes vocabulary development, reading comprehension and analysis of level-appropriate texts, and a command of Standard American English. Students also learn basic MLA formatting and display oral communication competency through basic presentation preparation and delivery. This course enables students to establish competency in 1 of 12 English competencies required by the Adult High School Diploma Program. English 1 is aligned with the California English Language Content Standards for Grade 9 and the CB21 Rubric for ABE/ASE English courses four levels prior to transfer. (This course may be repeated once.)

### HSENG 22: English 2

High School Credits: 5  
Prerequisites: None

Advisory: Students are advised to have a minimum score of 560 on TABE, completion of English 1 with a grade of C or better, or with an approved equivalent and through consultation with a noncredit counselor to ensure success in the course.

Lecture 3 hours. (4930.62)

This course builds upon the basic skills in reading, writing, listening, speaking, and grammar from English 1. It introduces students to the writing processes of the five paragraph literary/expository essay on historically relevant topics for both in-class and at-home essay compositions. Class instruction emphasizes intermediate reading comprehension and analysis of level-appropriate texts and a continued command of Standard American English. Students also learn intermediate MLA formatting and display oral communication competency through an oral presentation and visual/multimedia aide. This course enables students to establish competency in 1 of the 12 English Competencies required by the Adult High School Diploma Program. English 2 is aligned with the California English Language Arts Content Standards for Grade 10 and the CB21 Rubric for ABE/ASE English courses three levels prior to transfer. (This course may be repeated once.)

**HSENG 23: English 3**

High School Credits: 5

Prerequisites: None

Advisory: Students are advised to have a minimum score of 584 on TABE, completion of English 2 with a grade of a C or better, or with an approved equivalent and through consultation with a noncredit counselor to ensure success in the course.

Lecture 3 hours. (4930.62)

This course develops intermediate skills in reading, writing, listening, speaking, and grammar. It continues to allow students to practice the writing processes of the five-paragraph literary/expository essay introduced in English 2, but it moves into methods for writing argumentative paragraphs and essays on culturally relevant topics for both in-class and out-of-class compositions. Class instruction emphasizes intermediate reading comprehension and analysis of level-appropriate texts and a continued command of Standard American English. Students also learn advanced MLA formatting for in-text citations and display oral communication competency through an oral presentation and visual/multimedia aide. This course enables students to establish competency in 2 of the 12 English Competencies required by the Adult High School Diploma Program. English 3 is aligned with the California English Language Arts Content Standards for Grade 11, and the CB21 Rubric for ABE/ASE English courses two levels prior to transfer. (This course may be repeated once.)

**HSENG 25: English 4**

High School Credits: 5

Prerequisites: None

Advisory: Students are advised to have a minimum score of 584 on TABE, completion of English 3 with a grade of a C or better, or with an approved equivalent and through consultation with a noncredit counselor to ensure success in the course.

Lecture 3 hours. (4930.62)

This course develops advanced skills in reading, writing, listening, speaking, and grammar. It continues to allow students to practice the writing processes of the argumentative essay introduced in English 3 but moves into methods for writing research paragraphs and essays on contemporary issues for both in-class and out-of-class compositions. Class instruction emphasizes advanced reading comprehension and analysis of level-appropriate texts and a continued command of Standard American English. Students also learn MLA formatting for in-text citations and display oral communication competency through and oral presentation and visual/multimedia aide with involved use of PowerPoint. This course enables students to establish competency in 2 of the 12 English Competencies required by the Adult High School Diploma Program. English 4 is aligned with the California English Language Arts Content Standards for Grade 12 and the CB21 Rubric for ABE/ASE English courses one level prior to transfer. (This course may be repeated once.)

**HSENG 30: English Skills Lab**

High School Credits: 5

Prerequisites: None

Advisory: Students are advised to take this course concurrently with the English 1 and/or 2, however, it may be taken at any time during the student's course of study, and up to four times in order to achieve 6 of the 12 competencies needed to graduate.

Lecture 3 hours. (4930.62)

The English Skills Lab is designed to improve English skills in all areas through a prescriptive reading, writing, and grammar program as well as supplemental assignments targeted towards readers and writers who require a pre-collegiate review of such skills. This lab course is designed to assist students in achieving 6 of the 12 English Competencies required for the Adult High School Diploma. It is aligned with the California English Language Arts Content Standards for Grades 9 - 12, and CB21 for ABE/ASE English courses two levels below transfer. (This course may be repeated four times.)

**HSENG 40: Integrated Information Literacy**

High School Credits: 5

Prerequisites: None

Lecture 3 hours. (4930.62)

This course is designed for students wishing to improve their information literacy and their knowledge and use of information systems and technology as they relate to school and/or the workplace. It introduces a variety of services, programs, and degrees at the college and requires that students learn how to obtain information about them online as well as through face-to-face and written communications. Students also receive instruction on a graduation portfolio for the Adult High School diploma. (May be repeated once.)

**HSIFA 11: Introduction to Fine Arts 1 - The History and Development of Theatre and Dance**

High School Credits: 5

Prerequisites: None

Lecture 3 hours. (4930.62)

This course introduces students to the history of theatre and dance from its prehistoric beginnings to the present, with an emphasis on the Renaissance through the twentieth century. Topics include a review of the beginnings of theatre and dance in Ancient Greece and Rome, the impact of religion in the Middle Ages, the Italian Renaissance, Elizabethan England, French Classicism, modern, postwar, and contemporary dance and drama, and Asian dance and drama. Students must complete Fine Arts I and Fine Arts II (or comparable courses) to fulfill the requirement for graduation. This course aligns with Visual and Performing Arts Content Standards.



## **HSIFA 12: Introduction to Fine Arts 2 - The History and Development of Art and Music**

High School Credits: 5

Prerequisites: None

Lecture 3 hours. (4930.62)

This course introduces students to the history of art and music from its prehistoric beginnings to the present. Topics include the prehistoric origins of art and music; art, architecture, and music in Ancient Greece, Rome, and Egypt; Medieval art, architecture, and sacred music; Renaissance art, architecture, and secular music; Baroque and Rococo art and music; Neo-classical art and Classical music; Romantic and Impressionist art and music; Modern art, photography, architecture, and music of the late 19th through the mid 20th centuries; and contemporary art and music. Students must complete Fine Arts I and Fine Arts II (or comparable courses) to fulfill the graduation requirement. This course aligns with Visual and Performing Arts Content Standards.

## **HSIFA 13: Digital Storytelling**

High School Credits: 5

Prerequisites: None

Lecture 3 hours. (4930.62)

This course teaches participants to find and focus the stories of their lives and tell them through video production. Instruction emphasizes personal narrative and advanced technologies in the service of creative expression. Students write, produce, and publish three- to five-minute digital stories that integrate narration, images, and music. Class time is split between lecture/discussion and hands-on computer skills development. (May be repeated once.)

## **HSMTH 11: Basic Skills Math 1**

High School Credits: 5

Prerequisites: None

Lecture 3 hours. (4930.62)

This course is designed to meet the basic skills mathematics improvement needs of students for a variety of purposes: to meet pre-collegiate requirements; to meet mathematics unit requirements for an adult high school diploma; to demonstrate a minimum level of proficiency in the required competencies; and/or to prepare for examinations such as the GED. Additionally, the course is designed to improve problem solving, analysis, and communication abilities in every day and work-related applications. (May be repeated once.)

## **HSMTH 12: Basic Skills Math 2**

High School Credits: 5

Prerequisites: None

Lecture 3 hours. (4930.62)

This course is designed to meet the basic skills mathematics improvement needs of students for a variety of purposes: to meet pre-collegiate requirements; to meet mathematics unit requirements for an adult high school diploma; to demonstrate a minimum level of proficiency in the required competencies; and/or to prepare for examinations, such as the GED. (May be repeated once.)

## **HSMTH 20: Algebra Essentials**

High School Credits: 5

Prerequisites: None

Lecture 3 hours. (4930.62)

Algebra Essentials is intended for students with little or no previous algebra experience. Topics include the real number system, operations with algebraic expressions, linear equations and inequalities, polynomials, factoring, and an introduction to quadratic equations. This course incorporates many of the skills and techniques outlined in the Secretary's Commission on Achieving Necessary Skills (SCANS) report as fundamental skills and workplace competencies. (May be repeated once.)

## **HSMTH 30: Geometry Essentials**

High School Credits: 5

Prerequisites: None

Lecture 3 hours. (4930.62)

Geometry Essentials is intended for students with little or no previous geometry experience. Topics include segments and angles, triangles, parallel and perpendicular lines, polygons, special quadrilaterals, the coordinate plane, circles, area, and volume. This course incorporates many of the skills and techniques outlined in the Secretary's Commission on Achieving Necessary Skills (SCANS) report as fundamental skills and workplace competencies. (May be repeated once.)

## **HSSCI 11: Physical Science 1 - Chemistry**

High School Credits: 5

Prerequisites: None

Lecture 3 hours. (4930.62)

This introductory chemistry class introduces students to the study of matter and changes in matter. Topics include states of matter, chemical and physical changes, the development of the atomic theory, the periodic table and its use, writing chemical formulas, balancing chemical equations, types of chemical reactions, and an introduction to organic chemistry.

## **HSSCI 12: Physical Science 2 - Physics**

High School Credits: 5

Prerequisites: None

Lecture 3 hours. (4930.62)

This introductory physics course is non-algebra based and introduces students to the basic concepts of physics. Students learn to solve basic physics problems using metric measurements. Topics include motion, forces, forces in fluids, work, machines, energy, thermal energy, and heat.

## **HSSCI 21: Life Science 1 - Biology**

High School Credits: 5

Prerequisites: None

Lecture 3 hours. (4930.62)

This introductory biology course covers the basics of cell biology, including cellular organization, cellular transport systems, cellular metabolism, and the requirements for life. The course also introduces genetics, including the structure and functions of DNA, Mendelian genetics, probability, and cellular reproduction.



**HSSCI 22: Life Science 2 - Human Anatomy and Physiology**

High School Credits: 5  
Prerequisites: None  
Lecture 3 hours. (4930.62)

This course in human anatomy and physiology covers each of the eleven organ systems of the human body. It emphasizes learning the structures of each system along with their functions. The course also provides a more in-depth study of the physiology of cellular respiration, homeostasis, immunology, reproduction, and growth and development.

**HSUSH 11: United States History 1**

High School Credits: 5  
Prerequisites: None  
Lecture 3 hours. (4930.62)

This course introduces students to the major turning points in United States history from the nation's beginnings to the Great Depression with an emphasis on the twentieth century. Topics include a review of the nation's beginnings, the impact of the Enlightenment, industrialization, the impact of religion, World War I, the U.S. as a world power, the 1920s, and the Great Depression. Students must complete both United States History I and United States History II to fulfill the United States History requirement for graduation.

**HSUSH 12: United States History 2**

High School Credits: 5  
Prerequisites: None  
Lecture 3 hours. (4930.62)

This course introduces students to the major turning points in United States history from World War II to the present day with an emphasis on the twentieth century. Topics include World War II, post-World War II economic and social transformation, U.S. foreign policy since World War II, civil rights and voting rights, and major social and domestic policy issues in contemporary American society. Students must complete both United States History I and United States History II to fulfill the United States History requirement for graduation.

**HSWFP 11: Applied Computer Skills 1**

High School Credits: 5  
Prerequisites: None  
Lecture 3 hours. (4930.62)

In this course, students develop information technology skills to access, evaluate, and utilize information resources using the Internet and web browsers. Students also develop some proficiency in using word processing software and a course management system. Previous experience using computers is recommended.

**HSWHG 11: World History and Geography 1**

High School Credits: 5  
Prerequisites: None  
Lecture 3 hours. (4930.62)

This course introduces students to world history, culture, and geography from the late eighteenth century to the conclusion of World War I. Topics include Greco-Roman and Judeo-Christian roots of Western political ideas, Democratic Revolutions, Industrial Revolution, Imperialism, and World War I. Students must complete both World History I and World History II to fulfill the World History requirement for graduation.

**HSWHG 12: World History and Geography 2**

High School Credits: 5  
Prerequisites: None  
Lecture 3 hours. (4930.62)

This course introduces students to world history, culture, and geography from the conclusion of World War I through the present. Topics include Totalitarianism, World War II, international developments after World War II, and nation-building in the contemporary world. Students must complete both World History I and World History II to fulfill the World History requirement for graduation.

## Noncredit Courses

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### Tuition-Free Noncredit



The goal of adult education in California is to provide citizens of every age and educational level the opportunity to develop civic responsibility, a realization of the human potential, effective human relationships, and economic self-sufficiency. This broad goal forms the basis for the courses and programs MiraCosta College offers in each of the authorized categories of noncredit instruction: elementary and secondary basic skills, English as a Second Language (ESL) and citizenship, health and safety, older adults, parenting, special education for adults, and short-term vocational.

Specific information about the program is available on the Community Education website. The schedule of classes is published in the Community Education Bulletin.

## Contact Information

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continuingeducation/

**Department:** Noncredit ESL  
Department, Short Term  
Vocational Department, and  
Other Noncredit Department  
**Office:** Community Learning  
Center, 1831 Mission Avenue,  
Oceanside, CA 92058,  
760.795.8710

## Full-Time Faculty

Elizabeth Dinamarca Clarke  
Ruth Gay  
Kathleen Laughlin  
Kristi Reyes

## Adult Basic Education Courses

### NCABE 90: Adult Basic Education: Reading

Prerequisites: None  
Lecture 3 hours. (4930.60)

This course helps build a solid foundation of basic vocabulary and reading. Topics include finding main ideas and details in expository text and delivering oral summaries of paragraphs and articles. This course is recommended for students who need an intensive review of basic reading and vocabulary skills. (May be repeated once.)

### NCABE 92: GED Preparation

Prerequisites: None  
Lecture 6 hours. (4930.62)

This course prepares students to pass the GED examination. The GED examination consists of five parts: Language Arts-Reading, Language Arts-Writing I and II, Social Studies, Science, and Mathematics.

### NCABE 94: Adult Basic Education: Writing

Prerequisites: None  
Lecture 3 hours. (4930.60)

This course helps build a solid foundation of grammar and writing skills. Topics include writing complete sentences in Standard American English and a foundation in basic grammar. This course is recommended for students who need an intensive review of basic writing skills. (May be repeated once.)

## English as a Second Language Courses

### NCESL 10: English as a Second Language, Level 1

Prerequisites: None  
Lecture 6 hours. (4930.87)

Level 1 ESL is designed for students with little or no previous background in English. Non-literate or students with extremely low English skills are placed at this level. This integrated skills course provides students instruction in speaking, listening, reading, and writing English.

### NCESL 20: Noncredit ESL Conversation Skills for Beginning Students

Prerequisites: None  
Lecture 3 hours. (4930.87)

This course promotes listening comprehension and provides conversation practice. Students acquire the skills needed to have basic conversations with native speakers of English. Instruction focuses on beginning-level speaking and listening skills appropriate for conversational English.

### NCESL 21: English as a Second Language, Level 2

Prerequisites: None  
Lecture 6 hours. (4930.87)

This course is designed for students with very little ability in English. It focuses on the speaking and understanding necessary to satisfy routine social demands and limited work requirements. Students in this level learn to comprehend high-frequency words in context, use learned phrases and sentences to communicate needs, and read and write simplified materials.

### NCESL 22: English as a Second Language, Level 3

Prerequisites: None  
Lecture 6 hours. (4930.87)

Level 3 ESL focuses on further development of the oral language skills and vocabulary required in day-to-day situations. Additionally, this course assists students to aurally comprehend conversations in routine situations, read and write simplified materials, and have control of basic grammar.

### NCESL 30: Noncredit ESL Conversation Skills for Intermediate Students

Prerequisites: None  
Lecture 3 hours. (4930.87)

This course promotes more advanced listening comprehension and conversation practice. Students acquire the skills needed to have conversations beyond basic survival needs with native speakers of English. Instruction focuses on authentic communication practice for home, work, community, and educational needs.

### NCESL 31: English as a Second Language, Level 4

Prerequisites: None  
Lecture 6 hours. (4930.87)

Level 4 ESL assists students to expand their listening and speaking skills in face-to-face conversations, read and interpret narrative and descriptive passages on familiar and some unfamiliar topics, and write simple routine correspondence and short paragraphs. Instruction focuses on the refinement of skills needed in conversations beyond students' survival needs. Students begin to monitor themselves on basic grammatical structures.

### NCESL 32: English as a Second Language, Level 5

Prerequisites: None  
Lecture 6 hours. (4930.87)

Level 5 ESL focuses on further development of the oral language skills and vocabulary required in day-to-day situations. Additionally, this course assists students to aurally comprehend and participate in routine conversations, read and write simplified materials, and have control of basic grammar.

**NCESL 40: English as a Second Language, Level 6**

Prerequisites: None  
Lecture 6 hours. (4930.87)

Level 6 ESL stresses the refinement and expansion of language skills that enable students to use English to meet social, academic, and vocational demands effectively. Listening skill development focuses on the comprehension of abstract topics in familiar context. Speaking skill development focuses on participation in casual and extended conversations. Reading skills development focuses on reading authentic materials. Writing skill development focuses on the formal development of the writing process.

**NCESL 45: English as a Second Language, Level 7**

Prerequisites: None  
Lecture 6 hours. (4930.87)

Level 7 ESL prepares noncredit ESL students to enroll in credit academic and/or vocational courses. This course emphasizes fluency and communication by integrating language functions and forms with appropriate information sources skills and topics. The course promotes the continued development of reading skills and writing skills through the writing process.

**NCESL 50: English as a Second Language, Learning Lab**

Prerequisites: None  
Lecture 6 hours. (4930.87)

This course is designed for students at any of the seven levels of noncredit ESL instruction who want to improve their listening, speaking, reading, and writing skills in small groups or individually based on their assessed proficiency level.

**NCESL 62: Vocational English as a Second Language, Intermediate/Advanced**

Prerequisites: None  
Lecture 6 hours. (4931.00)

This course prepares students for a vocational program by providing instruction in the language and academic skills needed to succeed in selected vocational programs, including Automotive Technology, Certified Nursing Assistant, Child Development, Computer Science Information Technology, Cosmetology, Customer Service, Entrepreneurship, Horticulture, Hospitality, and Office Systems. This course also emphasizes the acquisition of the language and cross-cultural skills needed to function effectively in the workplace.

**NCESL 65: English as a Second Language, Citizenship**

Prerequisites: None  
Lecture 6 hours. (4930.90)

This course provides intermediate and advanced ESL students with the basic knowledge and information necessary for becoming a United States citizen and a basic understanding of the rights and responsibilities of citizenship. Students study United States history and government, basic geography, and culture to prepare for the U.S. Citizenship and Immigration Services naturalization exam. Students study the process and samples of the required forms to successfully pass the naturalization examination.

**Health and Safety Courses****NCHLT 11: Spinal Fitness**

Prerequisites: None  
Laboratory 4 hours. (0835.10)

This course is designed to optimize strength and flexibility of the back and body. Students learn a variety of exercises and rhythmic movements, including low-impact weight-bearing exercise, resistance work with light weights, static stretches, and relaxation routines.

**NCHLT 15: Arthritis Foundation Exercise Program**

Prerequisites: None  
Laboratory 2.75 hours. (0835.10)

This course non-clinical group exercise regimen is designed to help those who have joint and/or muscle problems achieve joint mobility, muscle strength, and endurance in order to improve the performance of their daily activities. The program consists of specific exercises, including stretching and range of motion exercises, strengthening and endurance routines, health education, movement activities, and relaxation exercises. The course is offered in partnership with the Arthritis Foundation. A faculty member who has been trained and certified by the Arthritis Foundation instructs the students.

**NCHLT 75: Balance and Mobility**

Prerequisites: None  
Laboratory 3 hours. (0837.00)

This course is designed for individuals at moderate risk for fall (e.g., self-identified balance problems, existing fall history, including the ability to stand and ambulate independently). Students must be able to stand and ambulate independently. The course adopts a multidimensional approach to balance-related problems. Activities target specific balance problems in a challenging training environment.

**Older Adults Courses****NCART 11: Painting, Intermediate**

Prerequisites: None  
Lecture 2.75 hours. (1002.10)

This course is intended for students who already know how to draw and have done some painting. It covers more advanced drawing, use of color, and advanced picture composition. Painting subjects range from still life to flowers and from abstract pictures to landscapes. Students use acrylic, oils, water media, pastels, and other mixed media, and they are expected to furnish their own supplies.

**NCART 12: Painting, Advanced**

Prerequisites: None  
Lecture 2.75 hours. (1002.10)

This course is designed for students who know how to paint and draw and who feel confident about their abilities. The course covers advanced composition, color use, landscapes, and portraits. Students create a suite of paintings on a theme of their choice or follow a class syllabus designed to challenge the more experienced artist. Students are encouraged to use all media, including acrylic, watercolor, pastel, pencil, pen, and ink, and they are expected to furnish their own supplies.

## **NCART 13: Acrylic Painting**

Prerequisites: None

Lecture 2.75 hours. (1002.10)

This course introduces students to the use of color and basic techniques of acrylic painting. After lecture and demonstration, students plan, compose, and execute a variety of paintings, such as still life, abstraction, seascapes, self-portrait, and textile. Students are expected to furnish their own supplies.

## **NCART 15: Portrait and Figure Drawing and Painting**

Prerequisites: None

Lecture 2.75 hours. (1002.10)

This course teaches the basic principles of drawing and painting portraits and figures as well as the correct and effective use of materials and tools. Topics include the use of line, value, and color to define form, cross-hatching, shading, blending, texture, composition, layout, blocking, and forth shortening. Students also learn techniques such as sighting and measuring for correct anatomy and proportions to insure likenesses. Studies may be done from nude or clothed models. Students are expected to furnish their own supplies.

## **NCART 17: Painting and Drawing**

Prerequisites: None

Lecture 2.75 hours. (1002.10)

This course is intended for students who want to pursue painting and/or drawing. Students who wish to draw use charcoal, pastel, ink, watercolor, or other medium. Students wishing to paint experiment with watercolor and mixed media. Each class session includes lecture, demonstration, guided practice, and individual practice of creativity. Students are expected to furnish their own supplies.

## **NCART 20: Basic Drawing and Sketching**

Prerequisites: None

Lecture 2.75 hours. (1002.10)

This course covers the basic principles and techniques in drawing and sketching. Topics include the use of line to define form, cross-hatching, shading, rubbing, blending, values, and color. Students practice thumbnail sketches and use a variety of materials, such as graphite, colored pencils, markers, pen and ink, charcoal and pastel chalks, and oil pastels. Subjects include abstract forms, still lifes, and natural themes. Students are expected to furnish their own supplies.

## **NCART 31: Watercolor Painting, Beginning**

Prerequisites: None

Lecture 2.75 hours. (1002.10)

This class is designed to acquaint beginners with the techniques, properties, and materials of transparent watercolors. It exposes students to basic art elements, such as value, composition, color, textures, and drawing principles. Students plan and create several watercolor pieces that are critiqued by the instructor.

## **NCART 32: Watercolor Painting, Intermediate**

Prerequisites: None

Lecture 2.75 hours. (1002.10)

This course in transparent watercolor painting is designed to improve the watercolor skills of an intermediate watercolor student. Assignments stress more advanced compositional elements and originality. Students practice planning and executing watercolor pieces after instructor lecture and demonstration, and their work is evaluated during group critique sessions. Students are expected to provide their own supplies.

## **NCART 35: Watercolor Painting on Location**

Prerequisites: None

Lecture 2.75 hours. (1002.10)

In this watercolor painting course, students practice the skills learned previously in a classroom setting in a variety of outdoor sites in North County. They explore basic watercolor techniques, principles of composition and drawing tips, and a variety of palettes. The course encourages students to explore creative ways of seeing color and light through increased awareness and sensitivity to the environment. Students are expected to provide their own materials and arrange for their own transportation to preassigned locations.

## **NCART 70: Multimedia Sculpture**

Prerequisites: None

Lecture 2.75 hours. (1002.20)

Students learn sculpture techniques through a variety of media, including paper, plaster, clay, and assembly as well as from a variety of artists working in various media. The class offers creative ideas for the novice as well as new techniques for practicing artists. Students are expected to provide the materials needed to complete class projects.

## **NCHAS 12: Weight Management for Seniors**

Prerequisites: None

Lecture 2 hours. (0837.00)

This course is designed for seniors who desire to lose between five and forty pounds. The course emphasizes the development of nutritionally sound eating habits to reduce by one to two pounds per week. It also examines a variety of issues involved with successful weight management, including exercise, stress management, strategies for eating out, evaluation of fad diets, building confidence, and changing habits.

## **NCHAS 70: Body Conditioning Over Easy**

Prerequisites: None

Laboratory 4 hours. (0835.10)

This course is designed for older adults with physical limitations in their feet, knees, and hips who still want to exercise. Class begins with a 30-minute seated segment consisting of warm-up and range-of-motion work. This segment includes exercises with light hand weights and/or wooden dowels and is followed by standing exercises involving weights and low-impact exercises. The class concludes with standing and seated cool-down and stretching exercises.



**NCHAS 71: Body Conditioning for Older Adults**

Prerequisites: None  
Laboratory 2.75 hours. (0835.10)

This course is designed to teach exercise techniques that will meet the needs of older adults at all levels of fitness (beginning through advanced). Exercises include warm-ups, semi-cardio and cardiovascular workouts, mat routines, repetitious exercise for muscular toning, strength and endurance, balance, stretching, flexibility and cool-downs. Students work at their own pace and levels of fitness. Pulse rates may be taken before, during, and after various exercises to gauge appropriateness of exercise level. As with any exercise program, a physician's approval is recommended.

**NCHAS 81: Tai Chi Chuan for Seniors, Beginning**

Prerequisites: None  
Laboratory 3 hours. (0835.10)

This course provides an introduction and teaching of the first 16 of the 64 steps of the Chinese exercise/discipline Tai Chi Chuan. Students learn and practice individual positions each week, and the positions are linked together in a continuous, smooth-flowing form. The course focuses on balance, flexibility, and ease of movement. This slow, non-strenuous, effective form of exercise emphasizes the conditioning of the whole person, including the mind, body, and spirit.

**NCHAS 82: Tai Chi Chuan for Seniors, Intermediate**

Prerequisites: None  
Laboratory 2 hours. (0835.10)

This course provides continuing exposure to the Chinese exercise/discipline Tai Chi Chuan. Students complete the first 32 of the 64 steps of Tai Chi Chuan. They learn slow, fluid movements that promote balance, grace, and endurance as well as clarity of thought, clarity of intent, and stability of emotion. The course also covers simple forms of meditation.

**NCHAS 83: Tai Chi Chuan for Seniors, Advanced**

Prerequisites: None  
Laboratory 2 hours. (0835.10)

This course provides continuing training in the Chinese exercise/discipline, Tai Chi Chuan. Students complete the last half of the 64 steps and refine skills while exploring a deeper understanding of the Tai Chi Chuan philosophy.

**NCHAS 85: Chair Yoga for Older Adults**

Prerequisites: None  
Laboratory 2.75 hours. (0835.10)

This course is designed for older adults who desire to improve muscular endurance, flexibility, and balance and to reduce stress. Students learn about the benefits of yoga as related to various age-related health issues. Using a chair for seated or standing support, students practice various yoga poses and breathing techniques to achieve range of motion, muscular endurance, and balance.

**NCMUS 10: Music Appreciation for Seniors**

Prerequisites: None  
Lecture 2.75 hours. (1004.00)

This course is designed for older adults who want to increase their understanding and enjoyment of music by learning how to listen to music with a discerning ear. The course includes basic music history, musical terms, and discussion of musical style and performance.

**NCPSY 10: Creative Living for Seniors**

Prerequisites: None  
Lecture 2.75 hours. (2001.00)

This course explores the physiological and psychological transitions older people experience. It covers the role nutrition and exercise play in attaining an enjoyable retirement. Students examine and discuss a variety of topics, such as local, national, and global issues and events, through round table dialogue and sharing of personal experiences and reactions.

**NCPSY 11: Self-Awareness Through Improvisation**

Prerequisites: None  
Lecture 2.25 hours. (2001.00)

Especially for older adults, this course uses improvisation as a means of developing self-awareness, imagination, and creativity, thus enhancing the ability to interact socially. Classroom improvisation emphasizes thinking, listening, and reacting to others.

**NCPSY 13: The Impact of Radio on Our Lives**

Prerequisites: None  
Lecture 2.75 hours. (2001.00)

This course is designed especially for older adults who have had the unique experience of living through the golden age of radio. The course gives students the opportunity to reflect on how the values, attitudes, and entertainment of their favorite radio shows shaped their lives. Students work collaboratively to read, rehearse, and perform some of the actual radio scripts that were broadcast during the 1930s, 1940s, and 1950s.

**NCPSY 50: Creating Your Retirement**

Prerequisites: None  
Lecture 1 hour. (2001.00)

This course helps students understand the benefits of developing an integrated plan for retirement living. It introduces participants to factors that influence living a balanced life in terms of making healthy life-style choices, participating in creative leisure activities, and practicing sound financial strategies. Students practice stress management activities, complete worksheets on budgeting, and learn about various leisure activities, such as volunteerism, hobbies, and other social activities.



## **NCWRT 10: Creative Writing**

Prerequisites: None

Lecture 2.75 hours. (1507.00)

This course is a creative writing workshop designed to accommodate all levels of writers and/or poets, from beginning to experienced, as well as all styles and forms of writing, including prose (fiction and nonfiction/memoir) and poetry. Each session consists of sharing and critiques of student writing, an instructional period, and an assignment. Students are encouraged to write on a regular basis, to write different kinds of materials, and to develop a personal style. Students are supported by the group and the instructor in their efforts. Professional writers serve as guest speakers, and students are encouraged to submit works for publication.

## **NCWRT 20: Life Story Writing**

Prerequisites: None

Lecture 2.75 hours. (1507.00)

This course is intended for novice writers and includes techniques for making writing interesting and readable. The course covers basic writing techniques, techniques for writing dialogue, and short story construction. Students write their own life stories.

## **Parenting Courses**

### **NCPAR 20: Parent - Toddler Workshop**

Prerequisites: None

Lecture 3.50 hours. (1305.90)

Parents and their toddlers meet on a weekly or twice-weekly basis to participate in various class activities. Students learn how to diagnose parenting issues and how to develop useful problem-solving techniques utilizing effective parenting models. Participants learn the value of ritual and routines, consistency, and how to analyze and modify parenting techniques, such as logical consequences, positive communication skills, modeling behavior expectations as well as values/ethics education.

### **NCPAR 40: Preparation for Childbirth**

Prerequisites: None

Lecture 1.10 hours. (1305.60)

This course is designed to prepare parents for the process of labor and delivery. Topics include coaching techniques, hospital procedures, nutrition, medications, newborn characteristics, infant feeding, and the mechanics of labor and delivery. The course gives special attention to parental fears and expectations as well as couple communication.

## **Short-Term Vocational Courses**

### **NCVOC 11: Computer Networking Basics**

Prerequisites: None

Lecture 3 hours, laboratory 1.50 hours. (0708.10)

This course provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. It teaches students the skills needed to obtain entry-level home network installer jobs. Students develop some of the skills needed to become computer and network technicians, cable installers, and help desk technicians. This is the first in a two-course sequence that prepares students for the Cisco Certified Entry Network Technician (CCENT) exam.

### **NCVOC 12: Routing and Switching Basics**

Prerequisites: NCVOC11

Lecture 4 hours, laboratory 1.50 hours. (0708.10)

This course prepares students for jobs as network, help desk, and support technicians. The course provides a basic overview of routing and switching, addressing, and security. It also familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions as they prepare for the Cisco Certified Entry Network Technician (CCENT) exam. The course covers network monitoring and basic troubleshooting skills in context.

### **NCVOC 15: Intermediate and Advanced Routing Protocols**

Prerequisites: NCVOC12 or Cisco CCENT certification or equivalent Cisco course.

Corequisite: NCVOC19

Lecture 4 hours. (0708.10)

This course covers routing techniques used to control traffic over LANs and WANs as well as corporate network connections to an ISP. Topics include techniques for improving traffic flow, reliability, redundancy, performance, advanced IP addressing topics, routing protocols (including RIP, OSPF, EIGRP, BGP), and route optimization. This course prepares students for Cisco CCNA and CCNP routing exams.

### **NCVOC 17: Intermediate and Advanced Switching**

Prerequisites: NCVOC12 or Cisco CCENT certification or equivalent Cisco course.

Corequisite: NCVOC19

Lecture 4 hours. (0708.10)

This course teaches students how to implement, monitor, and maintain switching in converged enterprise networks. Students learn how to plan, configure, and verify the implementation of enterprise switching solutions. The course also covers the secure integration of VLANs, WLANs, voice, and video into campus networks.

**NCVOC 19: Cisco Lab**

Prerequisites: None

Corequisite: Any of the following courses: NCVOC15, NCVOC17, NCVOC18, NCVOC60.

Laboratory 4 hours. (0708.10)

This course is designed for students in any of the four intermediate/advanced Cisco networking classes who need to complete lab exercises for their skills development, to prepare for skills tests, and to implement case study solutions.

**NCVOC 31: Basic Word Processing**

Prerequisites: None

Lecture 1.50 hours. (0702.10)

This course introduces students to word processing using basic formatting tools and features of word processing software to create various documents, such as business letters, resumes, and beginning desktop publishing.

**NCVOC 32: Intermediate Word Processing**

Prerequisites: None

Lecture 1.50 hours. (0702.10)

In this sequel to Basic Word Processing, students explore the many shortcuts and document formatting tools of word processing, including templates, tables, and importing information from other applications.

**NCVOC 35: Internet, Intermediate**

Prerequisites: None

Lecture 1.50 hours. (0702.10)

This course introduces students to Internet usage skills and safety considerations. Students learn to locate Web pages, search for information, bookmark favorite locations, set up/manage an email account and homepage, and develop an awareness of online etiquette, ethics, software update processes, and cautionary issues within the Internet environment.

**NCVOC 37: Beginning Presentation Software**

Prerequisites: None

Lecture 1.50 hours. (0702.10)

This course introduces students to presentation software. They develop an understanding of how to create an effective slide presentation. The course emphasizes creating a practical, dynamic multimedia tool for communication by way of email, data projection, or Web page.

**NCVOC 38: Computer Basics/Keyboarding**

Prerequisites: None

Lecture 1.50 hours. (0702.10)

This course introduces students to the Windows environment as well as to computer terminology, hardware, and software. Students use the Internet utilizing a web browser, conducting basics searches, and using E-mail. Students also learn fundamental keyboarding skills, including Home Row keyboarding skills, in order to develop some level of speed and accuracy using typing programs (local or on-line).

**NCVOC 39: Beginning Spreadsheets**

Prerequisites: None

Lecture 1.50 hours. (0702.10)

This course introduces students to spreadsheets and the ability to create, format, and modify data using formulas and graph tools to create professional looking business worksheets or reports that can be updated efficiently.

**NCVOC 50: Basic Auto Tune Up**

Prerequisites: None

Lecture 3 hours. (0948.00)

This course covers the basic theory and operation of the internal combustion engine, including carburation, fuel injection, and ignition systems. It also introduces students to the fundamentals of emissions and emission controls as well as minor diagnoses and repair. The course emphasizes safety and the proper use of automotive testing equipment and hand tools and includes the inspection, maintenance, and minor servicing of the brake system and tires. At the end of this course, students will be able to perform an oil change, tune-up, and basic service on their own vehicles.

**NCVOC 60: Securing the Network**

Prerequisites: CCNA Certification or equivalent or NCVOC15.

Corequisite: NCVOC19

Lecture 4 hours. (0708.10)

This course aims to develop an in-depth understanding of network security principles as well as the tools and techniques available. The course covers protocol sniffers/analyzers, TCP/IP and common desktop utilities, Cisco IOS Software, and VPN clients. The course prepares students for Cisco CCNA Security exam and CompTIA Security+ certifications.

**Special Education Courses****NCSPC 25: Effective Life Skills for Adults with Developmental Disabilities**

Prerequisites: None

Lecture 10 hours. (4930.32)

The course helps adults with developmental disabilities identify positive and creative means to develop personal and cultural values and over-all problem-solving skills; improve conversational and social networking skills; increase self esteem; broaden experience in use of leisure and recreational time; gain confidence in using community resources; and increase skill in budgeting and managing money.

**NCSPC 26: Basic Academic Skills for Adults with Developmental Disabilities**

Prerequisites: None

Lecture 5 hours. (4930.32)

This course focuses on increasing basic academic skills for adults with developmental disabilities. Students work in areas of reading, writing, speaking, mathematics, use of basic computer applications, health and physical education, and over-all problem solving. Class time includes individual and small group work with an emphasis on understanding the application of academic skills to real life. Students work toward achieving goals established on their Individual Education Plan (IEP).

## Workforce Preparation Courses

### NCWFP 11: Essential Computer Skills 1

Prerequisites: None

Lecture 3 hours. (4930.12)

In this course, students develop information technology skills to access, evaluate, and utilize information resources using the Internet and web browsers. Students also develop some proficiency in using word processing software and a course management system. Previous experience using computers is recommended.

## Community Services & Business Development

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[www.miracosta.edu/instruction/communityservices/](http://www.miracosta.edu/instruction/communityservices/)

### Community Services

Community Services functions as an integral part of MiraCosta by providing the college with educational, cultural, and recreational programs and activities. Community Services offers flexible, timely responses to community interests and needs beyond the traditional college curriculum through not-for-credit classes, workshops, excursions, and special events, all supported by participants' fees. The English Language Institute (ELI), a full-time intensive English language program designed for international students, is one program administered by Community Services. The Community Education Bulletin, published three times per year, identifies all Community Services offerings.



### Business Development

Business Development links business, industry, and government agencies with MiraCosta's educational resources. As part of the college's commitment to address the community's needs, MiraCosta offers flexible, comprehensive on-site education to meet the requirements of both growing and established employee-training and management-development programs. The college creates classes and workshops to comply with a company's specific goals. Courses can begin anytime there is a need and may be offered not-for-credit, noncredit, or for

credit. These programs are not limited to large businesses.

"Pooling" employees with common interests from several small companies to form a quality training program is also possible.

# Academic Standards & Policies

# Academic Freedom

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Academic freedom in the classroom is the right of faculty members to interpret their fields and to communicate conclusions without being subjected to interference or penalty because these conclusions may be at variance with those of constituted authorities, organized groups, or individuals.

Academic freedom carries with it corresponding responsibility. Academic responsibility emphasizes the obligation to study facts, to present and interpret ideas concerning human society and all fields of knowledge. Since human knowledge is limited and changeable, faculty members will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, faculty members may nevertheless present the conclusions to which they believe the evidence points, both in the classroom and outside of it. However, controversial matters that bear no relation to the subject matter should not be introduced into classes.

The academic freedom of students is the freedom to express and to defend their views, to question, and to differ with the views of their instructors or the district, without penalty.

*(Source: MCCCCD Board Policy 4030. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

# Academic Integrity & Discipline Appeal Process

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## Academic Integrity

MiraCosta College highly values academic integrity. At the core, this means an honest representation of one's own work. MiraCosta College also promotes the approach that education is best accomplished as a cooperative, collaborative enterprise in which students are encouraged to work with and learn from each other. The line between academic integrity and collaborative education is not always easy to define and may vary from one discipline to the next and from one instructor to the next. Many aspects of cheating and plagiarism are universally recognized, while others are subject to debate. This policy provides some broad, general guidelines and allows instructors to be more restrictive according to their preferences and practices.

Examples of academic dishonesty include but are not limited to the following:

- ▶ Cheating: Copying from another student or using unauthorized aids or persons during an examination
- ▶ Plagiarizing: Copying someone else's work or ideas and misrepresenting them as one's own
- ▶ Falsification: Making up fictitious information and presenting it as factual or altering records for the purpose of misrepresentation

- ▶ Facilitation: Helping another student to cheat, plagiarize, or falsify.

Remedies for violations of academic integrity may include a verbal warning, a lowered assignment grade, submission of an academic integrity report to the Vice President, Student Services, or designee (for placement into the student's permanent discipline file), or a recommendation to the Vice President, Student Services, for suspension from the class for repeated or egregious offenses at the discretion of the instructor. Instructors may consult with the Vice President, Student Services, for identification of appropriate remedies per state statutes and codes.

## Academic Dishonesty Discipline Appeal Process

A student who is determined by a faculty member to have been academically dishonest (cheating, plagiarizing, falsification of information, helping other students to cheat, etc.) has the right to appeal a faculty member's decision. The appeal process follows:

- ▶ Within ten (10) instructional days (excluding weekends and holidays), the student may appeal the faculty member's action by contacting the department chairperson who must respond in writing within ten (10) instructional days of the appeal having been submitted.
- ▶ If the student wishes to appeal the department chairperson's decision, s/he may make a final written appeal to the Vice President, Instructional Services, within ten (10) instructional days of receiving the chairperson's decision. The Vice President's decision is final and will be mailed to the student within ten (10) instructional days.
- ▶ A successful appeal of a faculty member's determination that a student has been academically dishonest does not automatically change the final grade in the course. To appeal the final grade in the course, the student must follow the procedures outlined in Administrative Procedure 4231 on grade changes.

*(Source: MCCCCD Administrative Procedure 5505. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

# Academic Progress, Probation & Probation Appeal Process

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In general, students at MiraCosta College are expected to select courses wisely. After preliminary adjustments in programs—usually completed within the first two weeks of a regular term—the student is expected to complete the courses chosen.

At times, for a variety of reasons, students either do poorly in course work or withdraw from courses prior to completion. This policy has identified the point at which a student is felt to be operating below a satisfactory level.



Note: Students should contact the Financial Aid Office regarding academic progress requirements for federal aid eligibility. Different requirements will apply.

## Academic and Progress Probation

Academic and Progress Probation policies apply to college-credit students only.

**Academic Probation**—A student shall be placed on academic probation if he or she has attempted a minimum of twelve (12) semester units resulting in an evaluative grade and has a grade point average of less than a "C" (2.0).

**Progress Probation**—A student shall be placed on progress probation if he or she has attempted a total of at least twelve (12) semester units and fifty percent (50%) or more of units attempted resulted in grades of "W"—withdrawal, "I"—incomplete, "NC"—no credit, or "NP"—no pass.

Academic and Progress Probation are calculated for the spring and fall semesters on the basis of the student's enrollment after the deadline to drop without a "W." Summer grades are included in overall calculations for the spring and fall semesters. Probation is posted on the student's permanent record.

The Admissions and Records Office shall make every reasonable effort to notify a student of academic and progress probation in a timely manner. Upon notification of probation, the student shall be directed to see a counselor prior to the next registration period to discuss ways in which the student can overcome his/her academic deficiencies. Information on support services and appeal procedures will be included in the notification.

## Removal from Probation

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

A student on **progress probation** because of an excess of units for which entries of "W," "I," "NC," and "NP" are recorded shall be removed from probation when the percentage of units in this category drops below 50 percent.

Removal indicates no academic or progress probation notations for the successful term and does not mean removal of previous notations.

## Academic and Progress Dismissal

At the end of spring semester, a student who is on **academic probation** after three consecutively enrolled semesters shall be subject to dismissal for the following fall semester if the student earned a cumulative grade-point average of less than 2.0 in all units attempted.

At the end of the spring semester, a student who has been placed on **progress probation** shall be subject to dismissal for the following fall semester if the percentage of units in which the student has been enrolled for which entries of "W"—withdrawal, "I"—incomplete, "NC"—no credit, or "NP"—no pass are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%) at the end of the spring semester. (Summer intersession is not considered a consecutive term or semester.)

For the purpose of dismissal, semesters shall be considered consecutive on the basis of the student's enrollment after the deadline to drop without a "W," so long as the break in the student's enrollment does not exceed one full primary term. Dismissal is posted on the student's permanent record.

## Notification of Dismissal

The Admissions and Records Office shall make every reasonable effort to notify a student of academic and progress dismissal in a timely manner.

Upon notification of dismissal, the student shall be directed to sit out for one regular semester, consult with a counselor to determine whether the reasons that led to the dismissal have been sufficiently corrected to enable improved performance and submit a new credit application upon return to the college. Information on support services and appeal procedures will be included in the notification.

## Reinstatement Following Dismissal

A student who has been dismissed for academic and/or progress reasons may be reinstated when the student (a) does not attend for one semester, and (b) consults with a counselor to determine whether the reasons that led to dismissal have been corrected sufficiently to enable improved performance.

Students who believe their dismissal should be put aside after being notified of dismissal must immediately petition the Committee on Exceptions. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.

The decision of the Committee on Exceptions will be communicated to the student in writing by the Dean of Counseling and Student Development. The Dean of Counseling and Student Development will notify the student of the decision within fourteen days of the student's appeal. The student may appeal the decision of the Committee on Exceptions in writing to the superintendent/president within thirty days of the date of notification of the decision of the Committee on Exceptions. The decision of the superintendent/president is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

## Committee on Exceptions

The Committee on Exceptions deals with the occasional need to deviate from policy or procedure. In cases where students feel that such a deviation can be justified, they may request that the Committee on Exceptions render a decision. Such a request must be in writing (preferably typed) and should contain at least the following:

- ▶ Precise explanation of what policy or procedure is in question and what adjustment is requested.
- ▶ Clear statement of why the committee should feel compelled to grant the request.

The Committee on Exceptions meets as needed and is composed of the Dean of Counseling and Student Development, chair; Vice President of Instructional Services (or designee); the Director of Admissions and Records; a counselor; and faculty representatives.

A student who is subject to dismissal may submit a written appeal to the Committee on Exceptions in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student shows evidence of extenuating circumstances or shows significant improvement in academic achievement.

*(Sources: MCCCDC Administrative Procedures 4250 and 4255. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

## Academic Renewal

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Academic renewal procedures permit a maximum of 15 units of previously recorded substandard course work to be disregarded in the computation of a student's grade point average if it is not reflective of a student's demonstrated ability. Any units excluded by other institutions will be recognized as excluded by MiraCosta College and included in the maximum 15 unit allowance.

The units proposed for exclusion must have been taken at MiraCosta College at least 2 years prior to the petition, and the student must have completed a minimum of 15 units with a GPA of 2.0 or better (on a 4.0 scale), with at least 9 of the 15 units taken at MiraCosta College, subsequent to the completion of the units the student is petitioning to exclude. No units may be excluded for course work that has previously been used to fulfill degree, certificate, or transfer certification requirements.

A student may petition for exclusion of units at MiraCosta College only one time. The student must meet with a counselor prior to submitting his or her petition for academic renewal to the office of Admissions and Records.

The excluded units remain on the record annotated as excluded. No excluded units can be reinstated. The permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. These procedures shall not conflict with the district's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

*(Source: MCCCDC Administrative Procedure 4240. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

## Alcohol, Drugs & Smoking on Campus

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### Drug-Free Environment

The district is committed to providing its employees, students, student workers and volunteers with a drug free workplace

and campus environment. It emphasizes prevention and intervention through education. Health services provides confidential individual counseling for students who have questions or concerns about their use of alcohol or use of other substances, referral to community resources such as Alcoholics Anonymous or Narcotics Anonymous, and smoking cessation information and referral.

### Prohibition of Drugs and Alcohol

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on district property, during district-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the district. Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

Alcoholic beverages are only permitted on district property or facilities used for district-sponsored events in specific cases, as outlined in MCCCDC Administrative Procedure 3560.

As a condition of employment, employees must notify the district within 10 calendar days of any conviction for violating a criminal drug statute while in the workplace. The district is required to inform any agencies that require this drug-free policy within 10 calendar days after receiving notice of a workplace drug conviction.

### Smoking on Campus

MiraCosta College is a tobacco-free institution. Smoking or the use of any tobacco product is prohibited at all campus sites. Students, staff members, and visitors to the campuses of MiraCosta College are permitted to use tobacco products in their personal vehicles only.

*(Sources: MCCCDC Board Policy/Administrative Procedure 3550; MCCCDC Board Policy/Administrative Procedure 3560; MCCCDC Administrative Procedure 3570. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

## Attendance

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Students must attend the first class meeting and arrive on time or risk being dropped from the class to make room for another student. Students taking online courses should log in to the course on the first day of class. Directions for logging in are located at [www.miracosta.edu/cybercosta](http://www.miracosta.edu/cybercosta).

Instructors are required to drop any student who stops attending class prior to the census date (generally the first day of the third week of the semester or approximately the 20 percent point for short term classes - see course syllabus for actual dates). After that, instructors establish their own attendance policies, defined in their course syllabi, which may include dropping students for excessive absences up until the "drop" deadline (see class schedule for the drop deadline).

If a student chooses to drop a class, it is his/her responsibility to do so using the SURF online enrollment system or in person at the Admissions and Records Office.

Instructors are allowed to drop students for non-attendance through the 75 percent point of the course, but they are not required to do so. A student who does not take responsibility for dropping a class may receive an "F" as a final grade.

*(Source: MCCCCD Administrative Procedure 5075. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

## Course Repetition

"Course enrollment" occurs when a student receives an evaluative (A, B, C, D, F, P/CR, NP/NC) or nonevaluative (I, IP, RD, W, MW) symbol for a course. Enrollments include any combination of withdrawals and repetition.

A student may withdraw and receive a "W" symbol on his or her record for enrollment in the same course no more than three times.

"Course repetition" occurs when a student who has previously received an evaluative symbol in a particular course re-enrolls in that course and receives another evaluative symbol. MiraCosta College, in accordance with Title 5, allows repetition to occur only under the following circumstances.

### The Course Has Been Designated as Repeatable

If a course is designated as repeatable in its catalog description, then it meets one of the following criteria:

- ▶ It is a major preparation course for which a UC or CSU campus requires a specific unit amount.
- ▶ It is either an intercollegiate athletics course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the district or a physical conditioning course that supports it.
- ▶ It is an intercollegiate academic or vocational competition course that is sanctioned by a formal collegiate or industry governing body.

When a course is repeated under the Repeatable Course provision, the grade received each time shall be included for purposes of calculating the student's grade point average.

### Repetition to Meet a Legally Mandated Training Requirement

A legally mandated training course is a course that is required by statute or regulation as a condition of paid or volunteer employment. A student may repeat a course to meet a legally mandated training requirement for credit any number of times; however, the student must certify or document the mandated training each time.

When a course is repeated to meet a legally mandated training requirement, the grade received each time shall be included for purposes of calculating the student's grade point average.

### Repetition Due to a Significant Change in Industry or Licensure Standards

A student may petition the Committee on Exceptions to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times.

When a course is repeated due to a significant change in industry or licensure standards, the grade received each time shall be included for purposes of calculating the student's grade point average.

### Repetition to Alleviate Substandard Course Work

A student may repeat a non-repeatable course in which he or she earned a substandard grade (D, F, FW, NP/NC) at MiraCosta College or at any other accredited college or university.

- ▶ If the student receives a satisfactory grade after repeating the course once, he or she may not repeat the course a second time under the Repetition to Alleviate Substandard Course Work provision.
- ▶ If the student repeats the course and receives another substandard grade, he or she may repeat the course one additional time.
- ▶ If upon the second repetition the student receives another substandard grade, he or she may not repeat the course a third time under the Repetition to Alleviate Substandard Course Work provision except by petition to the Committee on Exceptions.

Upon each repetition of a course to alleviate substandard course work, the most recent evaluative grade earned will be computed in the student's cumulative grade-point average and annotated on the student's permanent academic record.

A student may alleviate up to two substandard grades for repetition of a repeatable course provided that no additional enrollments are permitted beyond the four-enrollment maximum established for repeatable courses.

In determining transfer of a student's credits, MiraCosta College will honor similar, prior course repetition actions by other accredited colleges and universities.

### Repetition Due to Significant Lapse of Time

A student may petition to the Committee on Exceptions to repeat a course in which he or she earned a satisfactory grade if it has been at least 36 months since the student took the course and one of the following:

- ▶ The district has established a recency prerequisite for a course or program.
- ▶ An institution of higher education to which the student seeks to transfer has established a recency requirement that the

student will not be able to satisfy without repeating the course.

Pursuant to petition, the student may be allowed to repeat a course where less than 36 months have elapsed if the student documents the repetition is necessary for his or her transfer to the institution of higher education.

The student must submit a petition to the Committee on Exceptions with supporting documentation as appropriate when petitioning for repetition due to significant lapse of time. Grades awarded for courses repeated under the Repetition Due to Significant Lapse of Time provision will not be counted in calculating a student's grade-point average.

### Repetition Due to Extenuating Circumstances

A student may petition to the Committee on Exceptions to repeat a course based on a finding that the student's previous grade (whether substandard or passing) is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student's control. The student must provide the Committee on Exceptions with supporting documentation as appropriate when petitioning for repetition due to extenuating circumstances.

When course repetition is approved under the Repetition Due to Extenuating Circumstances provision, the student's previous grade will be disregarded in computing the student's grade-point average.

### Repetition of Cooperative Work Experience Education/Internship Studies

A student may repeat a cooperative work experience education or internship studies course in a given field any number of times so long as the student does not exceed 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance, subject to the following limitations:

- ▶ General work experience/internships: A maximum of 6 units may be earned during one enrollment period (semester or summer session).
- ▶ Internship studies: A maximum of 3 units may be earned during one enrollment period (semester or summer session).
- ▶ Occupational work experience: A maximum of 8 units may be earned during one enrollment period (semester or summer session).

When a student repeats a cooperative work experience education or internship studies course, the grade received each time shall be included for purposes of calculating the student's grade point average.

### Repetition of Special Classes for Students with Disabilities

A student may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-

related accommodation for that particular student for one of the following reasons:

- ▶ The student's continuing success in other general and/or special classes is dependent on additional repetitions of a specific special class.
- ▶ The student needs additional repetitions of a specific special class as preparation for enrollment into other regular or special classes.
- ▶ The student has an educational contract that involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

The district policy may allow the previous grade and credit to be disregarded in computing the student's grade point average each time the course is repeated. In such a case the student will be referred to Admissions and Records to file a petition with the Committee on Exceptions.

*(Source: MCCD Board Policy/Administrative Procedure 4225. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

## Equal Opportunity/ Nondiscrimination

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The MiraCosta Community College District is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities.

The district, and each individual who represents the district, shall provide access to its services, classes, and programs without regard to accent, age, ancestry, citizenship status, color, disability, economic status, ethnic group identification, gender, marital status, medical condition, national origin, parental status, race, religion, sexual orientation or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The superintendent/president shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. (See Harassment & Unlawful Discrimination p. 312 and Student Rights & Grievances p. 323.)

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

The district shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance



to students that differs on the basis of gender. Insofar as practicable, the district shall offer opportunities for participation in athletics equally to male and female students.

### Equal Employment Opportunity

The MiraCosta Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. The District is committed to a continuing good faith effort to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the district on the basis of accent, age, ancestry, citizenship status, color, disability, economic status, ethnic group identification, gender, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, veteran status, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The district will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the district provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

*(Source: MCCCDC Board Policy/Administrative Procedure 3410. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

## Final Exams

Final examinations are to be administered by the instructor and taken by the student according to the published schedule. Faculty must get approval from the Vice President of Instructional Services in order to deviate from the schedule.

## Freedom of Speech

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the following requirements as defined in MiraCosta Community College District Board Policy 3900.\*

The college and facilities of the district are nonpublic forums, with the exception of publicly accessible locations and areas where free-speech activity is unlikely to significantly interfere with and/or disrupt college operations, which shall be deemed limited public forums. The superintendent/president shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression.

The administrative procedures promulgated by the superintendent/president shall not prohibit the right of students and employees of the district and members of the public to

exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions in those parts of the college designated as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of district policies or procedures, or the substantial disruption of the orderly operation of the district.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code §66301 (e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, §2 of Article 1 of the California Constitution, and MiraCosta Community College District Board Policy/Administrative Procedure 5500: Standards of Student Conduct. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

*\*All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.*

## Grades & Grading Policies

### Academic Record Symbols

#### Evaluative Symbols

SYMBOL	DEFINITION	GRADE POINTS
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing, less than satisfactory	1.0
F	Failing	0.0
P	Pass	
NP	No Pass	

#### Pass/No Pass

Courses may be offered in either or both of the following categories:

- ▶ Courses in which all students are evaluated on a "Pass-No Pass" (P/NP) basis.
- ▶ Courses in which each student may elect at the time of enrollment, or before thirty percent (30%) of the class has elapsed, by making application to the Admissions and Records Office, to take the course on a "pass-no pass" (P/NP) basis.

A student electing to be evaluated on the P/NP basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "P" and "NP" are omitted.



A passing ("P") grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a no pass (NP) grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

In the progress probation and dismissal procedures, "NP" grades are punitive. (See Academic & Progress Probation p. 304.)

## Non-Evaluative Symbols

SYMBOL	DEFINITION
I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal
	Credit by Examination

### Incomplete (I)

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Admissions and Records Office until the "I" is made up or the time limit has 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 semester following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points. The student, with instructor's concurrence under extenuating circumstances, may request an extension of the time limit for making up the "I" by petitioning to the Committee on Exceptions.

### In Progress (IP)

The "IP" symbol shall be used only in those courses that extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry/open-exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subdivision (a) of Section 55023 of Title 5 of the California Code of Regulations

to be recorded on the student's permanent record for the course.

### Report Delayed (RD)

The "RD" symbol may be assigned by the Admissions and Records Office 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.

### Withdrawal (W)

Withdrawal from a class or classes shall be authorized by the following conditions:

- ▶ Students who withdraw from class during the first 10 percent (see college calendar) of the term of the course will have no entries made on their permanent record.
- ▶ Students who withdraw from class between 10 percent and 75 percent (see college calendar) of the class term will have a "W" entered on their permanent record.
- ▶ After 75 percent (see college calendar) of the term, students shall receive one of the following grade symbols: A, B, C, D, F, P, NP, IP, RD or I.
- ▶ Under extenuating circumstances students may be authorized to withdraw from class(es) after the 14th week or 75 percent of the term, whichever is less. Requests for authorization to withdraw under these conditions must be submitted to the Committee on Exceptions.
- ▶ The "W" shall not be used in calculating grade point averages, but excessive "W"s shall be used as factors in probation and dismissal procedures (Section 55024 of Title 5 of the California Code of Regulations).
- ▶ A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made pursuant to Sections 59300 et seq (Title 5 of the California Code of Regulations) that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

### Military Withdrawal (MW)

Military withdrawal denotes withdrawal without penalty. This grade is not considered for progress probation. This grade is used when an active duty military or reservist has received orders to transfer as in accordance with Section 55024 of Title 5 of the California Code of Regulations.

### Credit by Examination

A notation shall be added to the transcript when a course is taken by examination.

## Grade Point Average

Grade point average, otherwise known as GPA, has important and far-reaching effects on a student's academic standing. Therefore, students should know how to calculate their GPA.

### Calculating Your GPA

The first thing you need to compute your GPA is the total number of graded units you have completed. To do this, you will need to add up the units of courses for which you received a letter grade (A, B, C, D, or F). This will give you your total letter-graded units.

Although most courses are letter graded, some courses are offered only on a Pass/No Pass (P/NP) basis. These courses do not influence your GPA, but they may affect your financial aid. After you have added your total number of letter-graded units, you will need to calculate the total number of grade points. To do that you will need the following information:

GRADE	GRADE POINTS	GRADE	GRADE POINTS
A	4.0	D	1.0
B	3.0	F	0.0
C	2.0		

For every letter-graded course you have taken, multiply the number of units the course is worth by the corresponding number of grade points you earned as dictated by the grade you received. For example, if you got a "C" in a five-unit math course, your grade points for the course would be:

$$5 \text{ (number of units)} \times 2 \text{ (grade points for "C" grade)} = 10 \text{ points}$$

Continue in this manner for all letter-graded courses you have taken and then add those numbers to get the total number of grade points you have completed. The final step in calculating your GPA is to divide your total number of grade points by your total letter-graded units.  $GPA = \text{total grade points} / \text{total letter-graded units}$ .

**Example:** You have taken the following courses with the corresponding grades:

COURSE	UNITS	GRADE	GRADE POINTS
History 110	3.0	D	(3 x 1 =) 3.0
Math 103	3.0	C	(3 x 2 =) 6.0
Health 101	3.0	A	(3 x 4 =) 12.0
Health 101L	1.5	B	(1.5 x 3 =) 4.5
English 803	4.0	P	
<hr/>			
	14.5 (Total Units)		
	10.5 (Graded Units)	25.5 (Graded Points)	
<hr/>			
	OVERALL GPA = $\frac{25.5 \text{ (grade points)}}{10.5 \text{ (graded units)}}$		= 2.43 GPA

*Note: In this example, English 803 is not counted into GPA because it is graded P/NP.*

## Grade Changes

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade

except in certain narrow circumstances authorized by the California Education Code §76224(a): "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

When challenging a grade assigned by an instructor, the burden of proof is on the student to provide evidence of mistake, fraud, bad faith, or incompetence.

The removal or change of an incorrect grade from a student's record shall be done pursuant to California Education Code §76232 or by an alternative method that ensures each student shall be afforded an objective and reasonable review of the requested grade change. Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has submitted official transcripts that included the original grade.

### Definition of Terms

- ▶ **Mistake**—An unintentional error such as a clerical error or an error made by the instructor in calculating a student's grade
- ▶ **Fraud**—A deliberate misrepresentation of the truth in order to secure unfair or unlawful gain
- ▶ **Bad faith**—An intentional or malicious act that infringes on the rights of someone else
- ▶ **Incompetence**—A lack of ability, qualification, fitness, or performance
- ▶ **Evaluative symbols**—A, B, C, D, F, P, or NP
- ▶ **Nonevaluative symbols**—I, NR, W, MW

### Requesting a Change from an Evaluative Symbol to Another Evaluative Symbol

1. Students requesting a grade change from one evaluative symbol to another should first attempt to discuss the request informally with the instructor—in person or by email—within sixty (60) instructional days (excluding weekends and holidays) of the date when official grades are posted. If contact with the instructor is not possible because the instructor is not available, the student has filed a discrimination complaint, or the district determines there may have been gross misconduct by the original instructor, then the student should make initial contact with the appropriate department chair—in person or by email—within sixty (60) instructional days (excluding weekends and holidays) of the date when official grades are posted to discuss the grade-change request.
2. If the student's grade-change request is not resolved satisfactorily by contacting the instructor, the student should contact the appropriate department chair—in person or by email—within ten (10) instructional days (excluding weekends and holidays) after the student's discussion with the instructor. The department chair or his/

her designee will investigate and address the student's request by email or letter within ten (10) instructional days.

3. If the student wishes to appeal the finding of the department chair or his/her designee, the student must make a request by email or by letter to the Academic Senate president within ten (10) instructional days (excluding weekends and holidays) of receipt of the department chair's or his/her designee's written notification.
  - ▶ Wherever possible, the instructor who first awarded the grade will be apprised of all evidence and given every opportunity to rebut the evidence or to submit a voluntary change of grade prior to the Academic Senate president's final decision.
  - ▶ In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Academic Senate president in consultation with the superintendent/president. In all cases, the instructor who first awarded the grade will be given written notice of the change.
4. The Academic Senate president will notify the student of a final decision within thirty (30) instructional days (excluding weekends and holidays) of receiving the appeal. If the Academic Senate president is directly involved in the grade-change request, then another full-time Academic Senate Council member will be chosen by lot to address and respond to the appeal in writing.
5. The written notification of the Academic Senate president's final decision will be copied to the superintendent/president in cases where no grade change is recommended.

Students and instructors wishing to change a grade after sixty (60) instructional days (excluding weekends and holidays) of the date when official grades are posted must submit their request in writing to the Committee on Exceptions. Such requests must be made within three years of the date when the grade was posted. The Committee on Exceptions will consult with the instructor of record, review deadlines, and examine extenuating circumstances. Approved changes will be submitted to the Admissions and Records Office through a grade change form approved by the instructor and chair of the Committee on Exceptions.

### Requesting a Change from an Evaluative Symbol to a Nonevaluative Symbol

A student who requests a grade change from an evaluative symbol to a "W" (Withdrawal) or "NR" (No Record) must submit his or her request in writing to the Committee on Exceptions. Such requests must be made within three years of the date when the grade was posted. The Committee on Exceptions will consult with the instructor of record, review deadlines, and examine extenuating circumstances. Approved changes will be submitted to the Admissions and Records Office through a grade change form approved by the instructor and chair of the Committee on Exceptions.

A student who requests a change from any grade to a Military Withdrawal (MW) must submit proof of orders compelling

a withdrawal of courses to the Director of Admissions and Records. (Please refer to Administrative Procedure 5075.)

### Requesting a Change from a Nonevaluative Symbol to an Evaluative Symbol

Changes of "I" (Incomplete) to an evaluative grade are based on criteria identified by the instructor in the "Petition for Incomplete Grade" signed by both the instructor and the student when the "I" was issued. The agreed upon criteria must be satisfied no later than one semester following the end of the term in which the "I" was assigned. The student, with the instructor's concurrence that extenuating circumstances prevented the student from satisfying the criteria within the time limit, may request an extension of the time limit by petitioning the Committee on Exceptions.

*(Sources: MCCC Board Policy/Administrative Procedure 4230; MCCC Board Policy/Administrative Procedure 4231; MCCC Board Policy/Administrative Procedure 4232; MCCC Board Policy/Administrative Procedure 4235. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

## Harassment & Unlawful Discrimination

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### Unlawful Harassment

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as by MiraCosta Community College District Board Policy 3430, and will not be tolerated. The district is committed to providing an academic and work environment that respects the dignity of individuals and groups. The district shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender, age, citizenship status, parental status, veteran status, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

### Definitions

**General harassment**—Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics is illegal and violates district policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the conduct described in the definitions that follow.

**Verbal harassment**—Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

**Physical harassment**—Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status.

**Visual or written harassment**—The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

**Environmental harassment**—A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his or her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Sexual harassment**—In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- ▶ Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress.
  - ▶ Submission to, or rejection of, the conduct by the individual is used as a 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 community college.

This definition encompasses two kinds of sexual harassment:

- ▶ "Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
- ▶ "Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

**Consensual relationships**—Romantic or sexual relationships between a supervisor and an employee or between any employee (whether administrator, faculty member or classified staff member) and a student are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the district has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the district is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

### Protection from Retaliation

The district seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the district also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the district determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject



to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described under "Filing an Unlawful Discrimination Complaint" below. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

## Filing an Unlawful Discrimination Complaint

### Introduction and Scope

These are the written procedures for filing and processing complaints of unlawful discrimination at MiraCosta Community College District. The procedures incorporate the legal principles contained in nondiscrimination provisions of the California Code of Regulations, Title 5, §§59300 et seq. as well as other state and federal substantive and procedural requirements.

A copy of these written policies on unlawful discrimination will be displayed in a prominent location in the Human Resources Department or other area(s) where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

### Definitions

Definitions applicable to nondiscrimination policies are as follows:

**Appeal**—means a request by a complainant made in writing to the MiraCosta Community College District Board of Trustees pursuant to Title 5 to review the administrative determination of the district regarding a complaint of discrimination.

**Association with a person or group with these actual or perceived characteristics**—includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and Title 5, §59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.

**Complaint**—means a written and signed statement meeting the requirements of Title 5, §59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, §59300 et seq.

**Days**—means calendar day.

**Gender**—includes a person's gender identity and gender related appearance and behavior whether or not

stereotypically associated with the person's assigned sex at birth.

**Mental disability**—includes, but is not limited to, all of the following:

- ▶ Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities that limits a major life activity. For purposes of this section:
  - ▶ "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
  - ▶ A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
  - ▶ "Major life activities" shall be broadly construed and shall include physical, mental, and social activities and working.
- ▶ Any other mental or psychological disorder or condition not described in paragraph 1 that requires specialized supportive services.
- ▶ Having a record or history of a mental or psychological disorder or condition described in paragraph 1 or 2 that is known to the district.
- ▶ Being regarded or treated by the district as having, or having had, any mental condition that makes achievement of a major life activity difficult.
- ▶ Being regarded or treated by the district as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph 1 or 2.

Mental disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

**Physical disability**—includes, but is not limited to, all of the following:

- ▶ Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
  - ▶ Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
  - ▶ Limits a major life activity. For purposes of this section:
    - ▶ "Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
    - ▶ A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
    - ▶ "Major life activities" shall be broadly construed and includes physical, mental, and social activities and working.
- ▶ Any other health impairment not described in paragraph 1 that requires specialized supportive services.



- ▶ Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph 1 or 2, which is known to the district.
- ▶ Being regarded or treated by the district as having, or having had, any physical condition that makes achievement of a major life activity difficult.
- ▶ Being regarded or treated by the district as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph 1 or 2.

Physical disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

**District**—means the MiraCosta Community College District or any district program or activity that is funded directly by the state or receives financial assistance from the state. This includes the district Personnel Commission and any other organization associated with the district or its college(s) that receives state funding or financial assistance through the district.

**Responsible District Officer**—means the officer identified by the district to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to Title 5, §59328, and coordinating their investigation. At MiraCosta Community College District this is the Human Resources Director.

**Sexual harassment**—is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting.

**Sexual orientation**—means heterosexuality, homosexuality, or bisexuality.

**Unlawful discrimination**—means discrimination based on a category protected under Title 5, §59300, including sexual harassment and retaliation.

## Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

## Academic Freedom

The MiraCosta Community College District Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to

teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course, or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom MiraCosta Community College District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

## Responsible District Officer

The MiraCosta Community College District has identified the Human Resources Director to the State Chancellor's Office and to the public as the single district officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title 5, §59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other district employees, and students shall direct all complaints of unlawful discrimination to the responsible district officer.

## Informal/Formal Complaint Procedure

When a person brings charges of unlawful discrimination to the attention of the district's responsible officer, that officer will do the following:

- ▶ Undertake efforts to informally resolve the charges
- ▶ Advise the complainant that he or she need not participate in informal resolution
- ▶ Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so
- ▶ Assure the complainant that he or she will not be required to confront or work out problems with the person accused of unlawful discrimination
- ▶ Advise the complainant that he or she may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction
- ▶ If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Before filing a formal, written complaint, the complainant should attempt to resolve the problem by an informal conference with the parties involved. This informal attempt must be completed within thirty (30) days. Students should contact the Vice President of Student Services, in order to utilize the student due process procedure. Employees and job applicants should contact the Human Resources Director. The Vice President of Student Services and the Human Resources

Director will either serve as mediators in this informal process, or will appoint someone to serve as the district's mediator.

Efforts at informal resolution need not include any investigation unless the responsible district officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to Title 5, §59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Even if the complainant does dismiss the complaint, the responsible district officer may require the investigation to continue if he or she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the ninety (90) day period for rendering the administrative determination pursuant to Title 5, §59336.

In employment-related cases, if the complainant files with the Department of Fair Employment and Housing, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under Title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the district will discontinue its investigation under Title 5 and the matter will be resolved through the Department of Fair Employment and Housing.

The district will allow for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case-by-case basis.

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against or sexually harassed to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or the complainant does not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the respondent and an assurance that the offending behavior will cease. However, the district is responsible for maintaining a safe and discrimination-free educational environment and serious allegations may need to be investigated even if the complaining party considers the matter resolved.

In an informal process the district officer shall advise the complainant of his or her rights and responsibilities under both the formal and informal processes. If the complainant declares his or her preference for the informal process, the responsible district officer shall present the complainant with a document that describes the informal/formal process that contains the basics of complainant's allegations of unlawful discrimination. This document will clearly indicate that the complainant opted for the informal resolution process and should be signed and dated by the complainant.

The informal resolution process will not be made a predicate to the process and investigation of a formal complaint. If a formal complaint is filed, an investigation must be completed

within the time required unless it is voluntarily rescinded by a complainant as a result of a successful informal resolution.

### Filing of Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination complaint against the district, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the district and also at the State Chancellor's website, as follows: <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>.

The completed form must be filed with the district representative or mailed directly to the State Chancellor's Office of the California Community Colleges.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct should be advised of that filing and the general nature of the complaint. This should occur as soon as possible and appropriate under the circumstances. The district will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

For more information about the harassment and unlawful discrimination complaint process, contact the Human Resources Office, 760.795.6865.

*(Sources: MCCC Board Policy/Administrative Procedure 3430 and MCCC Board Policy/Administrative Procedure 3435. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

## Institutional Code of Ethics

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Ethical behavior is often defined as "right" or "good" behavior as measured against commonly accepted rules of conduct for a society or profession. The ethical person is often described as one who is fair, honest, straightforward, trustworthy, objective, moral, and unprejudiced. The consistent exercise of integrity is the cornerstone of ethical behavior.

MiraCosta College is comprised of professionals who are dedicated to promoting a climate that enhances the worth, dignity, potential, and uniqueness of each individual within the college community. Employees are committed to protecting human rights and pursuing academic excellence.

MiraCosta College employees seek to model ethically responsible behavior for students and colleagues and expect ethical behavior from others at all times. In fulfillment of their obligation to the student, employees do the following:

- ▶ Promote freedom of inquiry and expression in the pursuit of learning
- ▶ Avoid intentionally suppressing or distorting subject matter relevant to the student's progress

- ▶ Ensure that the student has access to varying points of view
- ▶ Make reasonable effort to protect the student from conditions harmful to learning or to health and safety
- ▶ Avoid intentionally embarrassing or disparaging the student
- ▶ Avoid disclosing information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law
- ▶ Are sensitive to ethics issues in measurement and evaluation both in and out of the classroom and including but not limited to the following factors:
  - ▶ Orientation of students to the purposes and results of testing
  - ▶ Insurance against risks of stereotyping due to possible instrument limitations with regard to socioeconomic, ethnic, and cultural factors
  - ▶ The insurance of adequate qualification of employees responsible for the administration, scoring, and interpretation of instruments
  - ▶ Maintenance of test security
  - ▶ Insurance against risk of over-reliance on test data and over-interpretation of results.

*(Source: MCCC Board Policy/Administrative Procedure 3050. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

## Non-Degree Applicable Courses

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### Developmental Course Work and Unit Limits

Developmental course work consists of non-degree-applicable basic skills courses. These courses are designed to prepare students for success in college-level classes and are designated with a course number from 0 to 49 (for example, ENGL 49, ESL 40, ACE 49, MATH 30, etc.) A student's need for developmental course work is determined using appropriate assessment instruments, methods, or procedures.

Students cannot receive more than 30 semester units for developmental course work subject to the following exceptions:

- ▶ A student who is enrolled in one or more courses of English as a Second Language is exempt from this unit limitation.
- ▶ A student who has been officially identified by the college as having a learning disability is exempt from this unit limitation.

A student who demonstrates significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may request a waiver of this unit limitation. Such a waiver, if granted, will be given for specified periods of time or for specified units pursuant to standards approved by the MiraCosta College Board of Trustees.

Students who need more than 30 units to develop college-level basic skills will be restricted to taking only noncredit courses, non-degree-applicable courses that do not involve remediation, and those degree-applicable credit courses that do not have basic skills prerequisites or advisories on recommended preparation.

*(Source: MCCC Administrative Procedure 4222. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

## Open Enrollment

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Unless specifically exempted by statute or regulation, every course, course section, or class reported for state aid that is offered and maintained by the MiraCosta Community College District shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets established prerequisites. Prerequisites are established pursuant to regulations contained in section 55003 of Division 6 of Title 5 of the California Code of Regulations.

*(Source: MCCC Board Policy 5052. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

## Standards of Student Conduct

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### Student Discipline

The Board of Trustees and the campus community at MiraCosta College support a harmonious, safe, and productive learning environment. To promote such an environment, the board and the superintendent/president have established a set of standards for student conduct. The Standards of Student Conduct policy and the procedures associated with it clearly delineate and define student conduct expectations and the resolution steps associated with due process. Students are expected to conduct themselves in an ethical manner consistent with a safe and harmonious campus environment.

### Student Code of Conduct

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

- ▶ Causing, attempting to cause, or threatening to cause physical injury to another person
- ▶ Possessing, selling, or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the Vice President of Student Services
- ▶ Using, possessing, or distributing alcoholic beverages, illegal drugs or narcotics while on the college campuses. (Students should be aware that possession, use, or distribution of drug and alcohol substances on a campus violates California Health and Safety Codes §§11350, 11357b, and 11377 and California Business and Professional Code §25608, with the exception of the use, distribution and/or sale of alcohol at MiraCosta College Foundation sponsored events. Students

serving as representatives of the college are prohibited from using alcohol at said events.)

- ▶ Committing or attempting to commit robbery or extortion
- ▶ Causing or attempting to cause damage to college property or to private property on campus
- ▶ Stealing or attempting to steal college property or private property on campus, or knowingly receiving stolen college property or private property on campus
- ▶ Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college
- ▶ Committing sexual harassment as defined by law or by college policies and procedures
- ▶ Engaging in harassing or discriminatory behavior based on accent, age, ancestry, citizenship status, color, disability, economic status, ethnic group identification, gender, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or veteran status, or any other status protected by law
- ▶ Willful misconduct that results in injury or death to a student or to college personnel
- ▶ Willful misconduct which results in cutting, defacing, or other injury to any real or personal property owned by the college
- ▶ Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the egregious or persistent defiance of the authority of, or abuse of, college personnel
- ▶ Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty
- ▶ Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the college
- ▶ Unauthorized entry upon or use of college facilities
- ▶ Lewd, indecent or obscene conduct on college-owned or controlled property, or at college-sponsored or supervised functions
- ▶ Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college administrative procedures, or the substantial disruption of the orderly operation of the college
- ▶ Disrupting of teaching, administration, or other college activities or programs
- ▶ Violating college or California Education Code regulations pertaining to student organizations, distribution of literature, and place and manner of public expression
- ▶ Illegally obtaining or altering college records, electronic information, or computer applications and committing any computer-related crimes as defined in California Penal Code §502

- ▶ Preparing, giving, selling, transferring, distributing, or publishing for any commercial purpose any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes without authorization, except as permitted by any district policy or administrative procedure.
- ▶ Using a computer or cell phone to engage in bullying behavior through email, text messages, voicemail, or social networks.

Students who engage in any of the above are subject to the procedures outlined in the Student Discipline procedures listed below.

## Student Discipline Procedures

The purpose of the Student Discipline Procedures is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due-process rights afforded them by state and federal constitutional protections.

These procedures will be used in a fair and equitable manner and not for purposes of retaliation. They are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

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

The superintendent/president has designated the Vice President of Student Services as the administrator responsible for student discipline procedures.

## Definitions

- ▶ **The college:** the MiraCosta Community College District (commonly referred to as MiraCosta College).
- ▶ **Student:** any person currently enrolled as a student at any site, online, or in any program offered by the district.
- ▶ **Faculty member:** any academic employee of the district in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.
- ▶ **Removal from class:** exclusion of the student by a faculty member for the day of the exclusion and the next class meeting, or if the exclusion is from an online class, for a period of time that equates to two class sessions.
- ▶ **Short-term suspension:** exclusion of the student from the college by the Vice President, Student Services or designee for good cause for a period of up to 10 consecutive days during which MiraCosta is in session.
- ▶ **Long-term suspension:** exclusion of the student from the college by the Vice President, Student Services, or designee for good cause for a period of 11 days during which MiraCosta College is in session up to one calendar year.
- ▶ **Expulsion:** permanent exclusion of the student from the college by the Board of Trustees.



- ▶ **Disciplinary probation:** a letter indicating a reason for the action being taken and specifying that any violation of the MiraCosta College Student Code of Conduct may result in suspension from the district.
- ▶ **Written or verbal reprimand:** An admonition to the student to cease and desist from conduct determined to violate the MiraCosta Community College District Student Code of Conduct. A record of the fact that a verbal reprimand has been given may become part of a student's discipline record at the college for a period of up to one year.
- ▶ **Nonstudent removal:** withdrawal of consent by the MiraCosta College District Campus Police for any person to remain on campus, in accordance with California Penal Code §626.4, where the Campus Police have reasonable cause to believe that such person has willfully disrupted the orderly operation of the district.
- ▶ **Days:** Unless otherwise stated in this document, the term "days" refers to days when the MiraCosta Community College District is open.

### Short-term Suspensions

If the Vice President, Student Services, or designee determines that a student is a danger to himself/herself or others, the student may be suspended for a period of 10 days during which MiraCosta College is in session (Education Code §66017).

- ▶ The student will be notified either in person or in writing by the Vice President, Student Services, or designee of the reason for suspension within 10 days of the event that caused the decision to suspend.
- ▶ The student may request a meeting with the Vice President, Student Services, or designee. The meeting will be held within 10 days of the student request. At the meeting, the student will be presented with the information that caused the decision to suspend and will be given an opportunity to respond to the accusation. If the suspension is lifted or modified as a result of the meeting, the student will be notified in writing by the Vice President, Student Services, or designee. The decision of the Vice President, Student Services, or designee for a suspension up to 10 days is final.

### Long-term Suspension

If the Vice President, Student Services, or designee determines that a student disciplinary infraction requires a long-term suspension, the student will be notified in person or in writing within 10 days of the incident that the Vice President, Student Services, intends to impose a long-term suspension that may last from 11 days up to one calendar year.

- ▶ A student facing a long-term suspension has the right to request a formal hearing before a long-term suspension is imposed. The request must be submitted in writing to the Vice President, Student Services, or designee within 10 days of receipt of notice of intent to impose a long-term suspension. The hearing will take place within 10 days of the student request.
- ▶ The hearing to appeal a long-term suspension will be conducted by an academic administrator who is not involved with the incident that caused the decision to suspend. The student may bring an advocate to the hearing. If the advocate is an attorney, the Vice President, Student Services, must be notified at least 5 days in advance of the

formal hearing so that college legal representation may also be present. The Vice President, Student Services, or designee will present the case for suspension and the student will be provided an opportunity to respond and provide evidence in support of the appeal. If attorneys are present, they may provide advice to the people they represent, but they are not part of the formal hearing and will not participate unless invited to do so by the academic administrator in charge of the hearing.

- ▶ Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in hearings. Relevant evidence, including hearsay, is admissible if it is the type of evidence that reasonable members of the college community would rely upon in the conduct of their affairs. The academic administrator conducting the hearing shall have the discretion to determine admissibility of evidence.
- ▶ The academic administrator in charge of the hearing makes a decision based on a preponderance of the evidence, which is whether it is more likely than not that the accused student violated the MiraCosta Community College District code of conduct for students.
- ▶ The hearing will be audio-recorded.
- ▶ The academic administrator will notify the student within 5 days of the formal hearing whether or not the suspension will be upheld.
- ▶ If the suspension is upheld, the student may make a final appeal in writing to the college superintendent/president who will respond in writing within 5 days.

The decision of the college superintendent/president is final.

### Expulsion

If the Vice President, Student Services, or designee determines that a student violation of the MiraCosta Community College District Student Code of Conduct is so egregious that it warrants expulsion from MiraCosta College, the student will be notified in writing of the intention to expel within 10 days of the college administration being made aware of the incident. While an expulsion decision is pending, the student will be suspended from the college.

- ▶ If the student wishes to appeal the decision of the Vice President, Student Services, or designee to recommend to the Board of Trustees expulsion, he or she must request a formal hearing in writing to the Vice President, Student Services, within 10 days of receipt of the notice of intent to expel.
- ▶ The hearing for an appeal of an expulsion decision will be held within 15 days of receipt of the student request for a hearing. The hearing will be conducted by an academic administrator who is not involved with the incident that caused the decision to expel. The student may bring an advocate to the hearing. If the advocate is an attorney, the Vice President, Student Services, must be notified at least 5 days in advance of the formal hearing so that college legal representation may also be present. The Vice President, Student Services, or designee will present the case for expulsion, and the student will be provided an opportunity to respond and provide evidence in support of the appeal. If attorneys are present, they may provide advice to the people they represent, but they are not part of the formal



hearing and will not participate unless invited to do so by the academic administrator in charge of the hearing.

- ▶ Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in hearings. Relevant evidence, including hearsay, is admissible if it is the type of evidence that reasonable members of the college community would rely upon in the conduct of their affairs. The academic administrator conducting the hearing shall have the discretion to determine admissibility of evidence.
- ▶ The academic administrator in charge of the hearing makes a decision based on a preponderance of the evidence, which is whether it is more likely than not that the accused student violated the Code of Conduct for students.
- ▶ The hearing will be audio-recorded.
- ▶ The academic administrator will notify the student in writing within 5 days of the formal hearing whether or not a recommendation for expulsion will be forwarded to the college superintendent/president. The college superintendent/president may support, modify, or reject the recommendation for expulsion. If the superintendent/president supports the recommendation for expulsion, the recommendation will be forwarded to the Board of Trustees for action within 30 days of the superintendent/president's decision.
- ▶ The Board of Trustees will consider a recommendation for expulsion at the next regularly scheduled meeting after receipt of the recommendation from the college superintendent/president. The board will consider an expulsion recommendation in closed session unless the student has requested the matter be considered in a public meeting (Education Code §72122). The student will be notified in writing by certified mail at least 3 days prior to the board meeting at which the expulsion recommendation will be considered. The notification will include the date, time, and place of the board meeting. The student may request the hearing be held as a public meeting. The request must be in writing to the college superintendent/president and must be made at least 48 hours prior to the meeting. If, despite the request for a public hearing, a right to privacy conflict occurs, the board may conduct the expulsion hearing in closed session. The board may accept, modify, or reject the recommendation for expulsion, and the decision of the board is final. The board decision shall be announced at a public meeting.
- ▶ If the student is expelled by the Board of Trustees, he or she will be permanently excluded from enrolling at MiraCosta College.

### **Suspension from a Class or College Office by a Faculty Member or Staff Member (Education Code §76032)**

A faculty or staff member may remove a student from a class or from an office for the day of the removal and one additional day of class or of office privileges. The removal of the student must be reported to the Vice President, Student Services, or designee immediately. The Vice President, Student Services, or designee will meet with the student to determine whether or not the student will be returned to the class or regain office privileges and under what circumstances reinstatement will be possible. If the behavior that caused the removal is

egregious, the Vice President, Student Services, or designee may determine that the student should be suspended from the class, office, or the district.

### **Nonstudent Removal**

Campus Police may notify any person who is willfully disrupting the orderly operation of college classes or activities that permission to remain on campus has been withdrawn. The person may be issued an order to stay away from all MiraCosta Community College District sites for up to 7 calendar days from the date on which permission to remain on campus was withdrawn. Any person violating a stay-away order will be subject to arrest (Penal Code §626.6).

### **Exception to Due Process: Athletic Rules Violations**

Athletes who violate rules of the Pacific Coast Athletic Conference, the California Community College Athletic Association, or the MiraCosta College Athletic Department may be suspended immediately from intercollegiate competition.

- ▶ A student athlete may appeal the suspension in writing to the Director of Athletics within 10 days of the suspension. The Director of Athletics will uphold, modify, or rescind the suspension within 10 days of receiving the appeal.
- ▶ If the Director of Athletics upholds the suspension, the student athlete may make a final appeal in writing to the Vice President, Student Services, whose written response to the student athlete will be final.

*(Sources: MCCC Board Policy/Administrative Procedure 5500 and MCCC Administrative Procedure 5520. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)*

## Student Records & Privacy Rights

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### **Student Records, Directory Information, and Privacy**

The superintendent/president shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The superintendent/president may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the district has a right of access to any and all student records pertaining to the student that are maintained by the district.

No district representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- ▶ Student name, address, phone number, email address, date of birth, dates of attendance, photograph and enrollment status (full-time, half-time).
- ▶ Student participation in officially recognized activities and sports, including weight and height.
- ▶ Degrees, certificates, and awards received by students, including date, major, honors, scholarship awards, athletic awards, and President's List and President's Permanent Honor Roll recognition.

### Release of Student Records

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student. No instructor, official, employee, or Board of Trustees member shall authorize access to student records to any person except under the following circumstances:

- ▶ Student records in the form of a transcript shall be released pursuant to a student's written or verified electronic consent. Students shall submit a signed transcript request to the Admissions and Records Office indicating the number of transcripts requested and destination. Students may submit an electronic transcript request whereby the identity of the requestor is verified through a series of questions and responses and validation of the payer. If identity cannot be verified electronically, the student's written signature will be required by the transcript-processing vendor prior to release of the academic record.
- ▶ Directory information may be released in accordance with the definitions in Board Policy 5040. Requests for release of directory information shall be submitted to the Director of Admissions and Records or the Dean of Admissions and Student Support for approval or denial. The district reserves the right to deny any such requests. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Subpoenas shall be submitted to the Admissions and Records Office. The subpoenas shall be reviewed to determine the type of records requested and the appropriate office of retention of such records. Retrieval of records from college departments and offices shall be organized by Admissions and Records staff. The Director of Admissions and Records shall review the subpoena and gathered documents and, when required, prepare a declaration of records as submitted in order to comply with the subpoena. The district will make a reasonable effort to notify the eligible student of the order or subpoena in advance of compliance so that the eligible student may seek protective action, unless the disclosure is prohibited by regulation.
- ▶ Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- ▶ Student records may be released to officials and employees of the district only when they have a legitimate educational interest to inspect the record. The supervisor of an employee who requires access to student records as part of their normal course of duties shall submit an access-to-records request as part of the hiring process. The employee shall be required to sign a confidentiality form to ensure compliance with privacy laws. Nonroutine requests for access to student records shall be submitted to the Director of Admissions and Records or the Dean of Admissions and Student Support, who shall review the request for appropriate use, approve or deny the requests, and provide direction regarding proper disposal of records after use.
- ▶ Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state-education officials, or their respective designees, or the United States Office of Civil Rights, when that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Requests shall be submitted to the Dean of Institutional Planning, Research and Grants who in conjunction with the Director of Admissions and Records or the Dean of Admissions and Student Support shall monitor the retrieval and distribution of such records.
- ▶ Student records may be released to officials of other public or private schools or school systems, including local, county, or state correctional facilities where education programs are provided, when the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code §76225. Requests shall be submitted to the Dean of Institutional Planning, Research and Grants who in conjunction with the Director of Admissions and Records or the Dean of Admissions and Student Support shall monitor the retrieval and distribution of such records.
- ▶ Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. Requests shall be submitted to the Director of Admissions and Records or the Dean of Admissions and Student Support who shall monitor the retrieval and distribution of such records.
- ▶ Student records may be released to organizations conducting studies for or on behalf of accrediting organizations, educational agencies, or institutions for the purpose of developing, validating, or administering predictive tests, administering financial-aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations, and the information will be destroyed when no longer needed for the purpose for which it is conducted. Requests shall be submitted to the Dean of Institutional Planning, Research and Grants who in conjunction with the Director of Admissions and Records or

the Dean of Admissions and Student Support shall monitor the retrieval and distribution of such records.

- ▶ Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. Requests under this procedure shall be submitted to the Director of Admissions and Records, the Dean of Admissions and Student Support, grievance officers at San Elijo Campus and the Community Learning Center, or the Vice President, Student Services, who shall review the request for appropriate use, approve or deny the requests, and provide direction regarding proper disposal of records after use.
- ▶ The following information shall be released to the federal military for the purposes of federal military recruitment: student name, address, telephone listing, date of birth, level of education, degree received, enrollment status, and major. Under FERPA, students may request that directory information be withheld. This protection will be honored under the Solomon Amendment.

## Charge for Transcripts or Verifications of Student Records

A student/former student shall be entitled to two free copies of the transcript record. Additional copies shall be made available to the student or to an addressee designated by him/her at the rate of five dollars per copy. A two dollar convenience fee will be added to the transcript requests submitted using the on-line system. Students may request special processing of a transcript.

## Use of Social Security Numbers

Effective January 1, 2007, the district shall not do any of the following:

- ▶ Publicly post or publicly display an individual's social security number
- ▶ Print an individual's social security number on a card required to access products or services
- ▶ Require an individual to transmit his or her social security number over the Internet using a connection that is not secured or encrypted.
- ▶ Require an individual to use his/her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device.
- ▶ Print, in whole or in part, an individual's social security number so that it is visible on any materials that are mailed to the individual, except those materials used for:
  - ▶ Application or enrollment purposes
  - ▶ To establish, amend, or terminate an account, contract, or policy
  - ▶ To confirm the accuracy of the social security number.

If the district has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- ▶ The use of the social security number is continuous.
- ▶ The individual is provided an annual disclosure that informs the individual he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited.

- ▶ MiraCosta Community College District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual.
- ▶ No fee shall be charged for implementing this request, and the district shall not deny services to an individual for making such a request.

## Challenging Content and Access Log

### Challenging Content

Any student may file a written request with the Director of Admissions and Records to correct or remove information recorded in his/her student records that the student alleges to be (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside of the observer's area of competence, or (4) not based on the personal observation of a named person with the time and place of the observation noted. The Director of Admissions and Records shall identify the appropriate administrator responsible for the record(s) in question.

Within thirty (30) days of receipt of the request, the appropriate administrator shall meet with the student and the employee who recorded the information in question, if the employee is presently employed by the district. The appropriate administrator shall then sustain or deny the allegations.

If the appropriate administrator sustains any or all of the allegations, he/she shall order the correction or removal and destruction of the information. If the appropriate administrator denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within thirty (30) days of the refusal, may appeal the decision in writing to the superintendent/president.

Within thirty (30) days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the board sustains any or all of the allegations, it shall order the superintendent/president or designee to immediately correct or remove and destroy the information. The decision of the board shall be final. If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of objection to the information. This statement shall become a part of the student's record until the objected information is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three (3) days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

## Access Log

A log or record shall be maintained for each student record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- ▶ Students seeking access to their own records
- ▶ Parties to whom directory information is released
- ▶ Parties for whom written consent has been executed by the student
- ▶ Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and the Director of Admissions and Records, and by the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

(Sources: MCCCC Board Policy/Administrative Procedure 5040 and MCCCC Administrative Procedure 5045. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)

## Student Rights & Grievances

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The purpose of MiraCosta College's Student Rights and Grievances Procedure (MCCCC Administrative Procedure 5530) is to provide an efficient and equitable means of resolving student grievances. This procedure is available to any student who believes a decision or action by an instructor, a college official, or another student has adversely affected his or her status, rights, or privileges as a student. Grievances related to course grades are addressed in MCCCC Board Policy 4231, Grade Changes, and Administrative Procedure 4231.\*

For grievances related to sexual harassment, sexual assault, or illegal discrimination (i.e., age, ancestry, citizenship status, color, disability, ethnic group identification, gender, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or veteran status), students should contact the Director of Human Resources and/or the MiraCosta College Campus Police Department. Staff members in those areas will assist students with the correct processes for resolution.

In addition to MiraCosta Community College District procedures, a student may address a grievance directly to the California Community College Chancellor's office by accessing the following website: [californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx](http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx).

This procedure does not apply to the following:

- ▶ Student discipline, which is covered under MCCCC Board Policy 5500 and Administrative Procedure 5520.
- ▶ Police traffic tickets. Those complaints must be made to the local courts.

- ▶ Parking tickets. Those complaints must be made at the Campus Police Office.

## Definitions

**Day during which MiraCosta College is in session:** this means a day when MiraCosta College classes are being held. This excludes winter break, spring break, and holidays. When Saturday classes are included in the college schedule, those Saturdays are considered to be days during which MiraCosta College is in session.

**Calendar day:** this means any day of the year.

**The college:** this means MiraCosta Community College District.

A student who has a concern or complaint must first follow the informal conflict resolution process, which is described below. Any academic administrator can assist a student with this process.

At any point in the informal conflict resolution process, mediation is an option and may be requested by a student or suggested by a faculty member, staff member, or administrator as a means of resolving a disagreement. The college maintains a list of trained mediators, and any academic administrator can assist in arranging mediation.

If informal conflict resolution does not resolve the issue, the student may request formal conflict resolution. If a student wishes to file a formal grievance, he or she must do so in writing, explaining the details of the complaint, at the Office of the Vice President, Student Services, at the Oceanside Campus, the Office of the Associate Dean, Student Services, at the San Elijo Campus, or the Office of the Dean, Community Education, at the Community Learning Center. Once the complaint is received, the appropriate official will meet with the student to provide information on the formal grievance process, which is described below.

## Informal Conflict Resolution

To informally resolve any issues with a faculty member, the student must make a reasonable effort to follow the steps listed below:

- ▶ Contact the instructor in person, by email, or by telephone, unless there is a valid reason (student feels intimidated, instructor unavailable after several attempts, etc.) to omit this step.
- ▶ If the concern or complaint is not resolved satisfactorily by contacting the faculty member, contact the appropriate department chair in person, by email, or by telephone.
- ▶ If the concern or complaint is still not resolved, contact the appropriate dean in person, by email, or by telephone.
- ▶ If the concern or complaint is still not resolved, contact the Vice President, Student Services, for assistance with the formal conflict resolution process.

To informally resolve any issue with a staff member or administrator, the student must make a reasonable effort to follow the steps listed below:

- ▶ Contact the staff member or administrator with whom the student has the grievance in person, by email, or by telephone, unless there is a valid reason (student feels



intimidated, staff member or administrator unavailable after several attempts, etc.) to omit this step.

- ▶ If the concern or complaint is not resolved satisfactorily, contact the appropriate supervisor in person, by email, or by telephone.
- ▶ If the concern or complaint is still not resolved, contact the appropriate dean or department head in person, by email, or by telephone.
- ▶ If the concern or complaint is still not resolved, contact the Vice President, Student Services, for assistance with the formal conflict resolution process.

To informally resolve a conflict with another student, the student must make a reasonable effort to follow the steps listed below:

- ▶ If appropriate, discuss the issue with the student with whom the student has the grievance in person, by email, or by telephone unless there is a valid reason (student feels intimidated, student unavailable after several attempts, etc.) to omit this step.
- ▶ Meet with the Vice President, Student Services, or designee in person to request assistance in resolving the conflict.

### Formal Conflict Resolution

If informal resolution through discussion or mediation does not resolve the conflict, a formal mediation will take place. A list of trained mediators will be provided to the parties involved in the conflict and they will participate in selecting two (2) mediators. If the mediators are unable to help the student and the staff or faculty member resolve the conflict, and the mediators agree that the issue warrants a formal grievance, the student shall have the right to request a grievance hearing, in writing, to the Vice President, Student Services, at the Oceanside Campus, the Associate Dean of Student Services at the San Elijo Campus, or the Dean of Community Education at the Community Learning Center. The request for a hearing must be made within ten (10) days (during which MiraCosta College is in session) of the formal mediation meeting. The formal grievance hearing will be scheduled within ten (10) days (during which MiraCosta College is in session) of receipt of the request.

The grievance hearing committee will consist of the following:

- ▶ One student appointed by the Student Senate president.
- ▶ One faculty member appointed by the Academic Senate president if the grievance is against a faculty member.
- ▶ One staff member appointed by the Classified Senate president if the grievance is against a staff member.
- ▶ The Vice President, Student Services, who will chair the committee if the grievance is non-academic or the Academic Senate president if the grievance is academic.

The chair will conduct the hearing.

The members of the grievance hearing committee will be provided a copy of the grievance and any written response to the grievance.

Each party to the grievance may call witnesses and introduce oral and written testimony. Witnesses unable to be present may submit written statements.

Although the hearing is formal, rules of evidence do not apply as they would in a court of law. Each party to the grievance will

be permitted to make an opening statement; thereafter, the grievant will present evidence followed by the respondent.

The student may bring an advocate or attorney to the hearing provided the Vice President, Student Services, is notified at least five (5) calendar days in advance of the hearing. In the event that the student notifies the Vice President, Student Services, that he/she will have representation, the faculty member has the right to legal counsel and a right to receive notification that the student will have counsel present. The hearing will be recorded, and the recording shall remain in the custody of the Vice President, Student Services. Any party to the grievance may request a copy of the recording.

Hearings shall be closed and confidential unless all parties request that they be open to the public. Any such request must be made no less than three (3) calendar days prior to the date of the hearing. In a closed hearing, witnesses will testify and be excused.

The grievance hearing committee will recommend a resolution of the grievance after listening to all of the participants. The committee will inform the student and the respondent in writing about its recommendation within ten (10) days (during which MiraCosta College is in session) of the hearing. The recommendation shall include specific factual findings regarding the grievance. The recommendation shall also include relief to be afforded to the student, if any.

The student may appeal the recommendation of the grievance hearing committee by writing to the superintendent/president within ten (10) calendar days of being notified of the grievance hearing committee's recommendation. The superintendent/president will send the student a final decision in writing within ten (10) calendar days of receiving the appeal.

*\* All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.*



# Additional Information

## Full-Time Faculty & Administrators

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Ali Shafin (2007) Economics

B.S.S., M.S.S., University of Dhaka, Bangladesh; M.A., Ph.D., Claremont Graduate University

Allison Megan (2009) Horticulture

B.S., Cornell University; M.L.A., California State Polytechnic University, Pomona

Alvarez Francisco (1997) Spanish

B.S., M.A., San Diego State University; C.Phil., University of California, Irvine

Apalatea Janeen (1999) Mathematics

B.S., University of California, San Diego; M.A., San Diego State University

Arceo Rosa E. (2009) Spanish

B.A., M.A., University of California, Los Angeles

Archer Robert (1982) English, Literature

B.A., Arizona State University; M.A., New York University; Fulbright Fellow, University of London

Arenivar Sam (2005) Communication

B.A., M.A., San Francisco State University

Askerneese Adrean (2009) Counselor

B.A., Point Loma Nazarene University; M.S., San Diego State University; M.M.F.T., University of Southern California

Avery Peter (1992) Mathematics

B.S., University of Exeter, England; M.S., University of California, Santa Barbara; Ph.D., University of Keele, England

Bailey Suzie (2009) Biological Sciences

B.S., Ph.D., University of California, San Diego

Barden Rita (2007) Nursing

B.S., Mount Saint Mary's College; M.S., Case Western Reserve University

Baughman Gail (1996) Biological Sciences, Biotechnology

B.A., Cornell University; M.S., Pennsylvania State University; Ph.D., University of Wisconsin, Madison

Baum Karen (1990) Sociology

B.A., California State University, Los Angeles; M.A., San Diego State University

Beltran Angela (2005) Mathematics

B.S., University of California, Los Angeles; M.S., California State University, Los Angeles

Benard Mary (2012) Vice President, Instructional Services

B.S., Buffalo State College; M.B.A., University of San Diego; Ed.D., San Diego State University

Benschop Joanne (2009) Articulation Officer

B.S., California State Polytechnic University, Pomona; M.P.A., California State University, Long Beach; M.S., University of La Verne

Bishop Eric (2000) Dramatic Arts

B.A., California State University, Fresno; M.F.A., California State University, Fullerton

Bolaños Theresa (2009) Chemistry

B.S., University of Houston; Ph.D., University of Texas, Austin

Bond Robert (2014) History

B.A., California State University, Fullerton; M.A., Ph.D., University of California, Los Angeles

Bonds David (2001) Mathematics

B.A., University of California, San Diego; M.A., University of California, Santa Cruz

Burman Anthony (2008) English, Literature

B.A., University of San Diego; M.A., San Diego State University

Burns Larry (2002) EOPS/CalWORKs Counselor/Facilitator

B.S., M.A., San Diego State University

Byrd Krista (2014) Psychology

B.A., San Diego State University; M.A., Northern Arizona University

Byrom Brad (2001) History

B.A., M.A., California State University, Long Beach; Ph.D., University of Iowa

Carstensen Eric (2009) Accounting

B.A., University of California, San Diego; M.B.A., National University

Chapeton-Lamas Nery (2014) Computer Science

B.S., University of California, Irvine; M.S., University of Iowa

Clarke Elizabeth Dinamarca (2009) Noncredit English as a Second Language

B.S., Universidad de Santiago de Chile; M.A., Alliant International University

Clarke Paul (2003) Design

B.S., California State Polytechnic, Pomona; M.A., California State University, Long Beach; M.B.A., University of Southern California

Cleveland Karl (2006) Multimedia Technology

B.A., University of California, San Diego; M.A., San Diego State University

Cluff Leah (2011) Art

B.A., University of California, San Diego; M.A., University of New Mexico

Cohick Karin (2001) Nursing

B.S.N., Mount St. Mary's College; M.S.N., California State University, Dominguez Hills

Cole Jonathan (1984) Physics

B.A., University of Colorado; M.S., University of California, San Diego

Comstock Sandy (2007) Associate Dean, Nursing and Health

B.S., Chapman College; M.P.A., Golden Gate University; M.S.N., University of San Diego; Certified Nurse Midwife/OBGYN Nurse Practitioner, University of California, San Diego

Connolly Patrick (2003) Administration of Justice  
B.S., American University; J.D., University of Maryland School of Law

Coobatis Christy (1999) Music Technology, Music  
B.A., Wayne State University; B.A., B.M., University of California, Irvine; M.M., California State University, Fullerton

Cord Julie (2005) Noncredit Social Sciences  
B.A., University of California, Berkeley; J.D., Lewis and Clark Northwestern School of Law

Cunningham Keith (1984) Biological Sciences  
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B.A., California State Polytechnic University, Pomona; M.A., University of Victoria

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B.S., M.S., California State University, Northridge; Ph.D., Northcentral University

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A.A., Southwestern College; B.A., M.A., San Diego State University

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B.A., University of California, Santa Barbara; M.F.A., University of  
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B.A., University of California, Santa Barbara; M.A., University of  
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B.A., Gustavus Adolphus College; M.S., Scripps Institution of  
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B.A., University of California, Los Angeles; M.S., California State  
University, Stanislaus; M.F.A., University of New Mexico

Hernández Pilar (2004) Spanish  
B.A., University of Texas, Austin; M.A. University of California, Los  
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B.A., California State University, Fullerton; M.A., California State  
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Long Beach

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B.S., University of California, Irvine; S.M., Ph.D., University of  
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A.A., West Valley College; B.A., University of California, San  
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B.A., Washington University, St. Louis; M.A. Ph.D., University of  
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M.S., Marathwada University, India; Ph.D., Osmania University,  
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B.A., M.A., San Francisco State University

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B.A., California State University, Bakersfield; M.A., University  
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B.A., Augustana University College; M.M., University of  
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B.A., California State University, Sacramento; M.A., University of  
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B.F.A., School of the Art Institute of Chicago; M.F.A., University of California, San Diego

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- Wilbur Constance (2005) DSPS Director  
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## Glossary

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### **Academic Renewal**

A process through which students can petition to exclude low grades from their MiraCosta College grade point average. The grades must be from classes completed at least two years prior; a maximum of 15 units may be excluded. Petition forms are available at the Admissions and Records Office. (See Academic Renewal p. 306 in Academic Standards & Policies.)

### **Advisory**

Recommended preparation that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. Students have the right to take a course without meeting the advisory and are encouraged to do so if they feel that their education, work experience, or other circumstances have prepared them.

### **Application for Admission**

This form must be completed before a new student is allowed to enroll in classes. Returning students who have missed one semester (excluding summer intersession) must submit a new application. The application form is available from the Admissions & Records Office and website.

### **Articulation Agreements**

A list of courses offered at MiraCosta College that are acceptable at transfer universities as equivalent in content (or as acceptable substitutes) to those courses offered by the universities.

### **Assessment**

Testing to meet course prerequisites and/or to determine proper placement in courses.

### **ASSIST**

The official Internet site that contains all articulation agreements between California community colleges and University of California and California State University campuses. (See [www.assist.org](http://www.assist.org).)

### **A.A., A.S., A.A.-T, A.S.-T—Associate in Arts, Associate in Science, Associate in Arts for Transfer, Associate in Science for Transfer Degree**

Associate degrees received upon completion of course work totaling not fewer than 60 units in the major, general education, and electives. (See Associate Degrees p. 52.)

### **B.A., B.S.—Bachelor of Arts, Bachelor of Science Degree**

Bachelor's degrees consisting of a minimum of 120 semester units in the arts or sciences. Although they are awarded by four-year institutions, students may complete half of their degree course work at MiraCosta College.

### **Board of Governors Waiver (BOGW)**

A program by which enrollment fees are waived for eligible students. The BOGW application form is available from the Financial Aid Office and website. It must be submitted to the Financial Aid Office prior to enrollment to waive fees or before

the last day to drop classes to obtain a refund of enrollment fees paid. A new application is required each academic year.

### **Catalog**

A book published once a year that guides students' progress toward degrees and certificates and contains course descriptions, programs, requirements, policies, and procedures.

### **Catalog Rights**

Rights that protect students from being held responsible for changes made to their academic programs in the years that follow their initial enrollment. These rights are established when a student first takes classes at MiraCosta College and are maintained through continual enrollment at the college.

### **Certificate**

Awarded upon completion of course work leading to proficiency or achievement, usually in a vocation or occupation.

### **Class Schedule**

A booklet listing classes to be offered during a specific semester (fall, spring, summer). The schedule also contains an online enrollment schedule, testing dates and times, and general information of interest to new and continuing students.

### **Committee on Exceptions**

A process through which students can petition to deviate from the college's policies and procedures. Petition forms are available in the Admissions and Records Offices.

### **Community Services Classes**

Classes or workshops that are fee-based, noncredit enrichment courses. Neither credit nor grades are given, and no records are kept. (See Community Services & Business Development p. 302.)

### **Concurrent Enrollment Permit**

A high school student must obtain signatures from his or her high school counselor, principal, and a parent on a Concurrent Enrollment Permit form in order to attend MiraCosta College. Students must be enrolled as a sophomore, junior, or senior at their high school. The form is available from the Admissions & Records Office and website.

### **Continual Enrollment**

To be considered continually enrolled, a student must receive a letter grade (including "W") for each semester from the semester of initial enrollment to the semester when all degree and/or certificate requirements are completed. A one-semester leave does not negate a student's continuing status.

### **Continuing Education (Tuition-Free Noncredit)**

Tuition-free courses offered as part of the High School Diploma Program p. 290 and other authorized categories of noncredit instruction. (See Noncredit Courses p. 295.)

### **Corequisite**

A course that a student is required to take simultaneously with another course. Corequisites are enforced through the registration process.

**Directed Study**

A transfer course available to students who petition an instructor for class material unavailable at MiraCosta. Students may apply a maximum of three units of Directed Study credit toward a degree. (See Directed Study p. 46.)

**Educational Plan**

A document generated by a student and a MiraCosta counselor that identifies the student's educational objectives and a method for reaching them.

**Enrollment**

Signing up for specific classes and paying fees.

**EOPS—Extended Opportunity Programs and Services**

Provides outreach and special assistance to students from culturally, educationally, or financially disadvantaged backgrounds. (See EOPS p. 36.)

**Final Examinations**

Tests given on fixed days at set times at the end of each course, according to the schedule published in the class schedule.

**Financial Aid Program**

Designed to provide grant, work, and/or loan assistance to students who are enrolled at least half-time and who meet income guidelines. (See Financial Aid p. 36.)

**Free Application for Federal Student Aid (FAFSA)**

Application required for federal financial aid eligibility determination. The form is available in the Financial Aid Office or electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA can be used at community colleges and four-year institutions. A new application is required each academic year.

**Freshman**

One who has completed fewer than 30 degree-applicable units of college credit.

**Full-Time Student**

One who takes classes equaling 12 or more units per semester.

**G.E.**

General education, also known as breadth or core requirements. (See the A-Z Directory for information about specific general education plans.)

**Grade Points**

Points per unit given for academic grades.

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

**GPA**

Grade point average; determined by dividing total grade points by total graded units attempted.

**Half-Time and Three-Quarter Time Student**

One who takes classes equaling 6–8.5 units per semester is considered half-time; 9–11.5 units is three-quarter time.

**Honors Scholar Program**

An academic program offering the possibility of graduating with honors and priority or guaranteed admission to certain competitive four-year colleges and universities. (See Honors Scholar Program p. 47.)

**Hybrid Course**

A course that is taught partially on a MiraCosta campus and partially online.

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

A general education program that California community college transfer students can use to fulfill all lower-division G.E. requirements at any CSU or UC campus (except Revelle and Roosevelt colleges at UCSD). (See Plan C p. 76.)

**Late-Start Classes**

Classes that begin later in the semester and compress the time required so students finish at the end of the regular semester.

**Major**

A specialized area of study that determines how a student will spend the majority of his or her academic time and energy.

**Matriculation**

An application, assessment, orientation, and advisement process for new students. (See Matriculation p. 14.)

**Medal of Honor**

The college's highest academic honor awarded annually to recognize selected students' academic achievements. Faculty members nominate the recipients. (See Academic Awards p. 46.)

**Minor's Petition**

A home-schooled student or a minor who is not currently attending high school must obtain signatures from his or her parent and a MiraCosta College counselor on a Minor's Petition form in order to attend MiraCosta. In addition, students must provide documentation from their previous high school or, for home-schooled students, from the San Diego County Department of Education or sponsoring agency that verifies they have completed the equivalent of their freshman year of high school education.

**Non-Degree Applicable Courses**

Includes college-preparatory courses in basic skills and counseling (numbered in the 800s) as well as specialized or advanced courses (numbered 900 and above).

**Non-Resident Fee**

The law requiring that out-of-state students pay extra tuition.

**Online Class**

A class that is offered entirely via the Internet. Many online classes are offered each semester, and they are identified in an online schedule within each semester's class schedule.

### **Part-Time Student**

One who takes classes equaling fewer than 12 units per semester.

### **Prerequisite**

A requirement students must satisfy prior to enrolling in a particular course or educational program. Prerequisites are enforced through the registration process.

### **President's List**

An honor designed to recognize students who achieve at high levels during a given semester. (See Academic Awards p. 46.)

### **President's Permanent Honor Roll**

An honor designed to recognize students who qualify for placement on the President's List at least three semesters. (See Academic Awards p. 46.)

### **Probation**

A warning status that scholastic standards are not being met. (See Academic Progress, Probation & Probation Appeal Process p. 304 in Academic Standards & Policies.)

### **Self-Paced**

A class in which the student works (usually on a computer) at his/her own pace. The class must be completed either before the end of the semester or over two semesters.

### **Semester**

A 16-week period of course work offered fall and spring.

### **Sophomore**

One who has completed at least 30 but fewer than 60 degree-applicable units of college credit.

### **Student Learning Outcome**

Student learning outcomes identify the knowledge, skills, abilities, and attitudes that students will be able to demonstrate as a result of their engagement in a particular course, program, or collegiate experience.

### **SURF**

Online service available to students for the purpose of enrolling in classes, paying fees, verifying student schedules and grades, and obtaining unofficial transcripts.

### **Syllabus**

An instructor-prepared and distributed statement of a course's objectives, expected student learning outcomes, attendance requirements, grading practices, required reading, due dates for assignments, and schedule of examinations.

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

TAG programs guarantee qualified MiraCosta students admission to most University of California campuses. (See UC Transfer p. 68.)

### **Tech Prep**

A program in which high school students can earn college credit for certain vocational courses taken at their respective high schools. (See Alternative Sources of Credit p. 22.)

### **Transcript (of Record)**

An official copy of the record of classes attempted/completed by a student.

### **Tutor**

A person recommended by faculty as knowledgeable in specified subjects who is available free of charge through the Tutoring & Academic Support Center p. 32 to work with an enrolled student in need of help with course work.

### **Units Attempted**

Credit units (see Unit of Credit) in which the student was enrolled.

### **Unit of Credit**

A credit hour of college work involving approximately 1 to 3 hours per week of lecture, activity, or laboratory with a credentialed instructor for a semester. Students are expected to spend 2 hours outside of class in preparation for each hour of lecture. Less outside preparation time is expected for laboratory courses. One unit of credit is thus understood to represent at least 3 hours of the student's time each week for a semester.

### **Unit Limitations**

A normal study load per semester is 15 units. Students may not register for more than 18 units in a regular semester or 9 units in summer intersession without approval from a MiraCosta counselor.

### **Wait List**

A list of students waiting to enroll in a closed class.

### **Work Experience**

A program that combines classroom studies with on-the-job experience. (See Cooperative Work Experience p. 46.)



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