

MIRACOSTA COLLEGE

2011-2012 Catalog



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

www.miracosta.edu



Shaping Minds for Success.

MiraCosta College 2011–2012 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 2011 through Summer 2012.

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.

MiraCosta College

2011-2012 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

MiraCosta College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234, an institutional accrediting body recognized by the 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

Academic Calendar 2011-2012

Fall Semester 2011

August 22	First day of fall semester classes
September 5	Labor Day (college closed)
September 23	Deadline to file a petition for degree/certificate for fall
September 23	Deadline to petition for pass/no pass grade
November 11	Veterans Day (college closed)
November 24-27	Thanksgiving (college closed)
December 12-17	Final examinations—day and evening
December 17	End of fall semester
December 19- January 22	Semester break
December 23- January 2	College closed

Spring Semester 2012

January 16	Martin Luther King, Jr. Day (college closed)
January 23	First day of spring semester classes
February 17-20	Lincoln's & Washington's Birthday observed (college closed)
February 24	Deadline to file a petition for degree/certificate for spring
February 24	Deadline to file a petition for pass/no pass grade
March 19-24	Spring break
March 23	College closed
May 19-25	Final examinations—day and evening
May 25	End of spring semester
May 25	Commencement
May 28	Memorial Day (college closed)

Summer Intersession 2012

Dates not available at time of publication. See Summer 2012 Credit Course Schedule at 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.

President's Welcome

Welcome MiraCosta College Students



¡Bienvenidos! Welcome to a new academic year at MiraCosta College. Whether this is your first semester at MiraCosta College or you are a returning student, you'll find that MiraCosta College's innovative, accessible, and high-quality programs will prepare you for success in our diverse, dynamic, and interconnected world.

Growing up in a working-class family, we didn't have a lot of material possessions, but we did have a sense of family, a sense of community, and an ethic of caring for each other. I share this because I believe MiraCosta College is a place where these same values exist. The faculty and staff at MiraCosta College strive to make you feel welcome and engaged and aim to assist you in making the most of your educational experience. Our exemplary academic and career training programs help you start your next career or transfer to a four-year university. Our financial aid and scholarship offices provide you the means to make your educational dreams a reality. Many student services are here to assist you, providing academic support and health services, service-learning opportunities, and help identifying career pathways or transfer destinations. Our vibrant and active student clubs and leadership programs nurture your creativity, feed your passion and intellect outside the classroom, and allow you to experience new things and meet people from around the world.

MiraCosta College is beginning its 78th year of serving our community and transforming lives through education. The college has come a long way since its first class of 122 students met on the campus of Oceanside High School in 1934. This spring semester, MiraCosta College served 14,656 credit students—3 percent more than spring 2010 and 45 percent more than fall 2005—bringing the college's credit, noncredit, and fee-based enrollments to more than 18,000 students. MiraCosta College takes great pride in welcoming and accommodating more students, while realizing the college's mission to provide quality instruction and support services that allow students to pursue and achieve their educational goals.

As MiraCosta College grows, we will continue to meet the needs of our students and our community. The best chapters of our college story may very well lie ahead, and you're invited to be co-authors. If you see me around campus, I hope you'll stop and say "hi" and express the ways MiraCosta College can continue to serve you. I send my sincere best wishes for a successful academic year!

Sincerely,

Francisco C. Rodriguez, Ph.D.
Superintendent/President

About MiraCosta College

Mission, Vision & Core Values

Mission

MiraCosta College provides quality instruction and support services that allow students to pursue and achieve their goals. The college responds to the needs of its students and community by creating new programs, expanding existing programs, and implementing innovative approaches to teaching and learning that prepare students to be productive citizens in a diverse and dynamic world.

Vision

MiraCosta College seeks to empower students to realize their unique potential. The college strengthens the intellectual, economic, social, and cultural life of the community through its innovative and diverse programs offered in an accessible, caring, and supportive environment. The college meets the challenges of growth and change while adhering to ethical business and responsible environmental principles.

Core Values

MiraCosta College demonstrates an ongoing commitment to these core values:

- ▶ Educational excellence
- ▶ Equality and accessibility
- ▶ Ethical leadership
- ▶ Inclusive environment
- ▶ Adaptability and innovation
- ▶ Collegial governance
- ▶ Environmental awareness.

Student Learning Outcomes

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, program, and course-level student learning outcomes represent a common set of expectations around which the college's core offerings are organized. 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

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 14,650, with about 10,000 attending classes at the Oceanside Campus and around 3,000 studying at the San Elijo Campus in Cardiff. Nearly 4,000 students take classes online. The Community Learning Center in Oceanside serves about 4,000 students in noncredit programs.

MiraCosta College has a comprehensive program of student services. All services are provided to full- and part-time students on the Oceanside Campus. Some services are available on a regular basis at the San Elijo Campus and the Community Learning Center, and any 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 760.795.6612. 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.

Equal Access

The MiraCosta Community College District provides all persons equal access to the college's 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, veteran status, or any legally protected characteristic.

In compliance with Section 504 of the Rehabilitation Act of 1974, MiraCosta College has designated Connie Wilbur 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 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 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 horticulture complex.

Locations of Special Interest at This Campus

The newest addition to the Oceanside Campus is a 430-seat Concert Hall and a new 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, an art gallery, club offices, conference rooms, student government offices, and the cafeteria. The center's dining areas feature indoor and outdoor tables with great views of the coast.

The **Kruglak Art Gallery**, located on the lower level of the **Student Center**, showcases works by visiting artists, faculty, and students. The gallery is named in memory of Amy Kruglak, one of the college's benefactors.

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 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.

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

Community Learning Center



1831 Mission Avenue
Oceanside, CA 92058-7104
760.795.8710

MiraCosta's Community Learning Center, 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.

Small Business Development Center

The 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/

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

Governing Board

President, Trustee Area 7 (Northeast Oceanside) - Dr. William C. Fischer

Vice President, Trustee Area 5 (South Oceanside) - George McNeil

Trustee Area 6 (Northwest Oceanside) - David Broad

Trustee Area 4 (Carlsbad) - Gloria B. Carranza

Trustee Area 3 (Encinitas, La Costa) - Jacqueline Simon

Trustee Area 2 (Cardiff, Rancho Santa Fe) - Ron Ruud

Trustee Area 1 (Solana Beach, Del Mar) - Jeanne Shannon

Secretary, Superintendent/President - Francisco C. Rodriguez, Ph.D.

Student Trustee - Samantha Garcia

Administrative Officers

Superintendent/President - Francisco C. Rodriguez, Ph.D.

Vice President, Business and Administrative Services - James Austin, M.B.A.

Vice President, Instructional Services - Pamela Deegan, M.A.

Vice President, Student Services - Richard Robertson, Ph.D.

Dean, Academic Information Services - Mario Valente, M.S.

Dean, Admissions, Assessment, and Student Aid Programs - Gilbert Hermosillo, Ed.M.

Dean, Arts and Letters - Dana Smith, M.A.

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

Dean, Counseling and Special Services - *search in progress*

Dean, Math and Sciences - *search in progress*

Dean, San Elijo Campus - Sally Foster, M.A.

Dean, Community Education/Community Learning Center - Alketa Wojcik, M.A.

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

Associate Dean, San Elijo Campus - Nikki Schaper, M.A., Ed.D.

Department Chairs

Administration of Justice - Pat Connolly
Adult High School Diploma Program - Julie Cord
Art - Dean Ramos
Automotive Technology - Steve Vail
Biological Sciences - Himgauri Kulkarni
Business - Thomas Severance
Business and Medical Office Technology - Kathryn Striebel
Career Studies and Services - Donna Davis
Chemistry - Pierre Goueth
Child Development - Penny Skemp
Communication Studies - Neil Moura
Computer Science - June Porto
Computer Studies and Information Technology - Steve Isachsen
Counseling - Hilda Gomez-Zinn
Dance - Dave Massey
Design - Paul Clarke
English as a Second Language - Mary Gross
History - Brad Byrom
Horticulture and Hospitality - Claire Ehrlinger
International Languages - Lilia Vidal
Kinesiology, Health, and Nutrition - Robert Fulbright
Letters, Pre-Transfer - Dara Perales
Letters, Transfer - Susan Herrmann
Library Science - Pamela Perry
Mathematics - Peter Avery
Media Arts and Technologies - Jill Malone
Music - Matt Falker
Noncredit English as a Second Language - Kristi Reyes
Nursing and Allied Health - Susan Roberts
Philosophy - Isabel Luengo
Physical Sciences - Chris Metzler
Psychology - Robert Kelley
Social Science - Herschel Stern
Sociology - Thao Ha
Theatre and Film - Eric Bishop

Ex-Officio Member - Francisco C. Rodriguez

Classified Senate Council

President - Melanie Haynie
Vice President - Tim Dow
Immediate Past-President - Catherine Halmay
Treasurer - Donna Blanton
Secretary - Becky Kessab
Senator - Manuel Acero
Senator - Brandi Blahnik
Senator - Karen Korstad
Senator - Donjay Hardaway
Senator - Heidi Willis
Senator - Benny Perez
Senator - Laura Paciorek
Senator - Aubrey Kuan-Roderick
Ex-Officio Member - Francisco C. Rodriguez
Ex-Officio Member - Sheri Wright

Academic Senate Council

President - Louisa Moon
Vice President - Keith Cunningham
Member - Donna Davis
Member - Christina Hata
Member - Bruce Hoskins
Member - Larry Burns
Member - Beth Powell
Member - Edward Pohlert
Member - Jim Sullivan
Associate Member (1) - Joe Chirra
Associate Member (2) - Laura Carlsson
Associate Member (3) - May Akabogu-Collins

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, medium-dark blue. These lines flow from the top left towards the bottom right, creating a sense of movement and depth. The lines are smooth and curved, resembling stylized waves or flowing water.

Matriculation: Orientation & Advisement

The Matriculation Process

Matriculation is a process that assists students in choosing, planning, and achieving their educational goals. New students who plan to transfer, earn an associate degree or a vocational certificate, or improve basic skills or who are undecided on a goal should matriculate, as should students who are returning from a long absence. The process provides essential information for planning a successful college experience. All matriculation services are free of charge and open to all students.

Students new to college (first-time freshmen) should complete the process when they apply to MiraCosta College or as soon as possible after enrolling in classes. 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.

A matriculated student is one who has completed the following steps.

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)

Assessment measures students' current English and math skills to help them select appropriate MiraCosta College classes. Students choose **one** of the following assessment methods for English and **one** of the following assessment methods for mathematics:

- ▶ Take the English Assessment (EA) or English as a Second Language (ESL) Assessment .
- ▶ Take the MiraCosta Mathematics Competency Examination (MCE). The MCE offers a choice of four test levels (algebra readiness, elementary algebra, intermediate algebra, and pre-calculus) in order to assess a student's current skills. *(Note: Adaptive math testing is available to students who are referred by Disabled Students Programs and Services, and extended time on the math test is offered through Testing Services to students who are non-native speakers of English.)*

Specific times and locations for testing are listed in each semester's class schedule and on the Testing Department website.

or

- ▶ Bring a copy of another California community college's placement recommendation(s) to the Testing Office or the Admissions and Records Office.

or

- ▶ Take documentation that proves one of the following minimum scores for English **and** one of the following minimum scores for math to the Testing Office and fill out an Alternate Test Review Request form. The documentation and other factors will be reviewed to determine placement.

English Tests (one of the following):

- * An Advanced Placement Program English Test with a score of three or higher
- * The International Baccalaureate Higher Level English Examination with a score of five or higher
- * The California State University English Placement Test with a score of 151 or higher
- * UC Analytical Writing Placement Examination (previously the Subject A Examination) with a passing score.

Math Tests (one of the following):

- * An Advanced Placement Program Calculus Test with a score of three or higher
- * A College Level Examination Program general or subject examination in mathematics with a score at or above the 50th percentile
- * Entry Level Mathematics (ELM) test with a qualifying score of 50 or higher.

or

- ▶ Provide the Admissions and Records Office with a transcript from another college to show the completion of a prerequisite English/math class with a grade "C" or better.

or

- ▶ Take a bachelor's degree transcript or diploma to Admissions and Records for English course placement at the 200 level and math course placement at the 830 level.

For further information about testing, students may call 760.795.6685 or visit the department's website: 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.

Step 5: Enrollment

Upon completion of the above steps—application, English and Mathematics assessment, orientation, and advisement—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:

- ▶ The student was exempt during a previous semester, or
- ▶ The student has earned an associate or higher degree from an accredited institution, or
- ▶ 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:

- ▶ 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).
- ▶ 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.

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. To challenge a course prerequisite or corequisite, students should contact the Admissions and Records Office. Students may refuse to participate in any matriculation service; refusal, however, does not entitle them to early registration privileges or to waive any course prerequisite or corequisite.

Students are responsible for expressing broad educational intent upon admission and for declaring a specific educational goal by the time they have completed 15 semester units. Each student also is responsible for attending class, completing assignments, arranging counseling appointments, and maintaining progress toward his or her educational goal. (Sources: Title 5 §55530; MCCCCD Board Policy/Administrative Procedure 5050)

Admissions Information

Admissions & Records Office

Oceanside, Building 3300: 760.795.6620

San Elijo, Administration Building: 760.634.7870

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. (Source: MCCCCD Board Policy/Administrative Procedure 5015)

Admission of International Students

Oceanside: 760.795.6897

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 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. (*Source: MCCC Administrative Procedure 5012*)

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 Services 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.

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.

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

In some programs, "full-time status" is required. Examples of such programs and the unit requirements are listed below:

- ▶ **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, time conflict, or repeating a class). 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, students participating in Extended Opportunity Programs and Services (EOPS) or Disabled Students Programs and Services (DSPS), and active duty or recently discharged military personnel. (Contact Admissions and Records, DSPS, EOPS, or Veterans Services for more information.)

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. Credit courses are offered to meet requirements for two- and four-year degrees, job preparation or advancement, and basic skills.

Courses numbered from 100 to 199 are associate-degree applicable and represent freshman-level material and expectations for vocational or academic programs.

Courses numbered from 200 to 299 are intended for college sophomores. They often assume skills and knowledge acquired in freshman-level courses. Like the 100-level courses, they are taught at the college level and are applicable for an associate degree.

Note: 100- and 200-level courses may or may not be appropriate for transfer to a four-year college or university. The Transferring Course Work section of the catalog identifies courses that are transferable.

Courses numbered from 800 to 899 are college preparatory or basic skills courses that cannot be applied toward an associate degree. Students may take a maximum of 30 units of such courses; however, an exception is made for students who need English as a second language or who are learning disabled as identified by the college. (For more information, see Non-Degree Applicable Courses in the Academic Standards & Policies 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. These courses cannot be applied toward an associate degree.

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 at www.miracosta.edu/instruction/webcms under Public Access.

Course Selection

Course selection is generally the student's responsibility and is based on the student's academic 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. Members of the counseling staff are available to assist students in evaluating their academic potential and in making proper class selections.

Requisites

Some courses have prerequisites that must be met before a student can enroll in them. A prerequisite is a condition of enrollment that a student has to meet in order to demonstrate current readiness for enrollment in a course or program. It is a requirement that 1) is authorized by statute or regulation, 2) is necessary to protect the health and safety of the student or others, or 3) assures the student has the skills or knowledge without which he or she would be unlikely to receive a satisfactory grade in the course for which the prerequisite was established (per Title 5 §55003). Course work that is determined to meet a higher-level prerequisite course may be used to clear a lower-level prerequisite. For example, if a student has cleared the prerequisite for calculus, then he or she has also cleared the prerequisite for statistics.

A corequisite is another condition of enrollment. It is a course that must be taken in the same semester as another course either because it is authorized by statute or regulation or because it teaches skills and/or knowledge without which the student would be highly unlikely to receive a satisfactory grade in the companion course.

Meeting and Clearing Prerequisites

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

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 Prerequisites

MiraCosta offers a timely challenge process to students who believe they should be permitted to enroll in a course or program without meeting the prerequisite or corequisite requirement. The only grounds for challenge are as follows (per Title 5 §55003):

- ▶ The student has the knowledge or ability to succeed in the course or program 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

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- ▶ The requisite or limitation on enrollment is in violation of Title 5, was not established according to MiraCosta College Board Policy, or is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
- ▶ The enrollment limitation does not have a basis allowed in Title 5 or is not justified by the facts
- ▶ The course has a health and safety prerequisite, but the student can demonstrate that he or she does not pose a threat to himself or herself or others.

If the challenge is upheld, the student may remain in the course or program. Specific information concerning the challenge procedure and the required forms are available in the Admissions and Records Office. (Source: *MCCCD Board Policy/Administrative Procedure 4260*)

Multiple and 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 (per Title 5 §55007):

- ▶ 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.

(Source: *MCCCD Board Policy/Administrative Procedure 4226*)

Adding Classes

Full-semester-length and 15-week classes may be added through the first week of the semester 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. (Source: *MCCCD Administrative Procedure 5075*)

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; and 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. 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

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.

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 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 used book and book buy-back program. 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 at the Oceanside Spartan Bookstore or the Oceanside website; books for classes taught at the San Elijo Campus must be purchased at the San Elijo bookstore or the San Elijo website; books for classes taught at the Community Learning Center (CLC) must be purchased 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.

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)

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- ▶ 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 processed at the end of late registration. They 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.

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.

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 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).

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 (see page 22) 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 (see page 25) 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 (see page 26) 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; see page 49) 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.

Tech Prep—College Credit for High School Classes

Oceanside, Building 3700: 760.757.2121, x6578

www.miracosta.edu/techprep

The Tech Prep 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 Tech Prep credit. To find out which high school courses offer articulated MiraCosta College credit, students should visit the Tech Prep website.

Credit by Examination

Credit by institutional examination will be offered 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 in 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 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.

(Source: MCCCCD Administrative Procedure 4235)

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) MC Units GE Area/Units	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 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 101 and 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 3 units Area A2/3 units	Area B4 3 units	3 units (only one Calculus AP exam applied to degree)	Area 2 3 units	2.7 units (5.3 units max credit for Calculus AP exams)
Calculus BC	MATH 150 and 155 6 units Area A2/3 units	Area B4 3 units	6 units (only one Calculus AP exam applied to degree)	Area 2 3 units	5.3 units (max credit for Calculus AP exams)
Calculus AB Subscore	N/A	Area B4 3 units	3 units (only one Calculus AP exam applied to degree)	Area 2 3 units	2.7 units (5.3 unit max credit for Calculus AP exams)
Chemistry	CHEM 110 (score 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/3 units	Area D2 3 units	3 units	Area 4 3 units	2.7 units
Economics: Microeconomics	ECON 102 3 units Area D/3 units	Area D2 3 units	3 units	Area 4 3 units	2.7 units
English: Language & Composition	ENGL 100 6 units Area A1/4 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 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/4 units	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/3 units	Area D5 3 units	3 units	Area 4 3 units	2.7 units
Government & Politics: Comparative	PLSC 103 3 units Area D/3 units	Area D8 3 units	3 units	Area 4 3 units	2.7 units
+Government & Politics: United States	PLSC 102 3 units Area D/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 6 units Area C/3 units	Area C2 or D6 3 units	6 units	Area 3B or 4 3 units	5.3 units
+History: United States	HIST 110 3 units Area D/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 and 101 6 units Area D/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/3 units	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 112 6 units Area B/4 units	Areas B1 and B3 4 units	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/4 units	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/4 units	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)

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Psychology	PSYC 101 3 units Area D/3 units	Area D9 3 units	3 units	Area 4 3 units	2.7 units
Spanish Language	SPAN 201 6 units Area C/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 A2/3 units	B4 3 units	3 units	Area 2 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
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 except English)*	Area C/3 units	N/A	N/A	Areas 3B and 6/ 3 units	5.3 units
Language A1 HL (any language)*	Area C/3 units	Area C2/3 units	6 units	Area 3B/3 units	5.3 units
Language A2 HL (any language except English)*	Area C/3 units	N/A	N/A	Areas 3B and 6/ 3 units	5.3 units
Language A2 HL (any language)*	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 D/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 7/01/10)	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 (score of 50) +	N/A	6 units	N/A	6 units
French (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 (score of 50) +	N/A	6 units	N/A	6 units
German (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 (score of 50) +	N/A	6 units	N/A	6 units
Spanish (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, 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.

Academic Services & Tutoring

Tutoring & Academic Support Center (TASC)

Oceanside, Building 1200: 760.795.6682
San Elijo, Room 105: 760.944.4449, x7748
Community Learning Center, Room 130: 760.795.8724

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 instruction, 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.html

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: 760.795.6682
San Elijo, Room 105: 760.944-4449, x7748
Community Learning Center, Room 130: 760.795.8724

www.miracosta.edu/studentsservices/writingcenter/

The Writing Center provides assistance with writing for any MiraCosta course through a variety of services. Full- and part-time students enrolled at MiraCosta are eligible to use these services free of charge. The Writing Center offers appointments, learning communities, classroom assistance, student success workshops, and drop-in service at the Oceanside and San Elijo campuses. The Writing Center also assists students with their transfer and scholarship application essays. Services are also available at the Community Learning Center. In addition, the Writing Center makes selected resources available to students, including grammar guides, style manuals, tip sheets, and constructive tools that students may use within the center at any campus.

Admissions & Records Office

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

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

www.miracosta.edu/studentsservices/athletics

Intercollegiate Athletics



MiraCosta College participates in the Pacific Coast Athletic Conference, which also includes Grossmont, Palomar, Southwestern, San Diego City, San Diego Mesa, and Imperial Valley colleges. Intercollegiate teams compete in men's and women's basketball and soccer. MiraCosta also has a surf team that competes in the collegiate division of the National Scholastic Surfing Association (NSSA).

To participate in intercollegiate athletics, a student must be admitted to the college and must meet eligibility requirements of the conference and the State Athletic Code. College students with first-year standing are immediately eligible in their first season.

Special rules apply to transfer, out-of-state, and out-of-district students. Students wishing to determine eligibility status should consult with the athletic director, Dan Mulville, 760.795.6246.

Intramural Sports Program



Coach Pat Conahan: 760.757.2121, x6242

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, basketball, dodgeball, softball, volleyball, ultimate Frisbee, and tennis. Tournaments are for both men and women, and all skill-levels are welcome to participate.

Bookstores

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.

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.

Campus Police & Lost and Found

Campus 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

Campus Police is responsible for ensuring the general safety and security of students, faculty, and staff as well as for maintaining the registration of parking permits and orderly parking of motor vehicles. Students are required to purchase a 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. 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. Campus guests and visitors not driving a college-registered vehicle must purchase a daily parking permit. The district accepts no responsibility for damage to vehicles or their contents while parked on district property. (*Source: MCCCC 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 Campus 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 Campus Police offices and on the Campus Police website.

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

Student Support Programs & Services

security, such as policies concerning sexual assault. You can obtain a copy of this report by contacting Campus Police or through the Campus Police website.

Hours of the Parking/Campus 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: 760.634.7899

www.miracosta.edu/police

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

Career Studies & Services

Oceanside, Building 3700: 760.795.6772

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 receive instruction, guidance, and resources to help them 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, 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 resources include a computer lab and resource library. The lab is equipped with up-to-date career and employability skills software, access to relevant Internet sites, and video resources. The library's resources include a collection of print materials and DVDs on a variety of careers, labor market forecasts, and all aspects of 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

Oceanside, Building 8000: 760.795.6656

www.miracosta.edu/childdev



MiraCosta College's Child Development Center serves as a campus-based educational program, providing both academic instruction to college students enrolled in early childhood education courses and child care to student, staff, and community families. The center provides developmentally appropriate, play-based, and inclusive early care and education 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 7:15 a.m.–5 p.m. throughout the academic year (with reduced hours in the summer). Morning classrooms are offered from 9 a.m. until noon; the afternoon classroom is from 1 until 4 p.m. Extended day options are available with early care between 7:15 and 8:45 a.m., lunch from 12:00 to 12:45 p.m., and late care between 4 and 4:45 p.m. 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. For additional information and program requirements, interested families should visit the Child Development Center website or call 760.795.6656.

Counseling Services

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

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)

Oceanside, Building 3000: 760.795.6658

www.miracosta.edu/student-services/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)

Oceanside, Building 3000: 760.795.6680

www.miracosta.edu/student-services/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.

To apply, students must complete the following:

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

To qualify, students must be:

- ▶ Disadvantaged according to criteria established by state regulations
- ▶ 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

Oceanside, Building 3000: 760.795.6711

www.miracosta.edu/financialaid

Financial aid includes a variety of federal and state programs designed to provide students access to an education. Financial aid is not designed to provide total cost-of-living and educational support; instead, it is intended to bridge the gap between educational costs and available resources.

An application can take 6 to 12 weeks to be processed, so the office recommends applying early. Due to this processing time, students should be prepared to pay their initial school expenses.

Financial aid programs available at MiraCosta include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), Federal Work-Study, and Direct Loans. State programs include the Extended Opportunity Programs and Services, the

Student Support Programs & Services

Board of Governors Fee Waiver that assists with 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 to ensure output from the application reaches the Financial Aid Office while the student is still enrolled in school. To be considered for a Cal Grant, students must file the FAFSA by March 2 of each year, preceding the school year. Students who wish to borrow under the Direct Loan (subsidized) must complete their file, including all necessary documentation, no later than mid-April of the appropriate school year.

An application for the Board of Governors Fee Waiver is available at the Financial Aid office, at Admissions and Records offices, and on the Financial Aid website.

To qualify for federal aid, the applicant must

- ▶ Be a citizen or permanent resident of the United States
- ▶ 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
- ▶ Be enrolled in an eligible program leading to a certificate, a degree, or transfer
- ▶ Maintain financial aid satisfactory academic progress (defined below)
- ▶ 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, ACG, or Federal Work Study.

Financial Aid Satisfactory Academic Progress

In order to remain eligible for financial aid, students must successfully complete 75 percent of the units in which they enrolled (as determined by enrollment status: half-time, full-time, etc.) and maintain a cumulative "C" average (2.0 grade point average). Once a student completes 67.5 attempted units, his or her financial aid eligibility at MiraCosta is determined based upon his or her Maximum Time Frame appeal. The full Financial Aid Satisfactory Academic Progress and Appeals policy is available on the Financial Aid 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. Unofficial withdrawals (grades of all Fs and/or Ws) also require a refund and repayment calculation. Refunds of the federal aid programs are made according to the formula established by the U.S. Department of Education. Additional information is available in 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.

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

Repeated Courses: Repeated course work for which a grade of A, B, C, D, or P (Pass) has already been earned cannot be considered in determining financial aid eligibility unless the course has been designated as repeatable. (Repeatable courses are identified in the course descriptions.)

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

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

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.–1:30 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, homemade soups, gourmet pizzas, grilled sandwiches, fries, burgers, pastries, vegetarian foods, a full-service deli bar, and many more daily menu items. The café is open for the fall and spring semesters Monday–Thursday. Breakfast is served from 8:30–10:30 a.m., lunch from 10:30 a.m.–2 p.m., and grab & go from 2–6:30 p.m.

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

Health Services

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

Email: 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

Institute for International Perspectives (IIP)

Oceanside, Building 3400: 760.795.6897

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 a variety of international study programs to various countries around the world. Programs range from short-term courses on single academic subjects to semester-long programs 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

Oceanside, Building 1200: 760.795.6715

San Elijo, Building 100: 760.634.7850

library.miracosta.edu

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

- ▶ More than 75,200 books, 6,700 DVDs/videos, and 3,000 CDs
- ▶ Online reference databases covering a variety of disciplines, such as science, literature, health, social sciences, and the humanities
- ▶ Access to more than 8,000 periodical titles through full-text online databases, such as ProQuest Direct and JSTOR
- ▶ E-book collection of 28,400 titles
- ▶ Remote access for students, staff, and faculty to all library databases (requires SURF ID and password)
- ▶ A current collection of bestsellers and leisure reading
- ▶ CD, DVD, video, and cassette players as well as adaptive technology devices
- ▶ Web-accessible computers equipped with productivity software
- ▶ Printing, photocopying, and scanning equipment.

Information and instructional services include the following:

- ▶ Reference services available in-person and by e-mail, online chat, and phone
- ▶ Library instruction geared to the needs of specific classes upon request
- ▶ Self-paced and online Library Science credit courses
- ▶ Reciprocal borrowing privileges with the Palomar College and Cal State San Marcos libraries
- ▶ Group study facilities
- ▶ Academic reserve collections in a variety of print, audio-visual, and digital formats
- ▶ Interlibrary loan for books and periodical articles.

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.

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.

Linked-In Program

Linked-In is a student success program designed to support students who are new or returning to college or who simply need some guidance in determining their college plans. Students who participate in the Linked-In Program take a content area course that is linked with an Orientation to College course (COUN 101). Students in the program receive a book voucher, develop an educational plan, learn and apply practical strategies for academic success, and become "linked-in" to all that MiraCosta College has to offer.

For more information, contact Mary Gross at mgross@miracosta.edu

Scholarships

Oceanside, Building 3000: 760.795.6751

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

Oceanside, Building 3400: 760.795.6894

www.miracosta.edu/student-services/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/student-services/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

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.

Student Activities Office

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.

Office Hours (both campuses):

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 goal of the ASMCC is to give a voice to all MiraCosta students, enabling them to become part of the college community. ASMCC'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 ASMCC 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 ASMCC office. The weekly meetings of ASMCC 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.

Student Support Programs & Services

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
- ▶ CaPoeria MiraCosta
- ▶ Chinese Club
- ▶ International Club
- ▶ Japanese Club
- ▶ Japanese Animation Club
- ▶ Latina Leadership Network
- ▶ MEChA
- ▶ Vidya

Special Interest

- ▶ Anime & Manga
- ▶ Dance Club
- ▶ Encuentros
- ▶ Freedom First
- ▶ 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

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 Ability to Benefit (ATB) test, the American College Testing Program (ACT), and the General Education Development (GED) test. By individual arrangement, Testing Services also administers external examinations and an examination on the U.S. Constitution used for California teacher certification.

MiraCosta's initial course placement tests (English Assessment, ESL Assessment, and Math Competency Exam) and the ATB test are offered free of charge. All other tests require payment of fees at the time of application. Fees vary, and in most cases they are nonrefundable.

MiraCosta's course placement tests are open to students who have submitted an application for admission or who are currently enrolled. 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 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.

General Education Development (GED) Test

The GED test is offered several times during the year. Examinees must be 18 years of age and a California resident, and they must provide an acceptable photo ID to register and take the test. GED registration is available at Testing Services, Oceanside Campus; Admissions & Records, San Elijo Campus; and the Community Learning Center, 1831 Mission Avenue, Oceanside.

Scores are mailed to examinees approximately two weeks after test completion. Students who need to meet a deadline should take the test at least one month before the deadline.

Computerized English and math 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, any of the four mathematics tests, or the ATB test 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. Individuals who do not intend to enroll at MiraCosta but who wish to take the English or ESL Assessment, any of the four mathematics tests, and/or the ATB test are charged \$30 per test.

Transfer Center

Oceanside, Building 3700: 760.795.6880

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, transfer workshops, and trips to colleges and universities are among the services the center provides. (For transfer recommendations and important dates, see Transfer Center Services 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 section of the catalog. Counselors are available for all students who wish to have an individual

Student Support Programs & Services

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.

The Transfer Center makes many resource materials available for students, such as college/university catalogs, articulation agreements, reference books, computer access, applications for university admission, and brochures. The center works closely with other student support services at MiraCosta and four-year universities in order to enhance MiraCosta's transfer function.

Veterans Services

Oceanside, Building 3300: 760.757.2121, x6285

www.miracosta.edu/student-services/veterans-services

The Veterans Services 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.

Academic Programs

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, medium blue. These lines flow from the top left towards the bottom right, creating a sense of movement and depth. The lines are smooth and curved, resembling stylized waves or flowing ribbons.

Academic Awards

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 12 students nominated by the teaching faculty. Sponsored by the MiraCosta College Foundation, it is the college's highest academic honor.



2011 Medal of Honor recipients. Top Row (L-R): Dimitri Umpriani, Sean Yancey, Jeremy Haugen, Stephan Soro, Jason Hingey, and Jiewei Wu. Bottom Row (L-R): Christiana Carstairs, Shirin Marashi, Hannah Hinton, Pamela Martinez-Aranda, and Amy González. (Not pictured: Rebekah Dan)

Cooperative Work Experience Education (Co-op)

Oceanside, Building 3700: 760.795.6772

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, 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 General Cooperative Work Experience, 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 courses.

Students enrolled in any cooperative work experience 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

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 and instructor, and submitted to the Admissions and Records Office by the 30 percent date of the class term. 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

The Honors Scholar Program (HSP) provides highly motivated students enriched academic experiences as well as opportunities for civic engagement. Successful completion of the program gives honors students a competitive edge in consideration for transfer admission to 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.

Students who successfully complete the Honors Scholar Program are eligible for priority consideration for admission to many top tier public and private four-year colleges and universities, often with scholarships.

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.

Required courses:

ENGL 100	Composition and Reading (Completion with a GPA of 3.0 or better)	4
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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)	
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)	
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)	
MUS 115H	History and Appreciation of Western Music (Honors)	
OCEA 101H	Introduction to Oceanography (Honors)	
PSYC 101H	General Psychology (Honors)	
SOC 101H	Introduction to Sociology (Honors)	

Program Admission Requirements

- ▶ Have a minimum cumulative GPA of 3.25 in high school or 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 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.

Program Completion Requirements

For MiraCosta College Honors Scholars

- ▶ Minimum cumulative GPA of 3.25 in college degree applicable course work
- ▶ Completion of five honors courses with a cumulative GPA of 3.25 or better in honors course work
- ▶ 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 and UC Irvine Priority Admission

- ▶ Minimum cumulative GPA of 3.50 in college-degree applicable course work
- ▶ Completion of 15 units of honors courses with a cumulative GPA of 3.25 or better
- ▶ 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

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 each student to grow in leadership, scholarship, and service. 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 theme 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 \$30 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.

Puente Project

Oceanside, Building 3700: 760.757.2121, x6563

www.miracosta.edu/puente

Founded in 1981 at Chabot College, the Puente Project was originally created to increase the number of Mexican-American/Latino students transferring to four-year colleges and universities. Since then, Puente has expanded to colleges and high schools throughout the state. 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 cultural activities.

Service Learning Program

Oceanside, Building 3300: 760.795.6616

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 Center to find meaningful service opportunities in the community that relate to what they are learning in the classroom. MiraCosta's community service placements have included youth programs, environmental efforts, homeless and hunger programs, senior services, and literacy programs as well as opportunities within public schools.

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.

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 both the Associate in Arts (A.A.) degree and the Associate in Science (A.S.) degree. 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 (see page 55).

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

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 to their educational goal.

- ▶ **Plan A:** MiraCosta College General Education Requirements (Plan A; see page 49)*
- ▶ **Plan B:** California State University General Education (CSU GE) Breadth (Plan B; see page 67)
- ▶ **Plan C:** University of California/California State University Intersegmental General Education Transfer Curriculum (IGETC; Plan C; see page 72).

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 regionally accredited college or university.

Units

Students must complete a minimum of 60 degree-applicable units of credit. Students completing a degree designated Associate in Arts, Transfer (A.A.-T) or Associate in Science, Transfer (A.S.-T) must complete 60 units that are **all** transferable to the California State University (CSU) system. (Please see the CSU Transfer section for more information about the A.A.-T and A.S.-T.)

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 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.
- ▶ 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; ENGL 100, 201, 201H, 202, 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.
- ▶ 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, 201, 201H, 202, 202H.

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

- ▶ Pass a MiraCosta mathematics course numbered 101/101B 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.

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 2011: September 23, 2011**
- ▶ **Spring 2012: February 24, 2012**
- ▶ **Summer 2012: July 1, 2012**

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.
- ▶ All requirements for the new major are completed with a minimum of 12 unduplicated units.
- ▶ All degree requirements have been met, including residency, with at least 12 units completed in the new 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 are eligible to attend the commencement ceremony provided they meet the requirements for the degree. 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.

Plan A

MiraCosta College General Education Requirements 2011–2012

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

A1. English Composition

A minimum of 3 semester units are 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/BTEC 180	Biostatistics	4
COMM 101	Oral Communication	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
GEOG 124	Geographic Information Science and Spatial Reasoning	3
MATH 101	Intermediate Algebra *	4
MATH 101A & MATH 101B	Intermediate Algebra Part 1 and Intermediate Algebra Part 2 *	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 125	College Algebra *	3
MATH 130	Trigonometry *	3
MATH 135	Pre-Calculus Mathematics *	5
MATH 150	Calculus and Analytic Geometry I *	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/SOC 104	Statistics for Behavioral Science	4
READ 100	Critical Reading and Thinking *	3

AREA B—Natural Sciences

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 105L	Genes and Technology in Society Laboratory #	1
BIO 130	Natural History of California	3
BIO 130L	Natural History of California (Lab) #	1
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 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
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

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

Required courses:

ART 100	Drawing and Composition	3	HIST 103	Western Civilization to 1648	3
ART 101	Design and Color (P)	3	HIST 103H	Western Civilization to 1648 (Honors)	3
ART 103	Beginning Sculpture	3	HIST 104	Western Civilization Since 1648	3
ART 157	Art Orientation	3	HIST 104H	Western Civilization Since 1648 (Honors)	3
ART 158	Traditional Arts of Africa, Oceania, and the Americas	3	HUMN 101	Introduction to the Arts	3
ART 177	Art in the Elementary Schools	3	HUMN 201	Humanities of the Western World: Pre-History Through the Middle Ages	3
ART 201	Objects and Ideas in Contemporary Art	3	HUMN 202	Humanities of the Western World: The Renaissance to the Twentieth Century	3
ART 230	Introduction to Installation, Interactive, and Site-Specific Art	3	HUMN 205	Women in Western Art and Literature	3
ART 254	Understanding and Appreciating the Photographic Image	3	HUMN 250	American Studies	3
ART 258	Ancient to Gothic Art	3	HUMN 251	American Studies	3
ART 259	History of Renaissance to Modern Art	3	ITAL 101	Elementary Italian (First Semester)	4
ART 260	History of Modern Art	3	ITAL 102	Elementary Italian (Second Semester)	4
ART 260H	History of Modern Art (Honors)	3	ITAL 201	Intermediate Italian (Third Semester)	4
ART 290	Landmarks of Art	3	ITAL 202	Intermediate Italian (Fourth Semester)	4
ASIA/PHIL 105	Asian Philosophy and Religion	3	ITAL 210	Intermediate Italian Conversation and Reading	3
CHNS 101	Elementary Chinese (First Semester)	4	JAPN 101	Elementary Japanese (First Semester)	5
CHNS 102	Elementary Chinese (Second Semester)	4	JAPN 102	Elementary Japanese (Second Semester)	5
CHNS 201	Intermediate Chinese (Third Semester)	4	JAPN 201	Intermediate Japanese (Third Semester)	5
COMM 111	Oral Interpretation of Literature	3	JAPN 202	Intermediate Japanese (Fourth Semester)	5
COMM 215	Intercultural Communication	3	LIT 120	Introduction to Literature	3
DNCE 100	Dance Appreciation	3	LIT 250	American Literature	3
DNCE 101	Dance History	3	LIT 251	American Literature	3
DNCE 105	Dance Cultures of the World	3	LIT 260	English Literature	3
DRAM 105	Introduction to Theatre	3	LIT 261	English Literature	3
DRAM 120	Dramatic Literature (Ancient Greeks to Shakespeare)	3	LIT 265	Shakespeare Studies	3
DRAM 121	Dramatic Literature (Restoration to Present)	3	LIT 270	World Literature	3
DRAM 130	Acting I	3	LIT 271	World Literature	3
FILM 101	Introduction to Film	3	MUS 100	Introduction to Music Theory	3
FILM 101H	Introduction to Film (Honors)	3	MUS 109	Beginning Music Theory Through Guitar	1
FILM 106	Study of Filmed Plays	3	MUS 113	Multicultural Roots of American Music	3
FILM 110	Film History	3	MUS 114	History of Rock and Roll	3
FREN 101	Elementary French (First Semester)	4	MUS 115	History and Appreciation of Western Music	3
FREN 102	Elementary French (Second Semester)	4	MUS 115H	History and Appreciation of Western Music (Honors)	3
FREN 201	Intermediate French (Third Semester)	4	MUS 116	A Survey of World Music	3
FREN 202	Intermediate French (Fourth Semester)	4	MUS 119	Jazz History	3
GRMN 101	Elementary German (First Semester)	4	PHIL 101	Introduction to Philosophy: Knowledge and Reality	3
GRMN 102	Elementary German (Second Semester)	4	PHIL 102	Contemporary Moral Problems	3
GRMN 201	Intermediate German (Third Semester)	4	PHIL 122	World Religions	3
			PHIL 221	Philosophy of Religion	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	3
SPAN 205	Hispanic Film, Literature, and Composition	3

Area D—Social & Behavioral Sciences

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/SOC 105	Introduction to Justice Studies	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
ASIA/HIST 107	East Asian Societies	3
CHLD/PSYC 121	Human Development	3
COMM 120	Principles of Human Communication	3
COMM 135	Gender Studies in Communication	3
COMM 220	Introduction to Mass Communication	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
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 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 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	Introduction to Psychology	3
PSYC 101	General Psychology	3
PSYC 101H	General Psychology (Honors)	3
PSYC/SOC 103	Social Psychology	3
SOC 101	Introduction to Sociology	3
SOC 101H	Introduction to Sociology (Honors)	3
SOC 102	Contemporary Social Problems	3
SOC 110	Comparative Cultures	3
SOC 120	Introduction to Women's Studies	3

Area E—Lifelong Learning

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
CSIT 110	Computer Applications	3
CSIT 120	Fundamentals of Computer Information Systems	3
CSIT 137	Google Apps for Business	3
CSIT 155	Web 2.0	3
LIBR 101	College Research Skills	1
MAT 120	Interactive Media 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 147	Personal Finance	3
CRLP/COUN 100	Career and Life Planning	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

Area F—Cultural Diversity* * *

A minimum of 3 semester units is required.

BUS 136	Human Relations in Business	3
BUS 160	International Business	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
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 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 105	History of England	3
HIST 105H	History of England (Honors)	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 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	3
MUS 116	A Survey of World Music	3
MUS 119	Jazz History	3
SOC 110	Comparative Cultures	3
SOC 120	Introduction to Women's Studies	3
SOC 207	Race and Ethnic Relations	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	3
SPAN 205	Hispanic Film, Literature, and Composition	3

Area G—American Institutions & History**

A minimum of 3 semester units is required.

HIST 110	United States History to 1877	3
HIST 111	United States History Since 1877	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
PLSC 102	American Institutions and History	4

This requirement may also be met by completing one year of high school U.S. history with a grade of C or better or one semester of high school U.S. history and one semester of high school American government with a grade of C or better.

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. Courses on this list are approved effective Fall 2011 and are valid through Summer 2012.

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

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

* 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).

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

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 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.

Eligibility for certificates of achievement includes attaining a minimum grade of "C" or "P" in every course and satisfying the residency requirement: 12 units must be completed 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.

(Source: MCCCCD Administrative Procedure 4100)

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 2011: September 23, 2011**
- ▶ **Spring 2012: February 24, 2012**
- ▶ **Summer 2012: July 2, 2012**

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 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.

(Source: MCCCCD Administrative Procedure 4100)

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)		•	•
Billing, Cost, and Accounting Assistant	•		
Bookkeeping		•	•
Income Tax Preparer	•		
Administration of Justice (ADM)			
Criminology and Justice Studies			•
Law Enforcement		•	•
Anthropology (ANTH)			•
Architecture (ARCH)			
Architectural Technology		•	•
Art (ART)			
Art (Studio)			•
Art History			•
Digital Photography		•	•
Astronomy (ASTR)			•
Automotive Technology (AUTO)		•	•
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		•	
Biology (BIO)			
Biological Sciences			•
Environmental Science			•
Biotechnology (BTEC)			
Bioprocess Technology		•	
Laboratory Skills	•		
Research and Development		•	•
Business Administration (BUS)			•
Business Fundamentals	•		
Entrepreneurship		•	•
Entrepreneurship Fundamentals	•		
Management		•	•
Marketing		•	•
Retail Assistant	•		
Retail Management		•	•
Business Office Technology (BOT)			
Office Assistant	•		

Associate Degrees & Certificate Programs

ASSOCIATE DEGREES & CERTIFICATES

Office Manager		•	•
Secretary/Administrative Assistant		•	•
California State University General Education (CSU GE)		•	
Chemistry (CHEM)			•
Child Development (CHLD)			•
Assistant Teacher	•		
Associate Teacher		•	•
Early Intervention and Inclusion		•	
Entrepreneurship		•	•
Master Teacher		•	•
Site Supervisor		•	•
Teacher		•	•
Computer Science (CS)			•
Computer Programming Fundamentals		•	•
Computer Studies & Information Technology (CSIT)			
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)			•
Dance Instructor		•	
Pilates Instructor		•	
Design Drafting Technology (DRAF)			
Applied Design	•		
Computer-Aided Design and Drafting		•	•
Computer-Aided Drafting		•	•
Drafting Fundamentals	•		
Electro-Mechanical Drafting		•	•
Dramatic Arts (DRAM)			•
Design and Technology		•	•
Economics (ECON)			•
Education (EDUC)			
Liberal Studies: Elementary (Multiple Subject) Teaching Preparation			•
Energy Technology (ETEC)			
Non-Licensed Operator Training Emphasis			•

Radiation Protection Technology Emphasis			•
Engineering (ENGR)			
Pre-Engineering			•
English (ENGL)			
English and Literature			•
French (FREN)			•
Geography (GEOG)			•
Geology (GEOL)			•
Gerontology (GERO)			•
Health Education (HEAL)			
Massage Practitioner (250 Hours)	•		
Massage Therapist (500 Hours)	•		•
History (HIST)			•
Horticulture (HORT)			
Irrigation Technology	•		
Landscape Architecture		•	•
Landscape Assistant	•		
Landscape Management		•	•
Nursery/Horticulture Crop Production		•	•
Wine & Viticulture Technology	•		
Hospitality (HOSP)			
Catering Operations	•		
Dining Room Operations	•		
Food Service Operations	•		
Front Office Operations	•		
Hospitality Management		•	•
Restaurant Management		•	•
Rooms Division Management	•		
Intersegmental General Education Transfer Curriculum (IGETC)		•	
Japanese (JAPN)			•
Kinesiology (KINE)			•
Personal Fitness Trainer		•	
Yoga Instructor		•	
Liberal Arts			
Arts and Humanities			•
Creative and Applied Arts			•
Mathematics and Sciences			•
Multicultural Studies			•
Social and Behavioral Sciences			•
Mathematics (MATH)			•
Media Arts & Technologies (MAT)			
Graphic Design		•	•
Print Publishing	•		
Video and Animation	•		
Video and Media Design		•	

Associate Degrees & Certificate Programs

ASSOCIATE DEGREES & CERTIFICATES

Visual Communication	•		
Web Design	•		
Web Development and Design		•	•
Medical Administrative Professional (MAP)			
Medical Insurance and Coding Specialist	•		
Medical Office Professional		•	•
Medical Office Specialist	•		
Music (MUS)			
Business of Music		•	
Digital Audio	•		
Digital Audio Applications		•	•
Guitar	•		
Music Performance			•
Music Technology	•		
Performance Technician	•		
Recording Arts		•	•
Songwriting	•		
Sound Reinforcement		•	
Nursing (NURS)			
Certified Nursing Assistant	•		
Home Health Aide	•		
Licensed Vocational Nursing		•	•
Pre-Nursing			•
Registered Nursing (ADN)			•
Registered Nursing (LVN-to-RN)			•
Philosophy (PHIL)			
Physics (PHYS)			
Political Science (PLSC)			
Psychology (PSYC)			
Human Development			•
Research Fundamentals	•		
Volunteer Services	•		
Real Estate (REAL)			
Appraisal	•		
Assistant	•		
Entrepreneurship		•	•
Finance	•		
Property Management	•		
Sales	•		
Sociology (SOC)			
Pre-Social Work			•
Research Fundamentals	•		
Social Sciences			•
Volunteer Services	•		

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.

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). This information can also be found at www.assist.org.

Admission Requirements

The CSU 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. The vast majority of transfer students enter the CSU as upper-division students. Students must fulfill the following criteria to be eligible for admission to a CSU campus as an upper-division transfer student:

- ▶ Complete a minimum of 60 transferable units with an overall minimum 2.0 grade-point average (GPA). This GPA is calculated using all transferable units. (*Note: Many CSU campuses require a higher GPA for admission.*)

- ▶ Complete a minimum of 30 units of general education courses with a grade of "C" or better. The 30 semester units must include courses in the areas of written communication, oral communication, critical thinking, and mathematics.

A student may be eligible for lower-division transfer (completion of fewer than 60 units) if he or she has completed all admission requirements for a first-time freshman. Some campuses may also require completion of general education classes in math and English with a grade of "C" or better. For more information, students should check with a MiraCosta counselor or visit www.csumentor.edu.

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

The Student Transfer Achievement Reform Act (Senate Bill 1440) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer." The benefit for students completing an associate degree for transfer is that the CSU is required by California Education Code (CEC) section 66747 to "guarantee admission with junior status to any community college student who meets all of the requirements."

The Associate in Arts for Transfer (A.A.-T) or Associate in Science for Transfer (A.S.-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Each CSU campus makes the determination of whether or not a degree is similar to the A.A.-T or A.S.-T. Students completing an A.A.-T or A.S.-T are guaranteed admission to the CSU system but not to a particular campus or major. However, students are guaranteed priority admission to their local CSU campus, which for MiraCosta students is currently designated as California State University San Marcos.

Students transferring to a CSU campus with an A.A.-T or A.S.-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. To earn this type of degree, students must complete the following:

- ▶ The CSU-GE (Plan B (see page 67)) or IGETC (Plan C (see page 72)) general education pattern
- ▶ A minimum of 60 CSU transferable units
- ▶ A minimum CSU transferable GPA of 2.0.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. At the time of this catalog's publication, a student may earn an A.A.-T in Communication Studies and an A.S.-T in Mathematics. Additional degrees are being developed. Students should consult with a counselor for further information regarding degrees designated A.A.-T or A.S.-T.

Advanced Placement, International Baccalaureate, and 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 (see page 22), International Baccalaureate Guide (see page 25), and College Level Examination Program Guide (see page 26) 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, 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 at least 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 (see page 67). Students may also choose to complete the UC/CSU IGETC pattern, illustrated on Plan C (see page 72), 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, 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 process.

Transferable Electives

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

U. S. History, Constitution, and American Ideals

All CSU campuses have a graduation requirement in U. S. 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 (see page 67).

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 (see page 67). 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 Area 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 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 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 (see page 67). (*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, extending from Davis in the north to San Diego in the south. 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 as well as in the official course outlines.

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 and UC's own intercampus transfer students, 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 a GPA of at least 2.4. * 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.

**Most UC campuses require a higher GPA for admission and for major preparation courses.*

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. 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.

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.

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 and 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 (see page 22) and

the International Baccalaureate Guide (see page 25) 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, 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, 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; see page 72) 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.

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 institution, campus, or major. Students are strongly encouraged to complete IGETC prior to transfer as doing so can be advantageous in the admission 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 most UC campuses. These agreements, which can be viewed at 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, so getting admitted undeclared is unlikely.
- ▶ 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 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)

Each UC campus, except UC Berkeley and UCLA, offers 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 the seven participating UC campuses, students should see a MiraCosta College counselor, visit the Transfer Center, or locate information at the following website: <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 (see page 43)
- ▶ Complete a minimum of 60 transferable units, including five honors classes, with a competitive GPA.

Students who complete MiraCosta's Honors Scholar Program (see page 43) receive priority consideration for admission to 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 (see page 43).

UC San Diego (UCSD) University Link Program

This program is designed for freshmen and represents a partnership among UCSD, MiraCosta College, and local high schools. It guarantees a student's admission to UCSD if the student completes his or her first two years of college course work at MiraCosta. 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. University Link agreement forms are available in the Transfer and Counseling Centers.

IGETC Certification

Prior to transfer from MiraCosta, students can request certification of the IGETC pattern (Plan C; see page 72). 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 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 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/ University Transfer

MiraCosta College also has agreements with many private/independent colleges. However, their requirements vary greatly. Many private/independent universities will accept all courses designated as UC transferable, and many will accept completion of CSU GE-Breadth (Plan B; see page 67) or IGETC (Plan C; see page 72) in lieu of their own general education requirements.

To find out more about accredited private/independent colleges in California, students should visit www.californiacolleges.edu. For specific information about private/independent colleges, students should visit the Transfer Center or make an appointment with a MiraCosta College counselor.

Transfer Center Services

Oceanside, Building 3700: 760.795.6880

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.

The Transfer Center offers workshops, provides appointments with university representatives, and makes catalogs and computers available for students to research possible transfer destinations. 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.

MiraCosta's Transfer Center provides additional counseling assistance as well as workshops that provide students with valuable information about the transfer process.

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
 - ▶ CSU online application website: 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, page 48).

2011 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)
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 2011.

Plan B

CSU General Education-Breadth Courses 2011-2012

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	Oral Communication	3
COMM 106	Group Communication	3
COMM 207	Interpersonal Communication	3

A2. * Written Communication

Required courses:

ENGL 100	Composition and Reading	4
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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 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
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 105L	Genes and Technology in Society Laboratory #	1
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/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 125	College Algebra	3
MATH 130	Trigonometry	3
MATH 135	Pre-Calculus Mathematics	5
MATH 150	Calculus and Analytic Geometry I	5
MATH 155	Calculus and Analytic Geometry II	4
MATH 260	Calculus and Analytic Geometry III	4
PSYC/SOC 104	Statistics for Behavioral Science	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	Beginning Sculpture	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
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 109	Beginning Music Theory Through Guitar	1
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 115H	History and Appreciation of Western Music (Honors)	3
MUS 116	A Survey of World Music	3
MUS 119	Jazz History	3

C2. Humanities

ASIA/PHIL 105	Asian Philosophy and Religion	3
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 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 201	Humanities of the Western World: Pre-History Through the Middle Ages	3
HUMN 202	Humanities of the Western World: The Renaissance to the Twentieth Century	3
HUMN 205	Women in Western Art and Literature	3
HUMN 250	American Studies	3
HUMN 251	American Studies	3
ITAL 101	Elementary Italian (First Semester)	4
ITAL 102	Elementary Italian (Second Semester)	4
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)	5
JAPN 102	Elementary Japanese (Second Semester)	5
JAPN 201	Intermediate Japanese (Third Semester)	5
JAPN 202	Intermediate Japanese (Fourth Semester)	5
LIT 120	Introduction to Literature	3
LIT 250	American Literature	3
LIT 251	American Literature	3
LIT 260	English Literature	3
LIT 261	English Literature	3
LIT 265	Shakespeare Studies	3
LIT 270	World Literature	3
LIT 271	World Literature	3
PHIL 101	Introduction to Philosophy: Knowledge and Reality	3
PHIL 102	Contemporary Moral Problems	3
PHIL 122	World Religions	3
PHIL 221	Philosophy of Religion	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	3
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
ASIA/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 110	Comparative Cultures	3
SOC 207	Race and Ethnic Relations (F'10)	3

D4. Gender Studies

COMM 135	Gender Studies in Communication	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

ASIA/HIST 107	East Asian Societies †	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 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 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

ADM/SOC 105	Introduction to Justice Studies	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

D8. Political Science, Government and Legal Institutions

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

CHLD/PSYC 121	Human Development	3
PSYC 100	Introduction to Psychology	3
PSYC 101	General Psychology	3
PSYC 101H	General Psychology (Honors)	3
PSYC 103	Social Psychology	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
SOC 101	Introduction to Sociology	3
SOC 101H	Introduction to Sociology (Honors)	3
SOC 102	Contemporary Social Problems	3
SOC 103	Social Psychology	3

U.S. History, Constitution and American Ideals Requirement

All CSU campuses have a *graduation requirement* in U.S. History, Constitution and American Ideals. Students may be certified as completing this requirement at MiraCosta College by completing **one** of the groups of classes listed below.

Group I

HIST 110	United States History to 1877	3
HIST 111	United States History Since 1877	3

Group II

HIST 116	History of the Americas to 1830	3
HIST 117	History of the Americas Since 1830	3

Group III

HIST 141	Mexican American History Through 1877	3
HIST 142	Mexican American History Since 1877	3

Group IV

HIST 145	African American History to 1877	3
HIST 146	African American History Since 1877	3

Group V

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
COUN/CRLP 100	Career and Life Planning	3
COUN 110	College Success Skills	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 115	Human Sexuality	3
PSYC/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 2011 and are valid through Summer 2012.

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.

* MiraCosta College will not certify courses in Area A or B4 that have not been completed with a minimum grade of "C" or "P."

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

○ 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 2011-2012

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
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ENGL 201H	Critical Thinking, Composition, and Literature (Honors)	4
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ENGL 202	Critical Thinking and Composition	4
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ENGL 202H	Critical Thinking and Composition (Honors)	4
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1C. Oral Communication—CSU ONLY (a minimum of 3 semester units)

COMM 101	Oral Communication	3
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COMM 106	Group Communication	3
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COMM 207	Interpersonal Communication (F'10)	3
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AREA 2—Mathematical Concepts & Quantitative Reasoning

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

BIO/BTEC 180	Biostatistics	4
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MATH 103	Statistics	4
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MATH 115	Calculus with Applications	4
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MATH 125	College Algebra	3
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MATH 135	Pre-Calculus Mathematics	5
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MATH 150	Calculus and Analytic Geometry I	5
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MATH 155	Calculus and Analytic Geometry II	4
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MATH 260	Calculus and Analytic Geometry III	4
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PSYC/SOC 104	Statistics for Behavioral Science	4
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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
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ART 158	Traditional Arts of Africa, Oceania, and the Americas	3
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ART 201	Objects and Ideas in Contemporary Art	3
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ART 254	Understanding and Appreciating the Photographic Image	3
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ART 258	Ancient to Gothic Art	3
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ART 259	History of Renaissance to Modern Art	3
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ART 260	History of Modern Art	3
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ART 260H	History of Modern Art (Honors)	3
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DNCE 100	Dance Appreciation	3
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DNCE 101	Dance History	3
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DNCE 105	Dance Cultures of the World	3
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DRAM 105	Introduction to Theatre	3
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DRAM 120	Dramatic Literature (Ancient Greeks to Shakespeare)	3
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DRAM 121	Dramatic Literature (Restoration to Present)	3
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FILM 101	Introduction to Film (F'10)	3
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FILM 101H	Introduction to Film (Honors)	3
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FILM 106	Study of Filmed Plays	3
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MUS 113	Multicultural Roots of American Music	3
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MUS 114	History of Rock and Roll (F'09)	3
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MUS 115	History and Appreciation of Western Music	3
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MUS 115H	History and Appreciation of Western Music (Honors)	3
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MUS 116	A Survey of World Music	3
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MUS 119	Jazz History	3
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3B. Humanities

ASIA/PHIL 105	Asian Philosophy and Religion	3
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CHNS 201	Intermediate Chinese (Third Semester)	4
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COMM 215	Intercultural Communication	3
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FILM 110	Film History	3
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FREN 201	Intermediate French (Third Semester)	4
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FREN 202	Intermediate French (Fourth Semester)	4
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GRMN 201	Intermediate German (Third Semester)	4
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HIST 103	Western Civilization to 1648	3
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HIST 103H	Western Civilization to 1648 (Honors)	3
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HIST 104	Western Civilization Since 1648	3
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HIST 104H	Western Civilization Since 1648 (Honors)	3
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HUMN 101	Introduction to the Arts	3
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HUMN 201	Humanities of the Western World: Pre-History Through the Middle Ages	3
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HUMN 202	Humanities of the Western World: The Renaissance to the Twentieth Century	3
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HUMN 205	Women in Western Art and Literature	3
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HUMN 250	American Studies	3	GEOG 108	Environmental Sustainability and Society	3
HUMN 251	American Studies	3	GERO 101	Introduction to Aging	3
ITAL 201	Intermediate Italian (Third Semester)	4	HIST 100	World History to 1500	3
ITAL 202	Intermediate Italian (Fourth Semester)	4	HIST 100H	World History to 1500 (Honors)	3
JAPN 201	Intermediate Japanese (Third Semester)	5	HIST 101	World History Since 1500	3
JAPN 202	Intermediate Japanese (Fourth Semester)	5	HIST 101H	World History Since 1500 (Honors)	3
LIT 120	Introduction to Literature	3	HIST 105	History of England	3
LIT 250	American Literature	3	HIST 105H	History of England (Honors)	3
LIT 251	American Literature	3	HIST 109	History of the Middle East	3
LIT 260	English Literature	3	HIST 110	United States History to 1877	3
LIT 261	English Literature	3	HIST 110H	United States History to 1877 (Honors)	3
LIT 265	Shakespeare Studies	3	HIST 111	United States History Since 1877	3
LIT 270	World Literature	3	HIST 111H	United States History Since 1877 (Honors)	3
LIT 271	World Literature	3	HIST 116	History of the Americas to 1830	3
PHIL 101	Introduction to Philosophy: Knowledge and Reality	3	HIST 117	History of the Americas Since 1830	3
PHIL 102	Contemporary Moral Problems	3	HIST 141	Mexican American History Through 1877 (F'10)	3
PHIL 122	World Religions	3	HIST 142	Mexican American History Since 1877 (F'10)	3
PHIL 221	Philosophy of Religion	3	HIST 145	African American History to 1877 (F'10)	3
SPAN 201	Intermediate Spanish (Third Semester)	4	HIST 146	African American History Since 1877 (F'10)	3
SPAN 202	Intermediate Spanish (Fourth Semester)	4	HIST 165	California History	3
SPAN 203	Spanish for Native Speakers (F'09)	3	PLSC 101	Introduction to Political Science	3
SPAN 205	Hispanic Film, Literature, and Composition	3	PLSC 102	American Institutions and History (F'09)	4

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	PSYC 100	Introduction to Psychology	3
ADM 100H	Introduction to the Administration of Justice (Honors)	3	PSYC 101	General Psychology	3
ADM/SOC 105	Introduction to Justice Studies	3	PSYC 101H	General Psychology (Honors)	3
ANTH 102	Cultural Anthropology	3	PSYC 103	Social Psychology	3
ANTH 102H	Cultural Anthropology (Honors)	3	SOC 101	Introduction to Sociology	3
ANTH 104	Native American Cultures	3	SOC 101H	Introduction to Sociology (Honors)	3
ANTH 190	Primate Behavior and Ecology	3	SOC 102	Contemporary Social Problems	3
ASIA/HIST 107	East Asian Societies	3	SOC 103	Social Psychology	3
CHLD/PSYC 121	Human Development	3	SOC 110	Comparative Cultures	3
COMM 120	Principles of Human Communication	3	SOC 120	Introduction to Women's Studies (F'10)	3
COMM 135	Gender Studies in Communication	3	SOC 207	Race and Ethnic Relations (F'10)	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			

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 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 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
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 105L	Genes and Technology in Society Laboratory #	1
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

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)	5
SPAN 101	Elementary Spanish (First Semester)	4

CSU Graduation Requirement in U.S. History, Constitution and American Ideals

All CSU campuses have a *graduation requirement* in U.S. History, Constitution and American Ideals. Students may be certified as completing this requirement at MiraCosta College by completing **one** of the groups listed below.

Group I

HIST 110	United States History to 1877	3
HIST 111	United States History Since 1877	3

Group II

HIST 116	History of the Americas to 1830	3
HIST 117	History of the Americas Since 1830	3

Group III

HIST 141	Mexican American History Through 1877	3
HIST 142	Mexican American History Since 1877	3

Group IV

HIST 145	African American History to 1877	3
HIST 146	African American History Since 1877	3

Group V

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 2011 and are valid through Summer 2012.

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.
- 0 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 2011, spring 2012, and summer 2012 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, repeatability rules, enrollment limitations, UC/CSU 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.
- ▶ **Repeatability Rules:** When a course belongs to a group of related courses, students can complete one course or a combination of courses within the group for a maximum of four completions.
- ▶ **Enrollment Limitations:** Some courses place limitations on enrollment. These limitations prevent students from duplicating course work or from enrolling in two sections of the same course in any given semester.
- ▶ **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.

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

Department Chair: Tom Severance

Dean: Al Taccone

Department: Business

Office: Building 4800, 760.795.6841

www.miracosta.edu/ACCT

Full-Time Faculty

Eric Carstensen
Michael Deschamps

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). 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	
BUS 290	Business Communication	3
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 & CSIT 105	Computer Basics I 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
 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.

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.

ACCT 292: Internship Studies

Units: 0.5-3
 Prerequisites: None
 Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (0502.00)

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: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (0502.00)

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

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

Department Chair: Thao Ha **Department:** Administration of Justice
Dean: Al Taccone
www.miracosta.edu/ADM **Office:** Building 3100, 760.795.6871

Full-Time Faculty

Patrick Connolly

Associate Degrees

Associate in Arts Degree

Criminology and Justice Studies

The Criminology and Justice Studies Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in criminology and justice. 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:

ADM 100	Introduction to the Administration of Justice	3
or ADM 100H	Introduction to the Administration of Justice (Honors)	
or ADM 105	Introduction to Justice Studies	
ADM 200	Concepts of Criminal Law	3
ADM 280	Criminal Investigation	3
One of the following:		3-4
MATH 103	Statistics	
MATH 125	College Algebra	
PSYC/SOC 104	Statistics for Behavioral Science	
Select at least 6 elective units from the following:		6
ADM 100	Introduction to the Administration of Justice	

or ADM 100H Introduction to the Administration of Justice (Honors)

ADM 105 Introduction to Justice Studies

ADM 210 Criminal Procedures

ADM 220 Criminal Evidence

ADM 230 Police Community Relations

PLSC 102 American Institutions and History

PSYC 101 General Psychology

or PSYC 101H General Psychology (Honors)

SOC 101 Introduction to Sociology

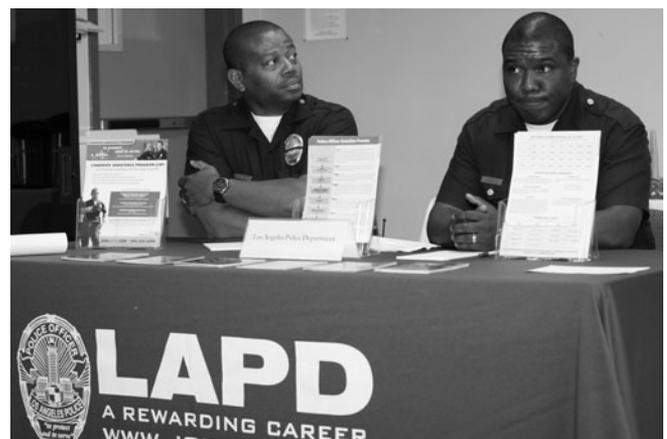
or SOC 101H Introduction to Sociology (Honors)

SOC 102 Contemporary Social Problems

Total Units

18-19

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). 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

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
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	Police Community Relations	3
ADM 240	Written and Oral Communication in the Administration of Justice	3
Select at least 9 elective units from the following:		9
ADM 106	Introduction to Terrorism and Homeland Security	
ADM 107	Introduction to Computer/Digital Forensics	
ADM 250	Police Field Operations	
ADM 260	Organized Crime, Vice, and Narcotics	
ADM 270	Crime and Delinquency	
ADM 280	Criminal Investigation	
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 100H, or ADM 105/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 ADM 105/SOC 105.

ADM 105: Introduction to Justice Studies

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in SOC 105.

Acceptable for Credit: CSU, UC Credit limitation
Lecture 3 hours. (2105.00)

An introduction to the interdisciplinary field of justice studies. Explores social, economic, and criminal justice issues by means of sociological, philosophical, and legal perspectives and methodologies. Students will critically assess the obstacles and opportunities central to the pursuit of justice in the United States and abroad. Topics of analysis may include formal legal systems, institutionalization of injustice, environmental justice, and genocide. UC CREDIT LIMITATION: Credit for ADM 100/ADM 100H, or ADM 105/SOC 105.



ADM 106: Introduction to Terrorism and Homeland Security

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (2105.00)

The course provides an introduction to terrorism around the world, to include its historical development from state sponsorship to a mode of conflict employed by subnational groups. Various theories of conflict and behavior will be explored. Emphasis will be placed on both international and domestic groups that impact the U.S., to include their histories, ideologies, motivation, funding, and operational methods. Current threats to the U.S. will be assessed especially as they relate to the use of weapons of mass destruction, suicide/homicide bombings, and cyber terrorism. The U.S. military, intelligence, and law enforcement responses to the current threat will be examined in terms of their effectiveness and the impact they have had on civil liberties, human rights issues, and homeland security.

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 to include its philosophy and development, elements of a crime, inchoate offenses, and capacities and defenses. The course will cover 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.

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. In addition, legal issues will be covered that relate to initial entry into the judicial system, pre-trial, sentencing, punishment, appeal, and post conviction relief.

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 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 admissibility of evidence related to confessions, searches, in/out of court identifications, and other investigative techniques are also discussed, to include the criminal processes where admissibility is determined.

ADM 230: Police Community Relations

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2105.00)

This course examines the complex, dynamic relationship between communities and the police in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse, multicultural population. The course addresses the role that race, ethnicity, gender, religion, sexual orientation, age, social class, and culture play in shaping these relationships. Special topics include crime prevention, restorative justice, use of force, police corruption, ethics and integrity, conflict resolution and community-oriented policing programs. Strategies for improving rapport between the police and the community will be explored to include the development of enhanced communication skills.

ADM 240: Written and Oral Communication in the Administration of Justice

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU
 Lecture 3 hours. (2105.00)

The course focuses on the written and oral communication skills necessary for success in the criminal justice system. Incident report writing, interview/interrogation documentation, and note taking are all emphasized. Oral communication skills related to voluntary citizen contact, crisis intervention, custodial situations, and testimony are identified and developed.

ADM 250: Police Field Operations

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU
 Lecture 3 hours. (2105.00)

This course focuses on the duties and responsibilities of patrol officers, emphasizing commonly encountered tactical situations, techniques employed to address those situations, and the legal authorities related to such actions. Communication skills and the officer's participation in the criminal justice system from investigation to trial are discussed.

ADM 260: Organized Crime, Vice, and Narcotics

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 enterprises including gang activity. Emphasis will be placed upon the illicit business of organized crime concentrating primarily on drug trafficking and other vice activities. The course will explore organized crime's influence on society, law enforcement, and world politics.

ADM 270: Crime and Delinquency

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU
 Lecture 3 hours. (2105.00)

This course focuses on the most significant types of criminal and delinquent behavior of juvenile offenders and the major theories and factors that may explain such behavior. This course examines relevant crime control strategies, treatment and rehabilitation programs, and the criminal justice processes applicable to juvenile procedures.

ADM 280: Criminal Investigation

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU
 Lecture 3 hours. (2105.00)

The course focuses on the fundamentals of criminal investigations, to include investigative techniques relevant to particular types of crime, such as data base searches, fingerprint/DNA collection, other scientific evidence, surveillances, lineups/showups, photo spreads, interviews, interrogations, physical searches, and the relevant legal consideration related to such techniques. Crime scene management to include chain of custody issues and available scientific tests are reviewed, with emphasis on recording, collecting, and preserving physical evidence. The importance of documentation and preparation for testimony at various legal proceedings is emphasized.

ADM 292: Internship Studies

Units: 0.5-3
 Prerequisites: None
 Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (2105.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

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.

Repeatability Rule: May be taken for a total of 3 units.

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: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(2105.00)

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.

Anthropology

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

Department Chair: Herschel Stern

Department: Social Science

www.miracosta.edu/ANTH

Office: Building 3100,
760.795.6871

Full-Time Faculty

Lynne Miller

Associate Degree

Associate in Arts Degree Anthropology

The Anthropology Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in anthropology. 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:

ANTH 101	Biological Anthropology	3
or ANTH 101H	Biological Anthropology (Honors)	
ANTH 101L	Biological Anthropology Laboratory	1
ANTH 102	Cultural Anthropology	3
or ANTH 102H	Cultural Anthropology (Honors)	
ANTH 103	Introduction to Archaeology	3

Select at least 3 courses from the following: 9-15

ANTH 104	Native American Cultures
BIO 100	General Biology (Lecture and Lab)
or BIO 101	General Biology
or BIO 202	Foundations of Biology: Evolution, Biodiversity, and Organismal Biology

CHEM 110	General Chemistry
LING 110	Language Structure and Linguistics
MATH 103 or PSYC/ SOC 104	Statistics Statistics for Behavioral Science
CS 107	Introduction to Object-Oriented Programming
or CS 111	Introduction to Computer Science I: Java
CS 150	C++ Programming
GEOL 101 & GEOL 101L	Physical Geology and Physical Geology Laboratory
or GEOL 101H	Physical Geology (Honors) & GEOL 101L and Physical Geology Laboratory
CHNS 101	Elementary Chinese (First Semester)
CHNS 102	Elementary Chinese (Second Semester)
FREN 101	Elementary French (First Semester)
FREN 102	Elementary French (Second Semester)
FREN 201	Intermediate French (Third Semester)
FREN 202	Intermediate French (Fourth Semester)
GRMN 101	Elementary German (First Semester)
GRMN 102	Elementary German (Second Semester)
GRMN 201	Intermediate German (Third Semester)
ITAL 101	Elementary Italian (First Semester)
ITAL 102	Elementary Italian (Second Semester)
ITAL 201	Intermediate Italian (Third Semester)
JAPN 101	Elementary Japanese (First Semester)
JAPN 102	Elementary Japanese (Second Semester)
JAPN 201	Intermediate Japanese (Third Semester)
JAPN 202	Intermediate Japanese (Fourth Semester)
SPAN 101	Elementary Spanish (First Semester)
SPAN 102	Elementary Spanish (Second Semester)
SPAN 201	Intermediate Spanish (Third Semester)
SPAN 202	Intermediate Spanish (Fourth Semester)
Total Units	19-25

Additional mathematics and science courses may be required for students who wish to transfer into a Bachelor of Science degree program in anthropology at specific universities. Please contact a MiraCosta counselor for further information or check online at www.assist.org.

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)

The course examines (a) the biological basis for animal forms and behaviors, including basic genetics and evolution theory; (b) primate classification, ecology and social behavior; (c) the fossil and archaeological evidence for early human life; and (d) 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)

The course explores (a) the fundamental characteristics of culture, including its structure, function, and means of change; (b) the science of studying human culture; and (c) human cultural variation in major topics such as mode of subsistence, gender roles, language, 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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(2202.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community. (May be repeated three times with different content.)

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.

Repeatability Rule: May be taken for a total of 3 units.

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.

Architecture

The Architectural Technology Program 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 or graduate degree, include urban planner, surveyor, draftsman, building inspector, corporate architect, and technical illustrator.

Contact Information

Department Chair: Paul Clarke

Department: Design

Dean: Al Taccone

Office: Building 4600,
760.795.6873

www.miracosta.edu/ARCH

Full-Time Faculty

Paul Clarke
David Parker

Associate Degree

Associate in Arts Degree

Architectural 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). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for their chosen degree or certificate.

Certificate

Certificate of Achievement

Architectural Technology

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, building codes, building 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.

ARCH 101	Architectural Drawing	3
ARCH 102	Architectural Design I	3
ARCH 103	Architectural Communications	3
ARCH 104	Building Codes and Specifications	2
ARCH 105	Construction Materials	3
DRAF 101	AutoCAD Computer-Aided Drafting I	4
DRAF 136	Fundamentals of Design	3
DRAF 201	Advanced Computer-Aided Drafting Using AutoCAD	4
DRAF/ARCH 207	AutoDesk Revit Building 3D CAD	2
Select at least 3 elective units from the following:		3
ART 247/ MAT 110	Digital Imaging 1: Adobe Photoshop	
HORT 127	Landscape Design	
HORT 128	Landscape Construction	
Total Units		30

Courses

ARCH 101: 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.

ARCH 102: Architectural Design I

Units: 3

Prerequisites: ARCH 101.

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.

ARCH 103: Architectural Communications

Units: 3
 Prerequisites: None
 Advisory: ARCH 101.
 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.

ARCH 104: Building Codes and Specifications

Units: 2
 Prerequisites: None
 Acceptable for Credit: CSU
 Lecture 2 hours. (0201.00)

This course provides an introduction to the Building Code, with emphasis on locating, describing, and applying appropriate code sections in the design and development of residential and commercial structures. The course is recommended for architectural students and building contractors.

ARCH 105: Construction Materials

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU
 Lecture 3 hours. (0201.00)

This course provides an overview of the processes and materials used in construction. Course topics include elements of planning, designing, and contracting of the work. Emphasis will be placed on site preparation and the materials used in residential and commercial projects, including wood, concrete, steel, glazing, and plastics as applied to the interiors and exteriors of buildings.

ARCH 207: AutoDesk Revit Building 3D CAD

Units: 2
 Prerequisites: None
 Enrollment Limitation: Not open to students with credit in DRAF 207.
 Lecture 1 hour, laboratory 3 hours. (0201.00)

Introduction to modeling the built environment using Revit software. Students will create and modify building models, produce presentations including renderings and animated walk-throughs, manipulate parametric objects, create schedules/ legends from the inclusive data base, and generate construction documents from the model.

ARCH 292: Internship Studies

Units: 0.5-3
 Prerequisites: None
 Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (0201.00)

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.

ARCH 299: Occupational Cooperative Work Experience

Units: 1-4
 Prerequisites: None
 Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (0201.00)

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.

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

Department Chair: Dean Ramos

Dean: Dana Smith

www.miracosta.edu/ART

Department: Art

Office: Building 2000,
760.795.6816

Full-Time Faculty

Leah Cluff
Yoshimi Hayashi
Peggy Jones
Leslie Nemour

Gilbert Neri
Anna O’Cain
Dean Ramos

Associate Degrees

Associate in Arts Degree

Art History

Art history is the study of art from a historical, theoretical, and critical-analysis perspective. Graduates with a bachelor’s degree in art history pursue careers as art historians, art critics, and teachers.

The Art History Program offers lower-division preparation for students who plan on transferring to pursue a bachelor’s degree in art history. 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:

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)	

Select at least 9 elective units from the following: 9

ART 100	Drawing and Composition
ART 101	Design and Color
ART 103	Beginning Sculpture
ART 158	Traditional Arts of Africa, Oceania, and the Americas
ART 203	Life Drawing
ART 204	Painting
ART 206	Figure Painting
ART 217	Figure Sculpture
ART 295	Visual Art/Professional Practice
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)

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)
Foreign Language (optional depending on requirements 0-10 for meeting competency; normally equivalency to level 102 or 201 depending where a student transfers)	
CHNS 101	Elementary Chinese (First Semester)
CHNS 102	Elementary Chinese (Second Semester)
FREN 101	Elementary French (First Semester)
FREN 102	Elementary French (Second Semester)
FREN 201	Intermediate French (Third Semester)
FREN 202	Intermediate French (Fourth Semester)
GRMN 101	Elementary German (First Semester)
GRMN 102	Elementary German (Second Semester)
GRMN 201	Intermediate German (Third Semester)
ITAL 101	Elementary Italian (First Semester)
ITAL 102	Elementary Italian (Second Semester)
ITAL 201	Intermediate Italian (Third Semester)
JAPN 101	Elementary Japanese (First Semester)
JAPN 102	Elementary Japanese (Second Semester)
JAPN 201	Intermediate Japanese (Third Semester)
JAPN 202	Intermediate Japanese (Fourth Semester)
SPAN 101	Elementary Spanish (First Semester)
SPAN 102	Elementary Spanish (Second Semester)
SPAN 201	Intermediate Spanish (Third Semester)
SPAN 202	Intermediate Spanish (Fourth Semester)

Total Units 18-28



**Associate in Arts Degree
Art (Studio)**

Studio art has many specializations, such as painting, new genre, ceramics, photography, printmaking, and sculpture. Art students need a foundation of introductory design, history, and drawing courses to increase their awareness of the range of theoretical and applied possibilities.

The Art (Studio) Program offers lower-division preparation for students who plan on transferring to pursue a bachelor’s degree in art. 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:		
ART 100	Drawing and Composition	3
ART 101	Design and Color	3
ART 258	Ancient to Gothic Art	3
ART 259	History of Renaissance to Modern Art	3

Select at least 6 units from the following:		6
ART 102	Drawing and Composition II	
ART 103	Beginning Sculpture	
ART 201	Objects and Ideas in Contemporary Art	
ART 203	Life Drawing	
ART 204	Painting	
ART 206	Figure Painting	
ART 207	Beginning Photography	
ART 210	Printmaking	
ART 217	Figure Sculpture	
ART 225	Ceramics	
ART 245	Introduction to Digital Arts	
ART 251	Digital Photography	
ART 254	Understanding and Appreciating the Photographic Image	
ART 260	History of Modern Art	
or ART 260H	History of Modern Art (Honors)	
ART 295	Visual Art/Professional Practice	
Total Units		18

**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). 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, Web sites, 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 247/ MAT 110	Digital Imaging 1: Adobe Photoshop	3
ART 251	Digital Photography	3
ART 253	Applied Digital Photography	3
Select at least 6 units from the following:		6
ART 252/ MAT 210	Digital Imaging 3: Advanced Photoshop	

ART 245	Introduction to Digital Arts
ART 254	Understanding and Appreciating the Photographic Image
BUS 130	Small Business Management
or BUS 170 & BUS 171	Entrepreneur I and Entrepreneur II
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Total Units	18

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)

Beginning course in drawing which develops basic drawing skills, perception, and personal expression. Problems of value, structure, and composition, using a variety of themes are addressed. Ordering of two-dimensional space through drawing. Integration of history, theory, and criticism. Interrelationship of the creative arts, humanities, and the self in western and non-western cultures. Experiences with a variety of drawing media and approaches. Notebooks and journal required.

ART 101: Design and Color

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

In this course, students learn the language of design principles and color theory as they relate to formal composition and the construction of meaning in an artwork. Students will create art and design projects using paint, drawing materials, and other media to demonstrate and evaluate design principles and color theory. Students will research and analyze elements of design in examples of fine art, graphic design, and other forms of popular media. History, theory, and critical analysis of art will be integrated into the study of design and color. (May be repeated three times.)

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. (May be repeated two times.)

ART 103: Beginning Sculpture

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.

ART 157: Art Orientation

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1002.00)

Basic course in art appreciation, including a study of world art forms, techniques, traditions, and aesthetics. Emphasis will be placed on surveying both western and world art. Lectures are illustrated with slides.

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 203: Life Drawing

Units: 3

Prerequisites: None

Advisory: ART 100.

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.10)

This course focuses on drawing 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 personal expression. Topics include basic anatomy, structure, and proportion with equal emphasis placed on line quality, value, and media control. Students develop their life-drawing skills with each repetition. (May be repeated three times.)

ART 204: Painting

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. (May be repeated three times.)

ART 205: Painting with Watercolor and Acrylic: Waterbase Media

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 watercolor or acrylic media. Students investigate various painting techniques, art historical traditions, and theoretical positions. Course work includes lecture, lab, critique, and independent projects. Instructor may emphasize watercolor or acrylic painting as well as mixed media and contemporary approaches. Students develop increased proficiency and skill attainment with each repetition. (May be repeated three times.)

ART 206: Figure Painting

Units: 3

Prerequisites: None

Advisory: ART 100 or ART 204.

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 variety of media, including oils, acrylics, ink, watercolor, or pastels. Students study form and structure, inspired by the rich world traditions of art history, contemporary art practices, and individual creativity. Students develop increased proficiency and skill attainment with each repetition. (May be repeated three times.)

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. Students develop increased proficiency and skill attainment with each repetition. (May be repeated two times.)

ART 210: Printmaking

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1.50 hours, laboratory 4.50 hours. (1002.00)

Introduction to woodcut, etching, lithography, and contemporary printmaking techniques. Craftsmanship and individual expression is emphasized. Experimentation in the use of materials is encouraged. (May be repeated three times.)

ART 216: Advanced 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. Students develop increased proficiency and skill attainment with each repetition. (May be repeated two times.)

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. Students repeating the course advance their skills in tool usage, material selection, finishing techniques and construction techniques, texture, vocabulary, technical terminology, figure deconstruction, rendering, scale and proportion, and critiquing work. (May be repeated three times.)

ART 223: Woodworking and Furniture Design

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, and those repeating the course develop increased proficiency and skill attainment each semester. (May be repeated three times.)

ART 225: Ceramics

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 develop increased proficiency and skill attainment with each repetition, and they are required to pay a materials fee. (May be repeated three times.)

ART 230: Introduction to Installation, Interactive, and Site-Specific Art

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 245: Introduction to Digital Arts

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. (May be repeated one time)

ART 247: Digital Imaging 1: Adobe Photoshop

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in MAT 110.

Acceptable for Credit: CSU

Lecture 3 hours. (1030.00)

In this course, students utilize the computer as a tool to create and manipulate photographic and other raster graphic images. Students will explore digital imaging techniques through the use of the photo manipulation software Adobe Photoshop. Students will learn to use photo editing and color correction tools, activate selection tools and extraction functions, utilize quick masks and alpha channels, manipulate work paths, incorporate adjustment layers and layer masks. They will also apply filters and blending modes to create special effects, incorporate clipping groups, understand the differences and similarities of CMYK and RGB, and work with a variety of file formats. This course involves considerable hands-on instruction and multiple projects.

ART 248: Digital Imaging 2: Adobe Illustrator

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in MAT 170.

Acceptable for Credit: CSU

Lecture 3 hours. (1030.00)

In this course students utilize the computer as a tool to create and organize text and vector graphic images into personal and commercial output. Students will produce and manipulate vector graphic images through the use of the software program Adobe Illustrator. Students will generate effective typography, utilize a variety of color palettes and libraries, develop unique brushes and patterns, apply transparency and other special effects, transform objects and manipulate perspective, utilize blends and gradients to produce airbrush effects, make use of pathfinder tools, understand the differences and similarities of CMYK and RGB, and import and export different graphic file formats. Involves considerable hands-on instruction and multiple projects.

ART 251: Digital Photography

Units: 3

Prerequisites: None

Advisory: ART 247 or 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 252: Digital Imaging 3: Advanced Photoshop

Units: 3

Prerequisites: ART 247 or MAT 110.

Enrollment Limitation: Not open to students with credit in MAT 210.

Acceptable for Credit: CSU

Lecture 3 hours. (1030.00)

This course builds upon knowledge and skills gained in MAT 110 or ART 247. Students 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.

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 290: Landmarks of Art

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1001.00)

Art and architecture will be studied on-site within cultural and historical contexts. This course surveys selected periods of western and non-western traditions. Students will investigate major works of art on-site on location. Emphasis will be on understanding the visual arts representing the tradition and evolution of a culture, from ancient to contemporary periods. Course includes preparatory lectures and on-site discussions. Students will keep journals of observations and conclusions.

ART 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1002.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content will be determined by participating faculty members in consultation with students and the community.

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.

Repeatability Rule: May be taken for a total of 3 units.

Acceptable for Credit: CSU

Laboratory 3 hours.

Laboratory 6 hours.

Laboratory 9 hours.

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: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1002.00)

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.

Asian Studies

The focus of Asian Studies is on South and East Asian history, philosophy, and religion. Students take Asian Studies courses to prepare for a major or to satisfy general education requirements in humanities or the social and behavioral sciences.

Contact Information

Department Chair: Brad Byrom

Isabel Luengo
www.miracosta.edu/ASIA

Department: History
Department and Philosophy/
Religious Studies Department

Office: Building 3100,
760.795.6871

Courses

ASIA 105: Asian Philosophy and Religion

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in PHIL 105.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2201.00)

An interdisciplinary survey of the philosophical and religious thought of South and East Asia and its application in theory and practice in traditional Asian societies.

ASIA 107: East Asian Societies

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in HIST 107.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2201.00)

An examination of the social and political foundations of East Asia through historical, religious, and literary documents.

ASIA 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU (2201.00)

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.

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

Department Chair: Chris Metzler

www.miracosta.edu/ASTR

Department: Physical Sciences

Office: Building SAN 400, 760.795.7879

Full-Time Faculty

Rica Sirbaugh French

Associate Degree

Associate in Arts Degree

Astronomy

The Astronomy Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in astronomy. 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:		
ASTR 201	Introductory Astronomy	3
MATH 150	Calculus and Analytic Geometry I	5
MATH 155	Calculus and Analytic Geometry II	4
MATH 260	Calculus and Analytic Geometry III	4
PHYS 151	Principles of Physics I	4
PHYS 152	Principles of Physics II	4
PHYS 253	Principles of Physics III	4
Total Units		28

Courses

ASTR 101: Descriptive Astronomy

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ASTR 201.

Acceptable for Credit: CSU, UC Credit limitation
Lecture 3 hours. (1911.00)

This is an introductory course surveying a broad range of topics in astronomy while emphasizing the nature and process of physical science. Studies include the nature of electromagnetic radiation, spectroscopy, optics and telescopes, historical perspectives on modeling the solar system and universe, motions of the night sky and the earth-moon-sun system, terrestrial and Jovian planets, stars, nebulae, galaxies, and cosmology, including formation scenarios, evolutionary processes, and life cycles. UC CREDIT LIMITATION: Credit for ASTR 101 or ASTR 201; no credit for ASTR 201 if taken after ASTR 101.



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. Emphasis is placed on the collection, presentation, and interpretation of basic 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 motions of the night sky; seasons; rotation of the earth, sun, and moon; light and optics, spectroscopy, and characteristics of planets, stars, nebulae, and galaxies.

ASTR 120: Life in the Universe

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1911.00)

A scientific exploration of life in the Universe from the Big Bang to implications of contact with an extraterrestrial civilization. Topics include the formation and evolution of the Universe, stars and extrasolar planets, the definition of life, the origin and evolution of life on Earth, methods of interstellar communication, science vs. pseudo science, and the search for life elsewhere in our solar system and beyond.

ASTR 201: Introductory Astronomy

Units: 3

Prerequisites: MATH 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.

Advisory: MATH 135

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1911.00)

Directed towards students with strong interest and preparation in science and mathematics, this course surveys a broad range of astronomical concepts. Topics of study include physics of atoms, electromagnetic radiation, and spectra; optics and telescopes; laws of mechanics and gravity; motions in the night sky; formation and evolution of the solar system; stars and stellar evolution; galaxies and cosmology. Emphasizes analytical skills and problem-solving in the physical sciences. UC CREDIT LIMITATION: Credit for ASTR 101 or ASTR 201; no credit for ASTR 101 if taken after ASTR 201.

ASTR 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1911.00)

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.

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

Department Chair: Steve Vail **Department:** Automotive Technology
Dean: Al Taccone
 www.miracosta.edu/AUTO **Office:** Building 4600, 760.795.6873

Full-Time Faculty

Paul Katson
 Steve Vail
 Arnaldo Williams

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). 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	Electronic Engine Control Systems	4

Select one of the following courses:

AUTO 150	California Smog Check Technician Qualification	3-6
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AUTO 220	HVAC Heating, Ventilation, and Air Conditioning	
Total Units		13-16

Certificate of Achievement Automotive Technology

This certificate prepares students for entry-level auto mechanic positions at local dealerships and independent repair facilities as well as for various state licenses and national certification. Upon successful completion of the courses listed below, students are qualified to take the Automotive Service Excellence (ASE) tests for engine performance, engine repair, brakes, and steering and suspension. 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.

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
Total Units		20

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 150	California Smog Check Technician Qualification	6

Select 3 units from the following:

BUS 135	Personal Selling	3
BUS 137	Customer Service	
AUTO 251 & AUTO 252	ASE A6 Alternative Course Electrical and Electronic Systems	
& AUTO 253	and ASE A8 Alternative Course Engine Performance	
	and ASE L1 Alternative Course Advanced Engine Performance	
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	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 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 is designed to prepare 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. Voltage, amperage, resistance, and Ohm's Law are studied in depth. Emphasis will be placed on electronic principles and digital logic. Topics include the overall theory, service, and testing of the battery, charging system, starter, and ignition. Analysis of wiring diagrams and diagnostic charts will be covered. This class will also prepare students to understand advanced electrical systems.

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 150: California Smog Check Technician Qualification

Units: 6

Prerequisites: None

Acceptable for Credit: CSU

Lecture 5 hours, laboratory 3 hours. (0948.00)

This course prepares students to qualify for the California Smog Check Technician Examination using Asian and Nissan manufacturer-specific and standard Bureau of Automotive Repair (BAR) materials. The course covers the following BAR-certified course modules: Basic Clean Air Car Course, Advanced Clean Air Car Course, 2003 and 2005 Update Course, and BAR 2009 Update Course.

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 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 235: Electronic Engine Control Systems

Units: 4

Prerequisites: AUTO 135 or proof of equivalent trade experience.

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 3 hours. (0948.00)

This course covers automotive computers as they relate to the fuel/air management, ignition, and emission control. Engine management sensors and actuators are covered in depth. Idle speed controls, ignition scope patterns, and transaxle electronic controls are also covered in this class. Course also includes the use of automotive scanners to retrieve trouble codes and analyze computer data stream. Emphasis is placed on OBD II systems and computerized CAN BUS communications. This course is also designed to help prepare students for the Automotive Service Excellence (ASE) A6 certification test in electricity and electronics.

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 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU (0948.00)

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: 1-4
 Prerequisites: None
 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.
 Lecture 4 hours or Lecture 3 hours, Laboratory 3 hours. (0948.00)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

AUTO 299: Occupational Cooperative Work Experience

Units: 1-4
 Prerequisites: None
 Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU (0948.00)

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

Department Chair: Himgauri Kulkarni
Department: Biological Sciences
 www.miracosta.edu/BIO
Office: Building 4600, 760.795.6873

Full-Time Faculty

Suzie Bailey
 Gail Baughman
 Keith Cunningham
 Julie Haugsness-White
 Jeff Ihara
 Himgauri Kulkarni
 Jeanine Sepulveda
 John Thomford

Associate Degrees

Associate in Arts Degree Biological Sciences

The Biological Sciences Program offers lower-division preparation for students who plan on transferring to pursue a bachelor’s degree in biology or biological science programs. 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:		
BIO 202	Foundations of Biology: Evolution, Biodiversity, and Organismal Biology	4
BIO 204	Foundations of Biology: Biochemistry, Cell Biology, Genetics, and Molecular Biology	4
MATH 150 or BIO/BTEC 180	Calculus and Analytic Geometry I Biostatistics	5
CHEM 110	General Chemistry	5
CHEM 111	General Chemistry	5
Total Units		23

Some of the following courses may also be required as preparation for a biology or biological science-related major at a four-year university. Students planning to transfer should meet with a MiraCosta counselor to identify required courses and to develop an educational plan.

Required courses:		
CHEM 210	Organic Chemistry I	5
CHEM 211	Organic Chemistry II	5
MATH 155	Calculus and Analytic Geometry II	4
MATH 260	Calculus and Analytic Geometry III	4
Select one of the following sequences:		8-12
Sequence A		
PHYS 111	Introductory Physics I	
& PHYS 112	and Introductory Physics II	
Sequence B		
PHYS 151	Principles of Physics I	
& PHYS 152	and Principles of Physics II	
& PHYS 253	and Principles of Physics III	
Total Units		26-30

Associate in Arts Degree

Environmental Science

The Environmental Science Program examines a broad range of environmental issues that confront society, such as pollution, land use, wildlife preservation, biodiversity loss and resource depletion, and energy conservation.

This program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in environmental 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:		
BIO 102	Ecology and Environmental Biology	4
GEOL 120	Environmental Geology: Earth Hazards and Humanity	3
BIO/BTEC 180	Biostatistics	4
or PSYC/SOC 104	Statistics for Behavioral Science	
BIO 202	Foundations of Biology: Evolution, Biodiversity, and Organismal Biology	4
BIO 204	Foundations of Biology: Biochemistry, Cell Biology, Genetics, and Molecular Biology	4
CHEM 110	General Chemistry	5
CHEM 111	General Chemistry	5
One of the following:		3-4
GEOG 101	Physical Geography	
& GEOG 101L	and Physical Geography Laboratory	
GEOL 101	Physical Geology	
& GEOL 101	and Physical Geology Laboratory	

GEOL 101H Physical Geology (Honors)
& GEOL 101L and Physical Geology Laboratory

Total Units	32-33
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Many of the following courses may also be required as preparation for an environmental science or policy-related major depending on the specific requirements at an individual four-year university.

ANTH 103	Introduction to Archaeology	3
BIO 230	Fundamentals of Microbiology	5
CHEM 210	Organic Chemistry I	5
ECON 101	Principles of Economics: MACRO	3
ECON 102	Principles of Economics: MICRO	3
GEOG 102	Cultural Geography	3
MATH 150	Calculus and Analytic Geometry I	5
MATH 155	Calculus and Analytic Geometry II	4
PHYS 111	Introductory Physics I	4
PHYS 112	Introductory Physics II	4
or PHYS 151	Principles of Physics I	
PHYS 152	Principles of Physics II	4

Courses

BIO 100: General Biology (Lecture and Lab)

Units: 4

Prerequisites: None

Advisory: Eligibility for ENGL 100.

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. While the course focuses on the human organism, it also emphasizes fundamental themes and basic principles, drawing from a diverse range of unicellular, multicellular, plant, and animal species. These concepts are applied in a real-world context to develop the student's ability to make effective decisions regarding current issues in biology. Topics include the process of scientific inquiry, the structure and function of life, the biochemistry of biomolecules, metabolism and manipulation of energy by plants and animals, cell division, classical and molecular genetics, development, 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. Overall, this course develops the student's understanding of body functions, the human's place in nature, and the mechanics of human heredity. UC CREDIT LIMITATION: Credit for BIO 100, BIO 101, BIO 103, or BIO 105. No credit for BIO 103 or BIO 105 if taken after BIO 100 or BIO 101, BIO 101L.

BIO 101: General Biology

Units: 3

Prerequisites: None

Advisory: Concurrent enrollment in BIO 101L is strongly recommended. Eligibility for ENGL 100.

Enrollment Limitation: Not open to students with credit in BIO 100.

Acceptable for Credit: CSU, UC Credit limitation
Lecture 3 hours. (0401.00)

This entry-level course provides a broad perspective of biological concepts and principles. While the course focuses on the human organism, it also emphasizes fundamental themes and basic principles, drawing from a diverse range of unicellular, multicellular, plant, and animal species. These concepts are applied in a real-world context to develop the student's ability to make effective decisions regarding current issues in biology. Topics include the structure and function of life, metabolism and manipulation of energy by plants and animals, cell division, classical and molecular genetics, development, and the evolution and adaptation of living organisms. UC CREDIT LIMITATION: Credit for BIO 100, BIO 101, BIO 103, or BIO 105. No credit for BIO 103 or BIO 105 if taken after BIO 100 or BIO 101, BIO 101L.

BIO 101L: General Biology Laboratory

Units: 1

Prerequisites: BIO 101.

Corequisite: BIO 101 if prerequisite not met.

Enrollment Limitation: Not open to students with credit in BIO 100.

Acceptable for Credit: CSU, UC Credit limitation
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. Topics address the process of scientific inquiry, the biochemistry of biomolecules, cell form and function, energetics, reproduction (both plant and animal), molecular and classical genetics, patterns of inheritance, developmental biology, structure and function at the systems level, homeostatic mechanisms, and the evolutionary ecology of living organisms. This course develops the student's understanding of body functions, the human's place in nature, and the mechanics of human heredity. UC CREDIT LIMITATION: Credit for BIO 100, BIO 101, BIO 103, or BIO 105. No credit for BIO 103 or BIO 105 if taken after BIO 100 or BIO 101, BIO 101L.

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)

Ecology and Environmental Biology is designed for non-science majors interested in learning about humanity's place in the environment. Using an interdisciplinary approach, the course explores the science of ecology and addresses contemporary environmental problems, such as human population growth, resource use, pollution, and biodiversity losses. Students evaluate sustainable, green solutions at each interval of discussion. The lab component includes 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. No credit for BIO 103 or BIO 105 if taken after BIO 100 or BIO 101, BIO 101L.

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. (0401.00)

This introductory course is intended as a general education elective for non-science majors, and for any student interested in learning basic biology as it relates to the emerging field of biotechnology. Topics to be emphasized include fundamental chemical processes common to all cells, an understanding of the chemistry of bio-molecules, cellular and molecular biology, classical and molecular genetics, and the molecular basis of immunology and cancer. Current advances in biotechnology, such as cloning, recombinant DNA technology, and gene therapy will be highlighted along with 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. No credit for BIO 103 or BIO 105 if taken after BIO 100 or BIO 101, BIO 101L.



BIO 105L: Genes and Technology in Society Laboratory

Units: 1

Prerequisites: BIO 105.

Corequisite: BIO 105 if prerequisite not met.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (0401.00)

This laboratory course accompanies and complements Genes and Technology in Society (BIO 105), an introductory course in biology intended for the non-science major and those interested in biology as it relates to the emerging field of biotechnology. Through a combination of laboratory experimentation and analysis, instructor-led demonstration, and group discussion, students reinforce, solidify, and extend their understanding of fundamental chemical processes inherent in biological systems, bio-molecular chemistry, cellular and molecular biology, classical and modern genetics, and the molecular basis of immunology and cancer. In addition, selected laboratories highlight how this fundamental knowledge of biology has been used successfully to drive technological advances in the fields of forensics, medicine, and agriculture in our society.

BIO 130: Natural History of California

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (0401.00)

This course is designed to acquaint students with the diversity of California's natural geographic, biologic, and geologic regions. After introductory units on basic ecology and geomorphology, each of the natural regions of the state is discussed with an emphasis on the common, conspicuous, or unique plants, animals, and geologic features of that district. The course will introduce students to ecological relationships detailing environmental characteristics of each region and the adaptations of organisms to that specific area.

BIO 130L: Natural History of California (Lab)

Units: 1

Prerequisites: BIO 130.

Corequisite: BIO 130 if prerequisite not met.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (0408.00)

An extended field investigation designed to accompany BIO 130. Students will learn field observation and recording techniques, to analyze and interpret data, to identify the dominant plant and animal species of a given region, and to maintain a pressed-plant collection. Field work will be located throughout California likely including, but not limited to: coastal California, the Sierra Nevada, Great Basin, Inyo White Range, and desert systems (Mojave or Colorado). Field exploration may involve overnight camping.

BIO 150: General Botany

Units: 4

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 3 hours. (0401.00)

An introductory biology course focusing on the Plant Kingdom. Plant anatomy will serve as examples of more general biological principles. The topics of cell biology, evolution, ecology, molecular and Mendelian genetics are also covered. This course provides a solid understanding of plants and related organisms which will benefit both the Biology major and non-major student.

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 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.

Advisory: BIO 101 or BIO 100.

Enrollment Limitation: Not open to students with credit in BTEC 180, BIO 180, PSYC 104, or SOC 104.

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, or PSYC 104/SOC 104.

BIO 190: Survey of Human Musculoskeletal System

Units: 1

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour. (0401.00)

This course examines the anatomy and physiology of the human musculoskeletal system emphasizing interaction between skeletal muscles and bones for stability and movement. It addresses gross and microscopic study of major bones, muscle groups, and joints in the human body, along with their actions. It uses human skeletons, cadavers, models, and the computer-based A.D.A.M. Interactive Anatomy program. This course is designed for students in selected Occupational Health programs.

BIO 202: Foundations of Biology: Evolution, Biodiversity, and Organismal Biology

Units: 4

Prerequisites: MATH 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.

Advisory: Completion of college-level coursework in biology with focus at organismal or populational level, e.g. BIO 100, BIO 101, BIO 102, BIO 103, BIO 150, BIO 170, or BIO 220.

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 3 hours. (0401.00)

BIO 202 and BIO 204 make up a comprehensive lower-division biological foundation for science majors, which is strongly recommended for all students transferring to four-year institutions as biology/biochemistry majors, or in a different major but following a pre-medical/pre-veterinary track. The two courses need not be taken in sequence. BIO 202 surveys the organismal/meta-organismal half of biological disciplines and covers topics including the taxonomy and physiology of protists, fungi, and plants; the taxonomy, developmental biology, and physiology of animals; single-species population dynamics of interspecies interactions in communities. The laboratory emphasizes comparative anatomy/physiology of plants, invertebrates, and vertebrates, phylogeny reconstruction, life history evolution, and surveys of ecological habitats through field studies. Prospective biology majors should note that this course is offered every semester and may be taken concurrently with CHEM 110 (the prerequisite for BIO 204).

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. (0401.00)

BIO 204 and BIO 202 make up a comprehensive lower-division biological foundation for science majors, which is strongly recommended for all students transferring to four-year institutions as biology/biochemistry majors, or in a different major but following a pre-medical/pre-veterinary track. The two courses need not be taken in sequence. BIO 204 surveys the molecular half of biological disciplines and covers topics including biological molecules, metabolic biochemistry, cell biology, and a wide range of genetic fields. The laboratory emphasizes classical and modern methods in molecular biology and experimental design.



BIO 210: Human Anatomy

Units: 4

Prerequisites: BIO 100, BIO 101, or NURS 151 or a minimum 3-unit course in biology that includes curriculum which presents principles of cellular life.

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.

Advisory: CHEM 100 or CHEM 104.

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 3 hours. (0410.00)

Introduction to the physiology of the human organism. Emphasis will be on integration of the body systems and the inter-relationships for maintaining homeostasis. Biochemical and cellular concepts are presented, and the practical applications of these concepts – in health, disease, and exercise physiology – are presented in sufficient detail to stimulate interest and improve the transfer of knowledge from the classroom to the professional arena. 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.

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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(0401.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.



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.

Repeatability Rule: May be taken for a total of 3 units.

Acceptable for Credit: CSU

Laboratory 3 hours.

Laboratory 6 hours.

Laboratory 9 hours.

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: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

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

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Department: Biological Sciences

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Full-Time Faculty

Gail Baughman

Michael Fino



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). 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:		1-1.5
BTEC 210	Data Analysis with Excel	
BTEC 215	Qualification and Validation in Biotechnology	
BTEC 292	Internship Studies	
BTEC 299	Occupational Cooperative Work Experience	
Total Units		12-12.5

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. Students interested in an Associate in Arts degree in Biotechnology must complete the requirements for this certificate and the other degree requirements listed in the college catalog for the Associate in Arts degree (see Associate Degrees).

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
BTEC 210	Data Analysis with Excel	1
CHEM 108	Preparatory Chemistry	3
CHEM 110	General Chemistry	5
CHEM 111	General Chemistry	5
CSIT 110	Computer Applications	3
or CSIT 115	Intermediate Computer Applications	
or CSIT 128	Microsoft Excel for Business	
ENGL 100	Composition and Reading	4
MATH 101	Intermediate Algebra	4

Select at least 4 electives from below:		4-5.5
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 215	Qualification and Validation in Biotechnology	
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		43-45.5

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:		4-5.5
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 215	Qualification and Validation in Biotechnology	
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 11-12.5

Courses

BTEC 110: Basic Techniques in Biotechnology

Units: 4

Prerequisites: None

Advisory: Eligibility for ENGL 100 as evidenced by successful completion of ENGL 803 or qualification through the English Assessment Examination; and MATH 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent; and 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 manufacturing procedures designed to assure the quality and safety of the product as the manufacturing team moves that product down the biotechnology production pipeline. It explores the role of governmental oversight and regulation during the discovery, development, and manufacture of new products produced by biotechnology.

BTEC 180: Biostatistics

Units: 4

Prerequisites: MATH 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.

Advisory: BIO 100 or BIO 101.

Enrollment Limitation: Not open to students with credit in BTEC 180, BIO 180, PSYC 104, or SOC 104.

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, or PSYC 104/SOC 104.

BTEC 201: Advanced Cell Culture

Units: 1

Prerequisites: None

Advisory: BTEC 110

Acceptable for Credit: CSU

Lecture 0.75 hour, laboratory 0.75 hour. (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. (0430.00)

This advanced course is designed to provide skills in the performance of the polymerase chain reaction (PCR), a technique commonly used to amplify DNA in forensics and the biotechnology laboratory. Instruction will focus 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 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. (0430.00)

This advanced module provides skills in the separation of biomolecules from complex mixtures using High Performance Liquid Chromatography (HPLC). Instruction will focus 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 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: Working knowledge of desktop computing.
 Acceptable for Credit: CSU
 Lecture 1 hour. (0430.00)

This course teaches how modern spreadsheet programs can be used to collect and organize data for subsequent tabulation, summarization, and graphical display. This course will utilize various forms of scientific data to teach the techniques and skill that facilitate the capture, analysis, and management of data. Topics covered 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 as evidenced by successful completion of ENGL 803 or qualification through the English Assessment Examination.
 Acceptable for Credit: CSU
 Lecture 1 hour. (0430.00)

This course will provide the requisite tools to understand why technical writing exists and how that writing works in conjunction with the many types of documents that exist in regulated environments. Further, the course develops the tools you need to deliver clear and complete passages with precise language. Best practices for technical writing will be applied to a variety of documents including reports, standard operating procedures (SOP), and investigations.

BTEC 215: Qualification and Validation in Biotechnology

Units: 1.5
 Prerequisites: None
 Advisory: BTEC 110; BTEC 120; Eligibility for ENGL 100.
 Acceptable for Credit: CSU
 Lecture 1 hour, laboratory 1.50 hours. (0430.00)

This course will provide an overview and practical execution of how to meet FDA and quality system expectations regarding qualification and validation in biotechnology. The course covers the validation lifecycle and equipment, assay, and process validation methodologies. Documentation will be developed to support the validation activities, including change control and handling deviations, within the scope of a functional biotechnology laboratory.

BTEC 221: Bioprocessing: Cell Culture and Scale-up

Units: 1.5
 Prerequisites: None
 Advisory: BTEC 110; BTEC 120; Eligibility for ENGL 100 as evidenced by successful completion of ENGL 803 or qualification through the English Assessment Examination.
 Enrollment Limitation: Not open to students with credit in BTEC 220.
 Acceptable for Credit: CSU
 Lecture 0.75 hour, laboratory 2.25 hours. (0430.00)

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 will 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. Students will 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 (cGMP), process control strategies, and students gain experience following Standard Operating Procedures (SOP).

BTEC 222: Bioprocessing: Large Scale Purification

Units: 1.5

Prerequisites: None

Advisory: BTEC 110; BTEC 120; Eligibility for ENGL 100 as evidenced by successful completion of ENGL 803 or qualification through the English Assessment Examination.
Enrollment Limitation: Not open to students with credit in BTEC 220.

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 will utilize the most common types of separation equipment, including tangential flow filtration, centrifugation, and column chromatography. Students will 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 (cGMP), process control strategies, and students gain experience following Standard Operating Procedures (SOP).

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. (Formerly BTEC 293-1.)

BTEC 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(0430.00)

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: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (0430.00)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

BTEC 299: Occupational Cooperative Work Experience

Units: 1-6

Prerequisites: None

Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(0430.00)

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

Department Chair: Tom Severance

Department: Business

Dean: Al Taccone

Office: Building 4800,
760.795.6841

www.miracosta.edu/BUS

Full-Time Faculty

Christina Hata
Tom Severance
Rita Soza

Associate Degrees

Associate in Arts Degree Business Administration

The Business Administration Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in business administration. 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:		
ACCT 201	Financial Accounting	4
ACCT 202	Managerial Accounting	4
BUS 140	Legal Environment of Business	3
ECON 101	Principles of Economics: MACRO	3
ECON 102	Principles of Economics: MICRO	3
MATH 115	Calculus with Applications	4-5
or MATH 150	Calculus and Analytic Geometry I	
Select at least 6 elective units from the following:		6-7
BUS 290	Business Communication	
CSIT 120	Fundamentals of Computer Information Systems	
MATH 103	Statistics	
PSYC 101	General Psychology	
	or PSYC 101H General Psychology (Honors)	
SOC 101	Introduction to Sociology	
	or SOC 101H Introduction to Sociology (Honors)	
Total Units		27-29

Students who wish to transfer to a CSU/UC should consult the preparation-for-the-major articulation agreements and a counselor to assist in selecting the most appropriate courses for their transfer major.

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). 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	
MAT 125	Web Design 1: Fundamentals	
MUS 286	The Business of Music I	
CSIT 146	Internet Presence for the Small and Medium Business	
HOSP 100	Introduction to Hospitality Management	
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
Select at least 9 units from the following:		9
BUS 130	Small Business Management	
BUS 134	Retail Management	
BUS 137	Customer Service	
BUS 140	Legal Environment of Business	
BUS 292	Internship Studies	
ACCT 202	Managerial Accounting	
COMM 101	Oral Communication	
COMM 106	Group Communication	
HOSP 100	Introduction to Hospitality Management	
MATH 103	Statistics	
PSYC/SOC 104	Statistics for Behavioral Science 104	
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
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	Internet Presence for the Small and Medium Business	
MAT 110/ ART 247	Digital Imaging 1: Adobe Photoshop	
MAT 125	Web Design 1: Fundamentals	

MATH 103	Statistics	
PSYC/SOC 104	Statistics for Behavioral Science 104	
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
ACCT 101	Practical Accounting	4
or ACCT 201	Financial Accounting	
ACCT 158	Business Mathematics	3
CSIT 110	Computer Applications	3
COMM 101	Oral Communication	3
Total Units		31

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
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:		
BUS 130	Small Business Management	3
BUS 170 & BUS 171	Entrepreneur I and Entrepreneur II	
Total Units		13

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

Enrollment Limitation: Not open to students with credit in BUS 117 or HOSP 117.

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 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 communication, self-awareness, self-acceptance, motivation, trust, self-disclosure, and conflict resolution. It emphasizes interpersonal skills required for success in a high tech and multicultural business environment using practical application of behavioral sciences to anticipate and resolve problems at work. Topics include communication styles, personal values and ethics, emotional balance, professional presence, attitudes, motivation, resilience to stress, healthy lifestyle, as well as work-force diversity, communication filters, team and trust building, and leadership in a global business environment.

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
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.

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: ENGL 803 or ESL 803 or approved equivalent, or qualify through the English Assessment or approved equivalent.
 Advisory: ENGL 100.
 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 292: Internship Studies

Units: 0.5-3
 Prerequisites: None
 Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (0506.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

BUS 298: Directed Studies 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.
 Repeatability Rule: May be taken for a total of 3 units.
 Acceptable for Credit: CSU
 Laboratory 3 hours.
 Laboratory 6 hours.
 Laboratory 9 hours. (0506.00)

Individualized study, project, or research in area of particular interest to the student and not included in the regular courses of the college. Approval form must be signed by instructor and department chair before registration. (May be taken for a total of 3 units.)

BUS 299: Occupational Cooperative Work Experience

Units: 1-4
 Prerequisites: None
 Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (0506.00)

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

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

Department Chair: Kathryn Striebel
Department: Business and Medical Office Technologies
Dean: Al Taccone
Office: Building 4800, 760.795.6841
www.miracosta.edu/BOT

Full-Time Faculty

Kathryn Striebel

Associate Degrees

Associate in Arts Degrees

Office Manager; Secretary/Administrative Assistant

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 the specific degree or certificate they wish to earn.

Certificates

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
BUS 290	Business Communication	3
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 Achievement

Secretary/Administrative Assistant

This certificate provides students with skills to obtain an entry-level administrative support position in today's high-technology office. Office automation and organizational restructuring have led secretaries and administrative assistants to assume a wider range of new responsibilities once reserved for managerial and professional staff. These responsibilities include training and



orientating new staff, conducting Internet research, operating and troubleshooting new office technologies, coordinating an office's administrative activities, and storing, retrieving, and integrating information for dissemination to staff and clients. Some administrative assistants telecommute, working from their homes, or provide services to many clients as virtual assistants. 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 the required courses and most of the elective courses within this certificate are offered online.

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	
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 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 106: Introduction to Office Technology

Units: 3
Prerequisites: None
Lecture 3 hours. (0514.00)

This course presents an introduction and overview of the administrative skills and knowledge needed in the digital office of the 21st Century. Office professionals must possess a wide array of both technological and interpersonal skills to be successful. The course covers the topics of electronic communication, records management, virtual management, international business, tele-conference meetings and seminars, mail and package handling, and time management.

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 60 non-paid or 75 paid hours of work per unit.
Acceptable for Credit: CSU
(0514.00)

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 299: Occupational Cooperative Work Experience

Units: 1-4
Prerequisites: None
Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.
Acceptable for Credit: CSU
(0514.00)

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

Department Chair: Donna Davis **Department:** Career Studies & Services

Dean: Al Taccone **Office:** Building 3700,
760.795.6772

www.miracosta.edu/careers

Full-Time Faculty

Roberta 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

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.

CRLP 101: Introduction to Career Planning

Units: 1

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour. (4930.12)

This course is designed to provide an introduction to the career planning process. Students' interests, values, skills, and personality preferences will be explored as they relate to potential career options. Career research will be conducted, decision-making styles, and job search strategies will be introduced. Emphasis will be placed on career development theory, life stages, and the importance of taking responsibility for actively managing one's own career. Offered pass/no pass only.

CRLP 102: Job Search Strategies

Units: .5

Prerequisites: None

Lecture 0.50 hour. (4930.12)

This course will provide an introduction to the job search process including the skills and strategies required to develop and implement a comprehensive and successful job search plan. Students will identify and describe their transferable skills, explore traditional and non-traditional job search strategies, analyze labor market information, create a persuasive resume and cover letter, and evaluate and demonstrate effective interviewing skills. 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

Department Chair: Pierre Goueth

Department: Chemistry

www.miracosta.edu/CHEM

Office: Building SAN 400,
760.795.7879

Full-Time Faculty

Theresa Bolaños
Pierre Goueth
Nancy Lee

Donald Robertson
Mark Yeager

Associate Degree

Associate in Arts Degree

Chemistry

The Chemistry Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in chemistry. 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:

CHEM 110	General Chemistry	5
CHEM 111	General Chemistry	5
MATH 150	Calculus and Analytic Geometry I	5
MATH 155	Calculus and Analytic Geometry II	4
MATH 260	Calculus and Analytic Geometry III	4
Total Units		23

Some of the following courses may also be required as preparation for a chemistry or chemical science-related major at a four-year university. Organic chemistry may be taken at the sophomore or junior (after transfer) level.

CHEM 210	Organic Chemistry I	5
CHEM 211	Organic Chemistry II	5
MATH 265	Differential Equations	3
PHYS 151	Principles of Physics I	4
PHYS 152	Principles of Physics II	4
PHYS 253	Principles of Physics III	4

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 for CHEM 100 if taken after CHEM 108 or 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: Credit for CHEM 102 or CHEM 104. No credit if taken after CHEM 210.

CHEM 104: Chemistry of Living Things (Introduction to General, Organic, and Biochemistry)

Units: 5

Prerequisites: None

Advisory: High School level math skills.

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 the concepts of skills of the chemistry of living organisms, with 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. This course includes both lecture and laboratory components, and meets the needs of many students planning to transfer in nursing and other health-related fields (check with program advisor or transfer institution for specific information on transferability). UC CREDIT LIMITATION: Credit for CHEM 102 or CHEM 104. No credit if taken after CHEM 102.



CHEM 108: Preparatory Chemistry

Units: 3

Prerequisites: MATH 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.

Corequisite: MATH 101 or MATH 101B 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 course is designed to prepare the science major with the skills and background necessary to succeed in CHEM 110, General Chemistry. The scientific method is used to teach students how theories evolve and how data that supports the theories are acquired and analyzed. It concentrates on developing both analytical and reasoning skills, via problem-solving and establishing cause and effect. Topics include historical development of chemistry, graphing and measurements, dimensional analysis, atomic theory, nomenclature, quantum theory, stoichiometry, chemical reactions, the Kinetic Molecular Theory of Gases, bonding theory, Lewis structures, and the relationship between chemistry and society. UC CREDIT LIMITATION: Credit for CHEM 100, CHEM 103, CHEM 103L, or CHEM 108. No credit for CHEM 100, CHEM 103 or CHEM 103L if taken after CHEM 108 or 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 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.

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.

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.

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 ketones, 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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1905.00)

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.

Repeatability Rule: May be taken for a total of 3 units.

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

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

Department Chair: Penny Skemp

Department: Child Development

Dean: Al Taccone

Office: Building 3100,
760.795.6871

www.miracosta.edu/CHLD

Full-Time Faculty

Sheri Schonleber
Penny Skemp
Mark Whitney



Associate Degrees

Associate in Arts Degree

Child Development

The Child Development Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in child development. 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:		
BIO 100	General Biology (Lecture and Lab)	4
or BIO 101 & BIO 101L	General Biology and General Biology Laboratory	
CHLD 105	Program Planning and Curriculum Methods	3
CHLD 113	Child and Adolescent Growth and Development	3
CHLD 200	Observation & Assessment in Early Childhood	3
CHLD 210	Child, Family, and Community	3
PSYC 101	General Psychology	3
or PSYC 101H	General Psychology (Honors)	
PSYC/SOC 145	Psychology/Sociology of the Family	3

SOC 101	Introduction to Sociology	3
or SOC 101H	Introduction to Sociology (Honors)	
Total Units		25

Associate in Arts Degrees

- Child Development Associate Teacher**
- Child Development Entrepreneurship**
- 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). 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 seven 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.

Note: Not all child development courses are transferable. Students transferring to MiraCosta are required to complete at least one semester of internship here to meet certificate requirements.

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	Program Planning and Curriculum Methods	3
CHLD 112	Child Growth and Development	3
or CHLD 113	Child and Adolescent Growth and Development	
CHLD 205	Health and Safety Issues in Childhood	3
CHLD 210	Child, Family, and Community	3
Select at least 6 elective units from the following:		6
CHLD 106	Educational Play: Materials	
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 170	Food and Nutrition for 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 Entrepreneurship

This certificate is designed specifically for students who want to own and operate a child care center or have an in-house child care business. This certificate exceeds the minimum state requirements and adds the necessary business courses to start and successfully run a small business; however, students must obtain 4 years of preschool teaching experience for eligibility to run and operate a child care center.

Required courses:		
CHLD 105	Program Planning and Curriculum Methods	3
CHLD 109	Child Behavior and Guidance	3
CHLD 111	Programs for Infants and Toddlers	3
CHLD 112	Child Growth and Development	3
or CHLD 113	Child and Adolescent Growth and Development	
CHLD 205	Health and Safety Issues in Childhood	3
CHLD 210	Child, Family, and Community	3
CHLD 250	Administration of Child Development Programs	3
CHLD 271	Administration Internship	3
BUS 130	Small Business Management	3

or BUS 170 & BUS 171	Entrepreneur I and Entrepreneur II	
BUS 132	Marketing	3
or BUS 140	Legal Environment of Business	
BUS 136	Human Relations in Business	3
or BUS 131	Management Principles	
BUS 138	Advertising and Promotion	3
or BUS 135	Personal Selling	
CSIT 110	Computer Applications	3
Total Units		39

Experience: Students interested in owning/operating their own child care business need a minimum of 4 years' teaching experience regulated by Title 22. Currently, there are no experience requirements for those students who want to own/operate a child care center in their homes.

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	Program Planning and Curriculum Methods	3
CHLD 106	Educational Play: Materials	3
CHLD 109	Child Behavior and Guidance	3
CHLD 112	Child Growth and Development	3
or CHLD 113	Child and Adolescent Growth and Development	
CHLD 200	Observation & Assessment in Early Childhood	3
CHLD 205	Health and Safety Issues in Childhood	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	
CHLD 170	Food and Nutrition for Children	

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	Program Planning and Curriculum Methods	3
CHLD 106	Educational Play: Materials	3
CHLD 109	Child Behavior and Guidance	3
CHLD 112	Child Growth and Development	3
or CHLD 113	Child and Adolescent Growth and Development	
CHLD 200	Observation & Assessment in Early Childhood	3
CHLD 205	Health and Safety Issues in Childhood	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
CHLD 271	Administration 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	

Total Units 39

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	Program Planning and Curriculum Methods	3
CHLD 106	Educational Play: Materials	3
CHLD 109	Child Behavior and Guidance	3
CHLD 112	Child Growth and Development	3
or CHLD 113	Child and Adolescent Growth and Development	
CHLD 200	Observation & Assessment in Early Childhood	3
CHLD 205	Health and Safety Issues in Childhood	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 170	Food and Nutrition for 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.		
Total Units		43

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	Program Planning and Curriculum Methods	3
CHLD 109	Child Behavior and Guidance	3
CHLD 205	Health and Safety Issues in Childhood	3
CHLD 230	Parent / Teacher Partnerships	3
CHLD 240	Children with Special Learning Needs	3
CHLD 270	Preschool Teacher Internship	3
CHLD 111	Programs for Infants and Toddlers	3
or CHLD 212	Advanced Issues in Infant-Toddler Care	
CHLD 112	Child Growth and Development	3
or CHLD 113	Child and Adolescent Growth and Development	
CHLD 210	Child, Family, and Community	3
Total Units		27

**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	Child Growth and Development	3
or CHLD 113	Child and Adolescent Growth and Development	
CHLD 210	Child, Family, and Community	3
Select at least 6 elective units from the following:		6
CHLD 105	Program Planning and Curriculum Methods	
CHLD 106	Educational Play: Materials	
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 170	Food and Nutrition for Children	
CHLD 205	Health and Safety Issues in Childhood	
Total Units		12

Courses

CHLD 105: Program Planning and Curriculum Methods

Units: 3
Prerequisites: None
Acceptable for Credit: CSU
Lecture 3 hours. (1305.80)

Designed for teachers of young children, this course offers an in-depth study of program planning, organizing instruction, and writing of learning plans. Explores the theory and practice behind curriculum development in early childhood settings, including philosophy, goals, and objectives. Discusses activities and materials along with planning the appropriate environment and daily schedules. Consideration will be given to adaptations accounting for cultural and developmental diversity.

CHLD 106: Educational Play: Materials

Units: 3
Prerequisites: None
Lecture 3 hours. (1305.00)

Course is designed for the development of play materials and activities for young children. An overview of current theories and philosophies of play is given. Main focus of course is making appropriate play materials and designing and implementing developmentally and culturally appropriate curriculum based on observation and authentic assessment of young children. Curriculum areas include creative arts, science and technology, mathematics, music and movement, language arts and literacy, nutrition and health, social studies and anti-bias curriculum, and transition activities.

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
Lecture 3 hours. (1305.90)

This course is specifically designed for caregivers of infants and toddlers to enable them to meet state licensing requirements for child development hours. The class will focus on the growth and development of the child, birth through three years of age, and various home and center-based programs offered to this age group. Topics will include physical caregiving and early learning activities, setting up environments, accommodating individual differences, and working with parents and families.

CHLD 112: Child Growth and Development

Units: 3
Prerequisites: None
Advisory: Eligibility for ENGL 100.
Enrollment Limitation: Not open to students with credit in PSYC 112.
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 CHLD 121/PSYC 121.

CHLD 113: Child and Adolescent Growth and Development

Units: 3
Prerequisites: None
Advisory: Eligibility for ENGL 100.
Enrollment Limitation: Not open to students with credit in PSYC 113.
Acceptable for Credit: CSU, UC Credit limitation
Lecture 3 hours. (1305.00)

Study of the child from conception through adolescence. Principles of human development within cultural and family contexts, with emphasis on cognitive, physical, social, and emotional development, both typical and atypical. Consideration of scientific methods, theoretical perspectives, special needs, and the development of skills leading to optimal interaction in adult-child relationships. UC CREDIT LIMITATION: Credit for CHLD 112, CHLD 113, or CHLD 121/PSYC 121.

CHLD 121: Human Development

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in PSYC 121.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1305.00)

The psychological and physical development of the individual from conception through childhood, adolescence, and maturity. Major theories of intellectual, physical, emotional, and social development presented. Emphasis is on the interdependence of various periods of the individual's life. Consideration of scientific methods, behavioral disorders, death, and spirituality. Understand the diversity that exists in our culture during one's life span. UC CREDIT LIMITATION: Credit for CHLD 112, CHLD 113, or CHLD 121/PSYC 121.

CHLD 130: Science and Math for Young Children

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.00)

Development of an early childhood science and mathematics curriculum. Planning and implementation of developmentally and culturally appropriate activities, materials, teaching methods, and environments for math and science.

CHLD 140: Language and Literacy in Early Childhood

Units: 3

Prerequisites: None

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

Lecture 3 hours. (1305.00)

Developing aesthetic and perceptual awareness in the young child through exploration of various art media and developmentally appropriate activities and experiences. Developmental stages in creative expression of young children will be examined.

CHLD 160: Music and Movement for Young Children

Units: 3

Prerequisites: None

Lecture 3 hours. (1305.00)

Development of an early childhood music and movement curriculum. Planning and implementation of developmentally and culturally appropriate activities, materials, teaching methods, and environments for music and movement.

CHLD 170: Food and Nutrition for Children

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.00)

Examines the nutrient needs through the life cycle with emphasis on prenatal and early childhood. Application of nutrition practices in various child care settings, including menu planning, food purchasing, basic principles of food sanitation, and involvement of the children in nutrition-related activities.

CHLD 200: Observation & Assessment in Early Childhood

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (1305.00)

This course provides a framework to introduce appropriate observation, documentation and assessment strategies with children in early childhood settings in order to inform analysis and planning. The course focuses on the appropriate use of multiple assessment strategies to document child growth, play, and learning and develop partnerships with families. Standards-based assessment is used to inform teaching practices and to insure developmentally appropriate curriculum.

CHLD 205: Health and Safety Issues in Childhood

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (1305.00)

This course is designed to give those who care for children an overview of health and safety issues. Students will be certified in CPR and First Aid training. Common childhood illnesses and diseases will be presented. This course also covers child abuse, its treatment and prevention, along with reporting procedures. Issues in cultural and developmental diversity as related to typical and atypical child development and child health and safety will be examined.

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 focuses on processes and results of the child's integration into the social world of family and community. It includes child behavior and development as they are shaped by the family and social institutions along with understanding cultural and developmental diversity in society and their impact on teaching, parenting, and family relations.

CHLD 212: Advanced Issues in Infant-Toddler Care

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU
 Lecture 3 hours. (1305.90)

This course is specifically designed for caregivers of infants and toddlers to enable them to meet licensing requirements for child development hours. It will focus on the growth and development of children birth through three years of age. Topics will include issues in group care; communication skills; adapting curriculum; and the design, implementation, and evaluation of developmentally appropriate, individually responsive, and culturally sensitive environments for infants and toddlers.

CHLD 230: Parent / Teacher Partnerships

Units: 3
 Prerequisites: None
 Lecture 3 hours. (1305.00)

Role of pre-school teacher/administrator in establishing effective relationships with parents in the school setting. Developing skills and techniques in parent-teacher conferencing, home-school communication, parent education, group contacts with parents, and parent involvement in early childhood education. Cultural and developmental diversity will be examined in relation to parent and family contact. Also covers understanding parenting styles, family dynamics, and community resources and support systems.



CHLD 240: Children with Special Learning Needs

Units: 3
 Prerequisites: None
 Lecture 3 hours. (1305.20)

This course focuses on learning to work with children with disabilities and other special learning needs and their families in inclusive early childhood educational settings. It will include an exploration of the characteristics of young children with disabilities and other special learning needs, impacts on the family, types of educational and other programs/services that are available, modification of the educational environment, individualizing curriculum, approaches to assessment, inclusion, cultural competence, and future trends. Although the course will focus on young children, resources will be available regarding older children and youth with special learning needs.

CHLD 245: Adult Supervision/Mentor Teacher

Units: 3
 Prerequisites: None
 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.

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 271: Administration Internship

Units: 3

Prerequisites: None

Corequisite: Must be enrolled in 3 units in addition to Internship Studies. Must complete 180 hours of non-paid or 225 hours of paid work.

Acceptable for Credit: CSU
(1305.80)

This course provides practical experience for students interested in directing early childhood education programs as well as for beginning directors who want to work with a mentor. Under the guidance of either an on-campus or designated off-campus child care center director, student interns develop skills in staff supervision, fiscal management, curriculum planning and evaluation, program policies and procedures, staff-family partnerships, and public relations.

CHLD 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(1305.00)

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

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (1305.00)

Designed to expose students to a variety of curriculum topics not covered in our current course selection. Designed to meet special needs as they arise within the Child Development program.

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.

Repeatability Rule: May be taken for a total of 3 units.

Acceptable for Credit: CSU

Laboratory 3 hours.

Laboratory 6 hours.

Laboratory 9 hours.

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: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(1305.00)

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

Department Chair: Lilia Vidal

Department: International Languages

Dean: Dana Smith

Office: Building 4600,
760.795.6873

www.miracosta.edu/CHNS

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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1107.00)

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 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

Department Chair: Neil Moura **Department:** Communication Studies

Dean: Dana Smith

www.miracosta.edu/COMM

Office: Building 3100,
760.795.6871

Full-Time Faculty

Sam Arenivar
Leola McClure
Neil Moura

Anthony Ongyod
Eric Robertson

Associate Degree

Associate in Arts - Transfer Degree Communication Studies

The Communication Studies Program provides students with a theoretical and methodological foundation of the nature of communication in its various contexts as well as the uses, effects, and relevancy of communication in their own lives.

The program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in communication. 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.

Students completing this degree are guaranteed admission to the CSU system but not to a particular campus or major. This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. (See Transferring Course Work for more information.) Students should consult with a MiraCosta counselor for admission requirements specific to their intended transfer university.

Required Core:

COMM 101 Oral Communication 3

Category A: Two of the following three courses. 6

COMM 106 Group Communication

COMM 207 Interpersonal Communication

COMM 212 Argumentation

Category B: Two of the following four courses. 6

COMM 111 Oral Interpretation of Literature

COMM 120 Principles of Human Communication

COMM 215 Intercultural Communication

COMM 220 Introduction to Mass Communication

Category C: One of the following courses. 3-4

Any single COMM course not used for Category A or B

ANTH 102 Cultural Anthropology

or ANTH 102F Cultural Anthropology (Honors)

COMM 135 Gender Studies in Communication

DRAM 110 Voice and Diction

PSYC 100 Introduction to Psychology

PSYC/SOC 104 Statistics for Behavioral Science

SOC 101 Introduction to Sociology

or SOC 101H Introduction to Sociology (Honors)

Total Units 18-19

Courses

COMM 101: Oral Communication

Units: 3
 Prerequisites: None
 Advisory: Eligibility for ENGL 100.
 Acceptable for Credit: CSU, UC
 Lecture 3 hours. (1506.00)

Training in the basic principles of oral expression: selection and research on subjects, organization and support of ideas, experience in the development and delivery of 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.

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.

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)

An examination of the communication patterns typically exhibited by men and women, this course 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.

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.

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.

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 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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1506.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

COMM 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1506.00)

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

Department Chair: June Porto **Department:** Computer Science

Dean: Al Taccone

www.miracosta.edu/CS

Office: Building 4800,
760.795.6841

Full-Time Faculty

June Porto



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	Calculus and Analytic Geometry I	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	3
MATH 265	Differential Equations	3
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). 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
CS 112	Introduction to Computer Science II: Java	3
CS 113	Basic Data Structures and Algorithms	3
CS 130	Fundamentals of Scripting Languages	3
CS 150	C++ Programming	3
CS 151	Advanced C++ Programming	3
Select at least 6 elective units from the following:		6
CS 107	Introduction to Object-Oriented Programming	
CS 134	Mobile Device Application Development	
CS 138	Programming with Python	
CS 140	Visual Basic Programming	
CS 141	Fundamentals of Game Programming	
CS 220	Computer Architecture and Assembly Language	
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++. (Formerly CIS 107.) UC CREDIT LIMITATION: No credit if taken after CS 111.

CS 111: Introduction to Computer Science I: Java

Units: 3

Prerequisites: None

Advisory: MATH 101 OR MATH 101A and MATH 101B.

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: None

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 140: Visual Basic Programming

Units: 3

Prerequisites: None

Advisory: MATH 101 or MATH 101A and MATH 101B.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0707.10)

This course guides students through all aspects of Visual Basic programming while developing Windows applications. Students design and develop programs using an object-oriented approach, and they create windows with familiar elements, such as menus, text boxes, command buttons, option buttons, check boxes, and scroll bars, using Visual Basic tools. Topics include event handling and database integration.

CS 141: Fundamentals of Game Programming

Units: 3

Prerequisites: CS 111 or CS 150.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0707.10)

This course introduces the fundamental techniques, concepts, process(es), and technologies of computer game programming. Using Java, C++, or Python as the programming language of choice, the course covers the basic building tools for games as well as the process for game development, programming, and production.

CS 150: C++ Programming

Units: 3

Prerequisites: None

Advisory: MATH 101 or MATH 101A and MATH 101B.

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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(0707.10)

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: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(0707.10)

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

Department Chair: Steve Isachsen

Dean: Al Taccone

www.miracosta.edu/computerstudies

Department: Computer Studies & Information Technology

Office: Building 4800, 760.795.6841

Full-Time Faculty

Steve Isachsen
Martin Parks

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). 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	Introduction to Windows for Business and Power Users	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	Internet Presence for the Small and Medium Business	
CSIT 155	Web 2.0	
CSIT 190	Industry Certification	
CS 107	Introduction to Object-Oriented Programming	
BUS 290	Business Communication	
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	Introduction to Windows for Business and Power Users	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	
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	Web 2.0	
CSIT 160	Technology, the Individual, and Society	
CSIT 190	Industry Certification	
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:		
BOT 106	Introduction to Office Technology	3
CS 107	Introduction to Object-Oriented Programming	3
CSIT 110	Computer Applications	3
CSIT 120	Fundamentals of Computer Information Systems	3
One of the following: 3		
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	Internet Presence for the Small and Medium Business	
CSIT 149	Introduction to Windows for Business and Power Users	
CSIT 155	Web 2.0	3
CSIT 160	Technology, the Individual, and Society	3
CSIT 171	Fundamentals of Computer Networks and Security	4
CSIT 195	Computer Studies Portfolio Development	1
MAP 100	Introduction to Administrative Medical Assisting	3
Total Units		29

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	Internet Presence for the Small and Medium Business	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 171	Fundamentals of Computer Networks and Security	
CSIT 174	TCP/IP and Network Infrastructure	
MAT 225	Dynamic Web Development	
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
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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	Introduction to Windows for Business and Power Users	
CSIT 155	Web 2.0	
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	Internet Presence for the Small and Medium Business	

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	Web 2.0	3
CSIT 160	Technology, the Individual, and Society	3
Total Units		9

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. (Formerly CIS 100.) 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. (Formerly CIS 105.)

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: Internet Presence for the Small and Medium Business

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0709.10)

This course teaches the principles and technologies involved in 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 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. (Formerly CIS 191.)

CSIT 149: Introduction to Windows for Business and Power Users

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. (Formerly CIS 185.)

CSIT 155: Web 2.0

Units: 3

Prerequisites: None

Advisory: CSIT 105.

Acceptable for Credit: CSU

Lecture 3 hours. (0702.10)

This course examines Web 2.0 with a focus on Web applications and services that facilitate creativity, collaboration, and information sharing among users. It explores historical development as well as emerging trends. Students preview as well as learn to manipulate the most significant various Web 2.0 applications and services, such as wikis, mashups, folksonomies, blogs, podcasts, social media, video sharing, and social networks.

CSIT 160: Technology, the Individual, and Society

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

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.

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. (Formerly CIS 141.)

CSIT 172: Windows Networking Environment

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in CIS 188 or 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. (Formerly CIS 142.)

CSIT 173: Desktop Support

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in CIS 193 or 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. (Formerly CIS 143.)

CSIT 174: TCP/IP and Network Infrastructure

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in CIS 198 or 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. (Formerly CIS 144.)

CSIT 175: Linux Networking Environment

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in CIS 199 or 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. (Formerly CIS 145.)

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 190: Industry Certification

Units: 1

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour. (0702.00)

This course provides students with information and practice to prepare for industry certification exams. Students choose a module related to certification exams in the following discipline areas: administrative professional, computer applications, networking, medical coding, medical billing, medical language specialist, programming. Modules present information on test taking, test presentation, time management, and practice exams.

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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(0702.00)

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. (0702.00)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content will be determined by participating faculty members in consultation with students and the community.

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.

Repeatability Rule: May be taken for a total of 3 units.

Acceptable for Credit: CSU

Laboratory 3 hours.

Laboratory 6 hours.

Laboratory 9 hours.

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 CIS 298)

CSIT 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(0702.00)

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

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

Department Chair: Hilda Gomez-Zinn

www.miracosta.edu/COUN

Department: Counseling**Office:** Building 3700,
760.795.6670

Full-Time Faculty

Adrean Askerneese
Michael Deaton
Hilda Gomez-Zinn
Wendy HortonLuke Lara
Marjorie Lee
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

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.

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 105: Transfer Success

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC

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.

COUN 110: College Success Skills

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (4930.13)

College Success Skills is a course designed to provide students with a formula for personal and academic success. Students will develop their own plan through research and self-evaluation. Students will learn how to access and use print and electronic information resources. Students will assess their career and academic goals, select majors, and develop student education plans. Topics covered will include creative goal setting, academic and life management, college and community resources, health maintenance, stress management, library and information resources, diversity awareness, time management, memory techniques and learning styles. This course is recommended for new and re-entry students.

COUN 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(4930.12)

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: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (4930.13)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

Dance

The Dance Program examines dance choreography, performance, and aesthetic in diverse dance styles and techniques. 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

Department Chair: Dave Massey

Department: Dance

Dean: Dana Smith

Office: Building 2000,
760.795.6816

www.miracosta.edu/DNCE

Full-Time Faculty

Trisha Hanada-Rogers
Dave Massey



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 154	Ballet II	1.5
DNCE 160	Rehearsal and Performance	1.5

or DNCE 162	Dance Arts Ensemble	
DNCE 168	Jazz Dance II	1.5
DNCE 178	Modern Dance II	1.5
DNCE 185	Choreography I	3
One of the following:		3
DNCE 100	Dance Appreciation	
DNCE 101	Dance History	
DNCE 105	Dance Cultures of the World	
Select 10 elective units from the following:		10
DNCE 140	Ballroom Dance I	
DNCE 143	Ballroom Dance II	
DNCE 146	Latin Dance I	
DNCE 147	Latin Dance II	
DNCE 152	Ballet I	
DNCE 158	Dance Stretch	
DNCE 159	Pilates Mat Work I	
DNCE 161	MiraCosta College Show Choir	
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 179	Musical Theatre Dance	
DNCE 183	Commercial Dance	
DNCE 186	Choreography II	
DNCE 191	Tap Dance I	
DNCE 193	Tap Dance II	
DNCE 260	Dance Touring Ensemble	
DNCE 266	Jazz Dance III	
DNCE 288	Dance Pedagogy	
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. Students may choose to specialize in specific dance styles, including ballet, modern, jazz, tap, or ballroom.

Required courses:

DNCE 154	Ballet II	1.5
DNCE 162	Dance Arts Ensemble	1.5
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
Select 13 elective units from the following:		13
DNCE 140	Ballroom Dance I	
DNCE 143	Ballroom Dance II	
DNCE 146	Latin Dance I	
DNCE 147	Latin Dance II	
DNCE 154	Ballet II	
DNCE 159	Pilates Mat Work I	
DNCE 160	Rehearsal and Performance	
DNCE 163	Creative Dance and Improvisation	
DNCE 168	Jazz Dance II	
DNCE 169	Introduction to World Dance Forms	
DNCE 171	Selected World Dance	
DNCE 179	Musical Theatre Dance	
DNCE 183	Commercial Dance	
DNCE 191	Tap Dance I	
DNCE 193	Tap Dance II	
DNCE 260	Dance Touring Ensemble	
DNCE 266	Jazz Dance III	
DNCE 292	Internship Studies (*)	
Total Units		27

* DNCE 292 may be taken in any unit combination (.5-3) and repeated up to three times to total 3 units.

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	
Total Units		16

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 I

Units: 1

Prerequisites: None

Repeatability Rule: Allow four completions in any combination of DNCE 140, DNCE 143.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This course introduces beginning principles, techniques, and steps of ballroom dances, such as the fox-trot, waltz, and swing. Topics include correct alignment, timing, body positions, footwork, spatial concepts, terminology, and partnering techniques. Students are required to attend a live dance performance.

DNCE 143: Ballroom Dance II

Units: 1

Prerequisites: None

Advisory: DNCE 140

Repeatability Rule: Allow four completions in any combination of DNCE 140, DNCE 143.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This continued study of ballroom dance principles and technique focuses on intermediate-level ballroom dances, including the tango, slow waltz, Viennese waltz, jitterbug swing and lindy hop. Topics emphasize styling and musicality and vary each semester. Students are required to attend a live dance performance.

DNCE 146: Latin Dance I

Units: 1

Prerequisites: None

Repeatability Rule: Allow four completions in any combination of DNCE 146, DNCE 147.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This course introduces beginning principles, technique, and steps in Latin dance and focuses on the salsa, cha cha, and merengue. Topics include correct alignment, timing, footwork, spatial concepts, terminology, and partnering techniques. Students are required to attend a live dance concert.

DNCE 147: Latin Dance II

Units: 1

Prerequisites: None

Advisory: DNCE 146

Repeatability Rule: Allow four completions in any combination of DNCE 146, DNCE 147.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This continued study of Latin dance principles and technique focuses on intermediate Latin dances, including rumba, samba, and mambo. Topics emphasize styling and musicality and vary each semester. Students are required to attend a live dance concert.

DNCE 152: Ballet I

Units: 1.5

Prerequisites: None

Repeatability Rule: Allow four completions in any combination of DNCE 152, DNCE 154, DNCE 252.

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.

DNCE 154: Ballet II

Units: 1.5

Prerequisites: None

Advisory: DNCE 152.

Repeatability Rule: Allow four completions in any combination of DNCE 152, DNCE 154, DNCE 252.

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.

DNCE 157: Pilates Apparatus I

Units: 1

Prerequisites: None

Corequisite: DNCE 159

Repeatability Rule: Allow four completions in any combination of DNCE 157, DNCE 257.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 0.50 hour, laboratory 1.50 hours. (1008.00)

This course, on the Universal Reformer, is based on the exercises and concepts of the techniques developed by Joseph Pilates. It will include Pilates-based work on the Universal Reformer. The exercises will develop and improve body alignment, strength, flexibility, control, coordination, and breathing. It will also aid in correcting imbalances or dance/sports injuries. The course includes beginning and beginning/intermediate levels of instruction. 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. 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.

DNCE 159: Pilates Mat Work I

Units: 1

Prerequisites: None

Repeatability Rule: Allow four completions in any combination of DNCE 159, DNCE 259.

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 resulting in improved strength, flexibility, control, coordination, body alignment, and breathing. Included in the course are basic Pilates principles developing a kinesiological awareness for improved dance/sports technique and performance. Development proceeds from basic to more difficult and demanding techniques with each section. 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. Students experience different choreography, musical accompaniment, and dance styles each semester the course is offered. (May be repeated three times.)

DNCE 161: MiraCosta College Show Choir

Units: 1.5

Prerequisites: None

Corequisite: MUS 162

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 3 hours. (1008.00)

Show Choir performs songs and dances in a variety of genres, including country, pop, rock, show tunes, and other musical and dance styles. Students learn choreographic sequences in conjunction with learning the music repertoire for performances throughout the semester. Students experience different choreography, musical accompaniment, and dance styles each semester the course is offered. (May be repeated three times; formerly DNCE 297-1.)

DNCE 162: Dance Arts 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 provides the opportunity to rehearse and perform works choreographed by faculty and/or artist-in-residence 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 three times.)

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. Creative movement is explored through various stimuli such as music, sound, text, art, etc., which leads to the acquisition of basic improvisational skills.

DNCE 166: Jazz Dance I

Units: 1.5

Prerequisites: None

Repeatability Rule: Allow four completions in any combination of DNCE 166, DNCE 168, DNCE 266.

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.

DNCE 168: Jazz Dance II

Units: 1.5

Prerequisites: None

Advisory: DNCE 166

Repeatability Rule: Allow four completions in any combination of DNCE 166, DNCE 168, DNCE 266.

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.

DNCE 169: Introduction to World Dance Forms

Units: 1

Prerequisites: None

Repeatability Rule: Allow four completions in any combination of DNCE 169, DNCE 171.

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.

DNCE 171: Selected World Dance

Units: 1

Prerequisites: None

Repeatability Rule: Allow four completions in any combination of DNCE 169, DNCE 171.

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

Repeatability Rule: Allow four completions in any combination of DNCE 176, DNCE 178.

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.

DNCE 178: Modern Dance II

Units: 1.5

Prerequisites: None

Advisory: DNCE 176

Repeatability Rule: Allow four completions in any combination of DNCE 176, DNCE 178.

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.

DNCE 179: Musical Theatre Dance

Units: 1-2

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC

Laboratory 3 hours.

Laboratory 4.50 hours.

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. (May be repeated three times.)

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. The student's development proceeds from basic to more difficult and demanding techniques upon each repetition. Students are required to attend a live dance performance. (May be repeated three times.) 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.

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

Repeatability Rule: Allow four completions in any combination of DNCE 191, DNCE 193.

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.

DNCE 193: Tap Dance II

Units: 1.5

Prerequisites: None

Advisory: DNCE 191

Repeatability Rule: Allow four completions in any combination of DNCE 191, DNCE 193.

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.

DNCE 257: Pilates Apparatus II

Units: 1.5

Prerequisites: DNCE 157.

Repeatability Rule: Allow four completions in any combination of DNCE 157, DNCE 257.

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. Students develop increased proficiency and skill attainment with each repetition. 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.

Repeatability Rule: Allow four completions in any combination of DNCE 159, DNCE 259.

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. Students develop increased proficiency and skill attainment with each repetition. 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 dance ensemble rehearsal and performance. The MiraCosta College Dance Touring Ensemble participates in concerts and festivals on campus and throughout the community and region. Students experience different repertoire each semester the course is offered. (May be repeated three times; formerly DNCE 297-2.)

DNCE 266: Jazz Dance III

Units: 1.5

Prerequisites: None

Advisory: DNCE 168

Repeatability Rule: Allow four completions in any combination of DNCE 166, DNCE 168, 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 terminology, warm-up center floor, on-the-diagonal combinations, and dance combinations center floor. Students develop increased proficiency and skill attainment with each repetition.

DNCE 288: Dance Pedagogy

Units: 2

Prerequisites: DNCE 152, DNCE 166, or DNCE 176.

Acceptable for Credit: CSU, UC

Lecture 1 hour, laboratory 3 hours. (1008.10)

This course is for dancers with a strong understanding of dance technique and aesthetics. It 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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(1008.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

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.

Repeatability Rule: May be taken for a total of 3 units.

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: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1008.00)

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 Drafting Technology

The Design Drafting Technology Program offers courses for students who plan on transferring to a four-year institution, who have an interest in a drafting-related career, or who are working in the field and desire training. Courses are also offered for those who may not be pursuing a career in design and drafting, but who have an interest in, or need to understand, graphic communication. Career paths include work for 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

Department Chair: Paul Clarke

Department: Design

Dean: Al Taccone

Office: Building 4600,
760.795.6973

www.miracosta.edu/DRAF

Full-Time Faculty

Paul Clarke
David Parker

Associate Degrees



Associate in Arts Degrees

Computer-Aided Design and Drafting; Computer-Aided Drafting; Electro-Mechanical Drafting

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 the specific degree or certificate they wish to earn.

Certificates

The Design Drafting Technology certificates are designed to prepare students for employment as drafters, computer-aided design technicians, and designers in governmental planning agencies, private architectural and engineering design firms, and for-profit industrial and manufacturing companies. Students may choose from six different certificates to meet their individual career aspirations and interests. With careful planning, students can earn more than one certificate in as little as two semesters. Courses in the certificate programs are also appropriate for contractors, inventors, designers, homeowners, entrepreneurs, architects, and engineers.

Certificate of Achievement

Computer-Aided Design and Drafting

This certificate provides a solid foundation in computer-aided design and drafting (CADD). In addition to the common core of CADD-related courses, students select and complete all of the required and elective courses in their chosen emphasis area. The areas of emphasis are Architecture, Engineering, and Landscape. Upon completion of this program, students are prepared to secure entry-level support positions in a variety of local industries or to continue their education. Typical job titles of students completing this certificate include Designer, CAD Technician, Design Drafter, and AutoCAD Designer.

This certificate consists of 15 units of required courses and 11-13 elective units within one area of emphasis: Architecture, Engineering, or Landscape.

Required courses:		
DRAF 101	AutoCAD Computer-Aided Drafting I	4
DRAF/ENGR 110	Graphics Communication	4
DRAF 201	Advanced Computer-Aided Drafting Using AutoCAD	4
DRAF 203	SolidWorks 3D Solid Modeling I	3
Completion of one area of emphasis listed below.		11-13
Total Units		26-28

Emphasis in Architecture

Completion of above mentioned required courses			15
ARCH 101	Architectural Drawing		3
ARCH 102	Architectural Design I		3
DRAF/ARCH 207	AutoDesk Revit Building 3D CAD		2
Select one elective course for architecture:			3
ARCH 103	Architectural Communications		
MAT 110/ ART 247	Digital Imaging 1: Adobe Photoshop		
MAT 170/ ART 248	Digital Imaging 2: Adobe Illustrator		
DRAF 136	Fundamentals of Design		
Total Units			26

Emphasis in Engineering

Completion of above mentioned required courses			15
DRAF/ENGR 111	Engineering Design Graphics		4
DRAF 120	Manufacturing Processes		4
DRAF 204	SolidWorks 3D Solid Modeling II		3
Select one elective course for engineering:			2-3
DRAF 136	Fundamentals of Design		
DRAF/ARCH 207	AutoDesk Revit Building 3D CAD		
MATH 130	Trigonometry		
Total Units			28-29

Emphasis in Landscape

Completion of above mentioned required courses			15
DRAF/ARCH 207	AutoDesk Revit Building 3D CAD		2
MAT 110/ ART 247	Digital Imaging 1: Adobe Photoshop		3
HORT 127	Landscape Design		3

Select one elective course for landscape:			3
MAT 170/ ART 248	Digital Imaging 2: Adobe Illustrator		
HORT 117	Plant Identification: Trees, Shrubs, and Vines		
HORT 126	Landscape Irrigation		
HORT 129	Beginning Computer-Aided Landscape Design		
Total Units			26

Certificate of Achievement

Computer-Aided Drafting

This certificate provides a solid foundation in computer-aided drafting. In addition to the common core of required courses, students select and complete all of the courses in their chosen emphasis area. The areas of emphasis are architecture, engineering, and landscape. Upon completion of this program, students are prepared to secure entry-level support positions in a variety of local industries or to continue their education. Typical job titles of students completing this certificate include Drafter, CAD Operator, AutoCAD Support Person, and CAD Technician.

This certificate consists of 15 units of required courses and 5–6 elective units within one area of emphasis: architecture, engineering, or landscape. Students should select an emphasis area and take all 5–6 units in that emphasis.

Required courses:		
DRAF 101	AutoCAD Computer-Aided Drafting I	4
DRAF/ENGR 110	Graphics Communication	4
DRAF 201	Advanced Computer-Aided Drafting Using AutoCAD	4
DRAF 203	SolidWorks 3D Solid Modeling I	3
Completion of one area of emphasis listed below.		5-6
Total Units		20-21

Emphasis in architecture

Completion of the above mentioned required courses			15
ARCH 101	Architectural Drawing		3
DRAF/ARCH 207	AutoDesk Revit Building 3D CAD		2
Total Units			20

Emphasis in engineering

Completion of the above mentioned required courses			15
DRAF/ENGR 111	Engineering Design Graphics		4
DRAF 204	SolidWorks 3D Solid Modeling II		3
Total Units			22

Emphasis in landscape

Completion of the above mentioned required courses		15
DRAF/ARCH 207	AutoDesk Revit Building 3D CAD	2
HORT 127	Landscape Design	3
Total Units		20

Certificate of Achievement

Electro-Mechanical Drafting

This certificate prepares students for entry-level jobs with companies and agencies involved in the design and/or manufacturing of mechanical objects and/or electro-mechanical devices and equipment. Students develop the skills required to understand and turn engineering design sketches into formal drawings for approval and production. Job titles of students who have completed this certificate include Drafter, Mechanical Drafter, Electro-Mechanical Drafter, and Mechanical Designer.

Required courses:

DRAF 101	AutoCAD Computer-Aided Drafting I	4
DRAF/ENGR 110	Graphics Communication	4
ENGR 111/111	Engineering Design Graphics	4
DRAF 120	Manufacturing Processes	4
DRAF 203	SolidWorks 3D Solid Modeling I	3
DRAF 204	SolidWorks 3D Solid Modeling II	3
Total Units		22

Certificate of Proficiency

Applied Design

This certificate provides students with skills that are fundamental to careers in professional interior and industrial design. The certificate 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.

This certificate consists of 10 units of required courses and 6–7 units of electives. Student should select an emphasis area and take 6–7 units in that emphasis.

Required courses:

ART 100	Drawing and Composition	3
DRAF 101	AutoCAD Computer-Aided Drafting I	4
DRAF 136	Fundamentals of Design	3

Completion of one area of emphasis listed below. 6-7

Total Units 16-17

Emphasis in interior design

Completion of the above mentioned required courses		10
Select two courses for emphasis in interior design:		6
ARCH 101	Architectural Drawing	
ARCH 102	Architectural Design I	
ART 260	History of Modern Art	
or ART 260H	History of Modern Art (Honors)	
Total Units		16

Emphasis in industrial design

Completion of the above mentioned required courses		10
Select two courses for emphasis in interior design:		6-7
DRAF/ENGR 110	Graphics Communication	
DRAF 203	SolidWorks 3D Solid Modeling I	
ART 223	Woodworking and Furniture Design	
Total Units		16-17

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:

Required courses:		
DRAF 101	AutoCAD Computer-Aided Drafting I	4
DRAF/ENGR 110	Graphics Communication	4
ARCH 101	Architectural Drawing	3
Total Units		11

Courses

DRAF 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. Students develop increased proficiency and skill attainment with each repetition. (May be repeated one time.)

DRAF 110: Graphics Communication

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in 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.

DRAF 111: Engineering Design Graphics

Units: 4

Prerequisites: DRAF 110 or ENGR 110.

Enrollment Limitation: Not open to students with credit in 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.

DRAF 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.

DRAF 136: Fundamentals of Design

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

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.

DRAF 201: Advanced Computer-Aided Drafting Using AutoCAD

Units: 4

Prerequisites: DRAF 101.

Corequisite: DRAF 101 if prerequisite not met.

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 3 hours. (0953.00)

A continuation of DRAF 101, this course will focus on applying advanced AutoCAD skills in the design process to create models, drawings, and related documentation for a wide variety of applications and industries. Topics include tolerancing, blocks, libraries, attributes, bills of materials, isometric drawings, plotting, solid modeling, and rendering. Skills in visualizing, creating, and editing three-dimensional shapes for modeling, testing, analysis, rapid prototyping, and marketing will be studied and applied. Emphasis will also be placed on improving productivity and presentation skills. (May be repeated one time.)

DRAF 203: SolidWorks 3D Solid Modeling I

Units: 3

Prerequisites: DRAF 101.

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 4.50 hours. (0953.00)

This course introduces design students to the basics of 3D parametric solid modeling, including part and assembly model creation, modification, and storage. From these models, students produce CAD drawings, renderings, and presentation media based on their understanding of end-user needs. Additional topics include sketching, the user interface, configurations, design tables, and rapid prototyping.

DRAF 204: SolidWorks 3D Solid Modeling II

Units: 3

Prerequisites: DRAF 203.

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 parametric solid modeling to students with prior modeling experience or course work. Building upon the fundamentals, students develop skill in creating weldments, sheet metal, surface models, mold designs, and advanced assembly models. The course emphasizes developing and refining modeling skills, improving productivity, enhancing presentation, and using analysis and simulation tools to solve design problems. Additional topics include file translation, advanced drawings, presentation assessment, and 3D printing.

DRAF 207: AutoDesk Revit Building 3D CAD

Units: 2

Prerequisites: None

Enrollment Limitation: Not open to students with credit in ARCH 207.

Lecture 1 hour, laboratory 3 hours. (0953.00)

Introduction to modeling the built environment using Revit software. Students will create and modify building models, produce presentations including renderings and animated walk-throughs, manipulate parametric objects, create schedules/ legends from the inclusive data base, and generate construction documents from the model.

DRAF 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(0953.00)

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.

DRAF 296: Topics in Drafting

Units: 1-3

Prerequisites: None

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. (0953.00)

A study of relevant topics in the discipline not covered on the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

DRAF 298: Directed Study in Drafting

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.

Repeatability Rule: May be taken for a total of 3 units.

Acceptable for Credit: CSU

Laboratory 3 hours.

Laboratory 6 hours.

Laboratory 9 hours.

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.

DRAF 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(0953.00)

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.

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

Department Chair: Eric Bishop **Department:** Theatre and Film

Dean: Dana Smith

Office: Building 2000,
760.795.6816

www.miracosta.edu/DRAM

Full-Time Faculty

Eric Bishop
Andrew Layton
Tracy Williams



She Loves Me, Spring 2011

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 120	Dramatic Literature (Ancient Greeks to Shakespeare)	3
or DRAM 121	Dramatic Literature (Restoration to Present)	
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		18

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 Degrees). 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 is an occupational certificate in Performing Arts Design and Technology in which the student learns the skills necessary in scenery, lighting, sound, and makeup in order to pursue a professional career in theatre, film, television, music, and/or dance.

Required courses:

DRAM 105	Introduction to Theatre	3
DRAM 139	Stage and Concert Management	3
DRAM 141	Stage Lighting	3
DRAM 253	Stage Makeup	3
DRAM 256	Stagecraft	3
DRAM 270	Rehearsal and Performance - Technical Theatre *	4
MUS 185	Sound Reinforcement I	2
Total Units		21

* To complete the DRAM 270 requirement, multiple sections must be taken in any unit combination to fulfill a total of 4 units.

Courses

DRAM 105: Introduction to Theatre

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Lecture 3 hours. (1007.00)

This survey course introduces the fundamental practices and creative processes in dramatic arts. Through experimentation and examination, students will gain greater insight and appreciation of the dramatic arts as an agent of change that is vital to the humanities. All aspects of theatre production and collaboration are covered through lecture, group discussion, and participation.

DRAM 109: Practicum of Voice and Diction

Units: 1
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Laboratory 3 hours. (1007.00)

This lab course covers the basics of vocal training. Students learn to improve voice projection, articulation, and expression through acting-oriented exercises and activities. (May be repeated two times.)

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)

Emphasizes training to improve the speaking voice in quality, flexibility, and effectiveness.

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 125: Beginning Acting Lab

Units: 1
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Laboratory 3 hours. (1007.00)

Students will learn the basics of acting: how to sustain a character in performance to function in an ensemble and to use techniques of acting. They will also learn about ensemble building and the art of theatre.

DRAM 126: Shakespearean Acting Lab

Units: 1
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Laboratory 3 hours. (1007.00)

This lab course will focus on the basics of classical acting techniques, including comprehension and delivery of Shakespeare's works. It will include ensemble work, exercises, games, and examining universal themes. (May be repeated two times.)

DRAM 130: Acting I

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Lecture 2 hours, laboratory 3 hours. (1007.00)

This course teaches the fundamentals of acting and techniques based on Stanislavski's principles. Emphasis on ability to express thought, emotion, and character through the effective use of voice, movement, and script analysis.

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 tour 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 two 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 offers an introduction to the skills and procedures involved in stage managing a theatrical, dance, or music production. Through hands-on experience, students will learn to develop the knowledge and skills involved in running a live performance. Students will learn how to prep and run rehearsals, create a production book and prompt script, run dimmer and sound checks, organize scenic shifts and call light, and sound cues in live performance. (May be repeated two times.)

DRAM 141: Stage Lighting

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1006.00)

This course teaches the basics of stage lighting for theatrical productions through instruction and practical experience. Students learn and implement proper lighting theory, lighting design, equipment use, and safety precautions. (May be repeated one time.)

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 offers an introduction to performance for the camera concerning the mediums of film, video, and television. Students will examine pragmatic approaches and techniques specifically required for each different medium to provide a comprehensive understanding of the relationship between performance and media. (May be repeated once.)

DRAM 149: Directing for the Stage

Units: 3

Prerequisites: DRAM 130.

Acceptable for Credit: CSU, UC

Lecture 2 hours, laboratory 3 hours. (1007.00)

This course offers an introduction to the fundamentals of directing for the stage where students experiment with directing techniques, acting, reading, and theatre exercises. Student directors make choices about themes, casting, focus of scenes, scripts, dramatic structure and script analysis, pacing, rhythm, and mood. Second and third semester directors direct public presentations. (May be repeated two times.)

DRAM 226: Advanced Performance Lab

Units: 1

Prerequisites: DRAM 126.

Enrollment Limitation: Audition if prerequisite not met.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1007.00)

This lab course will focus on advanced process and methodology, performance styles, and performance approaches to heightened language centered plays including the works of William Shakespeare, application of scansion and other verse analysis techniques, advanced soliloquy and scene work; project work coordinated with acting class curriculum. (Formerly DRAM 296-4; may be repeated two times.)

DRAM 231: Acting II

Units: 3

Prerequisites: DRAM 130.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (1007.00)

In-depth application of the techniques explored in Acting I with an emphasis on characterization, scene study, methodology, and process. Acting studies focus on performance from varied acting philosophies, styles, and genres. (May be repeated one time.)

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 two times.)

DRAM 253: Stage Makeup

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Lecture 2 hours, laboratory 3 hours. (1006.00)

This course will instruct students in the practical application of theatre makeup in a lab setting. Under close supervision, students engage in all phases of theatrical makeup. Students also plan and execute the makeup for college productions. (May be repeated two times.)

DRAM 256: Stagecraft

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Lecture 2 hours, laboratory 3 hours. (1006.00)

Technical problems of organizing a stage production. Practical applications center on construction of stage scenery for dramatic productions. (May be repeated three times.)

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 3 hours.
 Laboratory 6 hours.
 Laboratory 9 hours. (1007.00)

Composed of students who are assigned crew positions in the main stage productions. Emphasis is placed on the rehearsal process and culminates in public performances. (May be repeated three times.)

DRAM 271: Rehearsal and Performance - Acting

Units: 1-3
 Prerequisites: None
 Enrollment Limitation: Audition.
 Acceptable for Credit: CSU, UC
 Laboratory 3 hours.
 Laboratory 6 hours.
 Laboratory 9 hours. (1007.00)

This course is composed of students who are cast in main-stage, non-musical productions. Emphasis is placed on 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 3 hours.
 Laboratory 6 hours.
 Laboratory 9 hours. (1007.00)

This course is composed of students who are cast in the main-stage musical productions. Emphasis is placed on the rehearsal process and culminates in public performances. (May be repeated three times.)

DRAM 292: Internship Studies

Units: 0.5-3
 Prerequisites: None
 Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (1007.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

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.

Repeatability Rule: May be taken for a total of 3 units.

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: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1007.00)

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

Department Chair: Chris Metzler

www.miracosta.edu/EART

Department: Physical Sciences

Office: Building SAN 400,
760.795.7879

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

Department Chair: Herschel Stern

www.miracosta.edu/ECON

Department: Social Science

Office: Building 3100,
760.795.6871

Full-Time Faculty

Shafin Ali

Associate Degree

**Associate in Arts Degree
Economics**

The Economics Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in economics. 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:

ECON 101	Principles of Economics: MACRO	3
ECON 102	Principles of Economics: MICRO	3
MATH 115	Calculus with Applications	4-5
or MATH 150	Calculus and Analytic Geometry I	

Select 8 units from the following:	8
ACCT 201	Financial Accounting
ACCT 202	Managerial Accounting
MATH 103	Statistics
MATH 155	Calculus and Analytic Geometry II
MATH 260	Calculus and Analytic Geometry III
Total Units	18-19

Courses

ECON 100: Survey of Economics

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (2204.00)

A non-technical introduction to economics showing the application of basic economic principles to contemporary social issues and public policy. Designed for the non-major. UC CREDIT LIMITATION: No credit if taken after ECON 101 or ECON 102.

ECON 101: Principles of Economics: MACRO

Units: 3

Prerequisites: MATH 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.

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 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.

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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(2204.00)

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.

Repeatability Rule: May be taken for a total of 3 units.

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

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 counselor early in their first semester to identify courses that will meet requirements for their intended major and transfer institution.

Contact Information

Department Chair: Penny Skemp

Dean: Al Taccone

Department:

Office: Building 3100,
760.795.6871

Associate Degree

Associate in Arts Degree

Liberal Studies: Elementary (Multiple Subject) Teaching Preparation

This degree is designed for students who are interested in transferring to an elementary education program. The preparation for this degree includes general education requirements for an Associate in Arts degree. The Liberal Studies: Elementary (Multiple Subject) Teaching Preparation Program offers lower-division preparation for students who want to pursue a bachelor's degree. The program's primary focus is to prepare students for transfer to four-year elementary teacher programs.

Students planning to transfer to a university should meet with a MiraCosta College counselor to identify required courses and to develop a written educational plan for their targeted university. Students who complete the program requirements listed below (60 units) will meet MiraCosta's requirements for an Associate in Arts in Liberal Studies Elementary (Multiple Subject) Teaching Preparation.

Note: Many CSUs and UCs have unique admissions and preparation-for-the-major requirements beyond minimum requirements. Students should consult the individual university catalog, the website www.assist.org, and a MiraCosta counselor for further information and assistance.

Required courses:

Oral Communication. Select one course:	3
COMM 101 Oral Communication	
COMM 106 Group Communication	
COMM 207 Interpersonal Communication	
Written Communications.	4
ENGL 100 Composition and Reading	
Critical Thinking. Select one course:	3-4
COMM 212 Argumentation	
ENGL 201 Critical Thinking, Composition, and Literature	
or ENGL 201H Critical Thinking, Composition, and Literature (Honors)	
ENGL 202 Critical Thinking and Composition	
or ENGL 202F Critical Thinking and Composition (Honors)	
PHIL 100 Informal Logic and Critical Thinking	
Science.	10
BIO 100 General Biology (Lecture and Lab)	
or BIO 101 General Biology & BIO 101L and General Biology Laboratory	
EART 106 Earth and Space Science	
PHSN 106 Energy, Motion, and Matter: An Introduction to Physics and Chemistry	

Mathematics.

MATH 105	Concepts and Structures of Elementary Mathematics I	6
MATH 106	Concepts and Structures of Elementary Mathematics II	

Visual and Performing Arts. Select one course from each area:

Area 1

ART 157	Art Orientation
DNCE 101	Dance History
DRAM 105	Introduction to Theatre
MUS 116	A Survey of World Music

Area 2

ART 100	Drawing and Composition
ART 101	Design and Color
ART 102	Drawing and Composition II
ART 103	Beginning Sculpture
ART 177	Art in the Elementary Schools
DNCE 185	Choreography I
DRAM 130	Acting I
MUS 101	Music Theory I

Literature. Select one of the following:

LIT 120	Introduction to Literature	3
LIT 270	World Literature	
LIT 271	World Literature	

Linguistics.

LING 110	Language Structure and Linguistics	3
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History. (Minimum of 6 units)

HIST 100	World History to 1500	6
or HIST 100H	World History to 1500 (Honors)	
HIST 110	United States History to 1877	
or HIST 110H	United States History to 1877 (Honors)	
Or completion of any American Institutions and History requirement		

Geography. Select one course:

GEOG 102	Cultural Geography	3
GEOG 104	World Geography	

Human Development. Select one course:

CHLD 113	Child and Adolescent Growth and Development	3
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Physical Education.

KINE 200	Physical Education in the Elementary School	3
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Education.

EDUC 115	Foundations of Teaching as a Profession	3
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Foreign Language (4-13 units) depends on requirements 4-13 for meeting competency; normal equivalency level is 102 or 201.

CHNS 101	Elementary Chinese (First Semester)
CHNS 102	Elementary Chinese (Second Semester)
FREN 101	Elementary French (First Semester)
FREN 102	Elementary French (Second Semester)
FREN 201	Intermediate French (Third Semester)
FREN 202	Intermediate French (Fourth Semester)
GRMN 101	Elementary German (First Semester)
GRMN 102	Elementary German (Second Semester)
GRMN 201	Intermediate German (Third Semester)
ITAL 101	Elementary Italian (First Semester)
ITAL 102	Elementary Italian (Second Semester)
ITAL 201	Intermediate Italian (Third Semester)
JAPN 101	Elementary Japanese (First Semester)
JAPN 102	Elementary Japanese (Second Semester)
JAPN 201	Intermediate Japanese (Third Semester)
JAPN 202	Intermediate Japanese (Fourth Semester)
SPAN 101	Elementary Spanish (First Semester)
SPAN 102	Elementary Spanish (Second Semester)
SPAN 201	Intermediate Spanish (Third Semester)
SPAN 202	Intermediate Spanish (Fourth Semester)
Total Units	60-70

Courses

EDUC 115: Foundations of Teaching as a Profession

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (0801.00)

An orientation to careers in K-12 education. Participation in 45 hours of supervised fieldwork assignments in K-12 classroom settings. Focuses on teaching and schooling from multiple perspectives, with an emphasis on current thinking and practices in public education in the U.S. Subjects from sociological, philosophical, and historical foundations of education are addressed. Readings from the lives of teachers and interactions with local educators will assist students to understand the richness and complexity of teaching as a career. Emphasizes the importance of education for all children in a diverse society. Intended for individuals interested in becoming teachers, to understand the nature of formal education in the United States, and to assess teaching as a career.

EDUC 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU (0801.00)

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.

Energy Technology

The Energy Technology Program provides instruction and hands-on experience for students interested in pursuing a career in the nuclear energy industry. The courses in this program introduce students to the basic theory and fundamental applications of nuclear radiation and power generation while also training and preparing students to become successful candidates for jobs as either radiation protection technicians or non-licensed nuclear operators.

Contact Information

Department Chair: Chris Metzler

Department: Physical Sciences

Office: Building SAN 400, 760.795.7879

Associate Degree

Associate in Science Degree

Energy Technology

The Associate in Science in Energy Technology is designed to meet the increasing need for entry-level employment in the nuclear power and radiation-related industries. Courses in the degree program provide both the academic and practical experience needed to become a competitive job-placement prospect. Through a combination of math, science, technical studies, and work experience, students acquire the analytical and practical skills needed to enter a rewarding career in the field of nuclear power generation.

Students in the program choose either the Non-licensed Operator Training (NLO) or the Radiation Protection Technology (RPT) emphasis. They earn the degree by completing the required courses for their emphasis as well as the general education courses required for MiraCosta College's Associate in Science degree (see Associate Degrees). Students in the

program also receive paid on-the-job training at the San Onofre Nuclear Generating Station by enrolling in Cooperative Work Experience.

Note: Students interested in the ETEC Program should meet with a MiraCosta counselor to develop a written educational plan for their specific degree.

Program requirements for A.S. in ETEC with Non-Licensed Operator Training Emphasis: Required courses

Required courses:		
ETEC 103	Radiation Fundamentals	3
ETEC 113	Radiation Monitoring	4
ETEC 115	Electrical Sciences	4
ETEC 133	Reactor Systems	2
ETEC 225	Primary and Secondary Power Plant Systems	3
ETEC 235	Electrical and Auxiliary Power Plant Systems	3
ETEC 245	Power Plant Protection Systems	3
ETEC 299	Occupational Cooperative Work Experience	3
or WKEX 233	Cooperative Work Experience – General	
CHEM 100	Introductory Chemistry *	4
or CHEM 110	General Chemistry	
COMM 101	Oral Communication	3
or COMM 106	Group Communication	
or COMM 120	Principles of Human Communication	
or COMM 135	Gender Studies in Communication	
or COMM 207	Interpersonal Communication	
or COMM 212	Argumentation	
or COMM 215	Intercultural Communication	
or COMM 220	Introduction to Mass Communication	
ENGL 100	Composition and Reading	4
MATH 125	College Algebra **	3
or MATH 150	Calculus and Analytic Geometry I	
MATH 130	Trigonometry ***	3
PHYS 111	Introductory Physics I *	4
or PHYS 151	Principles of Physics I	
PHYS 112	Introductory Physics II *	4
or PHYS 152	Principles of Physics II	
Total Units		50

Program requirements for A.S. in ETEC with Radiation Protection Technology Emphasis:

Required courses:		
ETEC 103	Radiation Fundamentals	3
ETEC 113	Radiation Monitoring	4

ETEC 133	Reactor Systems	2
ETEC 223	Radiation Dosimetry	4
ETEC 233	Radioactive Materials Handling	3
ETEC 243	Radiological Safety and Response	3
ETEC 253	Radiation Protection	4
ETEC 299	Occupational Cooperative Work Experience	3
or WKEX 233	Cooperative Work Experience – General	
CHEM 100	Introductory Chemistry *	4
or CHEM 110	General Chemistry	
COMM 101	Oral Communication	3
or COMM 106	Group Communication	
or COMM 120	Principles of Human Communication	
or COMM 135	Gender Studies in Communication	
or COMM 207	Interpersonal Communication	
or COMM 212	Argumentation	
or COMM 215	Intercultural Communication	
or COMM 220	Introduction to Mass Communication	
ENGL 100	Composition and Reading	4
MATH 125	College Algebra **	3
or MATH 150	Calculus and Analytic Geometry I	
MATH 130	Trigonometry ***	3
PHYS 111	Introductory Physics I *	4
or PHYS 151	Principles of Physics I	
PHYS 112	Introductory Physics II *	4
or PHYS 152	Principles of Physics II	
Total Units		51

* Or a course higher in the subject's sequence.

** A course equivalent to MATH 150 will meet the requirement for MATH 125 and MATH 130.

*** Or a higher level course with a trigonometry prerequisite.

Courses

ETEC 103: Radiation Fundamentals

Units: 3

Prerequisites: None

Lecture 3 hours. (0303.00)

This course presents an overview of the physics and chemistry of radiation and radioactive materials. It describes different radiation applications, their associated radionuclides, context(s) and rationale(s) of use, interactions with matter, shielding and energetics, decay products, and their production in reactors or accelerators. The course includes appropriate mathematics, such as unit conversions and exponentials. (Formerly RPT 103.)

ETEC 113: Radiation Monitoring

Units: 4

Prerequisites: ETEC 103.

Lecture 4 hours. (0303.00)

This course presents scenarios in which radiation protection technicians (RPTs) monitor sources of radiation. The course focuses on the theory and operation of radiation monitors, maintenance and calibration of these systems, proper selection and use of various monitoring systems for evaluation of radioactive hazards, and the interpretation and reporting of such evaluations. In addition to the fundamental science, students learn how to use radiation monitoring equipment in a variety of scenarios. (Formerly RPT 113.)

ETEC 115: Electrical Sciences

Units: 4

Prerequisites: None

Advisory: MATH 130.

Lecture 4 hours. (0303.00)

This course introduces non-licensed nuclear operator trainees to the fundamentals of electronics and electrical sciences. Students learn the conceptual and mathematical tools necessary to analyze DC and AC circuits that employ various passive and active devices, such as resistors, capacitors, inductors, transistors, and operational amplifiers. Students also apply the theoretical framework of circuit analysis to design and build various working circuits.

ETEC 133: Reactor Systems

Units: 2

Prerequisites: ETEC 103.

Lecture 2 hours. (0303.00)

This course provides a broad overview of nuclear reactor plants for radiation protection technician (RPT) and non-licensed nuclear operator trainees. Students learn about the basic components and systems of a reactor plant as well as issues involved with reactor plant materials. The course also provides an introduction to reactor plant protection and safety measures.

ETEC 223: Radiation Dosimetry

Units: 4

Prerequisites: ETEC 113.

Lecture 3 hours, laboratory 3 hours. (0303.00)

This course introduces radiation protection technicians (RPTs) to the application of radiation dosimetry. It presents scenarios in which RPTs monitor internal and external exposure of personnel to ionizing radiation, such as when performing surveys, whole body counts, and bioassays. The course addresses interpreting these results and techniques for minimization of personnel dose. (Formerly RPT 223.)

ETEC 225: Primary and Secondary Power Plant Systems

Units: 3

Prerequisites: ETEC 133.

Lecture 3 hours. (0303.00)

This course introduces nuclear operator trainees to the primary and secondary systems involved in nuclear power generation. It presents a broad array of topics, including nuclear reactors, steam turbines, and water cooling systems. The course provides a general overview of the mechanisms utilized at nuclear power plants to generate safe and reliable electricity.

ETEC 233: Radioactive Materials Handling

Units: 3

Prerequisites: ETEC 223.

Lecture 3 hours. (0303.00)

This course introduces radiation protection technicians (RPTs) to the procedures and guidelines necessary for safe handling of radioactive materials. Students learn how and when RPTs are required to provide safe control, movement, use, storage, transportation, and disposal of radioactive materials and waste. The course presents realistic workplace scenarios that require an RPT for safe materials handling. (Formerly RPT 233.)

ETEC 235: Electrical and Auxiliary Power Plant Systems

Units: 3

Prerequisites: ETEC 225.

Lecture 3 hours. (0303.00)

This course introduces nuclear operator trainees to the electrical and auxiliary systems involved in nuclear power generation. It presents a broad array of topics, including electrical generators, diesel engines, electrical distribution, cooling systems, and radiation waste systems. Students learn how individual power plant systems contribute to the overall goal of safe electrical generation and distribution.

ETEC 243: Radiological Safety and Response

Units: 3

Prerequisites: ETEC 223.

Lecture 3 hours. (0303.00)

This course introduces radiation protection technicians (RPTs) to the procedures and guidelines necessary for ensuring and maintaining radiation doses as low as reasonably achievable (ALARA). Students learn how to minimize radiation exposure for the safety of individuals, the work environment, and the population. The course also covers standard RPT response to abnormal and emergency radiological conditions. (Formerly RPT 243.)

ETEC 245: Power Plant Protection Systems

Units: 3

Prerequisites: ETEC 235.

Lecture 3 hours. (0303.00)

This course introduces nuclear operator trainees to the many protection systems utilized by a power plant. It covers a broad array of topics, including reactor plant protection, actuator signals, containment procedures, cooling systems, and isolation systems. Students learn the vital role that each system plays in the overall protection of a nuclear power plant.

ETEC 253: Radiation Protection

Units: 4

Prerequisites: ETEC 233 and ETEC 243.

Lecture 3 hours, laboratory 3 hours. (0303.00)

This course is a capstone for the radiation protection technician students in the Energy Technology Program. It presents radiation protection problems embedded in different radiation contexts, the majority of which are nuclear power reactor-based. Students solve problems such as providing radiological coverage of jobs and high-risk and low-risk activities (such as outages), planning for protection from hazardous radiation, monitoring of activities in radioactive zones, and responding to emergencies. (Formerly RPT 253.)

ETEC 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU (0303.00)

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.

ETEC 299: Occupational Cooperative Work Experience

Units: 1-8

Prerequisites: None

Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU (0303.00)

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.

Engineering

MiraCosta College's associate degree in Pre-Engineering provides basic course work for students planning to transfer in a variety of engineering majors, such as aerospace, bio, civil, electrical, environmental, industrial, mechanical, and structural engineering. MiraCosta's engineering courses satisfy certificate and degree requirements within the Drafting discipline as well as provide preparation for mechanical engineering-related majors. (See Drafting for specific degree and certificate requirements.)

Contact Information

Department Chair: Paul Clarke**Department:** Design**Dean:** Al Taccone**Office:** Building 4600,
760.795.6873www.miracosta.edu/ENGR

Full-Time Faculty

Paul Clarke

Associate Degree

Associate in Arts Degree

Pre-Engineering

The Pre-Engineering Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in engineering. 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:		
MATH 150	Calculus and Analytic Geometry I	5
MATH 155	Calculus and Analytic Geometry II	4
MATH 260	Calculus and Analytic Geometry III	4
MATH 265	Differential Equations	3
PHYS 151	Principles of Physics I	4
PHYS 152	Principles of Physics II	4
PHYS 253	Principles of Physics III	4
Select one computer programming course:		3
CS 111	Introduction to Computer Science I: Java	
CS 113	Basic Data Structures and Algorithms	
CS 150	C++ Programming	
CS 220	Computer Architecture and Assembly Language	
Total Units		31

Some of the following courses may be required to meet the lower-division preparation for specific engineering majors, e.g., bio, civil, or mechanical engineering.

Required courses:		
CS 112	Introduction to Computer Science II: Java	3
BIO 100	General Biology (Lecture and Lab)	4
or BIO 101 & BIO 101L	General Biology and General Biology Laboratory	
BIO 202	Foundations of Biology: Evolution, Biodiversity, and Organismal Biology	4
BIO 204	Foundations of Biology: Biochemistry, Cell Biology, Genetics, and Molecular Biology	4
CHEM 110	General Chemistry	5
MATH 103	Statistics	4
MATH 270	Linear Algebra	3

Courses

ENGR 110: Graphics Communication

Units: 4

Prerequisites: None

Enrollment Limitation: Not open to students with credit in DRAF 110.

Acceptable for Credit: CSU

Lecture 3 hours, laboratory 3 hours. (0901.00)

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.

ENGR 111: Engineering Design Graphics

Units: 4

Prerequisites: DRAF 110 or ENGR 110.

Enrollment Limitation: Not open to students with credit in DRAF 111.

Acceptable for Credit: CSU, UC

Lecture 3 hours, laboratory 3 hours. (0901.00)

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.

ENGR 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

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.

ENGR 298: Directed Study in Engineering

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.

Repeatability Rule: May be taken for a total of 3 units.

Acceptable for Credit: CSU

Laboratory 3 hours.

Laboratory 6 hours.

Laboratory 9 hours. (0901.00)

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.

ENGR 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

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.

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

Department Chair: Susan Herrmann

Dara Perales

Dean: Dana Smith

www.miracosta.edu/ENGL

Department: Letters, Transfer Department and Letters, Pre-Transfer Department

Office: Building 3600,
760.795.6874

Full-Time Faculty

Robert Archer
Anthony Burman
Maria Figueroa-Chacon
Teresa Guinon
Kelly Hagen
Susan Herrmann
José Jara
Jeff Keehn

John Kirwan
Jane Mushinsky
Holly Ordway
Dara Perales
Jim Sullivan
Chad Tsuyuki
Robert Turner

Associate Degree

Associate in Arts Degree

English and Literature

The English and Literature Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in English and Literature. 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:

ENGL 100	Composition and Reading	4
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One of the following:		4
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ENGL 201	Critical Thinking, Composition, and Literature	
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or ENGL 201H Critical Thinking, Composition, and Literature (Honors)

ENGL 202	Critical Thinking and Composition	
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or ENGL 202F Critical Thinking and Composition (Honors)

One sequence from the following is required:		6
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Sequence A:

LIT 250	American Literature	
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LIT 251	American Literature	
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Sequence B:

LIT 260	English Literature	
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LIT 261	English Literature	
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Sequence C:

LIT 270	World Literature	
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LIT 271	World Literature	
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Select at least one course from the following:		4-5
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CHNS 101	Elementary Chinese (First Semester)	
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CHNS 102	Elementary Chinese (Second 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)
GRMN 102	Elementary German (Second Semester)
GRMN 201	Intermediate German (Third Semester)
ITAL 101	Elementary Italian (First Semester)
ITAL 102	Elementary Italian (Second Semester)
ITAL 201	Intermediate Italian (Third Semester)
JAPN 101	Elementary Japanese (First Semester)
JAPN 102	Elementary Japanese (Second Semester)
JAPN 201	Intermediate Japanese (Third Semester)
JAPN 202	Intermediate Japanese (Fourth Semester)
SPAN 101	Elementary Spanish (First Semester)
SPAN 102	Elementary Spanish (Second Semester)
SPAN 201	Intermediate Spanish (Third Semester)
SPAN 202	Intermediate Spanish (Fourth Semester)
Total Units	18-19

Courses

ENGL 100: Composition and Reading

Units: 4

Prerequisites: ENGL 803 or ESL 803 or approved equivalent, or qualify through the English Assessment or approved equivalent.
Acceptable for Credit: CSU, UC
Lecture 4 hours. (1501.00)

This course in critical reading and expository writing offers training in the writing process, 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 (drama, essay, novel, poetry, and short story) 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.

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 prior 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.

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
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: ENGL 803 or ESL 803 or approved equivalent, or qualify through the English Assessment or approved equivalent.
Acceptable for Credit: CSU, UC
Lecture 3 hours. (1501.00)

This course offers the opportunity to practice and develop creative writing skills, emphasizing poetry and narrative prose fiction through a study of creative form and content. It provides extensive training and practice in various genres (poetry, fiction, journal), depending on the student's interest. Emphasizing individual creativity, self-direction, and initiative, this course explores not only the creative act as an end in itself but also composing, polishing, and evaluating for publication.

ENGL 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(1501.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

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.

Repeatability Rule: May be taken for a total of 3 units.

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.

ENGL 802: Introduction to College Writing I

Units: 4

Prerequisites: None

Advisory: Qualify through the English Assessment or approved equivalent.

Lecture 4 hours. (1501.00)

This course introduces students to the writing process and to critical reading and thinking. It offers 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 803: Introduction to College Writing II

Units: 4

Prerequisites: ENGL 802 or ESL 802 or approved equivalent or qualify through the English Assessment or approved equivalent.

Lecture 4 hours. (1501.00)

This course offers intensive practice in the writing process and in critical reading and thinking. It also provides practice in acquiring, synthesizing, and communicating information and in applying the principles and conventions of standard edited American English. Offered pass/no pass only.

ENGL 850: English Grammar and Usage

Units: 3

Prerequisites: None

Lecture 3 hours. (1501.00)

Grammatical terminology, including parts of speech, subject and predicate, complements, verbals, phrases, clauses, subject-verb agreement. A thorough review of traditional grammar; rules of syntax, punctuation, spelling, capitalization; standard vs. non-standard usage and appropriateness of each.

English as a Second Language

The English as a Second Language discipline provides instruction to non-native speakers of English who need to improve their skills in reading, writing, and speaking college-level English. ESL courses are offered pass/no pass only (no letter grade is given) and do not fulfill degree or transfer requirements.

Contact Information

Department Chair: Mary Gross **Department:** English as a Second Language

Dean: Dana Smith

www.miracosta.edu/ESL

Office: Building 3600,
760.795.6874

Full-Time Faculty

Mary Gross
Melissa Lloyd-Jones

Courses

ESL 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(4930.87)

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.

ESL 802: Introduction to College Writing I for Non-Native Speakers

Units: 4

Prerequisites: None

Lecture 3.50 hours, laboratory 1.50 hours. (4930.84)

This course is designed for non-native speakers 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. When the course is repeated, students' English proficiency and sophistication increase as control of the language and critical thinking are challenged. Offered pass/no pass only. (May be repeated one time.)

ESL 803: Introduction to College Writing II for Non-Native Speakers

Units: 4

Prerequisites: ENGL 802, ESL 802, or approved equivalent or qualify through the English Assessment or approved equivalent.

Lecture 3.50 hours, laboratory 1.50 hours. (4930.84)

This course designed for non-native speakers of English 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. When the course is repeated, students' English proficiency and sophistication increase as control of the language and critical thinking are challenged. Offered pass/no pass only. (May be repeated one time.)

ESL 810: Listening and Speaking for Non-Native Speakers of English

Units: 3

Prerequisites: None

Lecture 3 hours. (4930.86)

The development of aural and oral competence of standard American English through listening to and participating in a variety of communicative activities is emphasized in this course. Listening and speaking skills, including the ability to understand and participate in a variety of authentic exchanges in the home, workplace, or academic environments are advanced. Practical applications include participating in small group discussions, working on individual pronunciation and intonation variations, and developing academic notetaking competence. Offered pass/no pass only. (May be repeated one time.)

ESL 815: 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 will 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. (May be repeated one time.)

ESL 820: 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. (May be repeated one time.)

Film

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

Department Chair: Eric Bishop **Department:** Theatre and Film

Dean: Dana Smith **Office:** Building 2000,
760.795.6816
www.miracosta.edu/FILM

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 studies cinematic adaptations of plays by comparing and contrasting the stage and screen versions in concept, writing, and production. Students will gain insight and appreciation for both art forms through structural analysis, class discussions, and written critiques.



FILM 110: Film History

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Lecture 3 hours. (0612.00)

Film History traces the history of motion pictures, focusing on four areas (a) socio-political issues (how specific films and film genres reflect and shape the socio-political assumptions and biases of their audiences) (b) economics (how economic necessities and policies affect how movies are made) (c) aesthetics (how the specific artistic elements of film have changed over the last 100 years) (d) technology (how what is technically possible drives the content and production of films). Films chosen for study will be examined in each of the preceding four areas to demonstrate how art (film, in this case) is created by diverse cultural and historical forces. Films will represent diversity of expression and achievement, varying by gender, culture or ethnicity, and nationality.

FILM 292: Internship Studies

Units: 0.5-3
 Prerequisites: None
 Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (0612.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

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.
 Repeatability Rule: May be taken for a total of 3 units.
 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. At MiraCosta College, students can earn an Associate in Arts degree in French. 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.

Contact Information

Department Chair: Lilia Vidal **Department:** International Languages
Dean: Dana Smith
 www.miracosta.edu/FREN **Office:** Building 4600, 760.795.6873

Associate Degree

Associate in Arts Degree

French

The French Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in French. 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:		
FREN 201	Intermediate French (Third Semester)	4
FREN 202	Intermediate French (Fourth Semester)	4
Select at least 10 units from the following:		10
ART 258	Ancient to Gothic Art	

ART 259	History of Renaissance to Modern Art
FILM 110	Film History
FREN 101	Elementary French (First Semester)
FREN 102	Elementary French (Second Semester)
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)
HUMN 202	Humanities of the Western World: The Renaissance to the Twentieth Century
HUMN 205	Women in Western Art and Literature
Total Units	18

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 following courses.

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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1102.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

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.
 Repeatability Rule: May be taken for a total of 3 units.
 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

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

Department Chair: Herschel Stern
Department: Social Science
Office: Building 3100,
 760.795.6871
www.miracosta.edu/GEOG

Full-Time Faculty

Herschel Stern

Associate Degree

Associate in Arts Degree Geography

The Geography Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in geography. 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:		
GEOG 101	Physical Geography	3
GEOG 101L	Physical Geography Laboratory	1
GEOG 102	Cultural Geography	3
or GEOG 104	World Geography	
Select two elective courses from different disciplines:		6-10
CHEM 110	General Chemistry	
CS 111	Introduction to Computer Science I: Java	
CS 150	C++ Programming	
ECON 102	Principles of Economics: MICRO	
GEOG 102	Cultural Geography	
GEOG 104	World Geography	
GEOG 124	Geographic Information Science and Spatial Reasoning	
MATH 103	Statistics	
or PSYC/ SOC 104	Statistics for Behavioral Science	
MATH 150	Calculus and Analytic Geometry I	
PHYS 111	Introductory Physics I	
Select two elective courses from the following:		8-10
CHNS 101	Elementary Chinese (First Semester)	
CHNS 102	Elementary Chinese (Second Semester)	
FREN 101	Elementary French (First Semester)	
FREN 102	Elementary French (Second Semester)	
FREN 201	Intermediate French (Third Semester)	
FREN 202	Intermediate French (Fourth Semester)	
GRMN 101	Elementary German (First Semester)	
GRMN 102	Elementary German (Second Semester)	
GRMN 201	Intermediate German (Third Semester)	
ITAL 101	Elementary Italian (First Semester)	
ITAL 102	Elementary Italian (Second Semester)	
ITAL 201	Intermediate Italian (Third Semester)	
JAPN 101	Elementary Japanese (First Semester)	
JAPN 102	Elementary Japanese (Second Semester)	

JAPN 201	Intermediate Japanese (Third Semester)
JAPN 202	Intermediate Japanese (Fourth Semester)
SPAN 101	Elementary Spanish (First Semester)
SPAN 102	Elementary Spanish (Second Semester)
SPAN 201	Intermediate Spanish (Third Semester)
SPAN 202	Intermediate Spanish (Fourth Semester)
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Total Units	21-27

Additional foreign language may be required for a four-year degree depending on the university.

Courses

GEOG 101: Physical Geography

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Lecture 3 hours. (2206.00)

An introduction to the natural environment from a spatial perspective. 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)

Designed to accompany GEOG 101. 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 124: Geographic Information Science and Spatial Reasoning

Units: 3
 Prerequisites: None
 Advisory: MATH 101 or MATH 101B with a grade of C or better or qualification through the Math Competency Exam or approved equivalent.
 Acceptable for Credit: CSU, UC
 Lecture 3 hours. (2206.00)

This course introduces the fundamental concepts, calculations, and applications of modern geographic information science, including geographic information systems, cartography, remote sensing, spatial analysis and statistics, and global positioning systems. The course also examines the use of critical technologies in addressing human and environmental problems.

GEOG 292: Internship Studies

Units: 0.5-3
 Prerequisites: None
 Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (2206.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

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.
 Repeatability Rule: May be taken for a total of 3 units.
 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

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

Department Chair: Chris Metzler
Department: Physical Sciences
Office: Building SAN 400, 760.795.7879
www.miracosta.edu/GEOL

Full-Time Faculty

Keith Meldahl
 Chris Metzler
 John Turbeville

Associate Degree

Associate in Arts Degree

Geology

The Geology Program offers lower-division preparation for students who plan on transferring to pursue a bachelor’s degree in geology. 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:		
GEOL 101	Physical Geology	3
or GEOL 101H	Physical Geology (Honors)	
GEOL 101L	Physical Geology Laboratory	1
CHEM 110	General Chemistry	5
CHEM 111	General Chemistry	5
MATH 150	Calculus and Analytic Geometry I	5
MATH 155	Calculus and Analytic Geometry II	4
BIO 100	General Biology (Lecture and Lab)	4
or BIO 101	General Biology	
& BIO 101L	and General Biology Laboratory	
Select one sequence from the following:		8
Sequence A:		
PHYS 151	Principles of Physics I	
PHYS 152	Principles of Physics II	

Sequence B:

PHYS 111 Introductory Physics I

PHYS 112 Introductory Physics II

Total Units 35

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.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1914.00)

Designed to accompany Geology 101, this lab provides hands-on experience in identification of mineral samples, rock samples, and fossils. It develops skills of mapmaking, and interpretation of geologic features on maps introducing students to analysis of geologic data on computers and San Diego County geology on local field trips.

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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1914.00)

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.

Repeatability Rule: May be taken for a total of 3 units.

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.

German

The International Languages Department offers courses that provide the foundation for German language study. These courses 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 German can lead to a career in advertising, broadcasting, consulting, translating, teaching, international service, public relations, social work, and sales.

Contact Information

Department Chair: Lilia Vidal **Department:** International Languages
Dean: Dana Smith
 www.miracosta.edu/GRMN **Office:** Building 4600, 760.795.6873

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.

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 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (1103.00)

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

Department Chair: Robert Kelley

www.miracosta.edu/GERO

Department: Psychology

Office: Building 3100,
760.795.6871

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
PSYC/SOC 104	Statistics for Behavioral Science	4
BIO 100	General Biology (Lecture and Lab)	3-4
or BIO 101	General Biology	
PSYC/SOC 145	Psychology/Sociology of the Family	3
PSYC 101	General Psychology	3
or PSYC 101H	General Psychology (Honors)	
HEAL 101	Principles of Health	3
Total Units		19-20

Courses

GERO 101: Introduction to Aging

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1309.00)

This course provides an introduction to the field of gerontology and the study of aging. Gerontology is an interdisciplinary field that includes theories and research from biology/physiology, psychology, and sociology. The course emphasizes the impact of increased life expectancy and aging on individuals, families, health care providers, and health care systems. Includes factors linked to gender, race, ethnicity, and cultural diversity. Changes and challenges for social and public services, public policy, and the politics of aging are studied. Gerontology is a growing field that links academic and scientific research with employment and practical applications in health care, fitness and wellness, social work, and social services.

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 (Plan B). 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

Department Chair: Robert Fulbright

Dean: Al Taccone

www.miracosta.edu/HEAL

Department: Kinesiology,
Health and Nutrition

Office: Building 4800,
760.795.6841

Full-Time Faculty

Gail Meinhold

Associate Degree

Associate in Science Degree

Massage Therapist (500 Hours)

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 Science degree (see Associate Degrees). 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

Massage Practitioner (250 Hours)

The Massage Practitioner (250 Hours) certificate program satisfies the state requirements to be certified as a Massage Practitioner by requiring 250 hours of instruction. Based on the medical model, the program requires comprehensive knowledge of medical terminology, anatomy, pathology, and physiology. This program satisfies the state requirement, which includes instruction addressing anatomy and physiology, contraindications, health and hygiene, and business ethics, with at least 100 hours devoted to these curricular areas. To apply for state certification, applicants must be 18 years old and have completed the entire program. The certificate provides students with the necessary theoretical background and practical experience to work in the industry. Graduates of the program can expect employment in physician offices, spas, and the salon industry.

Required courses:

HEAL 110	Therapeutic Massage I	3
HEAL 210	Therapeutic Massage II	3

HEAL 215	Massage Clinical Practicum	2
BIO 190	Survey of Human Musculoskeletal System	1
NURS 151	Body Systems Survey for Health Professions	3
Total Units		12

**Certificate of Achievement
Massage Therapist (500 Hours)**

The Massage Therapist (500 Hours) associate degree and certificate of achievement satisfy state requirements to be certified as a Massage Therapist by building upon the Massage Practitioner (250 Hours) certificate and requiring 500 hours of instruction. Based upon the medical model, the program requires comprehensive knowledge of medical terminology, anatomy, pathology, and physiology. This program satisfies the state requirement, which includes instruction addressing anatomy and physiology, contraindications, health and hygiene, and business ethics, with at least 100 hours devoted to these curricular areas. To apply for state certification, 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. Graduates of the program can expect employment in physician offices, spas, and the salon industry.

Required courses:

HEAL 110	Therapeutic Massage I	3
HEAL 210	Therapeutic Massage II	3
HEAL 215	Massage Clinical Practicum	2
BIO 190	Survey of Human Musculoskeletal System	1
NURS 151	Body Systems Survey for Health Professions	3
HEAL 218	Chair Massage	1
HEAL 220	Sports Massage	2
HEAL 222	Stress Management	2
HEAL 101	Principles of Health	3
BIO 210	Human Anatomy	4
Total Units		24

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 covered include exercise, weight maintenance, nutrition, human sexuality, sexual responses, sexually-transmitted diseases, drug use, misuse and abuse, cancers, and cardiovascular diseases.

HEAL 110: Therapeutic Massage I

Units: 3
Prerequisites: None
Lecture 2 hours, laboratory 3 hours. (1262.00)

This foundation course for therapeutic massage includes theory, practical experience, methods, procedures, and contraindications of massage. Topics covered include anatomy, applicable medical terminology, proper body mechanics, draping, sanitation and physiological changes associated with massage. Students will review the rich international history of massage, including massage techniques from different countries around the world as well as career opportunities in the field. Each class meeting will include time to practice massage techniques utilizing the therapeutic principles of massage.

HEAL 210: Therapeutic Massage II

Units: 3
Prerequisites: HEAL 110.
Lecture 2 hours, laboratory 3 hours. (1262.00)

This is the advanced course for therapeutic massage. It includes advanced massage theory, methods and procedures of advanced soft tissue techniques, contraindications, and practical experience. Students will identify anatomy while assessing common pathology.

HEAL 215: Massage Clinical Practicum

Units: 2
Prerequisites: HEAL 210.
Lecture 1 hour, laboratory 3 hours. (1262.00)

This course is the clinical practice for massage therapy. Students will focus on massage methods, business practices, massage marketing, ethics, and clinic procedures of massage experience.

HEAL 218: Chair Massage

Units: 1
Prerequisites: HEAL 110.
Lecture 0.50 hour, laboratory 1.50 hours. (1262.00)

This foundation course for the practice of chair massage builds on skills gained in Health 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.

HEAL 220: Sports Massage

Units: 2
Prerequisites: HEAL 210.
Lecture 1 hour, laboratory 3 hours. (1262.00)

This advanced massage course builds on the concepts and practices of Health 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.

HEAL 222: Stress Management

Units: 2
 Prerequisites: None
 Lecture 2 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 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (0837.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

HEAL 298: Directed Studies 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.
 Repeatability Rule: May be taken for a total of 3 units.
 Acceptable for Credit: CSU
 Laboratory 3 hours.
 Laboratory 6 hours.
 Laboratory 9 hours. (0837.00)

Individualized study, project or research in area of particular interest to the student and not included in the regular courses of the college. Approval form must be signed by instructor and department chair before registration. (May be taken for a total of 3 units.)

HEAL 299: Occupational Cooperative Work Experience

Units: 1-4
 Prerequisites: None
 Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (0837.00)

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

Department Chair: Brad Byrom
 www.miracosta.edu/HIST

Department: History
Office: Building 3100,
 760.795.6871

Full-Time Faculty

Brad Byrom
Lesley Doig
Lisa Lane
Christopher Sleeper

Associate Degree

Associate in Arts Degree

History

The History Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in history. 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:

Choose one of the following two sequences: 6

Sequence 1

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)

Sequence 2

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)

Select one additional sequence from the following: 6

Sequence 1

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

Sequence 2

HIST 116 History of the Americas to 1830
HIST 117 History of the Americas Since 1830

Sequence 3

HIST 141 Mexican American History Through 1877
HIST 142 Mexican American History Since 1877

Sequence 4

HIST 145 African American History to 1877
HIST 146 African American History Since 1877

Select at least 6 elective units from the following: 6

ENGL 201 Critical Thinking, Composition, and Literature

or ENGL 201F Critical Thinking, Composition, and Literature (Honors)

ENGL 202 Critical Thinking and Composition
or ENGL 202HCritical Thinking and Composition (Honors)

CHNS 101 Elementary Chinese (First Semester)

CHNS 102 Elementary Chinese (Second Semester)

FREN 101 Elementary French (First Semester)

FREN 102 Elementary French (Second Semester)

FREN 201 Intermediate French (Third Semester)

FREN 202 Intermediate French (Fourth Semester)

GRMN 101 Elementary German (First Semester)

GRMN 102 Elementary German (Second Semester)

GRMN 201 Intermediate German (Third Semester)

HIST 107 East Asian Societies

ITAL 101 Elementary Italian (First Semester)

ITAL 102 Elementary Italian (Second Semester)

ITAL 201 Intermediate Italian (Third Semester)

JAPN 101 Elementary Japanese (First Semester)

JAPN 102 Elementary Japanese (Second Semester)

JAPN 201 Intermediate Japanese (Third Semester)

JAPN 202 Intermediate Japanese (Fourth Semester)

LIT 120 Introduction to Literature

LIT 250 American Literature

LIT 251 American Literature

LIT 260 English Literature

LIT 261 English Literature

LIT 270 World Literature

LIT 271 World Literature

SPAN 101 Elementary Spanish (First Semester)

SPAN 102 Elementary Spanish (Second Semester)

SPAN 201 Intermediate Spanish (Third Semester)

SPAN 202 Intermediate Spanish (Fourth Semester)

Total Units

18

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 101H.

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)

An examination of 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)

History of the Middle East from origins to contemporary times. This course covers 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.

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.

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 110H & HIST 111/HIST 111H; HIST 141 & HIST 142; or HIST 145 & HIST 146.

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 history of the United States from Reconstruction 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 one series: HIST 110/HIST 110H & HIST 111/HIST 111H; HIST 141 & HIST 142; or HIST 145 & HIST 146.

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 & HIST 111; 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 & HIST 111; 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. The topics covered in this class include studies of the mission era, the pastoral era, the gold rush, the railroad era, the development and modification of California's constitution, and the rise of the modern industries such as aerospace and information technologies.



HIST 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(2205.00)

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, UC Approval pending

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours. (2205.00)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content will be determined by participating faculty members in consultation with students and the community.

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.

Repeatability Rule: May be taken for a total of 3 units.

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

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

Department Chair: Claire Ehrlinger

Department: Horticulture and Hospitality

Dean: Al Taccone

Office: Building 4600,
760.795.6873

www.miracosta.edu/HORT

Full-Time Faculty

Claire Ehrlinger
Megan Fairleigh

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). 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:		
ARCH 101	Architectural Drawing	3
ARCH 102	Architectural Design I	3
HORT 117	Plant Identification: Trees, Shrubs, and Vines	3
HORT 126	Landscape Irrigation	3
HORT 127	Landscape Design	3
HORT 129	Beginning Computer-Aided Landscape Design	3
HORT 230	Landscape Architecture	3
Select one course from the following electives:		2-4
ARCH 103	Architectural Communications	
DRAF 101	AutoCAD Computer-Aided Drafting I	
HORT 128	Landscape Construction	
HORT 131	Computer-Aided Irrigation Design	
HORT 299	Occupational Cooperative Work Experience	
Total Units		23-25

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 & BUS 171	Entrepreneur I and Entrepreneur II	
HORT 118	Arboriculture	
HORT 130	Advanced Irrigation Design	
HORT 132	Turf Management	
HORT 292	Internship Studies *	
HORT 299	Occupational Cooperative Work Experience *	
SPAN 101	Elementary Spanish (First Semester)	
or SPAN 152	Beginning Conversation	
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:		1.5-3
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 I	

HORT 292	Internship Studies *	
HORT 299	Occupational Cooperative Work Experience *	
SPAN 101	Elementary Spanish (First Semester)	
or SPAN 152	Beginning Conversation	
Total Units		20.5-22

* 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:		
HORT 121	Landscape Management	3
HORT 126	Landscape Irrigation	3
HORT 130	Advanced Irrigation Design	3
HORT 131	Computer-Aided Irrigation Design	3
Total Units		12

Certificate of Proficiency

Landscape Assistant

This certificate prepares the student for entry-level work as an assistant in all phases of landscape construction and maintenance. All courses in this certificate also apply to the Landscape Management Certificate of Achievement.

Required courses:		
HORT 121	Landscape Management	3
HORT 126	Landscape Irrigation	3
HORT 128	Landscape Construction	3
HORT 132	Turf Management	3
Total Units		12

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, UC Approval pending

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)

Students taking this course will learn how to perform a site analysis for a landscape irrigation design, how to engineer an irrigation system using manual and automatic components, how to design a sprinkler and drip irrigation system in landscaped areas, and how to properly install and maintain irrigation systems using state-of-the-art components and procedures.

HORT 127: Landscape Design

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.10)

Students enrolled in this course will learn the basic landscape design principles, elements, considerations, and enrichment factors with an emphasis upon residential landscaping. Students will assemble a site analysis, draw a plot plan, create design concepts, and render a landscape design including written specifications and a cost estimate.

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 129: Beginning Computer-Aided Landscape Design

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.10)

Introduction to the application of computer-aided drafting (CAD) for the landscape student/professional using software for the development of landscape design, irrigation design, perspective and elevation drawing, and cost estimating on personal computers.

HORT 130: Advanced Irrigation Design

Units: 3

Prerequisites: HORT 126.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.10)

This irrigation course includes design and management of sprinkler systems on a larger or more complex level than a residential setting. Athletic fields, golf courses, parks, and other such commercial or public settings will be covered. Emphasis on the principles and practices of hydrostatic problems and methods of large-scale irrigation design will be applied to these elaborate systems, as well as single drip system design.

HORT 131: Computer-Aided Irrigation Design

Units: 3

Prerequisites: None

Advisory: HORT 126.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.10)

Introduction to the application of computer-aided drafting (CAD) for the landscape irrigation student or professional using software specifically developed for irrigation design, graphics, and cost estimation.

HORT 132: Turf Management

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours. (0109.40)

This course covers the identification, culture, and management of turf grasses used in parks, athletic fields, golf courses, and residential and commercial sites. Topics include soil preparation, planting, fertilizing, irrigation methods, thatch control, aeration, and insect and disease problems and their controls. 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)

Principles and practices involved in the production of subtropical fruits and plants such as citrus and avocados. Includes discussions of propagation, site selection, planting, fertilization, irrigation, and pest control. Also emphasized are harvest techniques, marketing, and industry economic trends. Field trips to local orchards and groves.

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, UC Approval pending

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 I

Units: 2

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour, laboratory 3 hours. (0109.20)

This course will introduce students to the practical skills and theory of basic floral design. Selecting flowers and foliages used in arrangements, instruction in basic design principles, cut flower preparation and care, merchandising and packaging will be taught preparing students for employment in the floral industry.

HORT 230: Landscape Architecture

Units: 3

Prerequisites: HORT 127.

Acceptable for Credit: CSU, UC Approval pending

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, and they are required to attend field trips.

HORT 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU (0109.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

HORT 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(0109.00)

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

Department Chair: Claire Ehrlinger

Department: Horticulture and Hospitality

Dean: Al Taccone

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Full-Time Faculty

Karen Smith

Associate Degrees

Associate in Arts Degrees

Hospitality Management Restaurant Management

Students may earn 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 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	Facilities Management	3
HOSP 150	Purchasing and Cost Control	3
Select at least 6 units from the following:		6
HOSP 130	Conference and Special Event Management	
HOSP 133	Front Office Management	
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 150	Purchasing and Cost Control	3
HOSP 153	Restaurant Management	3
NUTR 100	Nutrition Today	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 153	Restaurant Management	3
NUTR 100	Nutrition Today	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
Total Units		12

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	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 BUS 117 or 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. (Formerly HOSP 234.)

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. (Formerly HOSP 293-3.)

HOSP 133: Front Office Management

Units: 3
 Prerequisites: None
 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: Facilities Management

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU
 Lecture 3 hours. (1307.00)

Students will explore areas within the purview of housekeeping and engineering departments that pertain to the accommodations and services found in a hotel, motel, or resort property. Emphasis will be placed on examining the procedures to maintain the comfort of guests as a priority. Non-engineers will learn terminology unique to vendors, suppliers, and maintenance/engineering staff and techniques to reduce expenses and increase efficiency. New technology will be considered as a means of streamlining operational procedures. United Nations' environmental guidelines will be examined and the implications of these guidelines will be discussed while striving to balance the needs of guests with concern for the environment. This course allows the student to gain Hospitality Facilities Management certification from the Educational Institute of the American Hotel and Lodging Association.

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. (Formerly REST 260.)

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. (Formerly REST 153.)

HOSP 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(1307.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

HOSP 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(1307.00)

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

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

Department Chair: Susan Herrmann

Department: Letters, Transfer

Dean: Dana Smith

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www.miracosta.edu/HUMN

Courses

HUMN 101: Introduction to the Arts

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1504.00)

A general introduction to interdisciplinary humanities, this course explores at least six humanities subjects, such as literature, music, architecture, theater, dance, film, art, philosophy, photography, and/or landscape design. An entree to cultural literacy, this course studies how the humanities reveal and sustain both the framework of society and culture and some essential elements of our individual humanness, including creativity and a sense of the aesthetic.

HUMN 201: Humanities of the Western World: Pre-History Through the Middle Ages

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1504.00)

This course surveys major works, figures, styles, and events in the liberal and fine arts from the Early Mediterranean, Hellenic, Hellenistic, Roman, and Medieval eras. Students will study a wide range of examples of creative genius from such fields as art, literature, music, philosophy, history, theater, and architecture to better understand the past and widen their cultural horizons.

HUMN 202: Humanities of the Western World: The Renaissance to the Twentieth Century

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1504.00)

This course surveys major works, figures, styles, and events in the liberal and fine arts from the Renaissance, Neo-Classical, Romantic, and Modern eras. Students will study a wide range of examples of creative genius from such fields as art, literature, music, philosophy, history, film, theater, and architecture to better understand the past and engage themselves more intelligently in the humanities of today.

HUMN 205: Women in Western Art and Literature

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1504.00)

A survey and examination of the art and literature of western civilization from a feminist theoretical viewpoint, with an emphasis on the construction of gender and the framework of historiography throughout the centuries.

HUMN 250: American Studies

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1504.00)

This course is an interdisciplinary study of American identity as expressed through culture. It explores materials from American philosophy, religion, music, art, architecture, history, and literature. Special attention is given to ideas that have shaped American self-identity and experience in the past and that continue to do so in the present. Survey - roughly 1588 to 1877.

HUMN 251: American Studies

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1504.00)

This course is an interdisciplinary study of American culture. It explores materials from American philosophy, religion, music, art, architecture, history, and literature. Special attention is given to ideas and problems that have shaped American self-identity and experience in the past and that continue to do so in the present. Survey - roughly 1877 to 1989.

HUMN 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1504.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

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.

Repeatability Rule: May be taken for a total of 3 units.

Acceptable for Credit: CSU

Laboratory 3 hours.

Laboratory 6 hours.

Laboratory 9 hours.

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

Courses

INTR 100: Foundation Skills for the College Experience

Units: 4

Prerequisites: None

Acceptable for Credit: CSU, UC

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. (Formerly INTR 293-1.)

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

Department Chair: Lilia Vidal

Department: International Languages

Dean: Dana Smith

Office: Building 4600,
760.795.6873

www.miracosta.edu/ITAL

Full-Time Faculty

Andrea Petri

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 prior 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 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 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (1104.00)

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 or Laboratory 3 hours.
 Lecture 2 hours or Lecture 1 hours, Laboratory 3 hours.
 Lecture 3 hours or Lecture 2 hours, Laboratory 3 hours. (1104.00)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

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.

Contact Information

Department Chair: Lilia Vidal **Department:** International Languages
Dean: Dana Smith
www.miracosta.edu/JAPN **Office:** Building 4600, 760.795.6873

Associate Degree

Associate in Arts Degree Japanese

The Japanese Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Japanese. 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:		
JAPN 201	Intermediate Japanese (Third Semester)	5
JAPN 202	Intermediate Japanese (Fourth Semester)	5
Select at least 8 units from the following:		8
ASIA 105	Asian Philosophy and Religion	
ASIA/HIST 107	East Asian Societies	
JAPN 101	Elementary Japanese (First Semester)	
JAPN 102	Elementary Japanese (Second Semester)	

JAPN 210	Intermediate Conversation I and Reading	
JAPN 211	Intermediate Conversation II and Writing	
Total Units		18

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 following courses.

Courses

JAPN 101: Elementary Japanese (First Semester)

Units: 5

Prerequisites: None

Enrollment Limitation: Not open to students with credit in JAPN 102, JAPN 201, or JAPN 202.

Acceptable for Credit: CSU, UC

Lecture 4.50 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: 5

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 4.50 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: 5

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 4.50 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: 5

Prerequisites: JAPN 201 or four years of high school Japanese with a C or better.

Acceptable for Credit: CSU, UC

Lecture 4.50 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 with a C or better.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1108.00)

This course is designed to improve and expand the student's oral proficiency in Japanese including some grammar review. The course also emphasizes a review of pronunciation. Conversation in Japanese is practiced on a variety of topics and formats, including oral reports and presentations. Japanese people and culture will be discussed.

JAPN 211: Intermediate Conversation II and Writing

Units: 3
 Prerequisites: JAPN 201 or JAPN 210 or four years of high school Japanese with a C or better.
 Acceptable for Credit: CSU, UC
 Lecture 3 hours. (1108.00)

Continuation of JAPN 210. This course emphasizes continued development of oral proficiency. Conversational and discussion topics are based on daily life and are selected from a variety of contemporary media – print, electronic, films, and videos. The course also provides a review of difficult points of grammar and some advanced grammar topics as well. Students are required to write original compositions in Japanese.

JAPN 292: Internship Studies

Units: 0.5-3
 Prerequisites: None
 Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (1108.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

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.
 Repeatability Rule: May be taken for a total of 3 units.
 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

Department Chair: Robert Fulbright	Department: Kinesiology, Health and Nutrition
Dean: Al Taccone	Office: Building 4800, 760.795.6841

Full-Time Faculty

Robert Fulbright

Associate Degree

Associate in Arts Degree

Kinesiology

The Kinesiology Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in kinesiology. 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:		
KINE 190	Introduction to Kinesiology	3
BIO 100	General Biology (Lecture and Lab)	3-4
or BIO 101	General Biology	
or BIO 202	Foundations of Biology: Evolution, Biodiversity, and Organismal Biology	
BIO 210	Human Anatomy	4
BIO 220	Human Physiology	4
Including one of the following:		5-8
CHEM 100 & CHEM 102	Introductory Chemistry and Introduction to Organic and Biological Chemistry	
CHEM 104	Chemistry of Living Things (Introduction to General, Organic, and Biochemistry)	
PSYC 101	General Psychology	3
or PSYC 101H	General Psychology (Honors)	
Select one computation course from the following: *		3-5
BIO/BTEC 180	Biostatistics	
MATH 103	Statistics	
MATH 115	Calculus with Applications	
MATH 125	College Algebra	
MATH 135	Pre-Calculus Mathematics	
MATH 150	Calculus and Analytic Geometry I	
Select one kinesiology activity course from the following:		.5-3
KINE 100	Functional Resistance Training	
KINE 110	Walking for Fitness	
KINE 111	Cardio Conditioning	
KINE 117	Basketball Competition	
KINE 118	Basketball Techniques	
KINE 134	Soccer	
KINE 142	Body Conditioning/Wellness Lab	
KINE 151	Stretch for Flexibility and Relaxation	

KINE 152	Yoga	
KINE 160	Taekwondo	
KINE 171	Intercollegiate Basketball, Men/Women	
KINE 188	Intercollegiate Soccer, Men/Women	
Total Units		25.5-34

* Consult www.assist.org for appropriate course based on transfer institution.

Certificates

Certificate of Achievement

Personal Fitness Trainer

The Personal Fitness Trainer certificate is designed for individuals interested in entering the field of fitness training and/or instruction. The program is designed to prepare students to be entry-level fitness instructors and personal trainers. 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	2
KINE 204	Techniques and Analysis of Fitness and Weight Training	3
KINE 210	Exercise Prescription for Special Populations	2
KINE 292	Internship Studies *	.5-3
NUTR 105	Human Performance and Sports Nutrition	3
Select a minimum of two units from the courses below:		2
KINE 100	Functional Resistance Training	
KINE 110	Walking for Fitness	
KINE 111	Cardio Conditioning	
KINE 142	Body Conditioning/Wellness Lab	
KINE 151	Stretch for Flexibility and Relaxation	
KINE 160	Taekwondo	
Total Units		19.5-22

* 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**

This certificate 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 Essentials	3
KINE 147	Yoga Core	3
KINE 149	Yoga Mastery	3
KINE 152	Yoga	.5-1
BIO 190	Survey of Human Musculoskeletal System	1
BUS 130	Small Business Management	3
Total Units		13.5-14

Courses**KINE 100: Functional Resistance Training**

Units: .5-1

Prerequisites: None

Enrollment Limitation: May not enroll in two sections of the same course in any given semester.

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 1.50 hours.

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. Students develop increased proficiency and skill attainment with each repetition. (May be repeated three times; formerly KINE 297-3.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

KINE 111: Cardio Conditioning

Units: .5-1

Prerequisites: None

Enrollment Limitation: May not enroll in two sections of the same course in any given semester.

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 1.50 hours.

Laboratory 3 hours. (0835.00)

This course is designed to enhance cardiorespiratory functioning, muscular strength, muscular endurance and flexibility through aerobic exercise including walking, skipping, running, jogging, and/or dance steps. (May be repeated three times; formerly PHSE 111.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

KINE 117: Basketball Competition

Units: 1

Prerequisites: None

Enrollment Limitation: Audition.

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.00)

This course provides 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 attainment with each repetition. (May be repeated three times; formerly PHSE 117.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

KINE 118: Basketball Techniques

Units: .5-1

Prerequisites: None

Enrollment Limitation: May not enroll in two sections of the same course in any given semester.

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 1.50 hours.

Laboratory 3 hours. (0835.00)

This is an activity class for basketball theory. Actual techniques of the game and game situations are put into practice. (May be repeated three times; formerly PHSE 118.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

KINE 134: Soccer

Units: .5-1

Prerequisites: None

Enrollment Limitation: May not enroll in two sections of the same course in any given semester.

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 1.50 hours.

Laboratory 3 hours. (0835.00)

This soccer class emphasizes basic fundamentals of individual play such as ball control, dribbling, trapping, shooting, and passing. Students will be exposed to the basic rudiments of defensive tactics by participating in game situations, often using modified rules to emphasize specific skills. The rules of the game will be introduced and reviewed in context. (May be repeated three times; formerly PHSE 134.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

KINE 142: Body Conditioning/Wellness Lab

Units: .5-1.5

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 1.50 hours.

Laboratory 3 hours.

Laboratory 4.50 hours. (0835.00)

This physical activity course is designed to enhance individual fitness and well-being, and develop positive attitudes toward lifelong health and wellness. The course will focus on the implementation of a behavior modification plan to increase individual physical activity, improve weight management/loss and improve nutritional choices. The course is designed to enhance the five health-related components of fitness: cardiorespiratory, muscular strength, muscular endurance, flexibility, and body composition, and introduce the four principles of fitness: specificity, reversibility, progressive overload, and individual differences. Offered pass/no pass only. (May be repeated three times; formerly PHSE 142.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

KINE 145: Yoga Essentials

Units: 3

Prerequisites: None

Lecture 2 hours, laboratory 3 hours. (0835.00)

This foundation course for Yoga Teacher Certification includes body awareness and breath work, philosophy, theory, practical experience, methods, exploration of asanas, and different types of applications in the classroom as well as within one's own practice. Topics covered include anatomy, applicable muscular terminology, Yoga/Sanskrit terminology, proper body mechanics, the meridian system, and how to set the intention for the classroom and self. Students will learn about the different kinds of Yoga as well as about the ancient and new leaders in this 6,000 year old tradition. Career opportunities will be discussed in detail. Each class meeting will include time to deepen the Yoga practice and enhance the Yogic Principles.

KINE 147: Yoga Core

Units: 3

Prerequisites: None

Lecture 2 hours, laboratory 3 hours. (0835.00)

This is the second in a three-part series in order to gain Yoga certification. It includes advanced Yoga asana and posture work, continuation of Yoga history and philosophy, and further integration of knowledge and wisdom to effectively teach and practice. Students will practice mindfulness, observe others teaching, enhance verbal skills and Sanskrit terminology, learn how to adjust poses for injuries, as well as learn nutrition basics. Students will be expected to integrate anatomy and medical terminology.

KINE 149: Yoga Mastery

Units: 3

Prerequisites: None

Lecture 2 hours, laboratory 3 hours. (0835.00)

The third course in the Yoga certification program is a combination of Yoga asana practice for teacher training and finding one's own expression physically, mentally, emotionally, and meditatively to share with others through teaching. Students will focus on deepening one's independent practice to strengthen teaching to others and discovering one's personal expression of Yoga. Marketing and business practices will be discussed. The use of guided creative visualization will be strengthened. Several forms of breathing techniques (pranayama) rounds out the course.

KINE 151: Stretch for Flexibility and Relaxation

Units: .5-1

Prerequisites: None

Enrollment Limitation: May not enroll in two sections of the same course in any given semester.

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 1.50 hours.

Laboratory 3 hours. (0835.10)

This course is designed to enhance athletic ability, daily living, and stress reduction through range-of-motion exercises (both static and dynamic) and through balancing activities for strength and proprioception and body awareness. (May be repeated three times; formerly PHSE 151.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.



KINE 152: Yoga

Units: .5-1

Prerequisites: None

Enrollment Limitation: May not enroll in two sections of the same course in any given semester.

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 1.50 hours.

Laboratory 3 hours. (0835.00)

This is an introductory course of the practice, philosophy, and history of yoga. It covers 12 core poses and variations adapted to individual needs to improve posture and enhance physical endurance, flexibility, mental focus, and balance. Breathing techniques are also practiced to increase oxygen intake, restore mental calmness, and reduce stress. (May be repeated three times; formerly PHSE 152.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

KINE 160: Taekwondo

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation

Laboratory 3 hours. (0835.00)

This course introduces students to the skills of Taekwondo, including punching, kicking, blocking, self-defense, katas, sparring, and grappling. The course emphasizes the development of flexibility, endurance, strength, coordination, and concentration. Students develop increased proficiency and skill with each repetition. (May be repeated three times; formerly PHSE 297-2, KINE 297-2.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

KINE 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 course provides opportunities for students to receive advanced level instruction and training in basketball skills, techniques, strategies, and leadership. Team-playing skills are developed by providing opportunities for interaction with opponents, teammates, coaches, and officials. (May be repeated three times; formerly PHSE 171.) UC CREDIT LIMITATION: Any or all activity courses, maximum credit, 4 units.

KINE 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 course offers advanced level instruction and training in soccer skills, techniques, and strategies. (May be repeated three times; formerly PHSE 188.) 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. (0835.00)

This course is designed for students interested in the kinesiology, exercise science, and sports medicine professions. It will assist prospective majors in their career choices by introducing them to the professions in kinesiology, exercise science, and sports medicine. The course will also analyze and evaluate current issues in the field, and the key events and concepts in the evolution of sports medicine as a discipline.

KINE 200: Physical Education in the Elementary School

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0801.00)

Students will analyze, design, develop, and evaluate physical education curriculum. Units and individual lesson plans for developmentally appropriate experiences for children are based on National Standards and California State Academic Content Standards (K-12) for both physical education and health education. Topics include skill themes, movement concepts, instructional approaches, behavior management, physical fitness and wellness, children with special needs, observational techniques, assessments, and planning. (Formerly PHSE 200.)

KINE 203: Techniques in Athletic Training

Units: 2

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 1 hour, laboratory 3 hours. (0835.00)

Introduction to the field of sports medicine. Emphasis will be prevention, recognition, evaluation, first-aid, and treatment of athletic injuries.

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. (0835.00)

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: 2

Prerequisites: None

Lecture 2 hours. (0835.00)

This course is designed to study the exercise implications for special populations related to age, medical condition, and level of fitness. Topics include exercise prescription for cardiac conditions, diabetes, orthopedic, obese, neuromuscular, pregnant, athletic, and older adult populations. The role of exercise in risk factor modification will be addressed as well as contra-indications to exercise.

KINE 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(0835.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

KINE 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(0835.00)

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.

Liberal Arts

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 for advanced study in a wide range of majors at the university level. Career paths 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

Dean: Al Taccone**Department:****Office:** Building 3700,
760.795.6881

Full-Time Faculty

Joanne Benschop

Associate Degrees

- ▶ Liberal Arts with an Area of Emphasis in Arts and Humanities
- ▶ Liberal Arts with an Area of Emphasis in Creative and Applied Arts
- ▶ Liberal Arts with an Area of Emphasis in Mathematics and Sciences
- ▶ Liberal Arts with an Area of Emphasis in Multicultural Studies
- ▶ Liberal Arts with an Area of Emphasis in Social and Behavioral Sciences

Associate Degrees

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 incorporate these concepts when constructing value judgments. This area of emphasis prepares students for a variety of majors within the humanities disciplines, including creative writing, English, humanities and art, linguistics, literature and writing studies, museum studies, religious studies, and philosophy. It will also provide lower-division preparation for a wide range of majors with the communication discipline.

Select a minimum of 18 units from the following:

ART 100	Drawing and Composition	3
ART 101	Design and Color	3
ART 103	Beginning Sculpture	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
ASIA 105	Asian Philosophy and Religion	3
CHNS 101	Elementary Chinese (First Semester)	4
CHNS 102	Elementary Chinese (Second Semester)	4
CHNS 201	Intermediate Chinese (Third Semester)	4
COMM 101	Oral Communication	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
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
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	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 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 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)	
HUMN 101	Introduction to the Arts	3
HUMN 201	Humanities of the Western World: Pre-History Through the Middle Ages	3
HUMN 202	Humanities of the Western World: The Renaissance to the Twentieth Century	3

HUMN 205	Women in Western Art and Literature	3	SPAN 205	Hispanic Film, Literature, and Composition	3
HUMN 250	American Studies	3	SPAN 210	Intermediate Conversation and Reading	3
HUMN 251	American Studies	3	SPAN 211	Intermediate Conversation and Writing	3
ITAL 101	Elementary Italian (First Semester)	4			
ITAL 102	Elementary Italian (Second Semester)	4			
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)	5			
JAPN 102	Elementary Japanese (Second Semester)	5			
JAPN 201	Intermediate Japanese (Third Semester)	5			
JAPN 202	Intermediate Japanese (Fourth Semester)	5			
JAPN 210	Intermediate Conversation I and Reading	3			
JAPN 211	Intermediate Conversation II and Writing	3			
LIT 120	Introduction to Literature	3			
LIT 250	American Literature	3			
LIT 251	American Literature	3			
LIT 260	English Literature	3			
LIT 261	English Literature	3			
LIT 265	Shakespeare Studies	3			
LIT 270	World Literature	3			
LIT 271	World Literature	3			
MUS 100	Introduction to Music Theory	3			
MUS 109	Beginning Music Theory Through Guitar	1			
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			
or MUS 115H	History and Appreciation of Western Music (Honors)				
MUS 116	A Survey of World Music	3			
MUS 119	Jazz History	3			
PHIL 100	Informal Logic and Critical Thinking	3			
PHIL 101	Introduction to Philosophy: Knowledge and Reality	3			
PHIL 102	Contemporary Moral Problems	3			
PHIL 105	Asian Philosophy and Religion	3			
PHIL 122	World Religions	3			
PHIL 221	Philosophy of Religion	3			
READ 100	Critical Reading and Thinking	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	3			

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	Beginning Sculpture	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 203	Life Drawing	3
ART 204	Painting	3
ART 205	Painting with Watercolor and Acrylic: Waterbase Media	3
ART 206	Figure Painting	3
ART 207	Beginning Photography	3
ART 208	Advanced Photography	3
ART 210	Printmaking	3
ART 216	Advanced Sculpture	3
ART 223	Woodworking and Furniture Design	3
ART 225	Ceramics	3
ART 230	Introduction to Installation, Interactive, and Site-Specific Art	3
ART 231	Introduction to Video and Performance Art	3
ART 245	Introduction to Digital Arts	3
ART 251	Digital Photography	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)	
COMM 111	Oral Interpretation of Literature	3
COMM 220	Introduction to Mass Communication	3
DNCE 100	Dance Appreciation	3
DNCE 101	Dance History	3
DNCE 105	Dance Cultures of the World	3
DNCE 140	Ballroom Dance I	1
DNCE 143	Ballroom Dance II	1
DNCE 146	Latin Dance I	1
DNCE 152	Ballet I	1.5
DNCE 154	Ballet II	1.5
DNCE 160	Rehearsal and Performance	1.5
DNCE 161	MiraCosta College Show Choir	1.5
DNCE 163	Creative Dance and Improvisation	1
DNCE 166	Jazz Dance I	1.5
DNCE 168	Jazz Dance II	1.5
DNCE 169	Introduction to World Dance Forms	1
DNCE 171	Selected World Dance	1
DNCE 176	Modern Dance I	1.5
DNCE 178	Modern Dance II	1.5
DNCE 179	Musical Theatre Dance	1-2
DNCE 185	Choreography I	3
DNCE 191	Tap Dance I	1.5
DNCE 193	Tap Dance II	1.5
DRAM 105	Introduction to Theatre	3
DRAM 110	Voice and Diction	3
DRAM 125	Beginning Acting Lab	1
DRAM 126	Shakespearean Acting Lab	1
DRAM 130	Acting I	3
DRAM 148	Acting for the Camera	3
DRAM 149	Directing for the Stage	3
DRAM 226	Advanced Performance Lab	1
DRAM 231	Acting II	3
DRAM 232	Movement for the Stage	2
DRAM 253	Stage Makeup	3
DRAM 256	Stagecraft	3
DRAM 270	Rehearsal and Performance - Technical Theatre	1-3
DRAM 271	Rehearsal and Performance - Acting	1-3
DRAM 272	Rehearsal and Performance - Musical Theatre	1-3
ENGL 280	Creative Writing	3
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

MAT 120	Interactive Media Production	3
MAT 125	Web Design 1: Fundamentals	3
MAT 135	Graphic Design 1: Principles	3
MAT 150	Flash 1: Animation and Interactivity	3
MUS 100	Introduction to Music Theory	3
MUS 101	Music Theory I	3
MUS 102	Music Theory II: Introduction to Chromatic Harmony	3
MUS 103	Musicianship I	1
MUS 104	Musicianship II	1
MUS 115	History and Appreciation of Western Music	3
or MUS 115H	History and Appreciation of Western Music (Honors)	
MUS 120	Piano I	1
MUS 121	Piano II	1
MUS 129	Piano for Music Majors	1
MUS 144	Applied Music I	1.5
MUS 150	Contemporary Big Band	1
MUS 153	Jazz/Commercial Improvisation	2
MUS 158	Special Ensemble Project	.5-2
MUS 161	Masterworks Chorale	1
MUS 162	Contemporary Vocal Ensemble	.5
MUS 163	Commercial Music Ensemble	1
MUS 164	Musical Theater Ensemble	1
MUS 165	Chamber Choir	2
MUS 170	College-Community Symphonic Orchestra	1
MUS 175	Classical Guitar Ensemble	1
MUS 176	Guitar Orchestra	1
MUS 181	Recording Arts I	2
MUS 182	Recording Arts II	2
MUS 201	Advanced Music Theory	3
MUS 203	Advanced Musicianship	1
MUS 244	Applied Music II	1.5
MUS 281	Recording Arts III	2
MUS 282	Recording Arts IV	2

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:

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
GEOG 124	Geographic Information Science and Spatial Reasoning	3
GEOL 101 or GEOL 101H	Physical Geology Physical Geology (Honors)	3
GEOL 101L	Physical Geology Laboratory	1
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 125	College Algebra	3
MATH 130	Trigonometry	3
MATH 135	Pre-Calculus Mathematics	5
MATH 150	Calculus and Analytic Geometry I	5
MATH 155	Calculus and Analytic Geometry II	4
MATH 226	Discrete Mathematics	3
MATH 260	Calculus and Analytic Geometry III	4
MATH 265	Differential Equations	3
MATH 270	Linear Algebra	3
OCEA 101 or OCEA 101H	Introduction to Oceanography 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
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
PSYC 260	Physiological Psychology	3
ANTH 101 or ANTH 101H	Biological Anthropology 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 or BIO 101 & BIO 101L	General Biology (Lecture and Lab) General Biology and General Biology Laboratory	4
BIO 102	Ecology and Environmental Biology	4
BIO 103	Animal Diversity	3
BIO 105	Genes and Technology in Society	3
BIO 105L	Genes and Technology in Society Laboratory	1
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

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 would 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/SOC 105	Introduction to Justice Studies	3
ADM 230	Police Community Relations	3
ANTH 102	Cultural Anthropology	3
or ANTH 102H	Cultural Anthropology (Honors)	
ANTH 104	Native American Cultures	3
ART 290	Landmarks of Art	3
ASIA/PHIL 105	Asian Philosophy and Religion	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
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 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 205	Women in Western Art and Literature	3
HUMN 250	American Studies	3
ITAL 101	Elementary Italian (First Semester)	4
ITAL 102	Elementary Italian (Second Semester)	4
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)	5
JAPN 102	Elementary Japanese (Second Semester)	5
JAPN 201	Intermediate Japanese (Third Semester)	5
JAPN 202	Intermediate Japanese (Fourth Semester)	5
JAPN 210	Intermediate Conversation I and Reading	3
JAPN 211	Intermediate Conversation II and Writing	3
LIT 250	American Literature	3
LIT 251	American Literature	3
LIT 270	World Literature	3
LIT 271	World Literature	3
MUS 113	Multicultural Roots of American Music	3
MUS 116	A Survey of World Music	3
PHIL 122	World Religions	3
PLSC 150	Introduction to International Relations	3
PSYC 125	Psychology of Women	3
PSYC 145	Psychology/Sociology of the Family	3
SOC 110	Comparative Cultures	3
SOC 120	Introduction to Women's Studies	3
SOC 207	Race and Ethnic Relations	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	3
SPAN 205	Hispanic Film, Literature, and Composition	3
SPAN 210	Intermediate Conversation and Reading	3
SPAN 211	Intermediate Conversation and Writing	3

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/SOC 105	Introduction to Justice Studies	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
ASIA/HIST 107	East Asian Societies	3
CHLD 121	Human Development	3
CHLD 210	Child, Family, and Community	3
COMM 101	Oral Communication	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
ECON 100	Survey of Economics	3
ECON 101	Principles of Economics: MACRO	3
ECON 102	Principles of Economics: MICRO	3
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
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 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 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
PHIL 100	Informal Logic and Critical Thinking	3
PLSC 101	Introduction to Political Science	3
or PSYC 101H	General Psychology (Honors)	
PLSC 102	American Institutions and History	4
PLSC 103	Comparative Government	3
PLSC 150	Introduction to International Relations	3
PSYC 100	Introduction to Psychology	3
PSYC 101	General Psychology	3
PSYC/SOC 103	Social Psychology	3
PSYC/SOC 104	Statistics for Behavioral Science	4
PSYC 121	Human Development	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 120	Introduction to Women's Studies	3
SOC 207	Race and Ethnic Relations	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

Department Chair: Pamela Perry **Department:** Library Science

Dean: Mario Valente

Office: Building 1200,
760.795.6637

www.miracosta.edu/LIBR

Full-Time Faculty

Steven Deineh
Myla Stokes Kelly
Richard Ma

Jennifer Paris
Pamela Perry
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 108: Research Strategies for the Online World

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1601.00)

This course is designed to teach and strengthen life-long research and information competency skills. Adapted to make maximum use of online catalogs, full text periodical databases, and Internet resources, as well as a variety of in-library materials, this course teaches students how to access, evaluate, and utilize information resources. Students can then apply these principles to fulfill their research goals in many different settings. Students have an opportunity to work with librarians to define their academic research and career needs.

LIBR 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(1601.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

Linguistics

Linguistics is the study of the nature and structure of human speech. Students take LING 110 to satisfy a requirement for MiraCosta College's Liberal Studies: Elementary (Multiple Subject) Teaching Preparation associate degree or as an elective for MiraCosta's Associate in Arts in Anthropology degree. (See Education or Anthropology for specific degree requirements.)

Contact Information

Department Chair: Susan Herrmann

Dean: Dana Smith

www.miracosta.edu/LING

Department: Letters, Transfer

Office: Building 3600,
760.795.6874

Courses

LING 110: Language Structure and Linguistics

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 syntax. 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 are interested in pursuing the Associate in Arts in English and Literature and for those who wish to satisfy a humanities general education requirement.

Contact Information

Department Chair: Susan Herrmann

Department: Letters, Transfer

Dean: Dana Smith

Office: Building 3600,
760.795.6874

www.miracosta.edu/LIT

Full-Time Faculty

Robert Archer
Anthony Burman
Maria Figueroa-Chacon
Susan Herrmann
José Jara
Jeff Keehn

John Kirwan
Jane Mushinsky
Holly Ordway
Jim Sullivan
Robert Turner

Courses

LIT 120: Introduction to Literature

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1503.00)

This course provides a general introduction to literary genres—prose fiction (short story and novel), poetry, drama and film—in order to enhance students' skills in analyzing texts and film with insight. Students will examine fundamentals of literary analysis (plot, character, symbolism, theme, irony), as well as basic critical principles for making literary judgments while reading texts.

LIT 250: American Literature

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1503.00)

This course explores major writers and literary movements in America beginning with Native American literature and concluding with writers of the mid-1800's. Authors to be studied may include de Vaca, Bradford, Bradstreet, Tyler, Franklin, De Crevecoeur, Paine, Holmes, Poe, Hawthorne, Thoreau, Jacobs, Stowe, Douglass, Whitman, and Dickinson.

LIT 251: American Literature

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1503.00)

This course explores major writers and literary movements in America from the mid-1800's to the present. Authors to be studied may include Twain, Chopin, Wharton, Crane, O'Neill, Steinbeck, Hughes, Hemingway, Ellison, Stevens, Plath, Miller, Oates, Clifton, Faulkner, Cisneros and Harjo.

LIT 260: English Literature

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1503.00)

Survey of major writers in English literature from the Anglo-Saxon era to the 18th century. Course covers works of at least two of the three most influential writers in the language (Chaucer, Shakespeare, Milton), as well as historical and cultural backgrounds. Students will 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

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1503.00)

Survey of major writers in English literature from the late 18th to the 21st century. Course covers some of the best-known poetry, essays, drama, and prose fiction written in modern English, as well as historical and cultural backgrounds of these works. Eras include Romantic, Victorian, Modern, and Postmodern.

LIT 265: Shakespeare Studies

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

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. Emphasis is placed not only on the intrinsic value of the works themselves but also upon the historical, intellectual, political, social, and psychological forces that influenced Shakespeare and which are manifested in his extraordinary art. Viewing of plays, films, and/or special television broadcasts of Shakespearean plays and sonnets will complement close reading of the texts themselves.

LIT 270: World Literature

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

Units: 3

Prerequisites: None

Advisory: Eligibility for ENGL 100.

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. The selected literature will be studied 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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1503.00)

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)

A study of relevant topics in the discipline. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

LIT 298: Directed Studies 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.

Repeatability Rule: May be taken for a total of 3 units.

Acceptable for Credit: CSU

Laboratory 3 hours.

Laboratory 6 hours.

Laboratory 9 hours.

Individualized study, project, or research in area of particular interest to the student and not included in the regular courses of the college. Approval form must be signed by instructor and department chair before registration. (May be taken for a total of 3 units.)



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

Department Chair: Peter Avery **Department:** Mathematics

www.miracosta.edu/MATH

Office: Building SAN 602,
760.795.6874

Full-Time Faculty

Janeen Apalatea
Peter Avery
Angela Beltran
David Bonds
Keith Dunbar
Scott Fallstrom
Shannon Gracey
Julie Harland

Mark Laurel
Lemee Nakamura
Victoria Noddings
Zikica Perovic
Brent Pickett
Beth Powell
Mohammed G. Rajah
John Towers

Associate Degree

Associate in Science - Transfer Degree Mathematics

Mathematics is the abstract study of pattern and structure, and is the foundation of all science and technology programs. The Mathematics 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 Mathematics programs. University areas of specialization may include applied mathematics, statistics, and teaching. With a bachelor's degree, career options include teaching and research.

Required courses:

MATH 150	Calculus and Analytic Geometry I	5
MATH 155	Calculus and Analytic Geometry II	4
MATH 260	Calculus and Analytic Geometry III	4

Select two courses from the following group:

MATH 226	Discrete Mathematics	6
MATH 265	Differential Equations	
MATH 270	Linear Algebra	

Total Units 19

Courses

MATH 101: Intermediate Algebra

Units: 4

Prerequisites: MATH 830 or MATH 830B or qualification through the Math Competency Exam or approved equivalent.
Repeatability Rule: Students may earn a maximum of 4 units in any combination of MATH 101, MATH 101A, MATH 101B.
Lecture 4 hours. (1701.00)

Topics include a study of radicals, exponents, rational expressions, concepts of relations and functions, exponential and logarithmic functions, linear and quadratic functions; and the solutions of equations from these topics. This course is offered in both traditional and self-paced formats.

MATH 101A: Intermediate Algebra Part 1

Units: 2

Prerequisites: MATH 830 or MATH 830B or qualification through the Math Competency Exam or approved equivalent.
Repeatability Rule: Students may earn a maximum of 4 units in any combination of MATH 101, MATH 101A, MATH 101B.
Lecture 2 hours. (1701.00)

This course covers radicals, exponents, rational expressions, concepts of relations and functions, and linear and quadratic functions. Students analyze verbal problems, model with appropriate functions, substitute the unknown values, and solve the resulting equations. Students may be required to take proctored exams.

MATH 101B: Intermediate Algebra Part 2

Units: 2

Prerequisites: MATH 101A.
Repeatability Rule: Students may earn a maximum of 4 units in any combination of MATH 101, MATH 101A, MATH 101B.
Lecture 2 hours. (1701.00)

This algebra course covers rational expressions, relations and functions, and exponential and logarithmic functions. Students may be required to take proctored exams.

MATH 103: Statistics

Units: 4

Prerequisites: MATH 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.
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. Students may be required to take proctored exams. UC CREDIT LIMITATION: Credit for MATH 103, BIO 180/BTEC 180, or PSYC 104/SOC 104.

MATH 105: Concepts and Structures of Elementary Mathematics I

Units: 3

Prerequisites: MATH 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1701.00)

Subjects include set theory, problem solving, systems of numeration, elementary number theory, numerical operations and arithmetic algorithms. Emphasis throughout is on cognitive learning and developing problem solving strategies and techniques. Students may work collaboratively in groups and/or independently using manipulatives and models to explore the 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 approved equivalent.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1701.00)

This course, which is a continuation of MATH 105, is a study of 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 are required to demonstrate their understanding of the concepts and structures of elementary mathematics using critical thinking. Analytical reading, writing, problem solving, and the ability to do constructive geometry are required for success in this course. UC CREDIT LIMITATION: Credit for MATH 105 or MATH 106.

MATH 115: Calculus with Applications

Units: 4

Prerequisites: MATH 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.

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 logarithmic and exponential functions, development of integration techniques, and an introduction to multi-variable calculus, and their applications 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 or MATH 150.

MATH 125: College Algebra

Units: 3

Prerequisites: MATH 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours. (1701.00)

Topics include a review of techniques for solving algebraic equations and inequalities; definitions and properties of functions and inverse functions; graphs of linear, quadratic, and other polynomial functions and of rational functions; translations and combinations of functions; zeros of polynomial functions; definitions, graphs, and properties of exponential and logarithmic functions; techniques for solving exponential and logarithmic equations; and techniques for solving systems of equations. UC CREDIT LIMITATION: Credit for MATH 125 or MATH 135.

MATH 130: Trigonometry

Units: 3

Prerequisites: MATH 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.

Acceptable for Credit: CSU

Lecture 3 hours. (1701.00)

Topics include definitions and properties of trigonometric functions; solutions of applied problems involving right triangles; graphs of trigonometric functions including period changes, amplitude changes, and phase shifts; trigonometric identities; trigonometric equation solving; and evaluation of inverse trigonometric functions.

MATH 135: Pre-Calculus Mathematics

Units: 5

Prerequisites: MATH 130 or qualification through the Math Competency Exam or approved equivalent.

Corequisite: MATH 130 if prerequisite not met.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 5 hours. (1701.00)

A study of functions and their properties. Topics include linear, quadratic, polynomial, rational, trigonometric, exponential, and logarithmic functions; systems of equations and inequalities; and conics. NOTE: A graphics calculator is required. Please attend the first class meeting before purchasing. UC CREDIT LIMITATION: Credit for MATH 125 or MATH 135.

MATH 150: Calculus and Analytic Geometry I

Units: 5

Prerequisites: MATH 130 and MATH 135 or qualification through the Math Competency Exam or approved equivalent.

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 universe; integration and the Fundamental Theorem of Calculus; and applications of differentiation and integration. NOTE: A graphics calculator is required. Please attend the first class meeting before purchasing. UC CREDIT LIMITATION: Credit for MATH 115 or MATH 150.

MATH 155: Calculus and Analytic Geometry II

Units: 4

Prerequisites: MATH 150 or approved equivalent.

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. This course is designed for mathematics, science, and engineering majors. NOTE: A graphics calculator is required. Please attend the first class meeting before purchasing.

MATH 226: Discrete Mathematics

Units: 3

Prerequisites: MATH 135 or qualification through the Math Competency Exam or approved equivalent.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1701.00)

Designed for students majoring in mathematics or computer science, this introduces discrete mathematics including logic, methods of proof, number theory, sets, counting, relations, recursion, recurrence relations, and Boolean algebra. Topics will be illustrated with applications to computer science, including design and analysis of algorithms, undecidability, program correctness, digital logic design, and others.

MATH 260: Calculus and Analytic Geometry III

Units: 4

Prerequisites: MATH 155 or approved equivalent.

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, graphs of quadric 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: 3

Prerequisites: MATH 155 or approved equivalent.

Acceptable for Credit: CSU, UC

Lecture 3 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 these solutions: analytical, numerical, power-series. The course is designed for the transfer student planning to major in mathematics, engineering, computer science, or physical sciences.

MATH 270: Linear Algebra

Units: 3

Prerequisites: MATH 260 or approved equivalent.

Corequisite: MATH 260 if prerequisite not met.

Acceptable for Credit: CSU, UC

Lecture 3 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, and eigenvalues and eigenvectors.

MATH 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1701.00)

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: 1-3

Prerequisites: None

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. (1701.00)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

MATH 820: Pre-Algebra

Units: 4

Prerequisites: None

Repeatability Rule: Students may earn a maximum of 4 units in any combination of MATH 820, MATH 820A, MATH 820B.

Lecture 4 hours. (1701.00)

This course prepares students for Elementary Algebra (MATH 830). 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. Students may be required to take proctored exams.

MATH 820A: Pre-Algebra Part 1

Units: 2

Prerequisites: None

Repeatability Rule: Students may earn a maximum of 4 units in any combination of MATH 820, MATH 820A, MATH 820B.

Lecture 2 hours. (1701.00)

This course is designed as the first half of the Pre-Algebra course. Successful completion of this course together with MATH 820B is equivalent to MATH 820. Topics include operations on positive and negative numbers; review of fractions, decimals, and percents; and fundamental algebraic concepts. Students may be required to take proctored exams.

MATH 820B: Pre-Algebra Part 2

Units: 2

Prerequisites: MATH 820A.

Repeatability Rule: Students may earn a maximum of 4 units in any combination of MATH 820, MATH 820A, MATH 820B.

Lecture 2 hours. (1701.00)

This successor course to MATH 820A prepares students for Elementary Algebra (MATH 830). Topics include perimeters, areas, and volumes of geometric figures, fundamental algebraic concepts, square roots, and applications. Students may be required to take proctored exams.

MATH 830: Elementary Algebra

Units: 4

Prerequisites: MATH 820 or MATH 820B or qualification through the Math Competency Exam or approved equivalent.

Enrollment Limitation: Students may earn a maximum of 4 units in any combination of MATH 830, MATH 830A, MATH 830B.

Lecture 4 hours. (1701.00)

Designed to prepare students for Intermediate Algebra, Elementary Algebra teaches simplifying algebraic expressions involving polynomials and rational terms; factoring; solving linear equations; solving quadratic equations using factoring; analyzing graphs of linear equations; and solving applied problems. This course is offered in both traditional and self-paced formats. (Formerly MATH 100.)

MATH 830A: Elementary Algebra Part 1

Units: 2

Prerequisites: MATH 820 or MATH 820B or qualification through the Math Competency Exam or approved equivalent.

Repeatability Rule: Students may earn a maximum of 4 units in any combination of MATH 830, MATH 830A, MATH 830B.

Lecture 2 hours. (1701.00)

This first half of Elementary Algebra covers simplifying algebraic expressions involving polynomials, solving linear equations, analyzing graphs of linear equations, and solving applied problems. Students may be required to take proctored exams. (Formerly MATH 100A.)

MATH 830B: Elementary Algebra Part 2

Units: 2

Prerequisites: MATH 830A.

Repeatability Rule: Students may earn a maximum of 4 units in any combination of MATH 830, MATH 830A, MATH 830B.

Lecture 2 hours. (1701.00)

This second half of Elementary Algebra covers simplifying algebraic expressions involving rational expressions, factoring, solving quadratic equations using factoring, and solving applied problems. Students may be required to take proctored exams. (Formerly MATH 100B.)



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 Web page 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

Department Chair: Jill Malone **Department:** Media Arts & Technologies
Dean: Al Taccone
www.miracosta.edu/IMT **Office:** Building 4800, 760.795.6841

Full-Time Faculty

Karl Cleveland
Jill Malone
Jeff Uhlik

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). 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

Certificates of Achievement

Graphic Design

This certificate provides the design and technical skill training students need 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 are also prepared to start their own design businesses, work as freelancers, or gain a solid start in pursuing a four-year design degree. 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:*

Required courses:		
MAT 110/ ART 247	Digital Imaging 1: Adobe Photoshop	3
MAT 120	Interactive Media 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/ ART 248	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/ ART 252	Digital Imaging 3: Advanced Photoshop	
MAT 230	Publishing 2: Output for Print	
MAT 270	Advanced Design Studio	
Required to graduate:		3
MAT 290	Portfolio Development	
Recommended Electives (not required):		
ART 100	Drawing and Composition	
ART 260	History of Modern Art	
or ART 260H	History of Modern Art (Honors)	
Total Units		30

* 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

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:

Required courses:		
MAT 110/ ART 247	Digital Imaging 1: Adobe Photoshop	3
MAT 120	Interactive Media 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 270	Advanced Design Studio	
Capstone:		3
MAT 290	Portfolio Development	
Total Units		30

* 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 provides the skills students need to gain employment in the dynamic field of Internet and mobile content design, development, and delivery. Students gain skills in all phases of Web site design, including page construction, site design, dynamic content delivery, e-commerce, Flash animation, Web video, and Flash development for games, advertising, and interactive and mobile content. Employment opportunities include Web page designer, Web site designer, information architect, mobile content developer, Web developer, Flash designer, and Flash developer.

Foundation courses:

Required courses:		
MAT 110/ ART 247	Digital Imaging 1: Adobe Photoshop	3
MAT 120	Interactive Media 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 165	Web Design 2: Tools and Techniques	
MAT 190	Flash 2: ActionScript	
MAT 235	Web Design 3: Site Design and Architecture	
CSIT 146	Internet Presence for the Small and Medium Business	
Advanced courses (select 3 units): *		3
MAT 225	Dynamic Web Development	
MAT 270	Advanced Design Studio	
Required to graduate:		3
MAT 290	Portfolio Development	
Total Units		30

* 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

Print Publishing

This certificate provides the focused skills students need to gain employment in print publication. Students gain specific skills in graphic design, image creation and manipulation, page layout, illustration techniques, and final output techniques. Graduates of this program are prepared to pursue employment opportunities as graphic artists, imaging specialists, digital imaging assistants, layout artists, and graphic production assistants.

Required courses:		
Five of the following:		15
MAT 110/ ART 247	Digital Imaging 1: Adobe Photoshop	
MAT 135	Graphic Design 1: Principles	
MAT 170/ ART 248	Digital Imaging 2: Adobe Illustrator	
MAT 180	Publishing 1: Adobe InDesign	
MAT 210/ ART 252	Digital Imaging 3: Advanced Photoshop	
MAT 230	Publishing 2: Output for Print	
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
Total Units		12

Certificate of Proficiency

Visual 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.

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 251	Digital Photography	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 sets students need to gain employment in Web site 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 Web site architecture and design. Graduates of this program are prepared to pursue employment opportunities as Web page designers, Web developers, Flash designers, Flash developers, content developers, and interface designers.

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 190	Flash 2: ActionScript	
MAT 225	Dynamic Web Development	

MAT 235	Web Design 3: Site Design and Architecture
CSIT 146	Internet Presence for the Small and Medium Business

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 3 hours. (0614.60)

In this course, students utilize the computer as a tool to create and manipulate photographic and other raster graphic images. Students will explore digital imaging techniques through the use of the photo manipulation software Adobe Photoshop. Students will learn to use photo editing and color correction tools, activate selection tools and extraction functions, utilize quick masks and alpha channels, manipulate work paths, incorporate adjustment layers and layer masks. They will also apply filters and blending modes to create special effects, incorporate clipping groups, understand the differences and similarities of CMYK and RGB, and work with a variety of file formats. This course involves considerable hands-on instruction and multiple projects. (Formerly CIS 246.)

MAT 120: Interactive Media 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. (Formerly IMT 125.)

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. (Formerly IMT 135.)

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. (Formerly IMT 140.)

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. (Formerly IMT 145.)

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. (Formerly IMT 155.)

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. (Formerly IMT 175.)

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. (Formerly IMT 180.)

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 3 hours. (0614.60)

In this course students utilize the computer as a tool to create and organize text and vector graphic images into personal and commercial output. Students will produce and manipulate vector graphic images through the use of the software program Adobe Illustrator. Students will generate effective typography, utilize a variety of color palettes and libraries, develop unique brushes and patterns, apply transparency and other special effects, transform objects and manipulate perspective, utilize blends and gradients to produce airbrush effects, make use of pathfinder tools, understand the differences and similarities of CMYK and RGB, and import and export different graphic file formats. Involves considerable hands-on instruction and multiple projects. (Formerly CIS 248.)

MAT 180: Publishing 1: Adobe InDesign

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours. (0614.50)

This course introduces students to the page layout software program used by professional graphic artists to create ads, business cards, brochures, data sheets, postcards, newsletters, magazines, books, posters, CD covers, and more. It involves considerable hands-on instruction, short exercises, and projects similar to everyday challenges faced by professional designers. Students learn the program's user interface, how to create and edit documents, and how to arrange elements in multiple-page publications. Students learn how to format type, import images, use layers, save styles, create tables, utilize color palettes and libraries, and apply keyboard shortcuts. Students learn typographic and publishing terms, basic design principles, and how to manage process and spot color. Students will examine, troubleshoot, and package digital files for output to a service bureau, commercial printer, or destination publication. (Formerly CIS 179.)

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. (Formerly IMT 150.)

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. (Formerly IMT 170.)

MAT 210: Digital Imaging 3: Advanced Photoshop

Units: 3

Prerequisites: ART 247 or MAT 110.

Enrollment Limitation: Not open to students with credit in ART 252.

Acceptable for Credit: CSU

Lecture 3 hours. (0614.60)

This course builds upon knowledge and skills gained in MAT 110 or ART 247. Students 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. (Formerly CIS 253.)

MAT 225: Dynamic Web Development

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 web applications using current database technologies, such as PHP and MySQL. Students develop their own database-driven web applications as a basis for creating e-commerce, e-learning, or other dynamic, interactive applications. Topics include how to create web-page designs that seamlessly integrate dynamic and interactive content and how to leverage web-design software, such as Dreamweaver, to create professional, data-driven websites. (Formerly IMT 220.)

MAT 230: Publishing 2: Output for Print

Units: 3
Prerequisites: None
Acceptable for Credit: CSU
Lecture 3 hours. (0614.50)

Students in this class will become familiar with print publication in the digital age. Students will explore how work flows from one member of a graphic design team to another, and students will learn basic concepts and terms used by professionals in the industry. Students will learn how to accurately reproduce color using print media, how to plan and troubleshoot a project, how to construct digital art files for release to a print bureau, and how to proofread various kinds of prototypes. Students will practice prepress techniques using Adobe Photoshop, Adobe Illustrator, and Adobe InDesign and will complete take-home projects similar to everyday challenges faced by professional designers. (Formerly CIS 249.)

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. (Formerly IMT 230.)

MAT 270: Advanced Design Studio

Units: 3
Prerequisites: None
Enrollment Limitation: Audition at first class meeting with portfolio and instructor consent.
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. (Formerly IMT 270.)

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 60 non-paid or 75 paid hours of work per unit.
Acceptable for Credit: CSU
(0614.60)

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 Technology

Units: 1-3
Prerequisites: None
Acceptable for Credit: CSU
Lecture 1 hour.
Lecture 2 hours.
Lecture 3 hours. (0614.00)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community. (Formerly IMT 296.)

MAT 298: Directed Studies 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.
 Repeatability Rule: May be taken for a total of 3 units.
 Acceptable for Credit: CSU
 Laboratory 3 hours.
 Laboratory 6 hours.
 Laboratory 9 hours. (0614.00)

Individualized study, project, or research in area of particular interest to the student and not included in the regular courses of the college. Approval form must be signed by instructor and department chair before registration. (May be taken for a total of 3 units.) Formerly IMT 298

MAT 299: Occupational Cooperative Work Experience

Units: 1-4
 Prerequisites: None
 Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (0614.60)

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

Department Chair: Kathryn Striebel
Department: Business and Medical Office Technologies
Dean: Al Taccone
Office: Building 4800, 760.795.6841
www.miracosta.edu/MA

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). 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 Health Insurance Portability and Accountability Act (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 Administrative Medical Assisting	3
MAP 102	HIPAA Compliance and Certification	3
MAP 104	Medical Coding	3
MAP 105	Medical Insurance Practice	3
MAP 110	Health Information Management: 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 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 and Certification	3
MAP 104	Medical Coding	3
MAP 105	Medical Insurance Practice	3

Select at least 3 elective units from the following:		3
MAP 110	Health Information Management: 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 Administrative Medical Assisting	3
MAP 102	HIPAA Compliance and Certification	3
MAP 104	Medical Coding	3
MAP 105	Medical Insurance Practice	3
MAP 110	Health Information Management: Introduction to the Electronic Health Record	3
MAP 292	Internship Studies	1
Total Units		16

Courses

MAP 100: Introduction to Administrative Medical Assisting

Units: 3
Prerequisites: None
Lecture 3 hours. (1208.00)

Topics include the history and development of the medical profession and its specialties; the role and function of the medical assistant and medical assisting organizations; principles of interpersonal relationships; professional attitudes; medical ethics and law; interactions with patients; and overview of basic functions carried out in a medical office, e.g., medical records, patient appointments, billing for services. (Formerly MA 100.)

MAP 102: HIPAA Compliance and Certification

Units: 3
Prerequisites: None
Lecture 3 hours. (0514.20)

This course provides an easy-to-understand overview of the Health Information Portability and Accountability Act (HIPAA) privacy and security rules and compliance tasks. The student will be able to summarize the analysis, training, and technology needed to properly plan and implement privacy and security policies. Some of the topics discussed in this course are information on 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. (1208.10)

This course provides entry-level training in medical coding. Students will develop an understanding of Current Procedural Terminology 4 (CPT-4), International Classification of Diseases (ICD-9-CM) Volumes I and II, HCFA Common Procedure Coding System (HCPCS), as they are used in medical claims processing and record management. (Formerly MA 104.)

MAP 105: Medical Insurance Practice

Units: 3
Prerequisites: None
Lecture 3 hours. (1208.10)

Course teaches procedures for completing insurance claims and various financial methods used in medical offices for insurance billing, collecting, etc. (Formerly MA 105.)

MAP 110: Health Information Management: Introduction to the Electronic Health Record

Units: 3
Prerequisites: None
Advisory: MAP 102.
Lecture 3 hours. (0514.20)

This course will provide students with an overview of all the information entered into and extrapolated from an electronic health record (EHR). Students will examine specific sections of the EHR in relation to health information management. Topics included in this course are information storage and imaging, organizing data exchanges through web databases, and real-time data collection.

MAP 292: Internship Studies

Units: 0.5-3
Prerequisites: None
Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.
Acceptable for Credit: CSU (0514.20)

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 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU (0514.20)

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 both music and non-music majors. Careers in traditional music include professional performance, conducting, arts management, composing, academic research, and public and private teaching. Employment opportunities in the commercial music industry include audio recording, MIDI music systems, professional songwriting, sound reinforcement, production, and music business.



Contact Information

Department Chair: Matthew Falker

Department: Music

Dean: Dana Smith

Office: Building 2000,
760.795.6679

www.miracosta.edu/MUS

Full-Time Faculty

Christy Coobatis
Matthew Falker
Arlie Langager

Dan Siegel
Stephen Torok

Associate Degrees

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: Introduction to Chromatic Harmony	3
MUS 103	Musicianship I	1
MUS 104	Musicianship II	1
MUS 115	History and Appreciation of Western Music	3
or MUS 115H	History and Appreciation of Western Music (Honors)	3
MUS 201	Advanced Music Theory	3
MUS 203	Advanced Musicianship	1

Piano

MUS 129	Piano for Music Majors	2
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	
MUS 244	Applied Music II	

Performance Ensembles (4 units to be selected from the following):

MUS 150	Contemporary Big Band	4
MUS 152	Small Group Jazz Ensemble	
MUS 158	Special Ensemble Project	
MUS 161	Masterworks Chorale	

MUS 163	Commercial Music Ensemble	
MUS 165	Chamber Choir	
MUS 166	Vocal Jazz Ensemble	
MUS 170	College-Community Symphonic Orchestra	
MUS 175	Classical Guitar Ensemble	

Required Electives (Students should select Option 1 or Option 2 based on their interest of study following transfer): 2

Option 1-Classical Performance

MUS 131	Guitar II	
MUS 141	Vocal Fundamentals	
MUS 228	Advanced Piano	
MUS 241	Advanced Vocal Techniques	

Option 2-Jazz/Commercial Performance

MUS 153	Jazz/Commercial Improvisation	
MUS 152 & MUS 231	Small Group Jazz Ensemble and Jazz/Commercial Guitar	

Total Units 29

Associate in Arts Degrees

Digital Audio Applications; Recording Arts

Students may earn one of the above-named associate degrees 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 educational plan for the specific degree or certificate they wish to earn.

Certificates

Certificate of Achievement

Business of Music

Graduates of the Business of Music Program are prepared to enter careers in music management, retail, manufacturing, and distribution. This program contains all necessary course work to enter the music workforce with knowledge of business law, distribution, entrepreneurship, and management.

Required courses:

MUS 286	The Business of Music I	3
MUS 287	Business of Music II	2

Select at least 3 elective units from the following: 3

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

Select at least 10 elective units from the following: 10

BUS 130	Small Business Management	
BUS 131	Management Principles	
BUS 136	Human Relations in Business	
BUS 140	Legal Environment of Business	

BUS 170	Entrepreneur I	
BUS 171	Entrepreneur II	
MUS 299	Occupational Cooperative Work Experience *	

Total Units 18

* A maximum of two units may be applied to this certificate.

Certificate of Achievement

Digital Audio Applications

This certificate prepares students for jobs in digital audio production as applicable to recording and live sound. Students study theory and learn skills ranging from preparation to creation of a final product through in-depth study of software, hardware, and application of core principles.

Required courses:

MUS 120	Piano I	1
MUS 181	Recording Arts I	2
MUS 182	Recording Arts II	2
MUS 183	MIDI I	2
MUS 184	MIDI II	2
MUS 192/	Audio Equipment Maintenance	2
MUS 198	Digital Audio Production I	2
MUS 199	Digital Audio Production II	2
MUS 283	MIDI III	2-3
or MAT 120	Interactive Media Production	
MUS 284	MIDI IV	2-3
or DRAM 298	Directed Study in Dramatic Arts	

Select at least 3 elective units from the following: 3

MUS 292	Internship Studies	
MUS 298	Directed Studies in Music	
MUS 299	Occupational Cooperative Work Experience	

Total Units 22-24

Certificate of Achievement

Recording Arts

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.

Required courses:

Recording Arts/Music Theory		11
MUS 100	Introduction to Music Theory	
MUS 181	Recording Arts I	

MUS 182	Recording Arts II	
MUS 281	Recording Arts III	
MUS 282	Recording Arts IV	
Performance Training		2
MUS 120	Piano I	
or MUS 130	Guitar I	
or MUS 141	Vocal Fundamentals	
MUS 121	Piano II	
or MUS 131	Guitar II	
or MUS 161	Masterworks Chorale	
Arts Electives		2-6
MUS 192/	Audio Equipment Maintenance	
MUS 286	The Business of Music I	
& DRAM 141	and Stage Lighting	
MUS 260	Songwriting I	
Select at least 3 elective units from the following: *		3
MUS 292	Internship Studies	
MUS 294	Final Media Production	
MUS 298	Directed Studies in Music	
MUS 299	Occupational Cooperative Work Experience	
Total Units		18-22

* MUS 292, MUS 294, MUS 298 or MUS 299 - This certificate requires the student take a minimum of three units from any combination of MUS 292 (.5-3 units), MUS 294 (2 units), MUS 298 and MUS 299 (1-3 units) for the required elective.

Certificate of Achievement Sound Reinforcement

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 performer's perspective.

Required courses:		
DRAM 141	Stage Lighting	3
or DRAM 256	Stagecraft	
MUS 100	Introduction to Music Theory	3
MUS 115	History and Appreciation of Western Music	3
or MUS 115H	History and Appreciation of Western Music (Honors)	
MUS 120	Piano I	1
or MUS 130	Guitar I	

or MUS 141	Vocal Fundamentals	
MUS 181	Recording Arts I	2
MUS 185	Sound Reinforcement I	2
MUS 186	Sound Reinforcement II	2
MUS 192	Audio Equipment Maintenance	2
MUS 290	Performance/Recording Project	1
Select at least 3 units from the following courses: *		3
MUS 292	Internship Studies	
MUS 295	Concert Production	
MUS 298	Directed Studies in Music	
MUS 299	Occupational Cooperative Work Experience	
Total Units		22

* MUS 292, MUS 295, MUS 298 or MUS 299 - This certificate requires a minimum of three units from any combination of MUS 292 (.5-3 units), MUS 295 (1.5 units), MUS 298 and MUS 299 (1-3 units) for the required elective.

Certificate of Proficiency Guitar

The Guitar Certificate is designed to expose performers to the various styles and other musical skills required of versatile guitarists.

Required courses:		
MUS 100	Introduction to Music Theory	3
MUS 101	Music Theory I	3
MUS 103	Musicianship I	1
MUS 130	Guitar I	1
MUS 131	Guitar II	1
Advanced Guitar Study (A student may take any combination of the following for a total of two units. Any one of the courses may be repeated once.):		2
MUS 175	Classical Guitar Ensemble	
MUS 176	Guitar Orchestra	
MUS 231	Jazz/Commercial Guitar	
General Education Study		3
MUS 113	Multicultural Roots of American Music	
MUS 114	History of Rock and Roll	
MUS 115	History and Appreciation of Western Music	
MUS 115H	History and Appreciation of Western Music (Honors)	
MUS 116	A Survey of World Music	
MUS 119	Jazz History	
Total Units		14

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 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
MUS 183	MIDI I	2
MUS 184	MIDI II	2
MUS 192	Audio Equipment Maintenance	2
MUS 198	Digital Audio Production I	2
Select at least 3 elective units from the following:		3
MUS 292	Internship Studies	
MUS 298	Directed Studies in Music	
MUS 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
MUS 181	Recording Arts I	2
MUS 183	MIDI I	2
MUS 185	Sound Reinforcement I	2
MUS 192	Audio Equipment Maintenance	2
MUS 198	Digital Audio Production I	2
Select three elective units from the following:		3
MUS 292	Internship Studies	
MUS 298	Directed Studies in Music	
MUS 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
MUS 181	Recording Arts I	2
MUS 183	MIDI I	2
MUS 192	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.

Certificate of Proficiency

Songwriting

This certificate provides the necessary skills for song creation and production. Successful graduates will complete course work in music theory and song creation that provides the foundation for modern popular music.

Required courses:		
MUS 100	Introduction to Music Theory	3
MUS 115	History and Appreciation of Western Music	3
or MUS 115H	History and Appreciation of Western Music (Honors)	
MUS 120	Piano I	1
MUS 130	Guitar I	1
MUS 141	Vocal Fundamentals	1
MUS 260	Songwriting I	2
MUS 261	Songwriting II	2
MUS 183	MIDI I	2
or MUS 198	Digital Audio Production I	
Total Units		15

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. (Formerly MUS 105.)

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: Introduction to Chromatic Harmony

Units: 3

Prerequisites: MUS 101.

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.

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 109: Beginning Music Theory Through Guitar

Units: 1

Prerequisites: None

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This course teaches beginning music theory through application on the guitar. It covers melody, rhythm, harmony, scales, improvisation, and chord theory using the guitar fingerboard as a guide. This course can function as a stand-alone for guitarists who want to understand rudimentary music theory or as a first step into the standard music theory course sequence.

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 115, MUS 115H, MUS 117, or MUS 118.

Acceptable for Credit: CSU, UC Credit limitation

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. UC CREDIT LIMITATION: No credit if taken after MUS 117 or MUS 118.

MUS 115H: History and Appreciation of Western Music (Honors)

Units: 3

Prerequisites: None

Enrollment Limitation: Not open to students with credit in MUS 115, MUS 115H, MUS 117, or MUS 118.

Acceptable for Credit: CSU, UC Credit limitation
Lecture 3 hours. (1004.00)

This honors course offers highly motivated students an intense introduction 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 emphasizes understanding the impact of cultural, sociological, and other influences upon the development of Western classical music. Students are required to attend live classical music performances. UC CREDIT LIMITATION: No credit if taken after MUS 117 or MUS 118. Credit for MUS 115 or MUS 115H.

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

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 120: Piano I

Units: 1

Prerequisites: None

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: MUS 120.

Enrollment Limitation: Audition if prerequisite not met.

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.

Repeatability Rule: Allow four completions in any combination of MUS 129, MUS 228, MUS 229.

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: MUS 130.

Enrollment Limitation: Audition if prerequisite not met.

Repeatability Rule: Allow four completions in any combination of MUS 131, MUS 231.

Acceptable for Credit: CSU, UC

Lecture 0.50 hour, laboratory 1.50 hours. (1004.00)

This continuation of MUS 130 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 four completions in any combination of MUS 150, MUS 161, MUS 170, MUS 176.
 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.

**MUS 152: Small Group Jazz Ensemble**

Units: 2
 Prerequisites: None
 Enrollment Limitation: Audition.
 Repeatability Rule: Allow four completions in any combination of MUS 152, MUS 165, MUS 175.
 Acceptable for Credit: CSU, UC Approval pending
 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.

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. (May be repeated three times.)

MUS 158: Special Ensemble Project

Units: .5-2
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Laboratory 1.50 hours.
 Laboratory 3 hours.
 Laboratory 4.50 hours.
 Laboratory 6 hours. (1004.00)

This performance ensemble prepares music and performs in a style specified in course schedule for the corresponding term. Ensembles include but are not limited to pit orchestra for the musical, classical chamber music ensembles, and jazz repertory ensembles. The course introduces and reinforces all aspects of performance related to the corresponding stylistic emphasis, including sight reading, intonation, rhythmic interpretation, section and ensemble balances, and stylistic interpretation. Students may be required to attend both on- and off-campus performances. (May be repeated three times.)

MUS 161: Masterworks Chorale

Units: 1
 Prerequisites: None
 Enrollment Limitation: Audition.
 Repeatability Rule: Allow four completions in any combination of MUS 150, MUS 161, MUS 170, MUS 176.
 Acceptable for Credit: CSU, UC
 Laboratory 3 hours. (1004.00)

Students receive instruction in choral music and vocal production with an emphasis on breath control, sight-reading, ensemble singing, diction, and musicianship. The study of secular and sacred music is included. Concerts, the product of the class, are often combined with orchestra.

MUS 162: Contemporary Vocal Ensemble

Units: .5
 Prerequisites: None
 Corequisite: DNCE 161. (Enroll in MUS 162 first, then DNCE 161.)
 Acceptable for Credit: CSU, UC
 Laboratory 1.50 hours. (1004.00)

Students who enroll in this course will be in the MiraCosta College Show Choir. They sing a wide variety of commercial music including pop, rock, swing, jazz, country, and other contemporary styles. (May be repeated three times.)

MUS 163: Commercial Music Ensemble

Units: 1
 Prerequisites: None
 Enrollment Limitation: Audition.
 Repeatability Rule: Allow four completions in any combination of MUS 163, MUS 164, MUS 166.
 Acceptable for Credit: CSU
 Laboratory 3 hours. (1004.00)

This performance group prepares music and performs in a variety of commercial (popular) styles. The stylistic emphasis varies each semester and may include Afro-Latin Ensemble, Funk Ensemble, Motown/Classic Soul Ensemble, Jazz Fusion Ensemble, and Tower of Power Repertory Ensemble. This course introduces and reinforces all aspects of performance related to the corresponding stylistic emphasis, including sight reading, intonation, rhythmic interpretation, section and ensemble balances, and stylistic interpretation. Students are required to attend both on- and off-campus performances.

MUS 164: Musical Theater Ensemble

Units: 1
 Prerequisites: None
 Enrollment Limitation: Audition.
 Repeatability Rule: Allow four completions in any combination of MUS 163, MUS 164, MUS 166.
 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 three times.)

MUS 165: Chamber Choir

Units: 2
 Prerequisites: None
 Enrollment Limitation: Audition.
 Repeatability Rule: Allow four completions in any combination of MUS 152, MUS 165, MUS 175.
 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.

MUS 166: Vocal Jazz Ensemble

Units: 2
 Prerequisites: None
 Enrollment Limitation: Audition.
 Repeatability Rule: Allow four completions in any combination of MUS 163, MUS 164, MUS 166.
 Acceptable for Credit: CSU, UC
 Lecture 1 hour, laboratory 3 hours. (1004.00)

Classic and contemporary vocal jazz ensemble repertoire is studied through vocal jazz ensemble rehearsal and performance. Students will present concerts and festivals on campus and throughout the community as well as concert tours. Secondary emphasis is placed on listening, improvisation, and solo singing skills as well. (May be repeated three times; formerly MUS 296-8.)

MUS 170: College-Community Symphonic Orchestra

Units: 1
 Prerequisites: None
 Enrollment Limitation: Audition.
 Repeatability Rule: Allow four completions in any combination of MUS 150, MUS 161, MUS 170, MUS 176.
 Acceptable for Credit: CSU, UC
 Laboratory 3 hours. (1004.00)

This class includes study and performance of orchestral literature from the 17th century to the present. Open to college students and community musicians wishing to develop a further understanding of music through symphonic ensemble playing. Members are expected to participate in concert presentations. (May be repeated three times.)

MUS 175: Classical Guitar Ensemble

Units: 1
 Prerequisites: None
 Repeatability Rule: Allow four completions in any combination of MUS 152, MUS 165, MUS 175.
 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.

MUS 176: Guitar Orchestra

Units: 1

Prerequisites: None

Repeatability Rule: Allow four completions in any combination of MUS 150, MUS 161, MUS 170, MUS 176.

Acceptable for Credit: CSU, UC

Laboratory 3 hours. (1004.00)

This course provides instruction in classical guitar as applied to orchestral ensemble, and it promotes a higher music reading proficiency. Students learn about and perform music from all stylistic periods.

MUS 181: 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.

MUS 182: Recording Arts II

Units: 2

Prerequisites: MUS 181.

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.

MUS 183: MIDI I

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 MUS 198 qualify for Avid Pro Tools 110 testing upon successful completion of MUS 183. (This course may be repeated one time.)

MUS 184: MIDI II

Units: 2

Prerequisites: MUS 183.

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This course studies computer-generated and controlled sound devices and the in-depth application of the Musical Instrument Digital Interface (MIDI) specification. It covers acoustics, sound synthesis, and digital sampling. The course also introduces parametric sound control, musical sequence structuring, and editing. Students learn how to program sequencers and synthesizers in configuration with keyboards as well as integrated MIDI systems for music composition, recording, and live performance as appropriate for music and stage shows. (May be repeated one time.)

MUS 185: Sound Reinforcement I

Units: 2

Prerequisites: None

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This course is an overview of live concert sound reinforcement. Topics include theory and application of individual sound system components such as microphones, mixers, effects, and speaker systems. Students will apply principles to concert situations throughout the semester.

MUS 186: Sound Reinforcement II

Units: 2

Prerequisites: MUS 185.

Lecture 1.50 hours, laboratory 1.50 hours.

Advanced topics in sound system design, stage management/organization, and sound checks. Also covered are troubleshooting and repair, live concert recording and live concert interfacing with MIDI and video systems. Lab presents field opportunities for students to apply knowledge in concert situations.

MUS 192: Audio Equipment Maintenance

Units: 2

Prerequisites: None

Enrollment Limitation: Not open to students with credit in DRAM 192.

Lecture 1 hour, laboratory 3 hours. (1005.00)

This course introduces audio maintenance, calibration, and minor repair as well 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.

MUS 198: Digital Audio Production I

Units: 2

Prerequisites: MUS 181.

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.

MUS 199: Digital Audio Production II

Units: 2

Prerequisites: MUS 198.

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.

MUS 201: Advanced Music Theory

Units: 3

Prerequisites: MUS 102.

Advisory: Concurrent enrollment in MUS 203 and 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.

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.

Repeatability Rule: Allow four completions in any combination of 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: None

Advisory: MUS 152 or MUS 153.

Acceptable for Credit: CSU

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.

Repeatability Rule: Allow four completions in any combination of MUS 131, MUS 231.

Acceptable for Credit: CSU, UC Approval pending

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 Approval pending

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 and by 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 I

Units: 2

Prerequisites: None

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This course is a study and application of skills necessary for popular songwriting and presentation. Topics include melody, harmony, form, timbre, voicing, marketing, and demo creation. It is designed for students with existing musical abilities.

MUS 261: Songwriting II

Units: 2

Prerequisites: MUS 260.

Lecture 1.50 hours, laboratory 1.50 hours. (1004.00)

This course is a continuation of principles learned in Songwriting I. Specific topics are harmonic and rhythmic progressions, lyric writing, notation, and arrangement. Upon completion of this course, the student will be able to create an original song suitable for recording and live performance.

MUS 281: Recording Arts III

Units: 2

Prerequisites: MUS 182.

Repeatability Rule: Allow four completions in any combination of MUS 281, MUS 282, MUS 290.

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.

MUS 282: Recording Arts IV

Units: 2

Prerequisites: MUS 281.

Repeatability Rule: Allow four completions in any combination of MUS 281, MUS 282, MUS 290.

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.

MUS 283: MIDI III

Units: 2

Prerequisites: MUS 184.

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This course explores advanced MIDI systems. Students learn to control various integrated MIDI system configurations through implementation of different MIDI applications in music composition, performance, and effects programming.

MUS 284: MIDI IV

Units: 2

Prerequisites: MUS 283.

Acceptable for Credit: CSU

Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This course covers advanced exploration of MIDI systems. Students integrate composition, editing, and post-production into a complex, multi-faceted musical composition. They develop automation, plug-in, and advanced data transfer skills.

MUS 286: The Business of Music I

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU
 Lecture 3 hours. (1005.00)

A course designed to address the ever-changing needs of the music industry. Students will utilize knowledge of the history and infrastructure of the music industry to create a realistic plan for job placement in the field. The course provides students with an understanding of the professional components of the music business and enables them to function more competently in the field.

MUS 287: Business of Music II

Units: 2
 Prerequisites: MUS 286.
 Acceptable for Credit: CSU
 Lecture 2 hours. (1004.00)

This course covers music business principles such as marketing, copyrights, musicians for hire, Muzak, sound-alikes, touring, artist relations, publishing, relationships with recording companies, and distribution contracts. Other areas of study include working with music attorneys and writing music for film, television, and multi-media.

MUS 290: Performance/Recording Project

Units: 1
 Prerequisites: MUS 282.
 Repeatability Rule: Allow four completions in any combination of MUS 281, MUS 282, MUS 290.
 Laboratory 3 hours. (1005.00)

This course emphasizes the preparation of musical productions for recording in a studio and/or public performance. Students explore the possibilities and limitations of production for both the studio and the performance. The course is also designed for students wishing to produce original material. Students experience different musical recording projects each semester.

MUS 292: Internship Studies

Units: 0.5-3
 Prerequisites: None
 Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (1004.00)

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 294: Final Media Production

Units: 2
 Prerequisites: MUS 282.
 Acceptable for Credit: CSU
 Lecture 1.50 hours, laboratory 1.50 hours. (1005.00)

This course encompasses the recording, mixdown, mastering, and organization of final audio media, such as compact discs, DVDs, broadcast including Internet, radio, television, film or any other movable or transmittable media. Students participate in all stages of production from inception to final product. (May be repeated two times.)

MUS 295: Concert Production

Units: 1.5
 Prerequisites: None
 Enrollment Limitation: Audition.
 Acceptable for Credit: CSU
 Lecture 1 hour, laboratory 1.50 hours. (1005.00)

This hands-on production class focuses on departmental performances. Students actively participate in administration, promotion, sponsor solicitation, and technical teams (audio, video, stage crew). This venue closely approximates real-world concert production. Students experience different presentations associated with different performance groups each semester, thereby increasing their exposure to various genres and skill sets. (May be repeated three times.)

MUS 296: Topics in Music

Units: 1-4
 Prerequisites: None
 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.
 Lecture 4 hours or Lecture 3 hours, Laboratory 3 hours. (1004.00)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

MUS 298: Directed Studies 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.
 Repeatability Rule: May be taken for a total of 3 units.
 Acceptable for Credit: CSU
 Laboratory 3 hours.
 Laboratory 6 hours.
 Laboratory 9 hours. (1004.00)

Individualized study, project, or research in area of particular interest to the student and not included in the regular courses of the college. Approval form must be signed by instructor and department chair before registration.

MUS 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU (1004.00)

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.

Nursing

General Information

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). 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/). 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****Department Chair:** Susan Roberts**Department:** Nursing and Allied Health**Dean:** Sandy Comstock**Office:** Building T420, 760.795.6796www.miracosta.edu/NURS**Full-Time Faculty**

Rita Barden
Karin Cohick
Yvette Duncan
Margaret Essman
Roland Estrella

Joan L. Moore
Susan Roberts
Susan Simpson
Julie Vignato

Associate Degrees**Associate in Arts Degree Pre-Nursing**

The Pre-Nursing Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in nursing. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by a 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:

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
CHEM 104	Chemistry of Living Things (Introduction to General, Organic, and Biochemistry)	5

COMM 101	Oral Communication	3
or COMM 106	Group Communication	
or COMM 207	Interpersonal Communication	
PSYC 100	Introduction to Psychology	3
or PSYC 101	General Psychology	
or PSYC 101H	General Psychology (Honors)	
One of the following:		3
SOC 101	Introduction to Sociology	
or SOC 101H	Introduction to Sociology (Honors)	
ANTH 102	Cultural Anthropology	
or ANTH 102F	Cultural Anthropology (Honors)	
MATH 103	Statistics	4
or PSYC/SOC 104	Statistics for Behavioral Science	
CHLD/PSYC 121	Human Development	3
or CHLD 113	Child and Adolescent Growth and Development	
Total Units		37-38

**Associate in Arts Degree
Licensed Vocational Nursing**

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 the specific degree or certificate they wish to earn.

**Associate in Science Degree
Registered Nursing (ADN)**

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) 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:

NURS 151	Body Systems Survey for Health Professions	3-4
or BIO 100	General Biology (Lecture and Lab)	
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 101	Intermediate Algebra (or a passing score on the MiraCosta College Mathematics Competency Examination) **	0-4

Required Courses:

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
PHAR 150	Pathopharmacology I	2
PHAR 151	Pathopharmacology II	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
COMM 101	Oral Communication *	3
or COMM 106	Group Communication	
or COMM 207	Interpersonal Communication	

Select at least three units from the following: * 3

PSYC 100	Introduction to Psychology	
PSYC 101	General Psychology	
PSYC 103	Social Psychology	
PSYC/CHLD 121	Human 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:

General Education from Area C (Plan A) ***	3
General Education from Area G (Plan A) ***	0-4
Total Units	69.5-78.5

- * These courses may also satisfy a general education requirement and apply to General Education (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 Mathematics Competency Examination, are not required to complete MATH 101. Students with a bachelor's degree from a regionally accredited college or university will also meet this competency/prerequisite associate degree requirement.
- ***Students with a bachelor's degree from a 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.

The Board of Registered Nursing may deny a license regulated by the Business and Professional Code, Section 480, on such grounds as being convicted of a crime, acts of dishonesty, fraud or deceit, abuse of vulnerable populations, etc. Please contact the Department of Nursing and Allied Health for further information.

Associate in Science Degree Registered Nursing (LVN-to-RN)

California Licensed Vocational Nurses are eligible to apply for a one-year LVN-to-RN transition program, also known as the Registered Nursing (LVN-to-RN) Program. First-year 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).

Applications for admission are available in the Nursing and Allied Health Occupations Administrative Office (Building T420) on the Oceanside campus.

Students accepted into the 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.

Note: Any LVN licensed in the state of California is eligible to apply for the Non-Degree 30-Unit Option LVN-to-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. Other states may 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 67 percent must be achieved on the TEAS 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 following courses before applying to the program.

Prerequisite courses:

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	
BIO 210	Human Anatomy	4
BIO 220	Human Physiology	4
BIO 230	Fundamentals of Microbiology *	5
ENGL 100	Composition and Reading *	4
MATH 101	Intermediate Algebra *	0-4

Required Courses:

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	Oral Communication *	3
or COMM 106	Group Communication	
or COMM 207	Interpersonal Communication	

Select at least 3 units from the following: *		3
PSYC 100	Introduction to Psychology	
PSYC 101	General Psychology	
or PSYC 101H	General Psychology (Honors)	
PSYC 103	Social Psychology	
PSYC/CHLD 121	Human Development	
GERO 101	Introduction to Aging	
SOC 101	Introduction to Sociology	
or SOC 101H	Introduction to Sociology (Honors)	
SOC 102	Contemporary Social Problems	
SOC 110	Comparative Cultures	

Additional associate degree requirements

General Education from Area C (Plan A) ***	3
General Education from Area G (Plan A) ***	0-4
Total Units	52.5-61.5

* 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 Mathematics Competency Examination are not required to complete MATH 101. Students with a bachelor degree from a regionally accredited college or university will also meet this competency/prerequisite associate degree requirement.

*** Students with bachelor degree from a 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.

***The lower unit total of 52.5 units is applicable for students who test out of MATH 101 by receiving a passing score on the MiraCosta College Competency Examination and meet the American Institution requirement through completion of a high school equivalent course. At least 60 units are required for an A.S. degree.

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 <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
ENGL 803	Introduction to College Writing II	4
or ESL 803	Introduction to College Writing II for Non-Native Speakers	
Total Units		10.5

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: Valid SSN; Physical/TB Form; ENGL 803, ESL 803, or equivalent; CPR certification; Dept. Public Health clearance.

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: NURS 160 or valid California CNA Certificate or proof of successful completion of California D.H.S. approved CNA program.

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 164: Acute Care Certified Nurse Assistant

Units: 2

Prerequisites: NURS 160 or valid California CNA Certificate or proof of successful completion of California D.H.S. approved CNA program.

Lecture 1 hour, laboratory 3 hours. (1230.30)

This course prepares certified nursing assistants for employment in the acute care setting. Topics include the acute care nursing assistant's role, including observational and assessment skills in various acute care settings.

NURS 165: Intravenous and Blood Withdrawal Certification for Nurses

Units: 2.5

Prerequisites: Possess a current California LVN/RN License; or be a LVN or RN graduate; or be enrolled in NURS 275 or the final semester (pending graduation) of a LVN or RN accredited school or nursing.

Lecture 2 hours, laboratory 1.50 hours. (1230.00)

This course prepares students for blood withdrawal and infusion therapy, which includes the initiation and maintenance of common intravenous (IV) therapies. Students learn about nursing assessments, special patient care, and the difference between hospital and home-care clients. The course covers insertion techniques, administration of IV solutions, total parenteral nutrition (TPN), blood and blood products, piggybacks, intermittent infusion sets, and infusion pumps. The blood withdrawal component includes withdrawing venous blood using several methods and obtaining and transferring blood for lab testing. The course provides California State IV and Blood Withdrawal Certification for LVNs only, but all participants receive a completion certificate. Offered pass/no pass only.

NURS 166: American Medical Corps Transition to Vocational Nurse

Units: 3

Prerequisites: 12 months' experience as a Medical Corps member or equivalent.

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 will introduce 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. The related anatomy, pathophysiology, pharmacology, psychosocial, and nutrition considerations of the patients will be integrated with each unit.

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 peri-operative and medical-surgical nursing, the genitourinary and gastrointestinal systems and communicable diseases. The related anatomy, pathophysiology, psycho-social, pharmacology, and nutrition considerations of the above patients will be integrated with each unit.

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 the vocational nursing student to the nursing care of the neurological, endocrine, oncology, orthopedic, and rehabilitation patient as well as the patient with a hematological and lymphatic disease. The related anatomy, pathophysiology, psycho-social, pharmacology, and nutrition considerations of the above patients will be integrated with each unit.

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. The related anatomy, pathophysiology, pharmacology, psychosocial, and nutrition considerations of the above patients will be integrated with each unit. Leadership, supervision skills, and interpersonal relationships are also included.

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. The related anatomy, pathophysiology, psycho-social, pharmacology, and nutrition considerations of the above patients will be integrated with each unit. Professional adjustment is included 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)

Designed to facilitate the transition of the LVN student into the RN curriculum. The course introduces the philosophy and conceptual framework of the program and the roles of the registered nurse. The course content will focus on competencies expected of the graduate ADN (Associate Degree Nurse), critical thinking skills, role development, care planning, nursing assessment, 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.

Laboratory 3 hours.

Laboratory 6 hours.

Laboratory 9 hours.

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 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1230.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

NURS 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1230.00)

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

Department Chair: Robert Fulbright

Department: Kinesiology, Health and Nutrition

Dean: Al Taccone

Office: Building 4800, 760.795.6841

Full-Time Faculty

Gail Meinhold

Courses

NUTR 100: Nutrition Today

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

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. (Formerly HEAL 100).

NUTR 105: Human Performance and Sports Nutrition

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Approval pending

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. (Formerly HEAL 105.)

Oceanography

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

Department Chair: Chris Metzler

Department: Physical Sciences

Office: Building SAN 400,

760.795.7879

www.miracosta.edu/OCEA

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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(1919.00)

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.

Repeatability Rule: May be taken for a total of 3 units.

Acceptable for Credit: CSU

Laboratory 3 hours.

Laboratory 6 hours.

Laboratory 9 hours.

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

The Nursing and Allied Health Department offers pharmacology courses as part of the Nursing Program.

Contact Information

Department Chair: Susan Roberts

Department: Nursing and Allied Health

Dean: Sandy Comstock

Office: Building T420,
760.795.6841

www.miracosta.edu/PHAR

Courses

PHAR 100: Basic Pharmacology–Dosages and Calculations

Units: 3

Prerequisites: MATH 820 or MATH 820B or qualification through the Math Competency Exam or approved equivalent.

Acceptable for Credit: CSU

Lecture 3 hours. (1230.20)

This course introduces important concepts, methods, and principles of administering medications. Topics covered 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).

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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1221.00)

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: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1221.00)

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

Philosophy is the study of the fundamental nature of reality, knowledge, and values based on logical reasoning. The Philosophy and Religious Studies Department offers courses that explore the discipline as well as courses that focus on the analysis and comparison of religious traditions using methods from a variety of disciplines. Students take courses to prepare for a major or to fulfill general education requirements in humanities or the social sciences.

Contact Information

Department Chair: Isabel Luengo

www.miracosta.edu/PHIL

Department: Philosophy and Religious Studies

Office: Building 3100,
760.795.6871

Full-Time Faculty

Isabel Luengo
Louisa Moon

Associate Degree

Associate in Arts Degree

Philosophy

The Philosophy Program offers lower-division preparation for students who plan on transferring to pursue a bachelor’s degree in philosophy. 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:

PHIL 100	Informal Logic and Critical Thinking	3
PHIL 101	Introduction to Philosophy: Knowledge and Reality	3
PHIL 102	Contemporary Moral Problems	3

Required Electives: 12

Select one English course.

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

Select two courses from either French or German.

FREN 101	Elementary French (First Semester)
FREN 102	Elementary French (Second Semester)
FREN 201	Intermediate French (Third Semester)
FREN 202	Intermediate French (Fourth Semester)
GRMN 101	Elementary German (First Semester)
GRMN 102	Elementary German (Second Semester)
GRMN 201	Intermediate German (Third Semester)

Total Units 21

Additional foreign language courses may be required for preparation for the major at specific universities. Graduate programs in philosophy usually require competency in either French or German.

Courses

PHIL 100: Informal Logic and Critical Thinking

Units: 3
Prerequisites: None
Acceptable for Credit: CSU, UC
Lecture 3 hours. (1509.00)

Use of logic in science and practical life: fallacies, language, hypotheses, probability, experimentation. Emphasis is placed on critical thinking, the deductive, and inductive processes.

PHIL 101: Introduction to Philosophy: Knowledge and Reality

Units: 3
Prerequisites: None
Acceptable for Credit: CSU, UC
Lecture 3 hours. (1509.00)

Introduction to philosophical inquiry with emphasis on problems of knowledge and reality through analysis of classical and contemporary works on such issues as freedom, human nature, and God. Each student is encouraged to think independently and formulate his/her own tentative conclusions.

PHIL 102: Contemporary Moral Problems

Units: 3
Prerequisites: None
Acceptable for Credit: CSU, UC
Lecture 3 hours. (1509.00)

An inquiry into 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.

PHIL 105: Asian Philosophy and Religion

Units: 3
Prerequisites: None
Enrollment Limitation: Not open to students with credit in ASIA 105.
Acceptable for Credit: CSU, UC
Lecture 3 hours. (1509.00)

An interdisciplinary survey of the philosophical and religious thought of South and East Asia and its application in theory and practice in traditional Asian societies.

PHIL 122: World Religions

Units: 3
Prerequisites: None
Acceptable for Credit: CSU, UC
Lecture 3 hours. (1509.00)

Understanding of a people through their religion. Offers an enlargement of understanding of the world’s major faiths, how their many forms came to be, how they differ, what their central tenets are, and what they basically have in common.

PHIL 221: Philosophy of Religion

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1509.00)

Investigation of religion. Reasons for and against various fundamental religious beliefs. Considers religious phenomena of many kinds in the interest of understanding and clarifying what persons intend to be and do when they act religiously. Philosophy of Religion takes nothing for granted; it takes the liberty of calling anything religious into question. It aims to bring religious beliefs and assumptions out into the open, to subject them to scrutiny and to arrive at a rational assessment for religious affirmation.

PHIL 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(1509.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

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.

Repeatability Rule: May be taken for a total of 3 units.

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

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

Department Chair: Chris Metzler

www.miracosta.edu/PHSN

Department: Physical Sciences**Office:** Building SAN 400,
760.795.7879

Courses

PHSN 101: Fundamentals of Physical Science

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

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 Astronomy, Chemistry, Geology, or Physics.

PHSN 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

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

Department Chair: Chris Metzler

www.miracosta.edu/PHYS

Department: Physical Sciences

Office: Building SAN 400, (760) 795-7879

Full-Time Faculty

Jonathan Cole

Erika Peters

Associate Degree

Associate in Arts Degree

Physics

The Physics Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in physics. 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:

MATH 150	Calculus and Analytic Geometry I	5
MATH 155	Calculus and Analytic Geometry II	4
MATH 260	Calculus and Analytic Geometry III	4
PHYS 151	Principles of Physics I	4
PHYS 152	Principles of Physics II	4
PHYS 253	Principles of Physics III	4
Total Units		25

Additional math, science, and computer science courses may be required, depending on the preparation for the major (biophysics, general or applied physics, etc.) at specific universities. Please consult a counselor and www.assist.org for further information.

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 approved equivalent.

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 is designed to give a thorough understanding of the fundamental principles of physics in the areas of thermodynamics, electricity, electrical circuits, magnetism, and electromagnetic fields. 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: MATH 155 and PHYS 152.

Corequisite: MATH 155 and PHYS 152 if prerequisites not met.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 3 hours, laboratory 3 hours. (1902.00)

This course is designed to give 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. 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 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU

(1902.00)

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.

Repeatability Rule: May be taken for a total of 3 units.

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

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**Department Chair:** Herschel Stern

www.miracosta.edu/PLSC

Department: Social Science**Office:** Building 3100,
760.795.6871

Full-Time Faculty

John Phillips

Associate Degree

Associate in Arts Degree

Political Science

The Political Science Program offers lower-division preparation for students who plan on transferring to pursue a bachelor’s degree in political 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:		
PLSC 101	Introduction to Political Science	3
PLSC 102	American Institutions and History	4
PLSC 103	Comparative Government	3
Select at least three courses from the following:		10-15
CHNS 101	Elementary Chinese (First Semester)	
CHNS 102	Elementary Chinese (Second Semester)	
FREN 101	Elementary French (First Semester)	
FREN 102	Elementary French (Second Semester)	
FREN 201	Intermediate French (Third Semester)	
FREN 202	Intermediate French (Fourth Semester)	
GRMN 101	Elementary German (First Semester)	
GRMN 102	Elementary German (Second Semester)	
GRMN 201	Intermediate German (Third Semester)	
ITAL 101	Elementary Italian (First Semester)	
ITAL 102	Elementary Italian (Second Semester)	
ITAL 201	Intermediate Italian (Third Semester)	
JAPN 101	Elementary Japanese (First Semester)	
JAPN 102	Elementary Japanese (Second Semester)	
JAPN 201	Intermediate Japanese (Third Semester)	
JAPN 202	Intermediate Japanese (Fourth Semester)	
SPAN 101	Elementary Spanish (First Semester)	
SPAN 102	Elementary Spanish (Second Semester)	
SPAN 201	Intermediate Spanish (Third Semester)	
SPAN 202	Intermediate Spanish (Fourth Semester)	
Total Units		20-25

Courses

PLSC 101: Introduction to Political Science

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Lecture 3 hours. (2207.00)

Intended not only to introduce students to political science but also to introduce them to politics itself. Principle elements studied are society, the law, government, the state, and contemporary ideologies (e.g., Anarchism, Conservatism, Liberalism, Democracy, Fascism, and Marxism). Explores the social, historical, cultural, and economic context in which they develop and exist.

PLSC 102: American Institutions and History

Units: 4
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Lecture 4 hours. (2207.00)

This course is designed specifically to satisfy the American Institutions and History requirement. It studies basic concepts in the American and California political and historical traditions. It analyzes the evolution of national, state, and local political institutions from colonial times to the present. The course also examines the evolution of concepts and ideas that are fundamental to our political culture, including liberty, diversity, equality, democracy, industrialization, political economies, and superpower status. The course emphasizes the concepts citizens should understand in order to vote intelligently and otherwise effectively participate in the political process. Students should refer to the American Institutions and History Requirement and Examination sections of the catalog.

PLSC 103: Comparative Government

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Lecture 3 hours. (2207.00)

Theories and principles of government with special attention to the problems created by modern industrialism and population pressures. Comparative survey of selected foreign governments: their constitutional principles, political institutions, and governmental problems.

PLSC 150: Introduction to International Relations

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Lecture 3 hours. (2207.00)

This course will introduce students to the fundamental analytical skills and techniques pertinent to the study of international relations and it will examine the practical political problems encountered in foreign affairs by selected nation states.

PLSC 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU (2207.00)

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.

Repeatability Rule: May be taken for a total of 3 units.

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

Department Chair: Robert Kelley

www.miracosta.edu/PSYC
Department: Psychology

Office: Building 3100,
760.795.6871

Full-Time Faculty

Wendy J. Curtiss

Stephen J. Eso

Lisa Fast

Robert Kelley

David McField

Associate Degrees

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 plan on transferring to pursue a bachelor's degree in human development. 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:

PSYC/CHLD 121	Human Development	3
PSYC/SOC 104 or BIO/BTEC 180	Statistics for Behavioral Science or Biostatistics	4
ANTH 101 or ANTH 101H	Biological Anthropology or Biological Anthropology (Honors)	3

Select three courses from the following (no more than two courses from one discipline):

ANTH 102 or ANTH 102H	Cultural Anthropology or Cultural Anthropology (Honors)
ANTH 103	Introduction to Archaeology
BIO 100 or BIO 101	General Biology (Lecture and Lab) or 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 220	Human Physiology
CS 150	C++ Programming
GERO 101	Introduction to Aging
HIST 141	Mexican American History Through 1877
HIST 142	Mexican American History Since 1877
HIST 145	African American History to 1877

HIST 146	African American History Since 1877
PSYC 101	General Psychology or PSYC 101H General Psychology (Honors)
PSYC 260	Physiological Psychology
SOC 101	Introduction to Sociology or SOC 101H Introduction to Sociology (Honors)
SOC/PSYC 205	Research Methods in Behavioral Sciences
<hr/>	
Total Units	19-21

**Associate in Arts Degree
Psychology**

The Psychology Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in psychology. 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:		
PSYC 101	General Psychology	3
or PSYC 101H General Psychology (Honors)		
PSYC/SOC 104	Statistics for Behavioral Science	4
PSYC 205	Research Methods in Behavioral Sciences	3
Select three courses from the following:		9-15

ANTH 101	Biological Anthropology or ANTH 101H Biological Anthropology (Honors)
BIO 100	General Biology (Lecture and Lab) or 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
CHEM 100	Introductory Chemistry
CHEM 102	Introduction to Organic and Biological Chemistry
CHEM 110	General Chemistry
CHEM 111	General Chemistry
CS 111	Introduction to Computer Science I: Java
CS 112	Introduction to Computer Science II: Java
CS 113	Basic Data Structures and Algorithms
CS 150	C++ Programming
MATH 115	Calculus with Applications
MATH 150	Calculus and Analytic Geometry I
MATH 155	Calculus and Analytic Geometry II

MATH 260	Calculus and Analytic Geometry III
PHIL 100	Informal Logic and Critical Thinking
PHIL 101	Introduction to Philosophy: Knowledge and Reality
PHIL 102	Contemporary Moral Problems
PSYC/CHLD 121	Human Development
PSYC 211	Learning and Behavior Modification
PSYC 260	Physiological Psychology
SOC 101	Introduction to Sociology or SOC 101H Introduction to Sociology (Honors)
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Total Units	19-25

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
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 108	Research Strategies for the Online World	
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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

AREAS OF STUDY & COURSES

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: Introduction to Psychology

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC Credit limitation
Lecture 3 hours. (2001.00)

A general introduction to the principles of human behaviors with an emphasis on the scientific presentation of psychological information. Topics covered include personality, stress and coping, friendship and intimate relationships, human sexuality, motivation and emotion, mental hygiene, psychological disorders, and psychotherapy. Emphasis is placed upon the relationship between the general principles of psychology and their practical application. 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 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 also introduces research methods and statistics. UC CREDIT LIMITATION: Credit for PSYC 101 or PSYC 101H.

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 effects of society and social groups on individuals. Emphasizes the sociological and psychological factors in socialization, self-concept, interpersonal relationships, and group dynamics. Special attention paid to social cognition, attitudes, social influence, language and cross-cultural differences in social psychology.

PSYC 104: Statistics for Behavioral Science

Units: 4

Prerequisites: MATH 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.

Enrollment Limitation: Not open to students with credit in BTEC 180, BIO 180, PSYC 104, or SOC 104.

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, or PSYC 104/SOC 104.

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)

A detailed examination of behavioral disorders such as anxiety and mood disorders; somatoform and dissociative disorders; eating, sleep, and physical disorders; sexual and gender identity disorders; substance-related and impulse-control disorders; personality disorders; schizophrenia, and developmental and cognitive disorders. Special attention will be given to various clinical therapies for the above disorders. Transfers to CSU as a psychology elective but not within the psychology major.

PSYC 115: Human Sexuality

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2001.00)

One segment of the course acquaints the student with the biological aspects of human sexuality, including sexual anatomy, the sexual response cycle, sexual behaviors, sexual dysfunctions, pregnancy and birth control, and prenatal development. A second segment of the course deals with the psychological aspects of sexuality, including attraction, communication, intimacy, and love. A third segment examines the social aspects of sexuality and gender, including legal, moral, 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)

The psychological and physical development of the individual from conception through childhood, adolescence, and maturity. Major theories of intellectual, physical, emotional, and social development presented. Emphasis is on the interdependence of various periods of the individual's life. Consideration of scientific methods, behavioral disorders, death, and spirituality. Understand the diversity that exists in our culture during one's life span. UC CREDIT LIMITATION: Credit for CHLD 112, CHLD 113, or CHLD 121/PSYC 121.

PSYC 125: Psychology of Women

Units: 3

Prerequisites: None

Acceptable for Credit: CSU, UC

Lecture 3 hours. (2001.00)

This course examines psychological theories, including feminist theories, of women's development. Biological and cultural factors that shape and define women's lives are included. The influence of sexism and gender socialization, sexuality, personal relationships, health, education, work, aging, and the impact of violence against women are studied in relationship to their impact on women's self-concept, social relationships, and achievements.

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)

Studies the family as a social institution and includes social and psychological factors applied to understanding the family and intimate relationships. The course examines social, cultural, and psychological factors linked to sexuality, love, partner selection, and marital choice; adjustment and conflict in marriage, family, and intimate relationships; and changing models of families. Included are cross-cultural comparisons of family systems, historical perspectives, family organization, and changes and trends in contemporary society that influence the family.

PSYC 205: Research Methods in Behavioral Sciences

Units: 3

Prerequisites: PSYC 101, PSYC 101H, SOC 101, or SOC101H; and PSYC 104 or SOC 104; and ENGL 100.

Corequisite: PSYC 104 or SOC 104 (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.

PSYC 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(2001.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

PSYC 298: Directed Studies 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.

Repeatability Rule: May be taken for a total of 3 units.

Acceptable for Credit: CSU

Laboratory 3 hours.

Laboratory 6 hours.

Laboratory 9 hours. (2001.00)

Individualized study, project, or research in area of particular interest to the student and not included in the regular courses of the college. Approval form must be signed by instructor and department chair before registration. (May be taken for a total of 3 units.)

PSYC 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(2201.00)

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 for specific degree requirements.)



Contact Information

Department Chair: Susan Herrmann

Dara Perales

Dean: Dana Smith

www.miracosta.edu/READ

Department: Letters, Transfer Department and Letters, Pre-Transfer Department

Office: Building 3600,
760.795.6874

Full-Time Faculty

Luke Lambert

Courses

READ 100: Critical Reading and Thinking

Units: 3

Prerequisites: None

Advisory: Qualify through the matriculation process.

Acceptable for Credit: CSU

Lecture 3 hours. (1520.00)

Designed to develop techniques for the critical analysis of language and informative literature (practical prose). Topics include fallacious reasoning, argument validation, propaganda, writing tricks, sexism, tone, learning and memory, fact and opinion, analogies, analysis of extended argument, invalid inferences, logic, and others.

READ 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(1520.00)

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.

Repeatability Rule: May be taken for a total of 3 units.

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.

READ 830: College Reading Development

Units: 4

Prerequisites: None

Advisory: Qualify through the matriculation process.

Lecture 4 hours. (1520.00)

This is a diagnostic-prescriptive program designed to support student progress in the areas of comprehension, vocabulary, spelling, reference skills, and word analysis. A wide variety of college preparatory materials and activities are used to meet student needs. (May be repeated two times.)

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

Department Chair: Tom Severance

Department: Business

Dean: Al Taccone

Office: Building 4800,
760.795.6841

www.miracosta.edu/REAL

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). 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

Total Units 18-22

* 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
BUS 130	Small Business Management	3
or BUS 170 & BUS 171	Entrepreneur I 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

Total Units 34

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 Appraisal

This certificate is intended for students who wish to pursue a career in real estate as an appraiser. By completing REAL 100 and REAL 130, plus an additional stand-alone course in Uniform Standards of Professional Appraisal Practice (USPAP), the student qualifies to sit for the appraisal trainee licenses through the Office of Real Estate Appraisers (OREA).

Required courses:			
REAL 100	Real Estate Principles		3
REAL 130	Real Estate Appraisal		3
Select at least 3 elective units from the following:			3
REAL 110	Real Estate - Legal Aspects		
REAL 206	Real Estate Economics		
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 www.dre.ca.gov/exm_sales.html.

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 course 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 Web site at www.dre.ca.gov/exm_broker.html.

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 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (0511.00)

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)

A study of relevant topics in the discipline not covered in the current selection of courses. Designed to meet special needs; content determined by participating faculty members in consultation with students and the community.

REAL 299: Occupational Cooperative Work Experience

Units: 1-4
 Prerequisites: None
 Corequisite: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU
 (0511.00)

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.

Sociology

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

Department Chair: Thao Ha **Department:** Sociology
 www.miracosta.edu/SOC **Office:** Building 3100,
 760.795.6871

Full-Time Faculty

Karen Baum
 Thao Ha
 Bruce Hoskins

Associate Degrees

Associate in Arts Degree

Pre-Social Work

Social work is the study and application of assisting people in meeting their social, psychological, and economic needs. Students are encouraged to get experience working in the field as a volunteer or in an internship capacity early in their educational degree program.

The Pre-Social Work Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in social work. 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:

ANTH 102	Cultural Anthropology	3
or ANTH 102H	Cultural Anthropology (Honors)	
BIO 100	General Biology (Lecture and Lab)	3-4
or BIO 101	General Biology	
CHLD 210	Child, Family, and Community	3
ECON 101	Principles of Economics: MACRO	3
PHIL 102	Contemporary Moral Problems	3
MATH 103	Statistics	4
or PSYC/SOC 104	Statistics for Behavioral Science	
PSYC 101	General Psychology	3

or PSYC 101H	General Psychology (Honors)	
SOC 101	Introduction to Sociology	3
or SOC 101H	Introduction to Sociology (Honors)	
Total Units		25-26

Additional courses that may be required by individual universities for preparation for a social work major:

Required courses:

ADM 100	Introduction to the Administration of Justice	3
or ADM 100H	Introduction to the Administration of Justice (Honors)	
GERO 101	Introduction to Aging	3
PSYC/SOC 205	Research Methods in Behavioral Sciences	3

Associate in Arts Degree

Social Sciences

The Social Sciences Program examines all aspects of human existence from early man to present-day political systems. The program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in social sciences. 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.

Select at least 6 units from one area of concentration.

1. Anthropology

Required courses:

ANTH 101	Biological Anthropology	3
or ANTH 101H	Biological Anthropology (Honors)	
ANTH 102	Cultural Anthropology	3
or ANTH 102H	Cultural Anthropology (Honors)	

2. Economics

Required courses:

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

3. Geography

Required courses:

GEOG 101	Physical Geography	3
GEOG 102	Cultural Geography	3

4. History - One of the following sequences:**Sequence A**

Required courses:		
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)	
Total Units		6

Sequence B

Required courses:		
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)	
Total Units		6

Sequence C

Required courses:		
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)	
Total Units		6

Sequence D

Required courses:		
HIST 116	History of the Americas to 1830	3
HIST 117	History of the Americas Since 1830	3
Total Units		6

5. Political Science**Select two courses.** 6-7

PLSC 101	Introduction to Political Science	
PLSC 102	American Institutions and History	
PLSC 103	Comparative Government	

Select at least 3 elective units from the following: 3

COMM 120	Principles of Human Communication	
PSYC 101	General Psychology	
or PSYC 101H	General Psychology (Honors)	
SOC 101	Introduction to Sociology	
or SOC 101H	Introduction to Sociology (Honors)	

Statistics. Select one course from the following: 4

MATH 103	Statistics	
PSYC/SOC 104	Statistics for Behavioral Science	

Foreign Language. Select two courses from the same foreign language: 8

CHNS 101	Elementary Chinese (First Semester)	
CHNS 102	Elementary Chinese (Second Semester)	
FREN 101	Elementary French (First Semester)	
FREN 102	Elementary French (Second Semester)	
FREN 201	Intermediate French (Third Semester)	
FREN 202	Intermediate French (Fourth Semester)	
GRMN 101	Elementary German (First Semester)	
GRMN 102	Elementary German (Second Semester)	
GRMN 201	Intermediate German (Third Semester)	
ITAL 101	Elementary Italian (First Semester)	
ITAL 102	Elementary Italian (Second Semester)	
ITAL 201	Intermediate Italian (Third Semester)	
JAPN 101	Elementary Japanese (First Semester)	
JAPN 102	Elementary Japanese (Second Semester)	
JAPN 201	Intermediate Japanese (Third Semester)	
JAPN 202	Intermediate Japanese (Fourth Semester)	
SPAN 101	Elementary Spanish (First Semester)	
SPAN 102	Elementary Spanish (Second Semester)	
SPAN 201	Intermediate Spanish (Third Semester)	
SPAN 202	Intermediate Spanish (Fourth Semester)	

Total Units 21-22

Note: CSU requires foreign language competency, which is third-semester level, for social science majors. Some universities do not offer all of the disciplines listed above and others require a specific type of statistics course, depending on the area of concentration. Additional courses may be required at the lower-division level, depending on the specific transfer institution.

Associate in Arts Degree**Sociology**

Sociology is the study of human social behavior, groups, and how environments influence behavior. Sociologists focus on the origins, organization, institutions, and development of society.

The Sociology Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in sociology. 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:

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 MATH 103	Statistics	

Select three elective courses from the following: 9-15

ANTH 102	Cultural Anthropology	
or ANTH 102H	Cultural Anthropology (Honors)	
CHNS 101	Elementary Chinese (First Semester)	
CHNS 102	Elementary Chinese (Second Semester)	
CSIT 120	Fundamentals of Computer Information Systems	
ECON 101	Principles of Economics: MACRO	
FREN 101	Elementary French (First Semester)	
FREN 102	Elementary French (Second Semester)	
FREN 201	Intermediate French (Third Semester)	
FREN 202	Intermediate French (Fourth Semester)	
GEOG 102	Cultural Geography	
GRMN 101	Elementary German (First Semester)	
GRMN 102	Elementary German (Second Semester)	
GRMN 201	Intermediate German (Third Semester)	
HIST 101	World History Since 1500	
or HIST 101H	World History Since 1500 (Honors)	
HIST 104	Western Civilization Since 1648	
or HIST 104H	Western Civilization Since 1648 (Honors)	
HIST 110	United States History to 1877	
or HIST 110H	United States History to 1877 (Honors)	
HIST 111	United States History Since 1877	
or HIST 111H	United States History Since 1877 (Honors)	
ITAL 101	Elementary Italian (First Semester)	
ITAL 102	Elementary Italian (Second Semester)	
ITAL 201	Intermediate Italian (Third Semester)	
JAPN 101	Elementary Japanese (First Semester)	
JAPN 102	Elementary Japanese (Second Semester)	
JAPN 201	Intermediate Japanese (Third Semester)	
JAPN 202	Intermediate Japanese (Fourth Semester)	
MATH 115	Calculus with Applications	
or MATH 150	Calculus and Analytic Geometry I	
PHIL 102	Contemporary Moral Problems	
PLSC 101	Introduction to Political Science	
PLSC 102	American Institutions and History	
PLSC 103	Comparative Government	

PLSC 150	Introduction to International Relations	
SOC 120	Introduction to Women's Studies	
SOC/PSYC 205	Research Methods in Behavioral Sciences	
SPAN 101	Elementary Spanish (First Semester)	
SPAN 102	Elementary Spanish (Second Semester)	
SPAN 201	Intermediate Spanish (Third Semester)	
SPAN 202	Intermediate Spanish (Fourth Semester)	
Total Units		19-25

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
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 108	Research Strategies for the Online World	

Total Units		11
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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:		
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.

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.

SOC 102: Contemporary Social Problems

Units: 3
 Prerequisites: None
 Acceptable for Credit: CSU, UC
 Lecture 3 hours. (2208.00)

Analysis of social problems in a diverse society with emphasis on economic, racial and gender inequality, crime, poverty, the family, education, health care, and others. Evaluation of causes, consequences, and solutions to the problems of our society.

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 effects of society and social groups on individuals. Emphasizes the sociological and psychological factors in socialization, self-concept, interpersonal relationships, and group dynamics. Special attention paid to social cognition, attitudes, social influence, language and cross-cultural differences in social psychology.

SOC 104: Statistics for Behavioral Science

Units: 4
 Prerequisites: MATH 101 or MATH 101B or qualification through the Math Competency Exam or approved equivalent.
 Enrollment Limitation: Not open to students with credit in BTEC 180, BIO 180, PSYC 104, or 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. 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, or PSYC 104/SOC 104.



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)

An introduction to the interdisciplinary field of justice studies. Explores social, economic, and criminal justice issues by means of sociological, philosophical, and legal perspectives and methodologies. Students will critically assess the obstacles and opportunities central to the pursuit of justice in the United States and abroad. Topics of analysis may include formal legal systems, institutionalization of injustice, environmental justice, and genocide. UC CREDIT LIMITATION: Credit for ADM 100/ADM 100H or ADM 105/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)

Studies the family as a social institution and includes social and psychological factors applied to understanding the family and intimate relationships. The course examines social, cultural, and psychological factors linked to sexuality, love, partner selection, and marital choice; adjustment and conflict in marriage, family, and intimate relationships; and changing models of families. Included are cross-cultural comparisons of family systems, historical perspectives, family organization, and changes and trends in contemporary society that influence the family.

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 or SOC 104 (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.

SOC 292: Internship Studies

Units: 0.5-3
 Prerequisites: None
 Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU (2208.00)

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.
 Repeatability Rule: May be taken for a total of 3 units.
 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: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.
 Acceptable for Credit: CSU (2208.00)

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.

Contact Information

Department Chair: Lilia Vidal **Department:** International Languages
Dean: Dana Smith
 www.miracosta.edu/SPAN **Office:** Building 4600, 760.795.6873

Full-Time Faculty

Francisco Alvarez Pilar Hernández
 Rosa E. Arceo Sergio Ochoa Carlos
 David Detwiler Lilia Vidal

Associate Degree

Associate in Arts Degree

Spanish

The Spanish Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Spanish. 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:

Required courses:		
One of the following sequences:		6-7
SPAN 202 & SPAN 210	Intermediate Spanish (Fourth Semester) and Intermediate Conversation and Reading	
SPAN 203 & SPAN 205	Spanish for Native Speakers and Hispanic Film, Literature, and Composition	
Select at least 12 elective units from the following:		12
HIST 116	History of the Americas to 1830	
HIST 117	History of the Americas Since 1830	
HIST 141	Mexican American History Through 1877	
HIST 142	Mexican American History Since 1877	
SPAN 101	Elementary Spanish (First Semester)	
SPAN 102	Elementary Spanish (Second Semester)	

SPAN 201	Intermediate Spanish (Third Semester)	
SPAN 202	Intermediate Spanish (Fourth Semester)	
SPAN 203	Spanish for Native Speakers	
SPAN 205	Hispanic Film, Literature, and Composition	
SPAN 210	Intermediate Conversation and Reading	
SPAN 211	Intermediate Conversation and Writing	
Total Units		18-19

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 following courses.

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:

Required courses:		
SPAN 160	Spanish for Health Care Providers I	1.5
SPAN 161	Spanish for Health Care Providers II	1.5
Select one option from below:		3-8
SPAN 101 & SPAN 102	Elementary Spanish (First Semester) and Elementary Spanish (Second Semester)	
SPAN 203	Spanish for Native Speakers	
Select 3 to 4 elective units from the following:		3-4
SPAN 201	Intermediate Spanish (Third Semester)	
SPAN 202	Intermediate Spanish (Fourth Semester)	
SPAN 210	Intermediate Conversation and Reading	
SPAN 211	Intermediate Conversation and Writing	
Total Units		9-15

SPAN 101 is the equivalent of the first two years of high school Spanish. SPAN 102 is the equivalent of the third year of high school Spanish. For native speakers of Spanish, SPAN 203 may be taken instead of the SPAN 101-102 sequence.

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 152: Beginning Conversation

Units: 3
Prerequisites: None
Lecture 3 hours. (1105.00)

Designed for those who want to learn basic Spanish for everyday contact with Spanish-speaking people. Course emphasizes oral communication and covers the fundamentals of grammar and vocabulary. Intended to develop basic skills in Spanish.

SPAN 160: Spanish for Health Care Providers I

Units: 1.5

Prerequisites: None

Lecture 1.50 hours. (1105.00)

This course provides students in the health care fields with the basic language skills needed for daily interactions with Spanish-speaking patients in a variety of situations. The course introduces basic Spanish grammar and vocabulary needed by medical personnel (body parts, organs, systems, common diseases and symptoms, etc.). The course emphasizes the development of effective cross-cultural communication skills. Other topics include greetings with cultural and medical protocols, getting to know the patient, assisting in the taking of preliminary medical histories, assisting in patient assessment and treatment, etc. This course is designed for beginners as well as for those with some speaking proficiency in Spanish.

SPAN 161: Spanish for Health Care Providers II

Units: 1.5

Prerequisites: SPAN 160.

Lecture 1.50 hours. (1105.00)

This course provides students with more basic language skills needed for daily interactions with Spanish-speaking patients. The course 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 four years of high school Spanish with a C or better.

Enrollment Limitation: Not open to students with credit in 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 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: 3

Prerequisites: SPAN 201 or four years of high school Spanish with a C or better.

Acceptable for Credit: CSU, UC Credit limitation

Lecture 2.50 hours, laboratory 1.50 hours. (1105.00)

This course helps students with a Spanish-speaking background improve several aspects of their writing: orthography (spelling), the use of written accents, punctuation, structuring of paragraphs, and longer compositions. Students also learn about regional variations in standard Spanish, Spanglish and code-switching, and the relationship between language and cultural identity. The course involves extended readings on Hispanic cultures and literature as well as the writing of essays. 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 third year of high school Spanish with a C or better.

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 the language. Emphasis is placed upon practical topics, fundamental and expanded vocabulary, and commonly used idioms. Students learn to employ Spanish in general discussions of assigned topics and simple dialogues. Some grammar is reviewed.

SPAN 211: Intermediate Conversation and Writing

Units: 3

Prerequisites: SPAN 201 or SPAN 210 or four years of high school Spanish.

Acceptable for Credit: CSU, UC

Lecture 3 hours. (1105.00)

This course continues emphasis on conversation at a more advanced level. Discussion centers on topics involving practical use of the language but also deals with more abstract concepts. Readings in Spanish and Spanish-language films are used to stimulate discussion as well as original compositions. Review of difficult points of grammar.

SPAN 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(1105.00)

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)

The course content will vary each time it is offered, typically containing various areas of Spanish language/literature/culture. The location in which this course is offered will dictate the content emphasis. Course may be a part of the International Education Program offered at different locations in Spain, Mexico, and Latin America. The schedule of classes will provide details.

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.

Repeatability Rule: May be taken for a total of 3 units.

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: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(1105.00)

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.

Special Education

The Special Education discipline offers skills courses for students with learning disabilities.

Contact Information

Department Chair: Dara Perales

www.miracosta.edu/SPEC

Department: Letters, Pre-Transfer

Office: Building 3000,
760.795.6658

Full-Time Faculty

Nancy Klump Schaefer

Courses

SPEC 840: 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 their individual education plans. Visual and auditory processing skills through work in mathematics plus compensatory techniques are emphasized. Additional areas of study include self-advocacy and learning strategies. (May be repeated.)

SPEC 850: English Essentials Designed for Students with Learning Disabilities

Units: 3

Prerequisites: None

Lecture 3 hours. (4930.32)

This course is designed for students with learning disabilities. It prepares students to write clear and organized sentences, paragraphs, and essays. Students will review basic principles of grammar and usage and learn to identify main ideas and supporting details in their reading and writing. Students will utilize study strategies to enhance learning in English classes. Instructor will focus on individual learning strengths and weaknesses and offer compensatory techniques to students. (May be repeated.)

SPEC 860: 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. Individual assessment with a Learning Disabilities Specialist will evaluate learning strengths, weaknesses, and styles with a goal toward establishing appropriate educational objectives and improved academic performance. Initial and follow-up instruction will strengthen the student's understanding of results and applications of their learning disabilities. Offered pass/no pass only.

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 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, and 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

Department Chair: Susan Roberts

Dean: Sandy Comstock

www.miracosta.edu/SURG

Department: Nursing and Allied Health

Office: Building T420,
760.795.6796

Full-Time Faculty

Niall Davis

Lillian Edwards

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). 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
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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: NURS 151, NURS 155, and PHAR 100.

Corequisite: SURG 101L.

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.

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.

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, SURG 101L, and SURG 104.

Corequisite: SURG 104 if prerequisite not met.

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.

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. (Formerly SURG 103.) Offered Pass/No Pass only.



SURG 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 60 non-paid or 75 paid hours of work per unit.

Acceptable for Credit: CSU
(1217.00)

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: Employed in a position related to major; complete 60 non-paid or 75 paid hours of work per unit.
(1217.00)

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

Cooperative Work Experience 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 those respective disciplines).

Contact Information

Department Chair: Donna Davis

Department: Career Studies & Services

Dean: Al Taccone

Office: Building 3700,
760.795.6772

www.miracosta.edu/careers

Courses

WKEX 233: Cooperative Work Experience – General

Units: 1-3

Prerequisites: None

Corequisite: Students must be employed and complete 75 hours of paid work or 60 hours of non-paid work per unit of credit.

Acceptable for Credit: CSU
(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, saturated blue. These lines flow from the top left towards the bottom right, creating a sense of movement and depth. The lines vary in thickness and opacity, with some appearing as sharp, dark bands and others as soft, ethereal washes.

Adult High School Diploma Program

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 www.miracosta.edu/ahsdp.

Note: Students enrolled in this program cannot receive federal financial aid.

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.
- ▶ General Education Development (GED) Testing Program: Students enrolled in the Adult High School Diploma Program may be granted credit based on their level of achievement on one or more portions of the GED. For example:

- A score of 410–500 = 10 credits
- A score of 510–600 = 20 credits
- A score of 610–800 = 30 credits

Appropriate test scores may be used to acquire credits in the areas of English, mathematics, natural sciences, and electives. A maximum of 120 credits may be granted for the entire test battery.

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 21	English 1	
HSENG 22	English 2	
HSENG 23	English 3	
HSENG 25	English 4	
HSENG 17	Basic Skills: Reading and Study Strategies	
HSENG 15	English Grammar 1	
HSENG 16	English Grammar 2	
HSENG 13	Digital Storytelling	
Natural Sciences *		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 **		30
HSMTH 11	Basic Skills Math 1	
HSMTH 12	Basic Skills Math 2	
HSMTH 20	Algebra Essentials	
HSMTH 30	Geometry Essentials	
HSMTH 41	Contemporary Mathematics 1	
HSMTH 42	Contemporary Mathematics 2	
Social and Behavioral Sciences ***		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	
Electives		40
HSWFP 11	Applied Computer Skills 1 (See Sources of Credit)	
Total Units		170

* Must include both Life and Physical Sciences

** Must include 5 credits in HSMTH 20, HSMTH 30, HSMTH 41, HSMTH 42 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 for any reason may result in dismissal 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

Department Chair: Julie Cord **Department:** Community Education

Dean: Alketa Wojcik

Office: Community Learning Center, 1831 Mission Avenue, Oceanside, CA 92058, 760.795.8710

Full-Time Faculty

Julie Cord
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 13: Digital Storytelling

High School Credits: 5
Prerequisites: None
Repeatability Rule: Allow two completions in any combination of HSENG 13, HSIFA 13.
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.)

HSENG 15: English Grammar 1

High School Credits: 5
Prerequisites: None
Lecture 3 hours. (4930.62)

English Grammar 1 reviews the basic grammar skills needed to write clear, coherent sentences. The course focuses on standard English conventions, such as sentence types and the use of regular and irregular verbs, pronouns, and punctuation. It emphasizes assisting students in reaching competency in three of the seven writing competencies required for the adult high school diploma. The course's learning outcomes are aligned with the California English-Language Arts Standards. (May be repeated once.)

HSENG 16: English Grammar 2

High School Credits: 5
Prerequisites: None
Lecture 3 hours. (4930.62)

English Grammar 2 reviews the basic grammar skills needed to write clear, coherent sentences and paragraphs. This course focuses on standard English conventions, such as modifiers and word usage, as well as the stages of writing and mechanics. It emphasizes assisting students in reaching competency in two of the seven writing competencies required for the adult high school diploma. Learning outcomes are aligned with the California English-Language Arts Standards. (May be repeated once.)

HSENG 17: Basic Skills: Reading and Study Strategies

High School Credits: 5
Prerequisites: None
Lecture 3 hours. (4930.62)

This course helps students improve their reading comprehension and study skills in various academic subjects. It analyzes content-area readings of nonfiction and fiction and emphasizes fundamental reading comprehension strategies, general and academic vocabulary enhancement, study strategies, and the principles of study reading. The course focuses on helping students prepare for the reading competency exam required for the adult high school diploma. This course is aligned with the California English-Language Arts Standards. (May be repeated once.)

HSENG 21: English 1

High School Credits: 5
Prerequisites: None
Lecture 3 hours. (4930.62)

This course helps students improve fundamental academic skills in the areas of reading, writing, listening, and speaking. Class instruction emphasizes vocabulary development, reading comprehension, literary response and analysis, and writing, listening, and speaking strategies and applications. The course focuses on helping students prepare for the reading competency exam required for the adult high school diploma. This course is aligned with the California English-Language Arts Content Standards for Grade 9. (May be repeated once.)

HSENG 22: English 2

High School Credits: 5
Prerequisites: None
Lecture 3 hours. (4930.62)

This course builds upon the reading and writing practice taught in English 1. It investigates classical and contemporary literature and informational texts through critical reading and writing. Students apply writing-process strategies to paragraph and essay compositions and a formal business letter. The course focuses on preparing students for two of the seven writing competency exams (5-paragraph essay and business letter) required for the adult high school diploma. This course is aligned with the California English-Language Arts Content Standards for Grade 10. (May be repeated once.)

HSENG 23: English 3

High School Credits: 5
Prerequisites: None
Lecture 3 hours. (4930.62)

This course helps students develop language arts skills in reading, writing, speaking, and listening through a focus on literature. It emphasizes reading comprehension and literary response, analysis, and criticism, and it integrates grammar, vocabulary, usage, and mechanics with the reading and writing process. This course is aligned with the California English-Language Arts Content Standards for Grade 11. (May be repeated once.)

HSENG 25: English 4

High School Credits: 5
Prerequisites: None
Lecture 3 hours. (4930.62)

This course is designed to continue and extend the objectives of English 3. Students will develop language arts skills in reading, writing, speaking, and listening, with an emphasis on World and British literature. The course will help students prepare for real life situations, careers, and continuing education. Grammar, vocabulary, usage, and mechanics are integrated with the teaching of the reading and writing process. This course aligns with the California English Language Arts Framework, 12th grade California English Language Arts Content Standards and 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
Repeatability Rule: Allow two completions in any combination of HSENG 13, HSIFA 13.
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.)

HSMTH 41: Contemporary Mathematics 1

High School Credits: 5
Prerequisites: None
Lecture 3 hours. (4930.62)

This course gives students an opportunity to examine and apply the many different ways mathematics is used in the real world. It requires logic, creative thinking, problem-solving techniques, and basic algebra skills. Students investigate sophisticated mathematical applications in life science, social science, business, management, and economics. Topics include voting schemes, apportionment, and elementary graph theory, including the Traveling Salesman Problem. (May be repeated once.)

HSMTH 42: Contemporary Mathematics 2

High School Credits: 5
Prerequisites: None
Lecture 3 hours. (4930.62)

This course gives students the opportunity to examine the many different ways mathematics is used in the real world. This course requires logic, creative thinking, and problem-solving techniques as well as some basic algebra and geometry skills. Students investigate sophisticated mathematical applications in life science, social science, business, management, and economics. Topics include symmetry and growth in nature, probability, and statistics. (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

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

Department Chair: Kathleen Laughlin

Kristi Reyes Shar Jorgensen
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Full-Time Faculty

Elizabeth Dinamarca Clarke
Ruth Gay
Kathleen Laughlin

Sylvia Ramirez
Kristi Reyes

Adult Basic Education Courses

NCABE 90: Adult Basic Education

Prerequisites: None
Lecture 6 hours. (4930.60)

This course helps build a solid foundation of basic vocabulary, reading, and writing skills. Topics include finding main ideas and details in expository text, delivering oral summaries of paragraphs and articles, and writing complete sentences in response to literary works. Adult Basic Education is recommended for students who need an intensive review of basic reading and writing skills.

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.

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.

NCESL 69: ESL Digital Storytelling

Prerequisites: None
Lecture 6 hours. (4930.87)

ESL Digital Storytelling teaches participants to tell stories of their lives, their families, and their communities through the creation of narratives using multimedia, advanced technologies, and creative expression. Students find, write, produce, and publish a short digital story that integrates images and/or video, music, and voice-over narration. Class time is divided between lecture/discussion and hands-on computer skill development.

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 10: Painting, Beginning

Prerequisites: None
Lecture 2.75 hours. (1002.10)

This course introduces the beginner student to the world of painting through exposure to acrylics, oils, and watercolor. Students learn the basic principles, materials, and techniques for all three mediums, and they practice guided exercises after the instructor lectures and demonstrates. Students' work is evaluated during group critique sessions. Students are expected to furnish their own supplies.

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 form 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 21: Sketching and Painting on Location

Prerequisites: None
Lecture 2.75 hours. (1002.10)

This course is intended for those with painting or sketching experience. It focuses on painting or sketching on location, using landscape, architecture, people, and botanical subjects. The variety of subjects helps students address choice, composition, layout, color, light, shadow, line, movement, and special effects. Students apply different techniques in their choice of media to develop an effective and fluid approach in their work. Students provide their own transportation to various locations and pay any entrance fees that may be required. They also must 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.

NCMUS 21: College-Community Concert Band

Prerequisites: None
Lecture 3 hours. (1004.00)

This class includes study and performance of standard concert band literature. It emphasizes ensemble skills, musicianship, sight-reading, and correct stylistic interpretations. Members are expected to participate in public performances.

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 12: Understanding Yourself Through a Historical Perspective

Prerequisites: None
Lecture 2.75 hours. (2001.00)

This course enhances self-understanding and cultural literacy through a psychological approach to historical and political events. Students place themselves in a historical perspective, using several historical reference points.

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: NCVOC11
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 18: Designing, Maintaining, and Troubleshooting IP Networks

Prerequisites: NCVOC15 and NCVOC17
Corequisite: NCVOC19
Lecture 4 hours. (0708.10)

This course teaches students how to design, monitor, and maintain complex, enterprise routed and switched IP networks. The skills students learn include network design considerations, the planning and execution of regular network maintenance, and support and troubleshooting using technology-based processes and best practices, based on systematic and industry-recognized approaches. The course prepares students for Cisco CCNA and CCNP Troubleshooting exam.

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 basic 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 20: Arts and Crafts for the Limited Learner

Prerequisites: None
Lecture 3 hours. (4930.32)

Designed for the mentally and/or physically challenged adult, this course explores a variety of craft techniques and their application. Students create projects based on these techniques, using different media.

NCSPC 21: Communication Skills for the Limited Learner

Prerequisites: None
Lecture 3 hours. (4930.32)

This course is designed primarily for adults with physical and/or mental challenges. Students are offered techniques for improving their communication skills, as well as practice with the language. The course focuses on listening attentively, asking questions, and responding appropriately to questions.

NCSPC 24: Music Appreciation for the Limited Learner

Prerequisites: None
Lecture 3 hours. (4930.32)

This music education course is designed especially for adults who are mentally and/or physically challenged. It includes learning to listen to various types of music, learning to use the body, voice, and various instruments to provide rhythm and create music, and learning to express how music affects the individual, particularly for relaxation and enjoyment. Students are encouraged to remember and share with the class how certain music makes them feel and how music has played an important role in their lives.

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 and Business Development

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 and College Skills Institute (EL&CSI), 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

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: MCCCC Board Policy 4030)

Academic Integrity & Discipline Appeal Process

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.

(Source: MCCCC Board Policy 5505)

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: MCCCC Administrative Procedure 5505)

Academic Progress, Probation & Probation Appeal Process

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 & 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.

A student who is placed on probation may submit an appeal to the Committee on Exceptions.

(Source: MCCCCD Board Policy/Administrative Procedure 4250)

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.

(Source: MCCCCD Board Policy/Administrative Procedure 4250)

Academic & 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.

(Source: MCCCCD Administrative Procedure 4255)

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.

(Source: MCCCCD Administrative Procedure 4255)

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 Special Services. The Dean of Counseling and Special Services 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.

(Source: MCCCCD Administrative Procedure 4255)

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 Special Services, chair; Vice President of Instructional Services (or designee); the Director of Admissions and Records; a counselor; and faculty representatives.

Academic Renewal

Academic renewal procedures permit a maximum of fifteen (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 fifteen (15) unit allowance.

The units proposed for exclusion must have been taken at MiraCosta College at least two (2) years prior to the petition, and the student must have completed a minimum of fifteen (15) units with a GPA of 2.0 or better (on a 4.0 scale), with at least nine (9) of the fifteen (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 (1) 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: MCCCCD Administrative Procedure 4240)

Alcohol, Drugs & Smoking on Campus

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.

(Source: MCCCCD Administrative Procedure 3550)

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 MCCCCD Administrative Procedure 3560.

As a condition of employment, employees must notify the district within ten (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 ten (10) calendar days after receiving notice of a workplace drug conviction.

Smoking on Campus

MiraCosta College is a tobacco-free institution. Students, staff, and visitors may not smoke or chew tobacco at any college site at any time.

Attendance

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.

Instructors are required to drop any student who stops attending class prior to the semester census date (generally the first two weeks of classes). 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: MCCCDC Administrative Procedure 5075)

Course Repetition

Significant changes to course repetition regulations are expected to be implemented during the 2011/12 academic year. Please check with the Admissions and Records Office for the most recent information.

Currently, students may repeat courses in which substandard grades (less than "C") were earned no more than two times, except in extenuating circumstances. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a "C" or better grade was earned or when allowable repetitions to alleviate substandard course work have been exhausted. Such special circumstances are described below. (Source: MCCCDC Board Policy 4225)

Repetition with Withdrawal (W)

Students are limited to four withdrawals from a course. Students may petition for additional enrollment only under extenuating circumstances, such as a significant lapse of time (see below). When a student enrolls again for a course after the fourth "W" has been received, the enrollment must result in an evaluative grade. For nonrepeatable courses, a grade of "MW" (military withdrawal) is treated in the same manner as a "W." (Source: MCCCDC Board Policy/Administrative Procedure 4225)

Repetition Due to Significant Lapse of Time

Students may be permitted to repeat a nonrepeatable course in which a "C" or better was earned in either of the following circumstances:

- ▶ When there has been a significant lapse of time (not less than two years) since the student previously took the course. A single repeat is the maximum allowed under this provision.
- ▶ When an institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course. The student must submit a repeat form to the Committee on Exceptions documenting the transfer institution's recency requirement.

Grades awarded for courses repeated under these provisions shall not be counted in calculating a student's grade-point average. When a student has exhausted the number of permitted repetitions in a repeatable course, one additional repetition may be permitted due to significant lapse in time. (Source: MCCCDC Administrative Procedure 4228)

Repetition to Alleviate Substandard Course Work

Students may repeat courses designated as "nonrepeatable" up to a total of two times in which substandard grades (less than "C") were awarded. Students must submit a repeat form to the Admissions and Records Office at the time of enrollment. Upon completion of a repeated course, subsequent to substandard coursework, the most recent evaluative grade earned will be computed in the cumulative grade-point average and the student's academic record so annotated.

Students may petition for a third repetition (fourth attempt) of the course if there are extenuating circumstances that justify an additional repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. If the district finds the circumstances are justified, the previous grades and credit will be disregarded when recalculating the student's grade point average after each repetition.

Students must receive prior written permission from the Committee on Exceptions. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a complete and true academic picture. Nothing can conflict with Education Code §76224 pertaining to the finality of grades assigned by instructors or with Title 5 or district procedures relating to retention and destruction of records. No more than two substandard grades per course may be alleviated.

(Source: MCCCDC Administrative Procedure 4225)

Repetition Absent Substandard Course Work

Under special circumstances, students may repeat courses in which a "C" or better grade was earned.

- ▶ Certain activity, performance, and skill courses have been designated as repeatable courses and are identified as such in the catalog's course descriptions. Those courses meet one of two criteria: the course content differs each time the course is offered or the student develops a skill or proficiency each time he or she repeats the course.
 - ▶ Foreign language, ESL, and non-degree applicable basic-skills courses are not eligible for repetition based on these criteria.
 - ▶ Eligible courses may be repeated up to three times for a maximum of four completions.
 - ▶ When an activity course is part of a sequence that represents multiple skill levels (such as beginning, intermediate, and advanced), students can complete one course or a combination of courses within the sequence for a total of four completions. Students cannot, however, take a lower-level course after successfully completing a higher-level course within the sequence.

- ▶ Activity courses in the visual or performing arts can be repeated three times each if they are part of a transfer sequence. This transfer-sequence rule applies only to visual or performing arts courses in music, fine arts, theater, or dance.
- ▶ A student may petition to the Committee on Exceptions, at any time, to repeat a course for which substandard course work has not been recorded based on a finding that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. The Committee on Exceptions will review these requests and may consult with the appropriate instructional department chairperson and/or faculty member. Decisions will be based on a number of variables including whether the course itself is repeatable, what grade the student received, and the extenuating circumstances. Grades awarded for courses repeated under these circumstances shall not be counted in calculating a student's grade point average.
- ▶ A student may repeat a course where substandard academic work has not been recorded when repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The student must certify or document that course repetition is necessary to complete legally mandated training.
- ▶ A student who has been identified by the district as possessing a disability may repeat a "special class for students with disabilities" any number of times under the following circumstances:
 - ▶ When continuing success of the student in other general and/or special education classes is dependent on additional repetitions of a specific special class.
 - ▶ When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes.
 - ▶ When the student has a student educational contract that involves a goal other than completion of the special class in question and repetition of the course will further the achievement of the goal.

The previous grade and credit of the "special class for students with disabilities" may be disregarded in computing the student's GPA each time the course is repeated.

(Source: MCCCCD Administrative Procedure 4227)

Equal Opportunity/ Nondiscrimination

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 and Student Rights & Grievances.)

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: MCCCCD Board Policy/Administrative Procedure 3410)

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

MiraCosta College is dedicated to the free exchange of ideas. First Amendment rights guarantee freedom of speech.

Academic freedom is the freedom to express and defend one's view or beliefs and the freedom to question and differ without repression or academic penalty. In an institution of free inquiry, it is the right of all to express their views. 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. At MiraCosta College, these regulations are identified in Administrative Procedure 5550.

Administrative procedures shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, 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.

Students shall be free to exercise their rights of free expression, subject to the requirements of this policy.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or that 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, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or hate violence, unless such speech is constitutionally protected.

(Source: MCCC Board Policy)

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	

(Source: MCCC Board Policy/Administrative Procedure 4230)

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.)

(Source: MCCC Board Policy/Administrative Procedure 4232)

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 unless an individual instructor designates an earlier date. **(WARNING:** An individual instructor may require that students commit themselves to taking an earned grade before 75 percent of the term has elapsed. The instructor must have specified in a written syllabus at the beginning of each term this date

—falling between 30 percent and 75 percent of the term— after which students would be assigned the grade earned instead of a "W." The instructor must also have filed his or her syllabus with the registrar for the early withdrawal date to be effective.)

- ▶ 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. (Source: *MCCCD Board Policy/Administrative Procedure 4231*)

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 (number of units) x 2 (grade points for "C" grade) = 10 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	

14.5 (Total Units)

10.5 (Graded Units) 25.5 (Graded Points)

OVERALL GPA = 25.5 (grade points) / 10.5 (graded units) = 2.43 GPA

Note: In this example, English 803 is not counted into GPA because it is graded P/NP.

Grade Changes/Grade Grievances

The instructor of the course shall determine the grade to be awarded to each student. An instructor may issue a grade change of an evaluative grade (A, B, C, D, F, P or NP) to another evaluative grade for a period of up to three years.

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

A student who is considering a request for change of an evaluative grade should note the following definitions taken from Black's Law Dictionary:

- ▶ **Mistake**—some unintentional act, omission, or error by the instructor.

- ▶ **Fraud**—an intentional perversion of the truth for the purpose of inducing another to part with something valuable or to surrender a legal right.
- ▶ **Bad Faith**—synonymous with fraud, neglect, or refusal to fulfill some duty or contractual obligation, not prompted by an honest mistake as to one's rights or duties.
- ▶ **Incompetence**—lack of ability, legal qualification, or fitness to discharge a required duty.

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

Requesting a Change from an Evaluative Grade to Another Evaluative Grade

A student who requests a change from an evaluative grade to another evaluative grade must first discuss the matter with the instructor in person, by e-mail, or by telephone within sixty (60) days of the date when the official grades are posted. If the concern occurs in the summer or between semesters and the student is unable to contact the instructor, then the student should contact the Vice President of Student Services or Dean of Counseling and Special Services for directions about how to proceed. Such a request should be made only if the student claims that the grade was based on mistake, fraud, bad faith, or incompetence, and has evidence to substantiate the claim. Approved changes will be submitted to the Admissions and Records Office through a grade change form approved by the instructor.

Requesting a Change from an Evaluative Grade to a Non-Evaluative Grade

A student who requests a change from an evaluative grade to a "W" (Withdrawal) or "No Record" must submit his or her request in writing to the Committee on Exceptions. 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 both the instructor and the 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.

Grade Change Provisions

Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available, or in the event the district determines that gross misconduct by the original instructor is a possibility.

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.

Neither a student request for a change of grade nor the outcome of a grade appeal(s) shall be used as part of an instructor's evaluation, so long as the instructor is not found to have violated any college policies or procedures.

The instructor who first awarded the grade has the right to representation of his or her choice at all stages of the process.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the president of the Academic Senate in consultation with the superintendent/president.

In all cases, the instructor who first awarded the grade will be given written notice of the change.

Grade Dispute Procedure

Changes to a student's grade can be made only by the instructor, except in the case of fraud, bad faith, or incompetence, or if the instructor is not available. In the case of a request for change from an evaluative grade to another evaluative grade, if the student wishes to pursue the matter beyond discussion with the instructor, the student must discuss the matter with the department chair in person, by e-mail or by telephone, within ten (10) days after the student's discussion with the instructor ends. The department chair will investigate and address the student's claim in writing within ten (10) days. If the student wishes to appeal the finding of the department chair, he or she must make a request in writing to the Academic Senate president within ten (10) days of receipt of the department chair's written notification. The Academic Senate president will notify the student of a final decision within ten (10) days of receiving the appeal. If the president of the Academic Senate is involved in the grade dispute, then another full-time Academic Senate Council member will be chosen by lot to address and respond to the appeal in writing. 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.

(Source: MCCCCD Board Policy/Administrative Procedure 4231)

Harassment & Unlawful Discrimination

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 this policy, and will not be tolerated. The MiraCosta Community College 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.

(Source: MCCCCD Board Policy 3430)

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.

(Source: MCCC Administrative Procedure 3430)

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.

(Source: MCCC Board Policy 3430)

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, §59338, and/or to the State Chancellor's Office pursuant to Title 5, §59339, 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: www.cccco.edu/divisions/legal/discrimination/discrimination.htm.

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, 760.795.6854.

(Source: MCCCCD Administrative Procedure 3435)

Institutional Code of Ethics

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)

Non-Degree Applicable Courses

Developmental Course Work & 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 in the 800s (for example, ENGL 802, ESL 820, MATH 830, 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)

Open Enrollment

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 Article 2.5 (commencing with section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

(Source: MCCC Board Policy 5052)

Standards of Student Conduct

Student Conduct

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.

(Source: MCCC Board Policy/Administrative Procedure 5500)

Definitions

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

Academic Standards & Policies

- ▶ 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
- ▶ Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of 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, except as permitted by any district policy or administrative procedure.

Students who engage in any of the above are subject to the procedures outlined in the Student Discipline procedures listed below.

(Source: MCCC Board Policy/Administrative Procedure 5500)

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 or in any program offered by the college.

Faculty member—Any academic employee of the college 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.

Short-term suspension—Exclusion of the student from the college by the Vice President of Student Services or designee, for good cause, for a period of up to 10 consecutive days of instruction.

Long-term suspension—Exclusion of the student from the college by the Vice President of Student Services or designee for good cause for the remainder of the school term or for one or more terms.

Expulsion—Permanent exclusion of the student from the college by the Board of Trustees.

Removal from class—Exclusion of the student by a faculty member for the day of the removal and the next class meeting.

Written or verbal reprimand—An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

Withdrawal of consent to remain on campus—Withdrawal of consent by the MiraCosta College Campus Police for any person to remain on campus, in accordance with California Penal Code §626.4, where the MiraCosta College Campus Police have reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Short-Term Suspensions, Long-Term Suspensions, and Expulsions

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply.

Notice: The Vice President of Student Services or designee will provide the student with written notice of the conduct warranting the discipline. The written notice will be sent by both regular and certified mail and will include the following:

- ▶ The specific section of the Standards of Student Conduct that the student is accused of violating.
- ▶ A short statement of the facts supporting the accusation.
- ▶ The right of the student to meet with the Vice President of Student Services or designee to discuss the accusation, or to respond in writing

- ▶ The right of the student to bring an advocate or attorney to the meeting.
- ▶ The nature of the discipline that is being considered.

Time limits: The notice must be provided to the student within 10 days of the date on which the conduct took place which led to the decision to take disciplinary action.

Meeting: If the student chooses to meet with the Vice President of Student Services or designee, the meeting must occur within 5 days of receipt of the written notice of disciplinary action. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

Short-term suspension: Within 5 days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the decision of the Vice President of Student Services or designee shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President of Student Services' or designee's decision on a short-term suspension shall be final.

Long-term suspension: Within 5 days after meeting with a student facing disciplinary action, the Vice President of Student Services or designee shall, decide whether to impose a long-term suspension. Written notice of the decision of the Vice President of Student Services or designee shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the procedures for a hearing.

Expulsion: Within 5 days after meeting with a student facing disciplinary action, the Vice President of Student Services or designee shall decide whether to recommend expulsion to the Board of Trustees. Written notice of the Vice President of Student Services' or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of the procedures for a hearing.

Hearing Procedures

Request for hearing: Within 5 days after receipt of the decision of the Vice President of Student Services or designee regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Vice President of Student Services or designee.

Schedule of hearing: The formal hearing shall be held within 10 days after a formal request for hearing is received unless there is a compelling reason for a delay, such as illness, unavailable witnesses, etc.

Hearing panel: The hearing panel for any disciplinary action shall be composed of an academic administrator, one faculty member and one student senator. The Vice President of Student Services or designee, the president of the Academic Senate, and the ASG president shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The Vice President

of Student Services or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

Hearing panel chair: The Vice President of Student Services or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

Conduct of the Hearing

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins. The facts supporting the accusation shall be presented by the Vice President of Student Services, acting as the college representative.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence.

The burden shall be on the college representative to prove by a preponderance of the evidence that the facts alleged are true.

The student may represent him or herself, and may also have the right to be represented by a person of his or her choice. If the student wishes to be represented by an attorney, a request must be presented not less than 5 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the college either by audio recording or stenographic recording, and this shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by audio recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify him or herself by name, and thereafter shall ask witnesses to identify themselves by name.

Academic Standards & Policies

Any audio recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. The student may request a copy of the audio recording.

Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be audio recorded is not unavailable.

Within 5 days following the close of the hearing, the hearing panel shall prepare and send to the Vice President of Student Services or designee a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing.

The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

Superintendent/President's Decision

Long-term suspension: Within 10 days following receipt of the hearing panel's recommended decision, the Vice President of Student Services or designee shall render a final written decision. The Vice President of Student Services or designee may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Vice President of Student Services or designee modifies or rejects the hearing panel's decision, the superintendent/president shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions.

The decision of the superintendent/president shall be final.

Expulsion: Within 10 days following receipt of the hearing panel's recommended decision, the Vice President of Student Services or designee shall render a written recommended decision to the Board of Trustees. The superintendent/president may accept, modify or reject the findings, decisions and recommendations of the hearing panel.

If the superintendent/president modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The superintendent/president decision shall be forwarded to the Board of Trustees.

Board of Trustees Decision

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

The board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code §72122)

The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the board's meeting. The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

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

The board may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the board modifies or rejects the decision, the board shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the board shall be final.

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

Immediate Interim Suspension (Education Code §66017)

The Vice President of Student Services or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within 10 days.

Removal from Class (Education Code §76032)

Any faculty member may order a student removed from his or her class for the day of the removal and the next class meeting. The faculty member shall immediately report the removal to the Vice President of Student Services or designee. The Vice President of Student Services or designee shall arrange for a meeting with the student regarding the removal. The student shall not be returned to the class during the period of the removal without the concurrence of the faculty member. Nothing herein will prevent the Vice President of Student Services or designee from recommending further disciplinary procedures in accordance with these procedures based on the facts that led to the removal.

Withdrawal of Consent to Remain on Campus

The Campus Police may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the Campus Police a written report must be promptly made to the Vice President of Student Services or designee.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted

not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 30 days from the date upon which consent was initially withdrawn.

Any person from whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code §626.4)

Exception to Due Process—Athletic Rules Violations

Athletes who violate rules of the Pacific Coast Athletic Conference, the California Community College Commission on Athletics, or the MiraCosta College Athletic Department may be suspended immediately from intercollegiate competition.

To appeal a suspension, a student must write to the Director of Athletics within 10 days. The Director of Athletics will decide about the appeal within 10 days of receiving it and inform the student in writing of his/her decision. A student may make a final appeal in writing to the Vice President of Student Services within 10 days of the Director of Athletics' decision. The final decision will be sent by the Vice President of Student Services within 10 days of receiving the final appeal, with a copy sent to the superintendent/president.

(Source: MCCCCD Administrative Procedure 5520)

Student Records & Privacy Rights

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, and enrollment status (full-time, half-time).
- ▶ Student participation in officially recognized activities and sports, including weight, height, and a photograph of athletic team members.
- ▶ 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 or their parents 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 Director of Institutional Research who in conjunction with the Director of Admissions and Records 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 Director of Institutional Research who in conjunction with the Director of Admissions and Records 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 Financial Aid 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 Director of Institutional Research who in conjunction with the Director of Admissions and Records 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, prior military experience, enrollment status, and major.

Charge for Transcripts or Verifications of Student Records

A student/former student shall be entitled to two free copies of the transcript record or to two free verifications of various student records. 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. 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.

(Source: MCCC Board Policy/Administrative Procedure 5040, Administrative Procedure 5045)

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.

(Source: MCCCCD Administrative Procedure 5045)

Student Rights & Grievances

The purpose of MiraCosta College's Student Rights and Grievances Procedure (MCCCCD Administrative Procedure 5530) is to provide a prompt and equitable means of resolving student grievances. This procedure is available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights, or privileges as a student. The procedure includes but is not limited to grievances regarding the following:

- ▶ Sex discrimination, as prohibited by Title IX of the Higher Education Amendments of 1972
- ▶ Sexual harassment
- ▶ Financial aid
- ▶ Illegal discrimination
- ▶ The exercise of rights of free expression protected by state and federal constitutions and Education Code §76120 and "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." (See Academic Freedom.)

This procedure does not apply to the following:

- ▶ Student disciplinary actions, which are covered under separate board policies and administrative procedures
- ▶ Police citations (i.e., "tickets"): Complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

Any student who believes he or she has a grievance should file a statement of grievance with the grievance officer within 10 days of the incident on which the grievance is based **or** 10 days after the student learns of the basis for the grievance, whichever is later. The statement of grievance must be filed, whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within 2 days following receipt of the statement of grievance form, the grievance officer will advise the student of his or her rights and responsibilities under these procedures and assist the student, if necessary, in the final preparation of the statement of grievance form.

Academic Standards & Policies

Definitions

Party: The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

Superintendent/president: the superintendent/president of the college or a designated representative of the superintendent/president.

The college: the MiraCosta Community College District (commonly referred to as MiraCosta College).

Student: Any person currently enrolled as a student at any site or in any program offered by the college. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code §76224(a).

Faculty member: Any academic employee of the college 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.

Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.

Informal resolution: Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

Informal Resolution

Mediation is strongly suggested as a method to informally resolve any issues about which the student wishes to grieve. A student seeking to informally resolve an issue may choose, in cooperation with the respondent, a mediator from a trained mediator pool at the college that includes faculty, staff, administrators, and students.

The superintendent/president has appointed the Dean of Counseling and Special Services at the Oceanside Campus, the Associate Dean of the Community Learning Center, and the Associate Dean of Student Services at the San Elijo Campus, as grievance officers to assist students in resolving matters through informal processes and to provide information on formal grievance processes.

To informally resolve any issues with a faculty member, the student must make a reasonable effort to follow these steps:

- ▶ First, speak to the instructor in person, by e-mail, or by telephone, unless there is a valid reason to omit this step.
- ▶ If the concern or complaint is not resolved satisfactorily, speak to the department chair in person, by e-mail, or by telephone.
- ▶ If the concern or complaint is still not resolved, speak to the appropriate dean in person, by e-mail, or by telephone.

To informally resolve any issue with a staff member, the student must make a reasonable effort to follow these steps:

- ▶ First, speak with the staff member with whom the student has the grievance in person, by e-mail, or by telephone.
- ▶ If the concern or complaint is not resolved satisfactorily, speak with the supervisor in person, by e-mail, or by telephone.
- ▶ If the concern or complaint is still not resolved, speak to the appropriate dean or department head in person, by e-mail, or by telephone.

To informally resolve any issues with a student, the student must make a reasonable effort to follow these steps:

- ▶ If appropriate, discuss the issue with the student with whom the student has the grievance in person, by e-mail, or by telephone.
- ▶ Meet with the grievance officer in person to request assistance on an informal resolution.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Formal Grievance Hearing

If the mediator(s) are unable to help the student and the staff or faculty member resolve the differences and the mediator(s) agree that the issue is grievable, the student shall have the right to request a grievance hearing, in writing, to the Vice President, Student Services, or Dean of Counseling and Special Services. This must be done within 10 days of the mediation meeting. The formal hearing will be scheduled within 10 school days 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.

A committee chair who will be the Vice President, Student Services, or the Dean of Counseling and Special Services (non-academic grievance), or the Academic Senate President (academic grievance).

The decision of the grievance hearing committee chairperson shall be final on all matters relating to the conduct of the hearing, unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the grievance hearing committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the grievance hearing committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

The student may bring an advocate or attorney to the hearing only if s/he notifies the Vice President, Student Services, or the Dean of Counseling and Special Services, within 5 school days of the hearing. The respondent may also bring legal counsel to the hearing. The hearing will be recorded. The recording shall remain in the custody of the district, either at the college or the district office, at all times, unless released to a professional transcribing service. Any party may request a copy of the recording.

Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be recorded shall be considered to be unavailable.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The hearing committee will recommend a resolution of the grievance after listening to the student and the person(s) against whom s/he filed the complaint. The committee must inform the student in writing about its recommendation within 10 days of the hearing. The decision shall include specific factual findings regarding the grievance and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing and not on matters outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

The student may appeal the decision of the grievance hearing committee by writing to the college superintendent/president within 10 days of being notified of the grievance hearing committee's decision. The superintendent/president will send the student a final decision in writing within 10 days of receiving the appeal.

(Source: MCCCDC Administrative Procedure 5530)

Additional Information

Full-Time Faculty & Administrators

Ali, Shafin (2007) Economics

B.S.S., M.S.S., University of Dhaka, Bangladesh; M.A., Ph.D., Claremont Graduate University

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

Austin, James (2007)

Vice President, Business and Administrative Services
B.S., M.B.A., University of Utah, Salt Lake City

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

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

Bockstahler, Mark (2002) Counselor/

Learning Disabilities Specialist

A.A., Golden West College; B.A., California State University, Long Beach; M.S., California State University, Fullerton; Psy.D., United States International University

Bolaños, Theresa (2009) Chemistry

B.S., University of Houston; Ph.D., University of Texas, Austin

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

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

Cerda, Teresa (1987) Faculty Director, E.O.P.S.

A.A., Palomar College; B.A., San Francisco State University; M.A., United States International University; M.S., San Diego State University

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 Drafting Technology

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 Allied 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
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
A.A., Fullerton College; B.A., Claremont Men's College; M.S., University of California, Irvine

Curtiss, Wendy J. (1979) Psychology
A.A., MiraCosta College; B.S., M.S., San Diego State University

Davis, Donna (2001) Faculty Director, Career Studies & Services
B.A., Southeastern Massachusetts University; M.Ed., Bridgewater State College; M.A., University of Massachusetts

Davis, Niall (2009) Surgical Technology
Certified Surgical Technologist

Deaton, Michael (1985) Counselor
B.A., Pan American College; M.Ed., University of Houston; Ph.D., University of Arizona

Deegan, Pamela (2007) Vice President, Instructional Services
B.A., M.A., California State University, Los Angeles

Deineh, Steven (2010) Librarian, Library Science
B.A., University of California, Los Angeles; M.L.I.S., San Jose State University

Deschamps, Michael (2008) Accounting
B.S., University of San Diego; M.S., San Diego State University

Detwiler, David (2008) Spanish
B.A., Southern Oregon State College; M.A., San Diego State University

Diaz, Nancy Steffens (1998) EOPS Counselor
B.B.A., National University; M.S., San Diego State University

Doig, Lesley (2011) History
B.A., University of California, Santa Cruz; M.A., University of California, Riverside

Dunbar, Keith (2000) Mathematics
B.A., San Diego State University; M.S., California State University, San Marcos

Duncan, Yvette (2007) Nursing
B.S.N., San Diego State University; M.S.N., Point Loma Nazarene University

Edwards, Lillian (2005) Surgical Technology
B.A., California State University, Los Angeles; M.Ed., University of Phoenix

Ehrlinger, Claire (2004) Horticulture
B.S., Michigan State University; M.Ed., Xavier University

Eso, Stephen J. (2004) Psychology
B.A., California State Polytechnic University, Pomona; M.A., University of Victoria

Essman, Margaret (1994) Nursing

B.S.N., University of San Diego; M.S.N., California State University, Dominguez Hills

Estrella, Roland (2008) Nursing
B.A., San Diego State University; M.S., University of Phoenix

Fairleigh, Megan (2009) Horticulture
B.S., Cornell University; M.L.A., California State Polytechnic University, Pomona

Falker, Matthew (2006) Music
B.M., Western Michigan University; M.M., University of Southern California

Fallstrom, Scott (2011) Mathematics
B.A., M.S., Eastern Washington University

Farnam, Michelle (2006) DSPS Counselor
B.A., California State University, Fullerton; M.A., Pepperdine University

Fast, Lisa (2009) Psychology
A.A., MiraCosta College; B.A., M.A., Ph.D., University of California, Riverside

Figueroa-Chacon, Maria (2008) English
B.A., University of California, San Diego; M.A., Dartmouth College

Fino, Michael (2004) Biotechnology
B.S., M.Eng., University of California, San Diego

Flocken, Lise (2002) Director, Transfer Center
B.A., University of California, San Diego; M.S., Ed.D., United States International University

Foster, Sally (1987) Dean, San Elijo Campus
B.A., University of Michigan; M.A., California State University, Chico

French, Rica Sirbaugh (2004) Astronomy
B.S., Middle Tennessee State University; M.A., University of Texas, Austin

Fulbright, Robert (2006) Health, Kinesiology
B.S., M.S., California State University, Northridge

Gay, Ruth (2007) Noncredit English as a Second Language
B.A., M.A., Azusa Pacific University

Gomez-Zinn, Hilda (1996) Counselor
A.A., Southwestern College; B.A., M.A., San Diego State University

Goueth, Pierre (2007) Chemistry
B.S., M.S., Ph.D., University of Picardie, France

Gracey, Shannon (2011) Mathematics
B.A., M.A., San Diego State University

Gross, Mary (2005) English as a Second Language
B.A., California State Polytechnic University, Pomona; M.S., California State University, Fullerton; Certificate in Online Teaching, University of California, Los Angeles

Guinon, Teresa (2008) English
B.A., M.A., Arizona State University

Additional Information

Ha, Thao (2007) Sociology

B.S., University of Houston, University Park; M.A., University of Texas, Austin

Hagen, Kelly (2008) English

B.A., University of California, Santa Cruz; M.A., San Francisco State University

Hanada-Rogers, Trisha (1997) Dance

B.A., University of California, Santa Barbara; M.F.A., University of California, Irvine

Harland, Julie (1987) Mathematics

B.A., University of California, Santa Barbara; M.A., University of California, San Diego

Hata, Christina (2006) Business

B.S., California State University, San Marcos; M.S., University of La Verne

Haugsness-White, Julie (2007) Biological Sciences

B.A., Gustavus Adolphus College; M.S., Scripps Institution of Oceanography-University of California, San Diego

Hayashi, Yoshimi (2001) Art

B.A., University of California, Los Angeles; M.S., California State University, Stanislaus; M.F.A., University of New Mexico

Hermosillo, Gilbert (1988)

Dean, Admissions, Assessment and Student Aid Programs
A.A., Palomar College; B.A., University of the Pacific; Ed.M., Harvard University

Hernández, Pilar (2004) Spanish

B.A., University of Texas, Austin; M.A. University of California, Los Angeles

Herrmann, Susan (1988) English, Literature

B.A., California State University, Fullerton; M.A., California State University, San Bernardino

Horton, Wendy (2005) Counselor

B.A., Chico State University; M.A., Pepperdine University

Hoskins, Bruce (2004) Sociology

B.A., University of California, San Diego; M.A., Ph.D., University of Southern California

Ihara, Jeff (1991) Biological Sciences

B.S., University of California, Irvine; S.M., Ph.D., University of Chicago

Isachsen, Steve (2001) Computer Information Science

A.A., West Valley College; B.A., University of California, San Diego; M.A., San Francisco State University

Jara, José (1994) English

B.A., California State University, Chico; M.A., Arizona State University

Jones, Peggy (1998) Art

B.A., M.F.A., University of California, Irvine

Julius, James (2011) Faculty Director, Online Education

B.S., M.A.T., Willamette University; Ed.D., SDSU-USD Joint Doctoral Program

Katson, Paul (2005) Automotive Technology

Certificate in Automotive Technology, MiraCosta College; Automotive Service Excellence | ASE | certified technician

Keehn, Jeff (2001) English

B.A., M.A., California State University, San Marcos

Kelley, Robert (2002) Psychology

B.A., B.S., University of California, Irvine; M.A., Ph.D., University of California, San Diego

Kelly, Myla Stokes (1988) Librarian, Library Science

B.A., Point Loma Nazarene College; M.Ed., San Diego State University

Kirwan, John (1997) English

B.A., Washington University, St. Louis; M.A. Ph.D., University of California, Riverside

Kulkarni, Himgauri (2005) Biological Sciences

M.S., Marathwada University, India; Ph.D., Osmania University, India

Lambert, Luke (2009) Reading

B.A., M.A., San Francisco State University

Lane, Lisa (1989) History

B.A., California State University, Bakersfield; M.A., University of California, Santa Barbara; Certificate in Online Teaching, University of California, Los Angeles

Langager, Arlie (2008) Music

B.A., Augustana University College; M.M., University of Calgary; D.M.A., University of Texas, Austin; Certificate in Arts Administration, Grant MacEwan College

Lara, Luke (2009) Counselor

B.A., Carleton College; M.A., San Diego State University

Laughlin, Kathleen (1999) Cisco Networking Academy

B.S., Arizona State University

Laurel, Mark (2005) Mathematics

B.A., California State University, Sacramento; M.A., University of California, Berkeley

Layton, Andrew (2011) Dramatic Arts

B.F.A., University of North Carolina School of the Arts; M.F.A., University of Washington

Lee, Marjorie (2004) Counselor

B.A., University of Texas, El Paso; M.A., University of San Diego

Lee, Nancy (1991) Chemistry

B.A., University of California, San Diego; M.A., San Diego State University

Lloyd-Jones, Melissa (2008) English as a Second Language

B.A., University of Redlands; M.A., University of California, Los Angeles

Luengo, Isabel (1995) Philosophy

Licenciada, Barcelona University, Barcelona, Spain; Ph.D., Indiana University, Bloomington

Ma, Richard (2008) Librarian, Library Science

- B.A., University of Redlands; L.M.T. Credential, California State University, Long Beach; M.A., National University; M.A., California State University, San Bernardino; M.L.I.S., Drexel University
- Malone, Jill (1992) Digital Imaging, Graphics
B.A., Rutgers University; M.A., West Coast University, San Diego
- Massey, Dave (2004) Dance
B.S., Chapman University; M.F.A., University of California, Irvine
- McClure, Leola (2009) Communication
B.A., M.A., Middle Tennessee State University; Ph.D., Ohio State University
- McField, David (2009) Psychology
B.A., University of California, Berkeley; M.S., University of Southern California
- Meinhold, Gail (2009) Nutrition
B.A., California State Polytechnic University, San Luis Obispo; M.S., Chapman University
- Meldahl, Keith (1997) Geology, Oceanography
B.A., University of Chicago; M.S., Ph.D., University of Arizona
- Metzler, Chris (1988) Earth Science, Geology, Oceanography
B.S., University of California, Santa Cruz; M.S., Ph.D., Scripps Institute of Oceanography-University of California, San Diego
- Miller, Lynne (2000) Anthropology
B.A., Pitzer College; Ph.D., University of California, Davis
- Moon, Louisa (1990) Philosophy
B.A., California State University, Long Beach; M.A., Ph.D., University of California, Irvine
- Moore, Joan L. (2004) Nursing
B.S.N., Regents College of the University of the State of New York; M.S.N., California State University, Dominguez Hills
- Moura, Neil (1989) Communication
B.A., M.A., San Francisco State University
- Mushinsky, Jane (1991) English
B.A., University of Massachusetts, Amherst; M.A., University of Virginia, Charlottesville
- Nakamura, Lemee (2004) Mathematics
B.S., M.S., Ph.D., University of California, Irvine
- Nemour, Leslie (1993) Art
B.A., M.F.A., University of California, San Diego
- Neri, Gilbert (2007) Art
B.A., M.F.A., University of California, San Diego
- Noddings, Victoria (1999) Mathematics
B.A., A.M. Stanford University; M.A., San Diego State University
- O'Cain, Anna (2002) Art
B.F.A., School of the Art Institute of Chicago; M.F.A., University of California, San Diego
- Ochoa Carlos, Sergio (1990) Spanish
A.A., Southwestern College; B.A., M.A., San Diego State University
- Ongyod, Anthony (2009) Communication
B.A., San Diego State University; M.A., University of Hawaii at Manoa
- Ordway, Holly (2006) English, Literature
B.A., University of Massachusetts, Amherst; M.A., University of North Carolina, Chapel Hill; Ph.D., University of Massachusetts, Amherst
- Owens, Candelaria (2001) EOPS/CARE Counselor/Facilitator
B.A., University of California, San Diego; M.A., San Diego State University
- Paris, Jennifer (2004) Librarian, Library Science
B.A., University of Washington; M.A., University of Iowa
- Parker, David (2009) Drafting
Bachelor of Architecture, Carnegie-Mellon University; Master of Architecture, Harvard University
- Parks, Martin (1999) Computer Networking
B.A., University of California, Santa Barbara; M.S., University of California, San Diego
- Perales, Dara (2006) English
B.A., M.A., California State University, San Marcos
- Perovic, Zikica (2005) Mathematics
B.S., M.S., University of Belgrade, Serbia; Ph.D., University of Minnesota
- Perry, Pamela (2004) Librarian, Library Science
B.A., Clark University; M.L.I.S., University of Texas, Austin
- Peters, Erika (2008) Physics
B.A., Dartmouth College; M.S., Ph.D., University of California, Los Angeles
- Petri, Andrea (2008) Italian, Spanish
B.A., University of Trieste, Italy; M.A., University Granada, Spain
- Phillips, John (2004) Political Science
B.A., California State University, Long Beach; M.A., M.Phil., Ph.D., Yale University
- Pickett, Brent (1992) Mathematics
B.A., M.A., University of California, San Diego
- Plante, Denise (1998) Counselor Noncredit Programs
A.A., Norwalk Community College; B.S., Sacred Heart University; M.A., University of Connecticut
- Pohlert, Edward (2003) Faculty Director, Retention Services
B.A., California State University, Los Angeles; M.S., San Diego State University; Psy.D., Alliant International University
- Porto, June (1999) Computer Science
B.S., M.B.A., California State University, Long Beach
- Powell, Beth (1996) Math Learning Center Coordinator
B.A., M.S., West Virginia University
- Rajah, Mohammed G. (1975) Mathematics
B.S., M.S., University of Manchester, England; Dip. Ed., University of Oxford, England
- Ramirez, Freddy (2004) Counselor/Puente Project Coordinator

Additional Information

B.A., M.B.A., California State University, San Marcos; M.A., San Diego State University

Ramirez, Sylvia (1993) Noncredit English as a Second Language
A.A., MiraCosta College; B.A., National University; M.A., Point Loma Nazarene College

Ramos, Dean (2006) Art
B.A., North Park College; M.F.A., University of New Mexico

Reyes, Kristi (2004)
Noncredit Vocational English as a Second Language
B.A., University of South Dakota; M.A., Northern Arizona University

Roberts, Susan (2005) Nursing
B.S.N., San Diego State University; M.S.N., University of Arizona, Tucson; Ph.D., University of California, Los Angeles

Robertson, Donald (1999) Chemistry
B.S., Brigham Young University; Ph.D., Washington University Medical School

Robertson, Eric (2010) Communication
B.A., California Polytechnic University, San Luis Obispo; M.A., San Diego State University

Robertson, Richard (1987) Vice President, Student Services
B.A., College of Wooster, Ohio; M.A., Ph.D., Michigan State University, East Lansing

Rodriguez, Francisco (2009) Superintendent/President
B.A., M.S., University of California, Davis; Ph.D., Oregon State University

Rosen, Roberta (2004) Career Counseling
B.S., M.S., University of Wisconsin, Madison

Schaefer, Nancy Klump (1988) Learning Disabilities Specialist
B.S., Indiana University, Bloomington; M.A., Michigan State University, Lansing

Schaper, Nikki (2009) Associate Dean, San Elijo Campus
B.A., University of California, San Diego; M.A., Ed.D., Pepperdine University

Schlueter, Jed (2010) Transfer Counselor
B.A., University of California, Santa Cruz; M.Ed., University of Southern California

Schonleber, Sheri (2011) Child Development Center Director
B.A., San Francisco State University; M.Ed., Chaminade University; Ph.D., University of Hawaii, Manoa

Senigaglia, Angela (2011) Noncredit English
B.A., San Diego State University; M.A. Notre Dame de Namur University

Sepulveda, Jeanine (2004) Biology
B.A., M.A., California State University, Fullerton; Ph.D., Scripps Institute of Oceanography-University of California, San Diego

Severance, Tom (1986) Business
B.S., Arizona State University, Tempe; J.D., M.B.A., University of Minnesota, Minneapolis

Siegel, Dan (2010) Music
B.A., University of Oregon; M.M., University of Southern California

Simpson, Susan (2003) Nursing
B.S.N., California State University, Dominguez Hills; M.S.N., University of Phoenix

Sipman, Glorian (2001) Librarian, Library Science
B.A., M.A., University of California, Los Angeles; M.L.S., University of Arizona

Skemp, Penny (1998) Child Development
B.S., University of Wisconsin, Madison; M.A., University of Washington, Seattle

Sleeper, Christopher (2008) History
B.A., University of California, Santa Barbara; M.A., University of California, Riverside

Smith, Dana (2000) Dean, Arts and Letters
B.A., University of California, Santa Barbara; M.A., University of California, Davis

Smith, Karen (2004) Hospitality Management
B.S., University of LaVerne; M.B.A., Pepperdine University; MPhil, Ph.D., The City University of New York Graduate School

Soza, Rita (2006) Business
B.A., University of Phoenix; M.B.A., University of California, Irvine

Stephenson, Denise (2004) Writing Center Faculty Director
A.A., Iowa Central Community College; B.A., University of Northern Iowa; Ph.D., University of New Mexico, Albuquerque

Stern, Herschel (1989) Geography
B.A., Queens College, Flushing, New York; M.A., Ph.D., University of Oregon, Eugene

Striebel, Kathryn (1999) Business Office Technology
A.A.S., Nassau Community College; B.S., M.A., New York University

Sullivan, Jim (2004) English
B.A., Georgetown University; M.A., Claremont Graduate University

Taccone, Al (2007) Dean, Career and Technical Education
B.S., Bryant College, Rhode Island; M.B.A., Anna Maria College, Massachusetts; Ph.D., Walden University, Minnesota

Thomford, John (1996) Biology
B.S., University of California, Davis; M.S., University of Nevada, Reno; Ph.D., University of California, Davis

Torok, Stephen (2008) Music
B.F.A., Carnegie Mellon University; M.M., University of Southern California

Towers, John (2001) Mathematics
B.A., University of California, Santa Barbara; M.S., University of Michigan; Ph.D., University of California, Los Angeles

Tsuyuki, Chad (2010) English
B.A., M.F.A., California State University, Long Beach

Turbeville, John (2006) Geology, Oceanography
B.S., San Diego State University; M.S., University of New Orleans

Turner, Robert (1989) English, Literature
B.A., M.A., San Diego State University

Uhlik, Jeff (1998) Multimedia Technology
B.F.A., Kent State University; M.A., San Diego State University

Vail, Steve (2005) Automotive Technology
A.A., Santa Monica College; B.A., California State University, San Marcos

Valente, Mario (2009) Dean, Academic Information Services
B.A., University of California, Los Angeles; M.S., California State University, Fullerton

Vidal, Lilia (1999) Spanish
B.A., California State University, Bakersfield; M.A., San Diego State University

Vignato, Julie (2006) Nursing
B.S.N., University of Rochester; M.S.N., Saint Joseph's College

Wezniak, Steve (2002) Noncredit Mathematics
A.S., Holyoke Community College; B.S. Westfield State College;
M.A., San Diego State University

Whitney, Mark (1999) Child Development
B.S., San Diego State University; M.S., University of California, Davis; Ph.D., Claremont Graduate University

Wilbur, Constance (2005) DSPS Director
B.A., San Diego State University

Williams, Arnoldo (2005) Automotive Technology
A.A., Palomar College; Automotive Service Excellence | ASE |
Master Technician Certification; CA Vocational Education
Credentials; Certificate on Tune-Up and Engine Analysis,
Palomar College

Williams, Tracy (2005) Dramatic Arts
B.F.A., Utah State University; M.F.A., University of Missouri, Kansas City

Wojcik, Alketa (2005)
Associate Dean, Community Learning Center
B.S., California State University, San Marcos; M.A., San Diego State University

Yeager, Mark (1992) Chemistry, Physical Science
B.S., Principia College, Elsau, Illinois; A.M., Washington University, St. Louis, Missouri

Glossary

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 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.)

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.)

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.)

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 and other authorized categories of noncredit instruction. (See Noncredit Courses.)

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.)

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.)

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.)

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. 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.)

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.)

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.)

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.)

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.

Additional Information

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.)

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.)

Probation

A warning status that scholastic standards are not being met. (See Academic Progress, Probation & Probation Appeal Process 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.)

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.)

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 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.)



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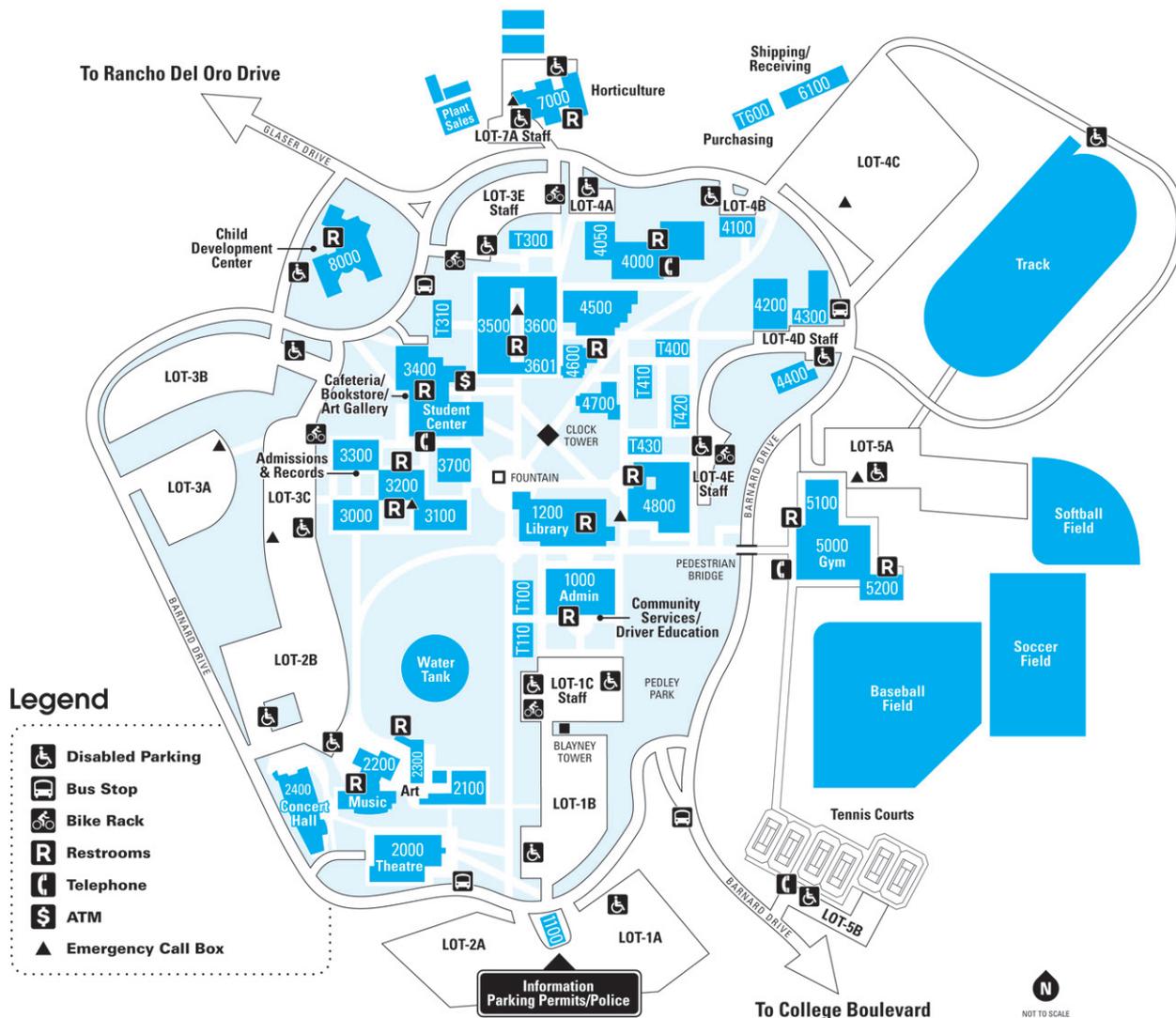
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Oceanside Campus

1 Barnard Drive, Oceanside, CA 92056 ▶ 760.757.2121



Locations



Oceanside Campus Building # Directory

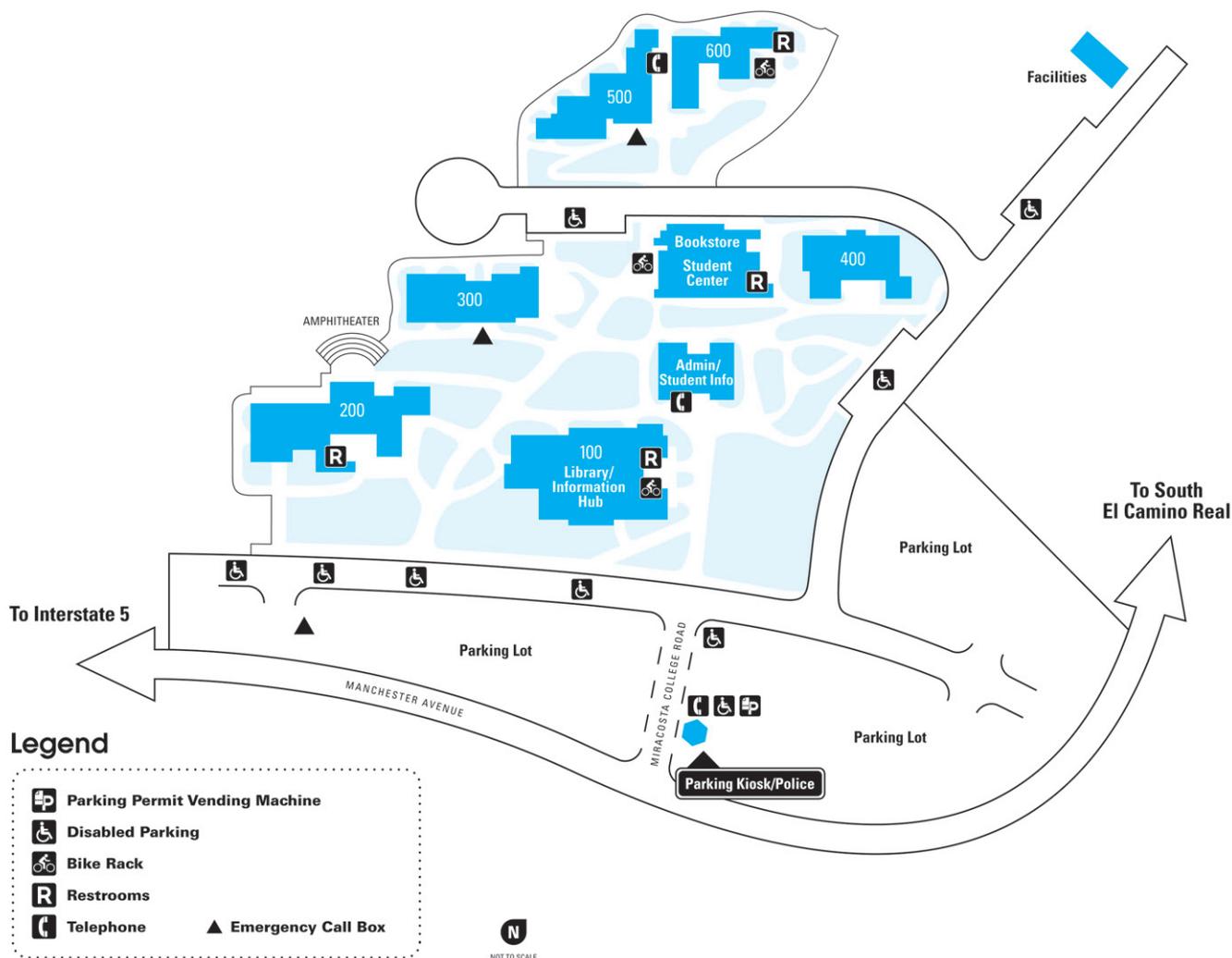
Admissions & Records.....	3300	Dance Studio.....	5100	Printing Services.....	3400
Art.....	2100, 2200, 2300	Disabled Students Services.....	3000	Proctoring Center.....	3300
Art Gallery.....	3400	Enrollment Information.....	3300	Public Information Office.....	1000
Associate Faculty Office.....	4606	EOPS.....	3000	Purchasing.....	T600
Associated Students.....	3400	Facilities Department.....	4200	School Relations/Diversity Recruit.....	3400
Athletics.....	5200	Financial Aid/Scholarships.....	3000	Service Learning.....	3300
Automotive Technology.....	4000	Gymnasium.....	5000	Shipping/Receiving.....	6100
Biotechnology.....	4050	Health Services.....	3300	Student Accounts.....	3200
Bookstore.....	3400	Horticulture.....	7000	Student Activities.....	3400
Business Development.....	1000	Human Resources.....	1000	Student Center.....	3400
Business Services.....	1000	Institutional Research.....	1000	Student Employment Services.....	3700
Cafeteria.....	3400	Instructional Services.....	4700	Tech Prep.....	3700
CalWORKs.....	3000	International Students.....	3400	Testing Office.....	3300
Campus Police.....	1100	Library & Information Hub.....	1200	Theatre.....	2000
Career Center.....	3700	Lost & Found.....	1100	Little Theatre.....	3601
Child Development Center.....	8000	Math Learning Center.....	1200	Transfer Center.....	3700
Community Services.....	1000	Music.....	2200, 2300	Tutoring.....	1200
Computer/Business Department.....	4800	Nursing/Allied Health.....	T420, 4400	Veterans Services.....	3300
Concert Hall.....	2400	Parking Permits.....	1100	Wellness Center.....	4100
Counseling.....	3700	President, Office of the.....	1000		

Rev. 0611



San Elijo Campus

3333 Manchester Avenue, Cardiff, CA 92007 ▶ 760.944.4449



Locations



San Elijo Campus Building # Directory

Administration/Student Information

Admissions & Records
Community Services
Counseling
Dean, San Elijo Campus
Instructional Services
Student Accounts

Student Center

Associate Dean of Student Services
Bookstore
Cafeteria
Health Services
Meeting Rooms
Student Activities
Student Services Office

100 Computer Labs
Library
Math Learning Center
Testing
Tutoring
Writing Center

200 Amphitheater
Art Studios
Classrooms
Multipurpose Room
Piano Lab

300 Classrooms
Faculty Offices

400 Classrooms
Faculty Offices
Science Labs

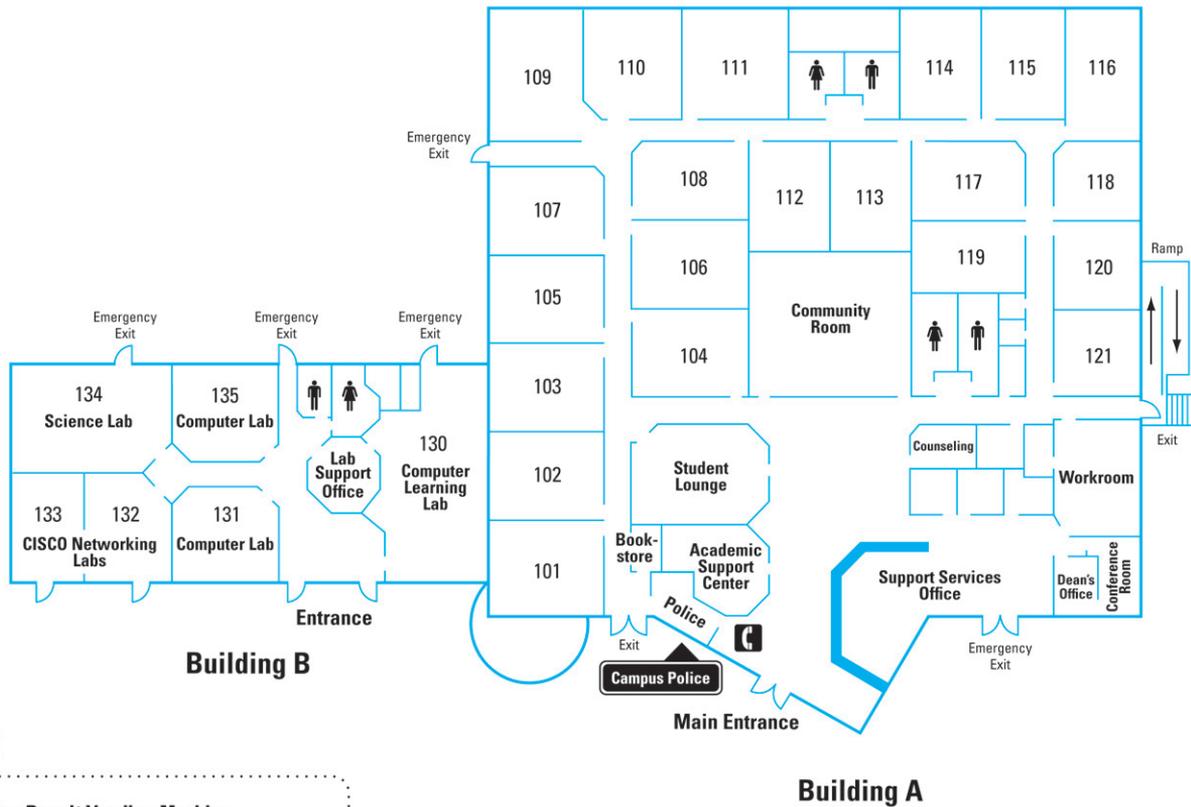
500 Classrooms
Faculty Offices
Language Lab

600 Classrooms
Faculty Offices



Community Learning Center

1831 Mission Avenue, Oceanside, CA 92058 ▶ 760.795.8710



Legend

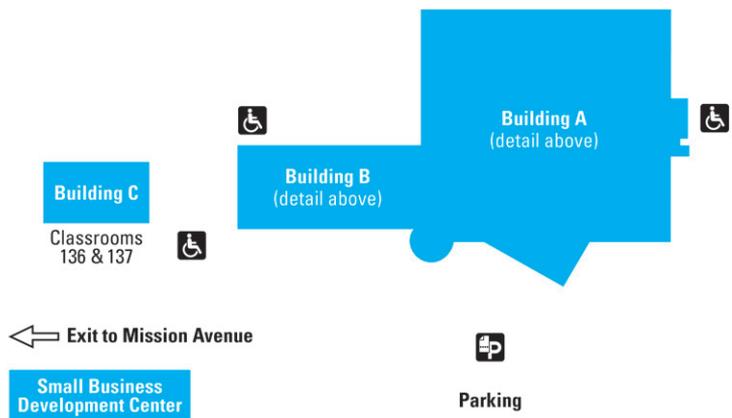
- Parking Permit Vending Machine
- Disabled Parking
- Men's Restroom
- Women's Restroom
- Telephone



Locations



Locations of Additional Buildings & Classrooms



Acknowledgements

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