

Oxnard College

4000 S. Rose Avenue
Oxnard, CA 93033-6699
(805)-986-5800 / (805) 654-6370
www.oxnardcollege.edu

Campus Numbers

Area Code (805)

General Information	986-5800
Addictive Disorders Studies.....	986-5800 ext. 1946
Admissions & Records.....	986-5810
Assessment/Orientation.....	986-5864
Athletics Program/Physical Education.....	986-5825
Bookstore	986-5826
CalWORKs Services.....	986-5887
Career & Technical Education.....	986-5824
Career Center/Job Placement	986-5838
CARE.....	986-5827
Child Development Center.....	986-5801
Counseling	986-5816
Dental Hygiene Program.....	986-5823
Disabled Students Program/ Educational Assistance Center.....	986-5830
Economic Development & Innovation.....	986-5888
EOPS.....	986-5827
Facility Use.....	986-5822
Financial Aid.....	986-5828
Fine & Performing Arts.....	986-5803
Fire Academy/Technology.....	384-8110
Health Center	986-5832
Health Education.....	986-5800 ext. 1958
International Students.....	986-5843
Institutional Research.....	986-5897
Instruction	986-5814
Learning Center.....	986-5839
Library.....	986-5819
Matriculation.....	986-5864
Math/Science/PE.....	986-5803
Media Technology Center.....	986-5845
Public Relations Office	986-5809
Off-Campus Programs.....	986-5888
OC-TV	986-5817
Outreach and Recruitment.....	986-5907
PACE Program.....	986-5886
Re-Entry Program	986-5833
Registrar.....	986-5843
Scholarships	986-5889
Social Sciences & Letters.....	986-5804
Student Activities.....	986-5978
Student Business Office	986-5811
Student Services.....	986-5847
Transcripts.....	986-5844
Transfer Center.....	986-5837
Deaf and Hearing Impaired TTY	488-8022
Tutorial Center.....	986-5846
Veterans Affairs.....	986-5844

President's Welcome



A Message to Students.

On behalf of Oxnard College I want to invite you to enroll in classes that will enable you to earn an associate degree, transfer to a four-year university or achieve a certificate in a professional or technical career. Oxnard College has been successful in signing Transfer Admission Agreements with many of the University of California

and California State University campuses. Career-minded students have also been able to enroll in mentorship programs and benefit from career-training resources that fully prepare them to compete for jobs in business and industry.

The faculty and administrative leadership of Oxnard College over the years have continuously evaluated and assessed our mission to meet the diverse educational needs of our community. We continue to offer an enriched learning experience through state-of-the-art technology resources and numerous unique programs. Construction has begun on a new Student Services Center to offer admission, counseling and other student services to current and future students in order to better serve their needs. Completion is expected in Summer 2009. In addition, we will break ground on two new buildings. The Library will see an extension with a Learning Resource Center and to support the arts a Performing Arts Center/Auditorium will be added to the campus.

Oxnard College ranks among the Top 100 Colleges awarding Associate Degrees to minority students, according to Community College Weekly's annual survey. You will find that the faculty and staff at Oxnard College are committed to our student-centered mission to provide "a collaborative, nurturing, safe environment that promotes student success and lifelong learning."

If you are a first-time student, thank you for choosing Oxnard College. I also want to welcome back all those returning students who will continue their educational endeavors at Oxnard College.

Sincerely,

Richard Durán, Ed.D.

President, Oxnard College

Oxnard College Academic Calendar

Fall Semester 2008 (August 18 – December 17, 2008)

August 16/17.....	First day of semester-length Saturday/Sunday classes
August 18.....	First day of semester-length traditional classes
August 29.....	Last day to add a course (with add authorization code)
August 29.....	Last day to drop a course and receive a refund
Aug. 30 – Sept. 1	Labor Day (No classes)
September 12	Last day to drop classes without a "W"
September 19	Deadline to select CR/NC grade option
October 31	Deadline to petition for Degree (graduation)
October 31	Deadline to petition for Certificate of Achievement
November 10.....	Veteran's Day (No classes)
November 21.....	Last day to drop classes with a "W"
November 27 – 30.....	Thanksgiving (No classes)
December 11 – 17	Final Exams

Spring Semester 2009 (January 12 – May 20, 2009)

January 12.....	First day of semester-length traditional classes
January 23.....	Last day to add a course (with add authorization code)
January 23.....	Last day to drop a course and receive a refund
January 19.....	Martin Luther King Day (No classes)
February 6.....	Last day to drop classes without a "W"
February 17.....	Deadline to select CR/NC grade option
February 13 – 16.....	Presidents' Days (No classes)
March 12.....	Deadline to petition for Degree (graduation)
March 12.....	Deadline to petition for Certificate of Achievement
April 3	Self-Assigned Flex Day (No classes)
April 6 – 12.....	Spring Break (No classes)
April 17.....	Last day to drop classes with a "W"
May 14 – 20.....	Final Exams

For short-term/summer class deadline dates contact the Admissions Office.

Accuracy of the College Catalog

Oxnard College is committed to providing students the most accurate, current information available regarding the College's programs, courses, regulations and policies. However, there may be times when course changes concerning prerequisites, content, hours, or units of credit are determined after publication of the catalog or when district policy or state regulation dictates a change in current practice. When such a circumstance arises, every effort will be made through the class schedules, public media, and at time of registration to notify students of any changes in the course descriptions or college policies as presented herein. Students with questions or concerns about a specific course need to talk to a counselor or to call the appropriate division office. Questions or concerns regarding standard practice and process can be directed to the Office of Instruction at (805) 986-5814.

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General Information

History of the College

Historically, the need for a community college serving the Oxnard Plain was recognized by the Oxnard, Camarillo, and Port Hueneme communities and the governing board and administration of the Ventura County Community College District (VCCCD) since the district was formed in 1962.

Founded on the understanding established in those early years, the 118-acre college site was purchased in 1968. In 1969, the first classes offered under an Oxnard Center concept were offered at Ramona School in Oxnard.

The Oxnard Center program expanded in the fall of 1973 with the opening of the Oxnard Educational Center at 9th and B Streets in Oxnard, under the direction of Ventura College; in February, 1974, a Camarillo Center opened under the auspices of Moorpark College.

The 2000 AD Educational Master Plan and strong support from the Oxnard-Port Hueneme area focused attention on the need for a third college in the spring of 1974, and the Board of Trustees officially voted to build Oxnard College (OC) on March 26, 1974.

The college opened its doors in June 1975 for its first summer session, utilizing the Oxnard and Camarillo centers begun by the other two colleges in the district, and adding classes at a variety of sites throughout the Oxnard Plain. By mid-fall 1975 Oxnard College had more than 4,400 students enrolled and during the spring semester that number was even higher, in all likelihood a record enrollment for first-year community colleges in this state.

In fall, 1979, the first two permanent buildings were occupied on the campus: Liberal Arts Building housing 20 classrooms plus science and business laboratories and faculty office wings, and a Library/Learning Resources Center consisting of the College Library, Learning Center, general classrooms, and administrative and student services offices.

The more recently constructed Occupational Education Building houses the college's computer information systems, air conditioning and refrigeration, culinary arts and restaurant management and engineering technology programs.

A new Child Development Center opened in early 1992, and a new Physical Education Complex with basketball and racquetball courts, showers and lockers, dance room and weight training facilities officially opened in the fall of 1994. The Letters and Science Building was completed and occupied in 1997.

A Community and Student Services Center was completed in Spring, 2003.

Other campus buildings include two relocatable classroom buildings, a vocational shop building, a student services center, student activities center, and a food services facility.

The Ventura County Community College District and Oxnard College entered into an agreement in 1999 with the County of Ventura to house a Job and Career Center on campus. The Center provides local residents with career training and supportive social services necessary to achieve their career goals. The Center also housed the Oxnard College Economic Development Center. County offices as well as the Oxnard College Economic Development Center, EOPS and Student Services Offices moved into the Community & Student Services building in Spring, 2003.

Several new buildings and major renovation projects are scheduled to be completed within the next 10 years, due to the passage of Measure S, a \$356 million bond issue for construction projects District-wide. At Oxnard College, new projects include a long-awaited Performing Arts/Auditorium Complex, new Library Complex, a "one-stop" Student Services Center with new bookstore and food services facilities, and a Warehouse on campus. At the District's Camarillo Airport property, a High Tech Center and Fire Technology facilities will be constructed for OC use. Major remodeling projects on campus include the Learning Resources Center, expansion of the Child Development Center, and renovation and expansion of athletic facilities to include a new track stadium and a softball field.

Oxnard College continues to be committed to developing a comprehensive educational program as well as a comprehensive campus environment for the students of its service area. The goal of completing the campus's physical plant has become achievable thanks to the willingness of Ventura county citizens to support the bond issue projects.



Oxnard College

Vision, Mission, Values, and Goals

Vision Statement

The collaborative learning community of Oxnard College will:

- Rely upon scholarly, comprehensive, and current knowledge in all areas of instruction and service;
- Provide innovative, appropriate, and effective instruction for student success;
- Facilitate and maximize students' use of services that enables their educational success;
- Encourage students to enjoy self-reliant, lifelong learning;
- Ensure student and staff access to technology and develop proficiency in all forms of communication, information retrieval, critical thinking and applied analysis;
- Demonstrate and embrace respect for varied educational needs and cultural contributions;
- Enhance our students' connections to the world by promoting leadership qualities, their understanding of global inter-dependence, their appreciation of vast diversity of human cultures, and their cross-cultural competencies;
- Establish mutually beneficial relationships with the industries and communities we serve;
- Provide leadership and resources for economic development and for improving the quality of life within the region;
- Challenge students and the entire staff to a commitment in serving their communities and fellow human beings;
- Promote a community culture of kindness, respect and integrity;
- Secure sufficient resources - material, financial and otherwise to facilitate the accomplishment of all of the above.

Mission Statement

Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College works to empower and inspire students to succeed in their personal and educational goals and aspirations.

As a unique and accessible community resource, our mission is to provide and promote student learning:

- Transfer, occupational, and general education, second language acquisition, and basic skills development;
- Student services and programs;
- Educational partnerships and economic development; and opportunities for lifelong learning.

Oxnard College intends to lead its community to fulfill its highest potential.

Values Statement

We, the members of Oxnard College, are inspired by and will strive to exemplify through our collaborative actions the following core values:

Diversity and Commonality

We value others and ourselves as unique individuals and embrace the commonalities and the differences that promote the best of who we are.

Excellence

We value vision, creativity, risk taking and innovation to achieve and sustain excellence.

Integrity and Civility

We value integrity, honesty and congruence in action and word by demonstrating kindness and respect in all our interactions.

Learning

We value learning as a lifelong process in the pursuit of knowledge and personal growth.

Shared Decision Making

We value shared decision making (shared governance) as the process that provides each of us the opportunity to build consensus.

Strategic Goals

1. To develop and strengthen a positive college image in our community.
2. To obtain additional financial and human resources to strengthen the institution.
3. To provide facilities, technology, and other learning resources necessary to meet the educational and cultural needs of our growing community.
4. To enhance the economic, cultural, and social well-being of individuals and families in our community.
5. To use research and program review to assess program quality and guide institutional development.
6. To maximize student success.

Ventura County Community College District

Vision, Mission, and Values

Vision Statement

The Ventura County Community College District is a leader in the development of high quality, innovative educational programs and services.

Keeping in mind that students come first, we model best practices in instructional and service delivery, student access, community involvement, and accountability.

Mission Statement

The mission of the Ventura County Community College District is to provide educational opportunities that emphasize skills and knowledge that allow students to be successful throughout a lifetime of social and technological change.

To this end, we offer programs that improve basic skills, that lead to the completion of an associate degree or occupational certificate, and that prepare students to transfer to a four-year college or university. We provide courses and activities that enrich the cultural and intellectual environment of the community, and we ensure open access and student success through comprehensive support services.

Working in partnership with other educational institutions, government agencies, community-based organizations and area employers, we contribute to the prosperity of our community and to the stability and well-being of its inhabitants.

Values Statement

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

We maintain high standards in our constant pursuit of excellence.

We recognize and celebrate creativity, innovation, and entrepreneurship.

We demonstrate integrity and honesty in action and word.

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

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

We promote inclusiveness, and openness to differing viewpoints.

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

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

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

California Community Colleges' Mission

Note that our mission, while unique to Oxnard College, also enables us to accomplish the State-mandated mission for all California community colleges, which requires us to offer a variety of programs and services in the following areas:

Transfer Education

Standard collegiate courses at the lower division level for those students who plan to earn an associate degree and/or transfer to four-year colleges and universities

Vocational Education

Specialized vocational and technical education and training in selected occupational fields leading to job entry, advancement, retraining, certification, and associate degrees

General Education

Courses designed to contribute to associate degree programs; broaden knowledge and perspectives; develop critical thinking and communication skills; enhance cultural literacy; encourage a positive attitude toward learning; and equip students to participate in a complex, interdependent world.

Basic Skills Education

Courses in mathematics, reading, writing, and speaking for under prepared students, as well as other programs designed to enable those with special learning needs to reach their educational goals

Support Services

Comprehensive services that help students achieve their educational goals through assessment of skills and abilities, counseling and advisement, tutoring, financial aid, job placement, health services, student activities, student government, child care and personal development programs

Community Education

Conveniently scheduled, state-supported noncredit classes and fee-supported educational, cultural, recreational, and occupational programs that enrich the lives of area residents and provide opportunities for lifelong learning

Economic Development

Programs and services, including contract training, designed to meet the specific needs of business and industry in developing a trained workforce that can enhance the economic vitality of the community

Philosophy of the College

Wise I may not call them; for that is a great name that belongs to God alone—lovers of wisdom or philosophers is their modest and befitting title—Socrates

Oxnard College is dedicated to the philosophy of providing educational programs that develop individual abilities, strengthen human relationships, enhance community life, and heighten global consciousness. We recognize that the process of education is a process of exploration that depends on mutual responsibility.

The College schedules programs that reflect changing local, national, and international needs. Dedicated professionals create an environment that stimulates intellectual curiosity, nurtures learning, and develops an understanding of society and how individuals can influence its workings. The students develop self-understanding, pursue educational objectives, and ultimately stand accountable for their own progress.

Oxnard College celebrates diversity and cultural understanding at all levels throughout the campus. Cultural and aesthetic activities are also relevant in today's society and are to be fostered.

The College strives to provide open-access to educational opportunities so that every adult, regardless of age, sex, race, disability, or ethnic, socioeconomic, cultural or educational background shall have the opportunity for appropriate education to fulfill his or her potential.

Oxnard College looks to the past to understand the present in order to produce a more successful future. It strives to be innovative and responsive to the educational needs and demands of society in an atmosphere of shared governance, mutual respect, and trust. Oxnard College is responsive not only to community needs but also to the needs of our larger society.

Nature of the College

Oxnard College is a locally-controlled, public comprehensive two-year college, part of the California state system of higher education. As such, and in keeping with the policies of both the Ventura County Community College District Board of Trustees and the State Legislature, the college exists to serve members of the community who are high school graduates or who are over the age of 18 and capable of profiting from instruction.

Accreditation

Oxnard College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Community Services

The Community Services department is a self-supporting outreach function which provides non-credit education classes to the community. Oxnard College provides a licensed DMV approved Traffic School which offers classes in English and Spanish on a regular basis.

In addition, as authorized by the Civic Center Act, the Community Services department coordinates the rental of college facilities to off-campus organizations and individuals for conferences, seminars, and athletic events.

For information regarding Traffic School or facilities rentals, please call 805-986-5822.

Critical Thinking Goal

Oxnard College provides an environment which encourages open-minded, independent, and critical thinking. Classes are structured to emphasize in-depth learning of fundamentals. Students are expected to take responsibility for their own learning. This means that students are expected to learn the art of independent study and to develop sound intellectual habits such as clarity, precision, and accuracy of thought; fair-mindedness; and conclusions drawn from facts and principles rather than prejudice, distortion, or half-truths.

Courses help students to develop and apply critical thinking skills to the various areas of college study and to transfer such competencies both to problems that cross disciplines and to complex problems in life. Analytical and inferential thinking are encouraged so that students practice, as Robert Ennis said, "reasonable reflective thinking that is focused on deciding what to believe or do."

Memberships

Oxnard College is a member of the American Association of Community and Junior Colleges, the Community College League of California, the Service Member Opportunity Colleges, and the Western State Conference.

Student Right-to-Know Rates

In compliance with the federal Student Right-to-Know (SRTK) and Campus Security Act (Public Law 101-542), it is the policy of the Ventura County Community College District and Oxnard College to make available its completion and transfer rates to all current and prospective students.

Beginning in Fall 2004, a cohort (group) of all certificate-, degree-, and transfer-seeking first-time, full-time students was tracked over a three-year period. The completion and transfer rates do not represent the success rates of the entire student population at Oxnard College, nor do they account for student outcomes occurring after this three-year tracking period.

The *completion rate* is the percentage of students in the group who earned a certificate or degree or became “transfer prepared” (completed 60 or more transferable units with a GPA of 2.0 or better). Based on the cohort defined above, 19.2% attained a certificate or degree or became transfer prepared during the three-year period starting from Fall 2004.

The *transfer rate* is the percentage of students in the group who have been identified as having transferred to another post-secondary institution prior to attaining a certificate, degree, or becoming “transfer-prepared.” Based on the cohort defined above, 23.7% transferred to another postsecondary institution during this three-year period.

A student cannot be counted in more than one category. Therefore, those students who are “completers” and have transferred to a four-year institution are counted only once as “completers” and not as “transfers.”

Student Profile

Fall 2007 Enrollment:

Full-time	29%
Part-time	71%
TOTAL	7,067

Gender:

Female	57%
Male	42%

Age:

19 or Less	27.0%
20-24	31.4%
25-29	13.3%
30-34	7.8%
35-39	5.9%
40-49	9.2%
50 or more	5.4%

Ethnicity:

African American/Black	3.8%
Asian/Filipino/Pacific Islander	9.3%
Hispanic	63.6%
Native American	1.1%
White	16.9%
Other & Unknown	5.3%

2006/2007 Financial Aid:

Total financial aid awarded	\$5,962,496
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Spring 2008 International Students:

Enrollment	6
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Countries represented:

Brazil, Japan, Philippines, S. Korea.



Dr. Richard Duran, VCCCD Trustee Stephen P. Blum, and Student Trustee Lorraine Hawes congratulate an OC graduate.

Admissions Information

Eligibility

Admission to Oxnard College is open to anyone 18 years of age or older and capable of profiting from instruction (students under 18 can attend with permission from a parent/guardian and school guidance counselor). Students are subject to the residency requirements set by the State of California.

A student is eligible to attend Oxnard College if he or she has been a legal resident for one year and 24 hours prior to the first day of the semester. Students whose legal residence is in another state or in a foreign country may be admitted under conditions stipulated by the Governing Board and on payment of tuition fees.

The right of a student to attend any community college in this district is conditioned by certain admissions and residency qualifications as provided by law. Students disqualified from other institutions must petition through the Admissions & Records Office for permission to enter.

Further information is listed under Residency Requirements, or may be obtained from the Admissions & Records Office.

Admission Procedure

Application for Admission

Apply online at www.oxnardcollege.edu/apply

OR

An application for admission may be obtained by contacting:

Oxnard College
Admissions & Records Office
4000 South Rose Avenue
Oxnard, California 93033-6699
(805) 986-5810

The application should be completed promptly and returned to the Admissions & Records Office.

Social Security Numbers

Student ID numbers are assigned to replace social security numbers as the student identifier. The assigned ID number will appear the first time you enter your social security number on webSTAR for online registration. It will also appear on printed mailers and notices from the college and on faculty attendance, drop, and grade rosters.

Your social security number will still be collected for such purposes as statistical reporting, financial aid, and Hope Scholarship Tax Credit reporting, and it will appear on your official transcript.

Although you will still be able to access your records using your social security number, the use of a student ID will provide you with additional security and confidentiality.

Transcripts

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

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

All new students are required to have their past transcripts sent to Oxnard College if they have attended high school in the past three years.

Transcripts must be sent directly to the Oxnard College Counseling Office from each institution previously attended.

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

Educational Work Load

A student's educational work load generally consists of fifteen (15) units of work per semester in order to make normal progress towards the AA/AS degree and/or transfer requirements.

Students desiring to take an overload of more than 19.5 units but less than twenty-two (22)—must have a counselor's approval. Students desiring to take twenty-two (22) units or more must have the approval of the Vice President of Student Services in addition to the counselor's approval.

The primary goal of Matriculation is to assist all students in attaining academic success. The college and each individual student work together combining several activities and processes to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses for two semesters. Within the Matriculation process both college and student responsibilities are defined.

Matriculation Services Promote Student Success

College Responsibilities Include:

Admissions and Records - provide an admissions and records process that will enable the college to collect state required information on students.

Assessment - provide an assessment process using multiple measures to determine students' academic readiness in English, Reading, Math, and English as a Second Language.

Orientation - provide an orientation process designed to acquaint students with college programs, services, facilities and grounds, academic expectations, and college policies and procedures.

Counseling/Advisement - provide counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services; provide additional advisement and counseling to assist students who have not declared an educational goal, are enrolled in basic skill courses, are on academic probation/dismissal, or have been identified as high-risk.

Follow-Up - establish an Early Alert process to monitor a student's progress and provide necessary assistance toward meeting educational goals; provide students with (or direct them to) written district procedures for challenging matriculation regulatory provisions.

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

Student Responsibilities Include:

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

Matriculation Exemption Policy*

***College Math, English, and Reading courses require assessment prior to registration.**

All students are encouraged to participate in the matriculation process at Oxnard College. You may be exempt from the process if you meet the criteria listed below:

1. Students who have already earned an AA/AS degree or higher from a regionally accredited institution and **CAN DEMONSTRATE THIS WITH DOCUMENTATION.**
2. Students who have completed a basic skills assessment or prerequisite courses at other colleges and **CAN DEMONSTRATE THIS WITH DOCUMENTATION.**
3. Students who are concurrently enrolled at another college in the district, or a four-year college or university, and who have completed fewer than 16 units of college credit and **CAN DEMONSTRATE THIS WITH DOCUMENTATION.**
4. Students who have completed fewer than 16 units and whose educational goals are among the following:
 - a. Updating or advancement of job skills.
 - b. Maintenance of a certificate (e.g., nursing or real estate).
 - c. Educational development.
 - d. Personal Interest.

Registration

Class schedules will be published prior to the summer intersession and fall and spring semesters. Please follow the instructions outlined in these schedules. Locate the web schedule at www.oxnardcollege.edu/schedule.

Late Registration

Late registration will take place after the beginning of instruction, as stipulated in the pertinent class schedule.

Confirmation Notices

Registration confirmation notices will no longer be mailed to students. To view your class schedule online go to www.oxnardcollege.edu/webstar.

Courses Open to Enrollment

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

Students Associated with the Armed Forces

Students who are members of the armed forces of the United States stationed on active duty in California shall be entitled to resident classification (Education Code 68075.1).

Spouses, dependents of military personnel shall be entitled to resident classification until they have resided in the state the minimum time necessary to become a resident (Education Code 68074). Further information regarding residency is available from the Admissions & Records Office.

Selective Service Registration

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

Waitlist Option

Classes have a waitlist option once the class fills to its maximum capacity. This option will allow you to add your name to a priority listing.

If space becomes available in that class before instruction begins, waitlisted students will automatically be registered into the class in priority order. While the college will make every attempt to notify students via e-mail confirmation when they are moved from the waitlist into the class, it is the student's responsibility to be aware of their registration status. A waitlist priority status does not guarantee admission to the class.

If you are still on the waitlist on the first day of instruction, you must attend the first class meeting.

The instructor will utilize the waitlist to assign add authorization codes if seats are available. Students must drop themselves off of the waitlist via webSTAR before enrolling in the available course using the add authorization code.

Important details you should know:

1. All co-requisites or prerequisites must be met before you will be placed on a waitlist. Students must have completed the prerequisite course at this college with a grade of A, B, C or CR, or obtained counselor approval for prerequisite clearance.
2. The waitlist course cannot cause any time conflicts with your existing class schedule, or with other courses for which you may be on the waitlist.
3. Do not exceed the maximum allowable number of units including the waitlisted course (19.5). Requests for unit overload must be approved by a counselor and filed with the Admissions & Records Office.
4. Do not exceed the maximum allowable number of repeats for any class.
5. You will be informed if the waitlist is full.
6. Fees will be assessed when a student is moved from the waitlist and registered in the class.
7. If you wish to remove yourself from a waitlist, you may do so by activating the drop code function on the webSTAR registration form or in person by filing a drop notice for the course in the Admissions & Records Office:
www.oxnardcollege.edu/webstar
8. Students dropped from all enrolled courses due to non-payment of fees will also be dropped from the priority waitlist.

Full-Time Student

A student is defined as full-time if carrying 12 or more units in a regular semester or 4 units in a summer session.

Unit Requirements for Benefits and Activities

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

Veteran and war orphan benefits under GI Bill: 12 or more units completed by end of semester, full subsistence; 9-11 units, three-quarters subsistence; 6-8 units, one-half subsistence.

Social Security benefits: 24 units per academic year (no benefits payable if course load drops below 12-unit minimum per semester).

Automobile insurance discounts and dependent medical insurance: 12 units

Financial Aid and EOPS Services: 12 units

Athletic eligibility: 12 units

Student Government: 6 units for major offices;
3 units for Council members

Student employment: 12 units (generally);
6 units or less if eligible for CalWORKs, DSPS, or EOPS.

High School Students Admissions Program

In accordance with the California Education Code, high school students who are juniors or seniors are permitted to enroll in college courses. Enrollment fees are exempt for students concurrently enrolled in high school; however students are responsible for payment of the mandatory Health Fee, Student Representation, and Student Center Fees.

An approved special part-time high school admissions form, signed by the student's parent/guardian and school principal (or designee) is required before a student is permitted to register. This petition is available in the Admissions & Records Office at Oxnard College or in the student's high school Counseling Office.

IF YOU ARE BELOW THE 11TH GRADE, you must also obtain approval from the Vice President of Student Services. Parent and student must make an appointment to interview with the Vice President of Student Services, 986-5847.

Students under 18 years of age not enrolled in a public school may have their parents/guardian petition the Registrar for admission as a special full-time student. If the petition is approved, these students may enroll for scholastic or vocational work.

Residency Requirements

California state law requires each student applying to a California community college to provide the information and evidence to determine residency or non-residency status. Requirements are as follows:

To be a legal California resident for admission and tuition purposes, a student must have been living in California for at least one year preceding the semester residence determination date in order to qualify as a "resident student."

The residence determination date for a given semester is the day before the semester opening date. It is the student's responsibility to demonstrate both physical presence and intent to establish permanent residence in California. Presence and intent may be demonstrated in several ways.

Because of the complexity in these laws, students having difficulty in determining their residency should contact the Admissions & Records Office.

Students classified as "non-resident" will be required to pay a tuition fee fixed each year by the California State Legislature. Fees are published in the Schedule of Classes each semester, and must be paid at the time of enrollment in the college.

Military Personnel Residency (Active)

California Education Code, Section 68075.1 states: A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, is entitled to resident classification at any campus of the California Community Colleges.

Military Personnel Dependents

There is ongoing non-resident tuition exemption for military personnel dependents whose spouses' are assigned to California bases.

Tuition or Nonresident Fee

Tuition is required of all students classified as nonresidents of the state of California and foreign students. Please refer to Residency Requirements section.

Tuition Refunds

Eligibility for and amount of tuition fee refunds will be determined by the number of units for which there were financial charges and the date of official withdrawal from class.

The refund schedule is based upon a decreasing sliding scale with no refunds given beyond the third week of the regular semester nor beyond the second week of the summer session. The Admissions & Records Office shall compute and approve the amount of refund and notify the Student Business Office in writing.

Refunds will be issued by check through the Student Business Office within a reasonable period of time following official notification.

Transfer Credit

Evaluation from Regionally Accredited Colleges and Universities

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

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

All transcripts submitted become the permanent property of Oxnard College and copies of these transcripts cannot be forwarded elsewhere or released to the students. These transfer transcripts can be used by authorized Oxnard College personnel only.

Foreign Colleges and Universities

Students transferring to the Ventura County Community Colleges from foreign colleges or universities must have their transcripts evaluated by an agency approved by the college district.

Course work from non-English speaking countries must be evaluated by approved translating agencies. Students must submit their official transcripts to an approved agency and request that the agency forward the official evaluation to the college.

Course work attempted will normally be lower-division unit credit only. Requests for equivalent course credit are evaluated on an individual basis by the Counseling Office.

This review is based upon considerations of the recommendations of the transcript evaluation service and by the appropriate college discipline.

Advanced Placement

Students who complete special advanced placement courses in high school and who earn scores of 3, 4, or 5 on the College Entrance Examination Board Advanced Placement Examination taken before high school graduation will receive credit towards graduation in the Ventura County Community Colleges for each such test completed with the required scores, provided scores are reported to the Admissions & Records Office. Students granted credit for advanced placement may not enroll in equivalent college courses. Appropriate faculty will determine course equivalency. Other colleges or universities may have different policies.

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

Examination	College Credit	OC Course Equivalencies
American Government	3 Units	POLS R101
American History	6 Units	HIST R102 & R103
Art History	6 Units	ART R102 & 3 units Humanities
Art Studio Drawing	6 Units	3 units Fine Arts & 3 units Humanities
Art Studio General	6 Units	3 units Fine Arts & 3 units Humanities
Math Calculus AB	5 Units	MATH R120
Math Calculus BC	5 Units	MATH R121
Biology	6 Units	BIOL R120 (no lab)
Chemistry	5 Units	CHEM R120
English Language and Composition	4 Units	ENGL R101
English Language and Literature	3 Units	ENGL R102
European History	3 Units	HIST R106
Physics B or C	6 Units	PHYS R101
Spanish Language	10 Units	SPAN R101 & R102
Spanish Literature	10 Units	SPAN R103 & R104

Military Service

Oxnard College will grant credit to military personnel for formal educational training completed and vocational work experience skills developed while serving as a member in the United States armed forces providing such credit is not a duplication of work taken previously.

Service personnel will be allowed credit as recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. The maximum amount of credit which may be allowed shall be 30 units of which no more than 15 units may be used to satisfy General Education graduation requirements, Section A-G p44. Any remaining units may be used to fulfill major or elective requirements.

Oxnard College may award a maximum of 30 units of college credits earned through the successful completion of DANTES and/or the College Level Examination Program (CLEP), General and/or Single Subjects Examination.

Credits earned through Excelsior College, formerly the State University of New York – Regents College, shall be considered as transfer credit from a regionally accredited university and shall, therefore, not count against the 30 unit limitation for non-traditional credit.

Subject to Departmental review, credit may also be awarded for the successful completion of any of a variety of automotive Service Exams (ASE), COMP TIA certifications, or other nationally recognized examination programs, provided that they do not duplicate previously completed coursework nor exceed the 30 unit limitation established for military training and experience.

Student Fees

The following student fees are listed for your information, and are subject to change. Most fees are required by California law. All fees are due immediately and must be paid at the time of registration. A student who does not pay, or arrange payment of, mandatory fees within a limited time period may be dropped from all classes and will not receive grades, transcripts, diplomas, or permission to enroll for future academic terms. A student who owes fees from prior semesters will not be permitted to register for classes until all obligations have been paid in full.

All fees may be paid at the Student Business Office. The Business Office accepts all major credit cards. Payments on webstar accept Visa, Mastercard, American Express or Discover Cards.

Mandatory Fees

1. Enrollment Fee

The enrollment fee set by the California Legislature is subject to change and may be retroactive. The basic fee is \$20.00 per unit, \$10 per ½ unit, \$5.00 per ¼ unit. California residents who are receiving benefits under CalWORKs, SSI/SSP, or General Assistance, or who meet certain income standards may be eligible for a Board of Governors' Fee Waiver (BOGW). Contact the Financial Aid Office for further information at (805) 986-5828. High school students are exempt from this fee, unless they are taking 12 or more units.

2. Health Fee

A mandatory \$17 per semester (\$14 summer session) Health Fee is charged. This fee entitles students to the services of the Student Health Center. In accordance with the California Education Code and Board Policy, you are required to pay a health fee, regardless of units taken, unless you meet one of the exemptions listed below pursuant to Ed Code §76355:

- You depend exclusively on prayer for healing in accordance with the teachings of a bona-fide religious sect, denomination or organization. Documentation of such an affiliation is required.
- You are attending college under an approved apprenticeship training program.
- "Fee Waivers" are located in the Admissions and Records Office and the Health Office.

3. Student Representation Fee

The Student Representation Fee of \$1 provides support for student representatives to lobby for legislation affecting California Community Colleges. However, students may for religious, political, financial, or moral reasons refuse to pay the Student Representation Fee by indicating their reason on the Student Representation Fee Waiver form, which is obtained in the Financial Aid Office.

4. Student Center Fee

The Student Center Fee was established by a vote of the students to build a Student Center. The fee is \$1 per unit with a maximum of \$10 per academic year. Students receiving benefits under CalWORKs, SSI/SSP, or General Assistance may be exempt from this fee by documenting participation in these programs through the Financial Aid Office.

5. Nonresident Tuition (Non-California residents)

The Ventura County Community College District Governing Board has adopted the state-mandated nonresident tuition fee at \$181 per unit for students who are non-California residents. This fee is in addition to the enrollment fee.

State law provides limited exemptions from payment of nonresident tuition for students as follows:

- a. Students taking noncredit classes (Ed Code §76380)
- b. Student apprentices taking supplemental instruction (Ed Code §76350)
- c. Students who are in the military stationed in California on active duty (Ed Code §68075)
- d. Students who are natural or adopted children or stepchildren of members of the military or dependent spouses of members of the military (Ed Code §68074)
- e. Students who are job transferees, under certain conditions (Ed Code §76143)
- f. Nonresident students who are taking classes for high school credit only (Calif. Const. Art. 9, §5)
- g. Students who are dependents of any person killed in the September 11, 2001, terrorist attacks, under certain conditions (Ed Code §68121)

h. AB540 Students

In accordance with Ed Code §68130.5 any student, other than a nonimmigrant alien under Title 8 U.S.C. 1101(a) (15) is exempt from paying nonresident tuition after completing a questionnaire form available from Admissions & Records Office if he or she:

1. Attended high school in California for three years or more, and
2. Graduated from a California high school or attained the equivalent thereof.

For further details please contact the Admissions & Records Office at (805) 986-5810.

6. Nonresident Tuition (International Students)

The Ventura County Community College District Governing Board has adopted the state-mandated nonresident tuition fee at \$181 per unit for international students and a \$14 foreign capital outlay surcharge. These fees are in addition to the enrollment, health, student center, and student representation fees.

You are required to pay the capital outlay surcharge unless you meet one of the exemptions listed below pursuant to Ed Code §76141:

- You must demonstrate economic hardship, or
- You must be a victim of persecution in the country in which you are a resident.

7. Instructional Material Fee - Optional Fee

Instructional material fees for certain selected credit or noncredit courses may be required at the time of registration, or the materials may be purchased on your own. If an Instructional Materials Fee is required, the amount of the fee is listed beneath the course title in the schedule of classes. Authority for the charge is granted under VCCCD Board Policy 5030. These instructional or other materials include, but are not limited to, textbooks, tools, equipment and clothing if: 1.) the instructional and other materials required for the course have a continuing value to the student outside of the classroom setting, or

2.) the instructional and other materials are used in the production of an “end product” that has continuing value to the student outside the classroom setting. See course schedule for instructional material fee costs.

8. Returned Checks/Returned Credit Card Charges

Students who pay student fees, book purchases, or other transactions with a check or credit card that is returned by the bank for non-sufficient funds will be charged \$10.00 for each returned item.

9. Refund or Credit

Students who drop their classes within the deadline for refund or credit and who are eligible for a refund, will be charged \$10 to process the refund if one is requested. Students who have a credit balance on account may apply the balance toward other student fees and charges, either in the current term or in a future term.

Optional Fees

Optional fees are identical for day and evening students. They may be paid at the Student Business Office.

1. Parking Fee

- a. Regular Semester Fees (12 weeks or longer):
 - (1) Automobiles: Regular semester— \$40
 - (2) Motorcycles: Regular semester— \$28
- b. Short-term Fees (less than 12 weeks):
 - (1) Six to eleven weeks: Auto— \$28
Motorcycle— \$16
 - (2) One to five weeks: Auto— \$12
Motorcycle — \$8
- c. Summer Intersession: Auto— \$19
Motorcycle— \$12
- d. Second Vehicle Permit: \$8 for regular semester;
\$7 for summer
- e. Replacement Permit: \$7 for regular semester;
\$5 for summer
- f. Single-day permit: \$1 (purchased at the Parking Permit Machine on South Campus Road)

Parking permits may be purchased at the Student Business Office. They are required for all parking lots on campus.

Students who are receiving benefits under CalWORKs, SSI/SSP, or General Assistance or who have qualified for the Board of Governors Fee Waiver (BOGW) are exempt from parking fees in excess of \$20 per semester.

Students who certify they have three or more passengers regularly commuting to the college in the student’s vehicle may qualify for a reduced parking fee of \$30 for fall/spring semesters and \$10 for summer session. Students may apply at the Student Business Office.

2. Child Care

Students who use the services of the Child Development Center for the care of children while attending classes will be charged a fee by the Center based on the number and ages of the children and the number of hours of care provided.

3. College Photo Identification/ASB Card

This card may be purchased for \$2 per semester or \$6 for the year. All registered students are encouraged to buy their cards as early as possible to ensure maximum benefits. Funds from the purchase of cards support the operations and activities of student government and, in turn, various college programs. There is a \$2 replacement charge for a lost card.

4. Textbooks and Supplies

Textbooks and/or supplies may be purchased at the Oxnard College Bookstore and their cost will vary each semester depending on individual class requirements. There may be extra fees for instructional materials and services. See a current Schedule of Classes for these fees.

5. Transcripts

Copies of the student academic transcript may be sent upon completion of coursework to another institution or agency upon reception of a signed written release. Signed statements of release may be mailed or faxed to the Admissions & Records Office. For your convenience online transcript request forms are available at www.oxnardcollege.edu/transcripts. Students receive two copies of their transcripts without cost. A charge of \$3 will be made for each additional transcript. There is a \$5 fee for rush transcripts that require three-day service. A \$1 fee is charged for unofficial transcripts requested through the Admissions Office. No-cost unofficial transcripts can be printed at www.oxnardcollege.edu/webstar. A mailed transcript request should include your name(s), address, phone number, date of birth, social security number or college ID, dates of attendance, and the address of college or agency where transcript is to be sent. The request must include your written signature. Payment methods include cash, check, Visa, MasterCard, American Express and Discover cards. Contact the Student Business Office at (805) 986-5811 for credit card payments. The Admissions & Records fax number is (805) 986-5943.

6. Exam fee for Credit by Exam

Credit by examination fee: the examination fee will be equal to the unit fee for the course in which credit is sought.

Academic Policies

Attendance

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

It is also the responsibility of students, at the beginning of the semester, to become aware of the attendance and absence policies of the instructor for each class in which they are enrolled. When a student's absence exceeds in number 1/9 of the total class contact hours for the session (e.g., absence from a semester-long class equal to twice the number of hours the class meets in one week), the instructor may, request that the Admissions & Records Office drop such student from the class and that a grade be recorded in accordance with the policy for dropping a course.

Grading Practices

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

Grading System

Letter Grading Scale

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive zero, using the following evaluative symbols:

Symbol		Grade Points	
A	=	Excellent	4
B	=	Good	3
C	=	Satisfactory	2
D	=	Passing, less than satisfactory	1
F	=	Failing	0
CR (P)	=	Credit (Pass)	
NC (NP)	=	No credit (No Pass)	

Courses taken on a credit/no credit basis are disregarded in calculating grade point average. However, units earned on a credit basis shall be counted toward satisfaction of curriculum requirements. "CR" is used to denote "passed with credit" when no letter grade is given.

"CR" is assigned for work of such quality as to warrant a letter grade of "C" or better. "NC" is used to denote "no credit" when no letter grade is given. See Credit/No Credit Options section.

Non-Evaluative Symbols

The District Governing Board has authorized the use of only the non-evaluative symbols "I," "IP," "RD," "W," and "MW," which are defined in the following paragraphs:

I = Incomplete

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 conditions for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the condition 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 registrar 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 is passed. This time limit can be less than one year. However, the "I" may be made up no later than one year following the end of the term in which it was assigned.

A district-wide process shall be provided whereby a student may petition for a time extension due to unusual circumstances.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

IP = In Progress

The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive 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 grade and unit credit shall be assigned and shall appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

RD = Report Delayed

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

W = Withdrawal

A student may withdraw from a class through the last day of the fourteenth week of instruction for full semester classes, or through 75 percent of a class less than a semester in length. The academic record of a student who remains in a class beyond this time limit must reflect a grade other than a "W." No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks of a term or 30 percent of a term, whichever is less.

Withdrawal between the end of the fourth week and the last day of the fourteenth week of instruction for full semester classes or through 75 percent of a class less than a semester in length shall be recorded as “W” on the student’s record.

MW = Military Withdrawal

Occurs when a student who is a member of an active or reserve U.S. military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned of “MW.” Military withdrawals shall not be counted in progress probation or dismissal calculations.

Credit/No Credit (Pass/No Pass) Options

Colleges of the Ventura County Community College District may offer courses in two credit/no credit (“CR”/“NC”) options: (1) courses which are offered on a credit/no credit basis only, and (2) courses in which students may elect the credit/no credit option.

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

The second category of credit/no credit options is comprised of courses designated by the college wherein each student may elect by no later than the end of the first 30 percent of the term or length of the class whether the basis of evaluation is to be credit/no credit or a letter grade. Once the 30 percent deadline has passed, the request cannot be withdrawn. It is the student’s responsibility to notify the instructor of his or her intent to be graded on a Credit/No Credit basis and to file the appropriate form; otherwise a letter grade will be assigned.

The petition for this purpose, “Request for Credit/No Credit,” is available in the Admissions & Records Office.

All units earned on a credit/no credit basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

A student may apply a maximum of 20 units of credit earned under the credit/no credit option to an A.A. or A.S. degree or Certificate of Achievement. Credit (“CR”) is used to denote “passed with credit” when no letter grade is given. Credit is assigned for work of such quality as to warrant a letter grade of “C” or better. Units of “Credit” should not be used to satisfy major requirements.

Units earned on a credit/no credit basis shall not be used to calculate grade point averages. However, units attempted for which “NC” is recorded shall be considered in probation and dismissal procedures.

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

Remedial Limitations

The colleges of the Ventura County Community College District offer courses which are defined as remedial. “Remedial coursework” refers to pre-collegiate basic skills courses in reading, writing, computation, learning skills, study skills, and English as a second language which are designated by the college district as not applicable to the associate degree. Students enrolled in remedial courses will receive unit credit and will be awarded an academic record symbol on transcripts as defined under other academic policies. However, the units earned in these remedial courses do not apply toward certificates of achievement or associate degrees.

No student shall receive more than 30 semester units of credit for remedial coursework. This limitation of 30 units applies to all remedial coursework completed at any of the campuses of the college district (Moorpark, Oxnard and Ventura Colleges). It does not apply to remedial coursework completed at colleges outside the district. Students transferring from other educational institutions outside VCCCD shall be permitted to begin with a “clean slate” with regard to the remedial limitation.

The 30-unit limit applies to all remedial coursework attempted; however, in the event that some of these 30 units are substandard and a student successfully repeats one or more courses in which substandard grades were earned, then the 30-unit limit would be modified by the application of the policy for course repetition.

Students who exhaust the unit limitation shall be referred to appropriate adult non-credit educational services provided by adult schools or other appropriate local providers with which the colleges have an established referral agreement. Such a student may, upon successful completion of appropriate “remedial coursework” or upon demonstration of skills levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework.

Procedures relating to dismissal and reinstatement are specified in the college catalog under policies governing probation, dismissal, and reinstatement. The petition for this purpose, petition for continued enrollment or readmission, is available in the Counseling Office.

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

Grade Changes

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

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

Final Examinations

Final examinations are given at the end of each semester. Summer-session final examinations are typically given on the last day of class. Students are required to take examinations for the classes in which they are enrolled. No examinations are administered prior to the regular schedule for examinations. Exceptions to this rule in emergency situations will require the approval of the instructor of record and the Vice President of Instruction.

All student requests for examinations to be administered at a later date must be filed on the proper petition form in the Office of Instruction. Petitions for late examinations will not be considered if the student leaves prior to the last three weeks of the semester.

Auditing Classes

Students enrolled in classes to receive ten or more semester units shall be allowed to audit three or fewer semester units without a fee. Students enrolled in fewer than ten semester credit units may audit three or fewer units with a fee for auditing of \$15 per unit (plus a \$17 health fee during the regular semester or a \$14 health fee during summer session).

Priority in class enrollment shall be given to students desiring to take the course for credit towards a certificate or degree. Therefore, students wishing to audit may register for classes in audit status by special petition only in the last two days of the add period. The petition form is available in the Admissions & Records Office. This petition requires permission of the instructor. Laboratory classes are not normally available for audit. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.

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

Withdrawal from Class

It is a student's responsibility to initiate a withdrawal if they so desire. Students may withdraw online at www.oxnardcollege.edu/webstar. Students may also withdraw in person at the Admissions Office where forms for this purpose are available.

A withdrawal initiated through the end of the fourth week of instruction for full-semester classes, or during the first 30 percent of a class meeting less than a semester in length, results in no record of dropped classes on students' academic records (transcript). A withdrawal initiated after the fourth week, but prior to the last day of the fourteenth week for full-semester classes, or through the first 75 percent of a class less than a semester in length, shall be recorded as "W" on students' academic records (transcript).

The academic record of a student who remains in a class beyond this time must reflect a grading symbol other than "W." 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.

Withdrawal from College

It is the student's responsibility to formally withdraw from all classes if he or she intends to withdraw from college (www.oxnardcollege.edu/webstar). A student who withdraws after the end of the fourth week of instruction for full-semester classes, or after the end of the first 30 percent of a term for short-term or less than full-semester classes, shall have an entry made on his or her permanent record in accordance with the regulations specified in the Withdrawal from Class policy. Forms for this purpose are available in the Admissions & Records Office.

Course Repetition

A course in which a grade of "C" or better has been earned may not be repeated except as identified in the catalog course description or as noted under the following special circumstances. Courses taken at any college in which a grade of "D," "F," "NC," or other substandard grade has been earned may be repeated twice for the purpose of improving a recorded grade (subject to change). A course taken at another institution, in which a substandard grade was earned, may be repeated at the colleges of the Ventura County Community College District, subject to this policy. In order to identify acceptable equivalencies, course equivalency shall be determined chiefly by content, as defined in the catalog course description, and not by title or units.

Upon completion of the repeated course, the previous grade earned shall be omitted from the computation of the cumulative grade point average, an "E" appears on the permanent record. The permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. The petition for this purpose, "Petition for Course Repetition," is available in the Counseling Office.

Under special circumstances, any course completed more than three years ago which is required as a part of a student's designated educational goal and which is in a sequence of courses based on prerequisites may be repeated regardless of grade. Upon completion of the repeated course under these special circumstances, the grade earned in the repeated course shall not be counted in calculating a student's grade point average (this means that the first grade will stand and will remain calculated in the student's GPA).

Another special circumstance includes students with disabilities. Special classes can be repeated above and beyond ordinary course repetition standards for credit courses. For more information, contact the Educational Assistance Center, (805) 986-5830.

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

Academic Renewal Without Course Repetition

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

A student may petition, once only, to eliminate grade point calculations and credits from selected portions of previous college work which is not reflective of the student's present demonstrated ability and level of performance. The student may petition for academic renewal to disregard previous substandard college work by selecting one of the following options: (1) disregard a maximum of 15 or fewer semester units of any courses with less than a "C" or equivalent grade taken during any one or two terms, not necessarily consecutively; or (2) disregard all courses from two consecutive terms (one summer or intersession may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.

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

The colleges of the Ventura County Community College District will honor similar actions by other accredited colleges and universities in determining grade point averages and credits. The petition for this purpose, "Petition for Academic Renewal," is available in the Counseling Office.

Upon granting the Petition for Academic Renewal, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

The student should be aware that other colleges or universities may have different policies concerning academic renewal and may not honor this policy.

Credit by Examination

Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught in the college. If an examination indicates that the student possesses adequate equivalency and mastery of the subject, including particular skills where appropriate, credit may be granted. All courses shall be open to credit by examination unless specifically exempted. Each division of the college shall determine the courses for which credit by examination may be granted and the Office of Instruction shall maintain a current list of courses excluded from this policy.

For the purpose of this policy, a course shall mean an organized area of instruction as described in the college catalog. A student should be advised that the use of units given by credit by exam to establish eligibility for athletics, financial aid, and veterans benefits are subject to the rules and regulations of the external agencies involved.

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

Credit by examination may be granted only to a student who is currently enrolled in a least one course in the college; has completed at least 12 units in residence in the colleges of the Ventura County Community College District; is not on academic probation; has submitted transcripts of all previous course work; has not earned college credit in more advanced subject matter; and, has not received a grade ("A," "B," "C," "D," "F," "CR/P," "NC/NP") or equivalent in the course for which he or she is seeking credit by examination at this or any other educational institution. A student seeking credit by examination will receive a "CRE" (credit) if he or she satisfactorily passes the examination that has been developed for the course being challenged; no other grade will be recorded.

Students who are unsuccessful in an attempt to challenge by examination will not receive a "NC" (no credit) and no record of the attempt for credit by examination will appear on a student's transcript. However, students may challenge a course only once. A student may challenge no more than 12 units (or four courses) under the Credit by Examination policy toward an Associate Degree or Certificate of Achievement. The amount of unit credit granted by examination to an individual shall not count towards the minimum 12 units requirement for residency.

Credit by examination may be granted in only one course in a sequence of courses, as determined by prerequisites, and may not be granted for a course which is prerequisite to the one in which the student is currently enrolled.

Exceptions to this policy are permitted for each college in those occupational programs where curriculum makes this necessary. The exceptions are as follows: The 12-unit residency requirement is suspended, permitting students to petition for credit by examination prior to completion of that requirement; when the residency requirement has been met, the course(s) successfully challenged shall be added to the student's record. Credit by examination may be granted for more than one course in a sequence of required courses, when approved by the administrator responsible for vocational programs.

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

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

Probation, Dismissal, and Readmission

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

The entire statement of the policy adopted by the District Board of Trustees on Probation, Dismissal, and Readmission of Students appears in the Appendices section of this catalog.

Cheating or Plagiarism

Oxnard College takes academic honesty very seriously, since ethical behavior and integrity are vital components of ensuring mutual respect across campus. Instructors, accordingly, have the responsibility and authority for dealing with instances of cheating or plagiarism that may occur in their classes. Such activities could include stealing tests, using "cheat sheets," copying off another's test, or turning in someone else's work as his/her own.

Further, instructors have the responsibility to report instances of cheating to their Deans in that cheating in any form is a violation of the Oxnard College Student Code of Conduct and as such is subject to investigation, charges of misconduct, and disciplinary consequences.

Dean's List

Special recognition is accorded students who achieve academic distinction. Full-time students who complete a program of 12 or more units with a 3.5 grade point average or higher during a semester, will be eligible for the Dean's List provided that at least nine of the 12 units were in graded courses.

Students attending Oxnard College and concurrently enrolled at Moorpark and/or Ventura College may request that the units be combined for eligibility for the Dean's List. Students attending more than one campus during any semester may choose one campus for placement on the Dean's List.

Academic Honors/Recognition

Honors Recognition for Graduation

Students who have met the degree requirements and maintain a high scholarship average are eligible for honors at graduation. There are three types of graduation honors: highest honors, high honors, and honors.

Highest Honors

The highest honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 4.0. The highest honors graduate must have completed at least 30 units of coursework at Ventura County Community College District of which 18 units or more must be letter grades. All letter grades must be A.

High Honors

The high honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.75. The high honors graduate must have completed at least 30 units of coursework at Ventura County Community College District of which 18 units or more must be letter grades.

Honors

The honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.5. The honors graduate must have completed at least 30 units of coursework at Ventura County Community College District of which 18 units or more must be letter grades.

Use of Listening or Recording Devices

Students with verified disabilities may require the use of electronic devices in the classroom to give them equal access to the academic program of the college. All other students must secure the consent of the instructor, who will file notice of consent in the Office of Instruction.

Student Services

College CalWORKs

In California, Temporary Assistance for Needy Families (TANF) was implemented and named California Work Opportunities and Responsibility to Kids program (CalWORKs). As a result resources have been made available to TANF recipients attending community colleges. The Oxnard College CalWORKs program combines workforce preparation efforts with intensive student services to assist TANF recipients to achieve their educational and career goals.

- Academic and CalWORKs Counseling
- Development of an Individualized Training Plan
- Work-Study
- Assistance with Job Placement
- Internships
- Assistance with County
- Financial Aid Assistance
- Dental service referrals
- Tutoring referrals
- Short-term courses
- Orientation and assessment
- Job readiness workshops

FOR INFORMATION AND APPOINTMENTS CALL (805) 986-5887. Oxnard College CalWORKs office is located in the Community Student Services Center (CSSC) in Room 119.

Career Center

Need help in choosing a career? The Career Center has research materials to assist you in personal decision-making. These include interest inventories, and personality type indicators. Campus and outside employment opportunity listings are maintained by the center, along with information on job-related matters such as labor outlook information, resume writing, job search skills, and job placement services for students.

Counseling Services

Attention to the individual needs of each student is particularly vital in the community college, where the open door policy attracts students of widely-diversified backgrounds, interests, abilities and needs. The close cooperation of instructors and counselors is extremely important in aiding students in self-assessment and goal orientation. Several areas for potential cooperation exist:

Counseling Philosophy

It is the aim of Oxnard College counselors to provide individual and group counseling sessions in which students feel free to discuss course selection, career interests, and personal concerns as part of the process of making meaningful life decisions.

The counselor/student holistic approach encourages students to deal with immediate concerns and aids them in exploring options. The students' concerns are treated from a holistic framework, which may include a complete examination of lifestyles and how individual lifestyle affects educational performance.

Academic Information

One of the primary responsibilities of Oxnard College counselors is to assist students in planning for a program of study which appropriately reflects their personal interests, potential, and motivation. The counselor's function, however, is an advisory one. Ultimately, the responsibility for knowing program requirements and enrolling in proper courses rests with the students.

Career/Life Planning

Counselors can provide students with information about a variety of career clusters and vocational fields. By visiting the Job and Career Center, attending Personal Growth classes, and meeting with counselors, students have the opportunity to explore relationships between career choice, decision-making procedures, and personal values. Ongoing participation in Personal Growth classes allows students the opportunity to gain insight into past and present performance while providing a supportive atmosphere for self-exploration.

Personal Concerns

Trained professionals are available for personal counseling. Through a self-help holistic approach, counselors will help students explore immediate alternatives for crisis situations or assist in the decision-making to provide for maximum student success while in attendance at Oxnard College. When further assistance is necessary, counselors can provide students with referral services for personal and social problems. Personal Counselors are available through the Health Office at 986-5832.

Educational Assistance Center (EAC) (Formerly DSP&S)

The Educational Assistance Center (EAC) offers support services to enhance, integration and full participation of students with disabilities. The Educational Assistance Center works to meet both federal and state accessibility requirements required by law related to students with disabilities.

The purpose of the Educational Assistance Center is to provide support services and accommodations to qualified students with verified disabilities. EAC promotes the educational and vocational potential of students with mobility, visual, hearing, speech, learning, acquired brain injuries, psychological, developmental, and/or other disabilities.

Our office supports student success by offering the following services: early registration, tutoring referrals, note takers, interpreters for deaf students and computer classes designed to meet the needs of our students is available in our High Tech Center. Adaptive equipment includes screen readers, enlarged print, speech synthesizers, keyboard adaptations, optical character recognition and voice-activated computers. We offer classes in basic reading, spelling, math, vocabulary development, improving written language skills, and memory strategies.

The Educational Assistance Center offers counseling to accommodate specific needs of our students including: academic advisement, personal counseling, career counseling, university transfer assistance and job placement through the Workability III Program.

Policy and Procedures

Utilizing academic adjustments and accommodations provided by the Educational Assistance Center (EAC) program & services is strictly voluntary and no student may be denied necessary accommodations because he/she chooses not to use the EAC program. Students must provide professional documentation of their disability to their general college counselor or classroom instructor who shall arrange for the accommodation.

Procedures: (Retained in the EAC, Health Office and the Vice President of Student Services Office for reference.) Students with a disability who choose not to register with the EAC but require an academic adjustment or accommodation may request the needed service from a general counselor or an instructor.

1. Student identifies him/herself to the general counselor or instructor as a student with a disability who does not want to be associated with the EAC.
2. Student requests the accommodation(s) needed.
3. Student must supply professionally generated written documentation of disability to contact person that should then be forwarded to the college health center.
4. Instructor or counselor may consult with the EAC Coordinator or special needs counselor for assistance or advice regarding accommodation(s) requested.
5. If the accommodation requires funding, please contact the Vice President of Student Services.

Extended Opportunity Programs and Services (EOPS)

EOPS was established in 1969 with the intent to encourage local community colleges to establish and implement programs directed at identifying low income and educationally disadvantaged students and increasing these numbers of students to be served by the colleges. At Oxnard College the EOPS Program is designed to give EOPS eligible students the opportunity and assistance necessary to successfully complete their academic transfer and/or vocational program.

EOPS supplements the regular educational programs and encourages students to participate in other college programs and to maximize usage of their services. EOPS support services assist students in overcoming the many obstacles that a new environment, new school or a new setting can present.

Cooperative Agencies Resources for Education (CARE) is a cooperative effort under the umbrella of EOPS involving the State Employment Development Department, State Department of Social Services, local county welfare departments and the Chancellor's Office of the California Community Colleges. It is a special outreach and support effort targeted specifically to welfare recipients.

How can one qualify for the EOPS/CARE program and services?

- Eligible for Board of Governor Fee Waiver:
A or B
- Full-time (12 units)
- California resident
- Less than 40 units of degree applicable credit
- Educationally disadvantaged
- To qualify for CARE, students must have a child under the age of fourteen (14) that is receiving cash aid and, have less than 70 units of degree-applicable credit.

Programs Under the Umbrella of EOPS:

● **All CARE students** are EOPS. CARE is Cooperative Agencies Resources for Education (CARE). The program provides services to EOPS eligible, single heads of households, with one child under the age of 14 that is receiving cash aid. CalWORKs students that meet CARE criteria may also be eligible for services.

● **Teen Parent** is funded with a special grant with the City of Oxnard. It is a collaborative effort that provides specialized services for teen parent students that are residents of La Colonia, Pleasant Valley Village, Squires, and other City of Oxnard Public Housing Developments.

EOPS/CARE Services provided:

Counseling

- Academic/Personal counseling: Individual or Group
- Vocational decision making/Career Guidance
- CalWORKs Information
- Educational Plan development
- Transfer/Transitional services
- Time Management
- Assistance with the financial aid process

Financial Assistance* in the form of EOPS and/or CARE grants are offered to eligible students with financial need as determined by Title V guidelines.

Workshops are offered that facilitate student progress and academic achievement. Special emphasis is placed on career guidance and academic success.

Pre-registration is offered each semester prior to regular registration. This enables the EOPS student to register early, and secure needed classes before campus-wide enrollment.

Book Service* is provided to EOPS eligible students and this assists with the cost of books.

Tutoring, Peer Advisement, College Success Class: EOPS-PG R100A, EOPS/CARE Orientations and Survival Kits are additional services provided to assist students in achieving their educational goals.

CARE provides additional services*: gas cards, books, ASG cards and meal coupons.

*Does not cover the full cost of books. Grants, books and any monetary service are dependent on available funds. Students must be in good standing status to receive funds.

FOR INFORMATION AND APPOINTMENTS, CALL (805) 986-5827. EOPS/CARE office is located in the Community Student Services Center (CSSC) in room 124-125

Financial Aid

Oxnard College is committed to providing financial assistance to qualified students who cannot afford to pay their educational expenses without help. Financial aid at Oxnard College provides more than 43% of our students with some form of financial assistance.

Oxnard College participates in a variety of Federal and State financial aid programs designed to assist undergraduate students in meeting college costs. Grants are funds that do not have to be repaid and are usually based on need. Students must meet Federal/State eligibility criteria to qualify.

Federal Pell Grant: The Pell Grant program is an entitlement program that is based on financial eligibility and enrollment. Grants range from \$200 - \$4,310 per academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG is a grant available to students who qualify for a Pell Grant. FSEOG is a campus-based program (limited funds). Awards are contingent on availability of funds and awarded to students with the greatest financial need. Grants range from \$100 - \$800 per academic year.

Federal Work Study (FWS): FWS is a self-help program that provides part-time employment (generally on campus) to undergraduate and graduate students. FWS is a campus-based program. Awards are based on need and contingent on availability of funds. Grants range from \$500 - \$4,000 per academic year.

State Cal Grants: California State grant programs for undergraduate students. The recent expansion of the Cal Grant Program now includes Cal Grant A and B Entitlement, Cal Grant A and B Competitive, California Community College Transfer Entitlement, Cal Grant C, and Cal Grant T. Students must be a California resident attending an eligible educational institution in California. Grants range from \$150 - \$1551 per academic year.

New Cal Grant Programs

Beginning with the 2000-2001 graduating class, every high school senior who meets the academic requirements (3.0 GPA for Cal Grant A; 2.0 GPA for Cal Grant B), falls within established income and asset ceilings, and applies on time will receive a Cal Grant A or B Entitlement award.

Every community college student who meets the admissions requirements for California State University, is under 24 years old, meets other program requirements and applies on time will receive a California Community College Transfer Entitlement award. Cal Grant T is only for students planning to attend a teaching credential program and includes a teaching service requirement.

Cal Grant A: Cal Grant A awards help middle and low-income students with tuition and fees at a four-year college. Students that receive a Cal Grant A but choose to attend a community college first can reserve their award for up to two years until they transfer.

Cal Grant B: Cal Grant B provides a living allowance (and sometimes tuition/fee assistance) for very low-income students. Awards at the community college are limited to assisting with living expenses, books, supplies, and transportation.

Cal Grant C: Cal Grant C is awarded to students enrolled in career education programs (Certificate of Achievements/AS Degrees) and have no plans to transfer. The award is to cover books, tools and equipment.

Cal Grant T: Cal Grant T awards cover one year of tuition and fees for a program of professional teacher preparation. Recipients must teach at a low-performing school for one year for each \$2,000 in grant money they receive for up to four years.

Community College Transfer Entitlement Grant: Every community college student who meets the admissions requirements for an accredited four-year institution, is under 24 years old and meets other program requirements will receive a Cal Grant A or B to attend a four-year college. This becomes active for the 2002-2003 academic year.

Federal Regulations on Withdrawal

Federal regulations require that students stay enrolled or face a repayment of financial aid received.

Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received.

Scholarships

The current Oxnard College Scholarship Program consists of scholarships which are funded through private donors, community organizations, and national foundations. Eligibility is generally based upon the applicant's ability to meet scholastic and other criteria set by award donors; however, financial need may be evaluated for consideration.

Library/Learning Resources Center

This complex houses the College Library, Learning Center, Academic Skills Lab & Open Access Lab, Media Center, Math Center, Tutorial Center & Writing Center. These services are located in the northern wing of the LRC Building on the first floor and mezzanine level.

Library

<http://www.oxnardcollege.edu/library/index.asp>

The Oxnard College Library supports the curriculum by providing a collection of 34,000 books, 87 hard-copy periodicals and online databases to meet the diverse information needs of students, faculty, staff, and the community. The online databases available to the Oxnard College community are Biography Resource Center, CQ Researcher, Health & Wellness, FACTS.com and ProQuest. Off-site access to our electronic collection is available to currently registered students, faculty, and staff. To access the databases from home:

1. Point Browser to <http://www.oxnardcollege.edu/library/index.asp>
2. Click on “Online Databases” (from **Library** only).
3. Click on “Oxnard College Library Remote Access Login” (instructions for **off-site** access).
4. Enter your social security number or student I.D. number and PIN as directed (instructions for **off-site** access).
5. Select database from “Oxnard College Library On-Line Resources” list.

The staff reserves the right to set priority for academic research. The Learning Center located on the library mezzanine provides an Open Access Computer Laboratory. Inquire at the Circulation Desk for lending policies, library cards, reserve books, and questions of a general nature.

The loan period for circulating materials is three weeks. Reserve materials may be requested by course number at the Circulation Desk. Inquire at the Reference Desk for book information, reference questions, assistance with class assignments or placing interlibrary loans. Other services available in the library are library tours and orientations. Printing and copying services are also available. Professional librarians and staff are on duty both day and evening to assist you. Students are encouraged to make optimum use of the Library and its resources.

You may direct questions to the Library staff, by calling (805) 986-5819 for Circulation Desk or (805) 986-5820 for Reference Desk.

Learning Center

The Learning Center at Oxnard College is located on the mezzanine level of the Library and Learning Resources Building (LRC). Through a variety of programmed learning materials, covering many disciplines, the Learning Center provides a broad range of services to supplement classroom instruction across the curriculum and encourage individualized independent study. A variety of services are available for students, faculty, staff and members of the community.

Credit individualized instructional modules are available in reading (for speed and comprehension), writing, spelling, vocabulary, note-taking, study skills, essay and objective test taking, grammar and punctuation brush-up and research paper writing. Courses offer students the opportunity to learn at their own pace. Multi-media and self-instructional materials are also available to supplement classroom instruction or for independent study.

Instructors are scheduled to assist students in skill areas and other disciplines throughout the day and evening. Tele-course video series are available for student viewing.

Computers are available for webSTAR access, word processing, accessing on-line assignments and/or on-line academic research. Printing is available for 10 cents per page. Print Cards are available for purchase in the back of the Library.

Orientations and/or tours are provided and encouraged by appointment. Make-up test-taking services are available. Call the Learning Center for operational hours during the semester. The Learning Center is closed Sundays and all academic holidays. The Learning Center at OC has a staff eager to provide your academic resource needs. You may direct questions to the Learning Center staff, by calling (805) 986-5800 ext. 1974 or (805) 986-5839.

Tutorial Services

The Oxnard College Tutorial Center, located on the mezzanine level of the college Library in the Learning Resources Building, provides free tutoring services to all enrolled students who want to strengthen their academic ability and skills. Tutoring is offered by college students on a drop-in basis through one of the two main centers. The Writing Skills Center to assist with writing/research projects across the curriculum at any stage of the writing process, and the Math Skills Center to assist in science courses, and from basic math to Calculus.

Tutors have outstanding academic records and are selected on the basis on their performance in the subject they tutor, communications skills, and their ability to relate to other students in a positive supportive manner.

The mission of the Oxnard College Tutorial Center is to assist students to become independent learners through the use of study skills and strategies that will help them succeed in classes across the curriculum. These services provided by the Tutorial Center are not intended to take the place of direct instruction given by the instructors, but are designed to enhance studying and learning habits for students.

Stop by the Tutorial Center or call us for more information at 986-5846. Our friendly staff will be glad to assist you.

Student Health Center

The Health Fee that you are required to pay when you register entitles you to ALL health programs at the Student Health Center. It also provides accident insurance coverage while you are on campus if you are an enrolled student.

General Health Services:

- Immunizations - Tetanus*, Measles, Mumps, Rubella, *Hepatitis A & *Hepatitis B
- TB Tests*
- Emergency care for cuts, burns, etc.
- Tests: Pregnancy*, Cholesterol*, Diabetes*, etc.
- Blood Pressure, vision, and hearing screening

Specialty Services:

- MD services available by appointment
- Women's Health (family planning, STD treatment, etc.)
- Personal Counseling. An appointment can be arranged for students who have personal concerns which are interfering with achieving academic goals.

The schedule for professional care varies each semester and includes some evening hours. Please consult the Student Health Center brochure for designated times. For prompt attention an appointment is suggested.

*Additional fee required.

Student Organizations and Activities

The Associated Students

The ASOC (Associated Students of Oxnard College) was established in 1975 when the college opened. This association carries major responsibility for student government, campus clubs, and organizations.

The aims of the association are in close harmony with the objectives of the college, including opportunities for personal development, group cooperation, leadership development and enrichment of college life. Holding an Associated Student Government (ASG) office is an important and demanding job, but it is also rewarding.

Elections are held in the spring. Terms of office are for the full academic year. To run for office, a student may obtain the required candidate's form from the ASOC President. To be eligible for an office, a student must be carrying a 2.0 GPA or better and maintain this average while in office. A minimum of five units is required to run for all other offices, while a minimum of 12 units is required to run for president and vice president. All students are eligible and encouraged to vote in these elections.

All students are encouraged to participate in activities of their choosing, such as student government, music, athletics, and club activities.

Student Activities

Activities provided include student government, campus clubs and organizations, club fairs, leadership and personal growth workshops, and entertainment.

New and continuing students are encouraged to participate in one or more of the activities. Existing clubs are always looking for new ideas to increase their membership. An additional service provided is a housing information exchange with cards posted with information provided by individuals looking for and providing housing.

Athletics

The Oxnard College Condors participate in nine Men's and Women's Intercollegiate Athletic programs competing in the 15-member Western State Conference.

The Men's Athletic Program offers competition in baseball, basketball, cross-country and soccer. The Women's Athletic Program includes competition in basketball, cross-country, soccer, softball and volleyball.

To be eligible for competition, the student-athlete must be continuously and actively enrolled in a minimum of 12 units during the season of competition and maintain a 2.0 cumulative grade point average. Of the 12 credit units, at least nine shall be attempted in courses counting toward the associate degree, remediation, transfer, and/or certification as defined by the College Catalog and are consistent with the student athlete's educational plan.

All student-athletes who wish to participate in Intercollegiate Athletics, visit the college website at www.oxnardcollege.edu and click on "Athletics" for more information about each program or call the Athletics Department at 805-986-5825.

Outreach and Recruitment

The Outreach and Recruitment office highlights the value of Oxnard College and facilitates the enrollment of new and continuing students from our local high schools and the community. Outreach and Recruitment is committed to recruit a diverse student population through college fairs, campus visits, presentations to local high schools and community organizations. Our goal is to enhance collaboration with the community to increase enrollment at Oxnard College. A major focus for the 2008-09 year is to increase services provided to local middle schools, high schools and the community.

Transfer Center

The Transfer Center offers a wide range of activities designed to assist students in successfully transferring to the four-year college or university of their choice. The Oxnard College Transfer Center is currently located in the Learning Resources Center (LRC 6).

Among the transfer services offered, the Center provides current information on transfer programs and general education requirements, university fairs on the Oxnard College campus, field trips to major universities, and workshops on major steps in the transfer process.

The Transfer Center also provides CSU and UC application workshops, walking students through the application process step-by-step. Transfer advisement is available through scheduled appointments and during drop-by hours.

Recruitment and Admissions Officers from four-year colleges and universities provide individual advisement to prospective transfer students by appointment during their regularly scheduled visits to the Transfer Center.

A calendar of Transfer Center activities is published monthly and distributed campus-wide. Lastly, publications and information about public and independent/private colleges and universities is available in the Transfer Center for students to browse, borrow, or take.

Veterans' Services

The Veterans' Readjustment Act of 1966 (PL 89-358) provides educational assistance for veterans who served on active duty for a period of more than 180 days.

The monthly basic educational assistance allowance for training may be paid on a full-time (12 units), three quarter-time (9 units), or half-time (6 units) basis. Veterans may also qualify for financial aid.

All veterans receiving Veteran's Educational Benefits are required to (1) have submitted to the Admissions & Records Office official academic transcripts from each college previously attended, and (2) complete a Veteran's Service Form (VSF) with a college counselor. Courses will NOT be certified for VA benefits until this is completed.

Only courses which meet requirements for the major and degree objective indicated on the VSF will be certified for payment. If the educational objective is changed, the student must complete a new VSF. Veterans must request enrollment certification each semester if they want to continue to receive benefits.

In addition to the academic probation and dismissal standards applicable to all students, the Veterans' Administration requires that standards of progress be adopted for Certification of Educational Benefits. The Admissions & Records Office will notify the VA that satisfactory progress is not being made and will not certify educational benefits eligibility if the veteran has been dismissed due to academic or progress probation regulations.

There are procedures where credit may be gained through cooperating institutions that can be accepted by the college for other military experiences.

Under existing Veterans' Administration regulations, a student repeating a course is not eligible for veterans' benefits in most cases. Veterans should, therefore, check with the Veterans' Assistant in the Admissions & Records Office before repeating a course.

B272: Registration priority is granted to any member or former member of the Armed Forces of the U.S. for any academic term attended within two years of leaving active duty.



Oxnard College chemistry students demonstrate a science experiment.

Información General

Historia del Colegio

Históricamente las comunidades de Oxnard, Camarillo y Port Hueneme, así como la mesa directiva y el Distrito de la Administración de Colegios Comunitarios del Condado de Ventura, (VCCCD) habían reconocido la necesidad de crear un colegio comunitario en la planicie de Oxnard, desde la fundación del distrito en 1962.

De acuerdo con el entendimiento establecido en esos primeros años, en 1968 se adquirieron 118 acres. En 1969, se ofrecieron las primeras clases bajo el concepto de Centro de Oxnard, en la escuela Ramona en Oxnard.

En el otoño de 1973, el programa del Centro de Oxnard se extendió con la apertura del Centro Educativo de Oxnard, ubicado entre la calle 9a. y "B" de Oxnard, bajo la dirección del Colegio de Ventura. En el mes de febrero de 1974, el centro de Camarillo fue abierto bajo los auspicios del Colegio de Moorpark.

El Plan Maestro de Educación Año 2000 d.c. con el fuerte apoyo del área de Oxnard/Port Hueneme, en la primavera de 1974 se enfocó la atención en la necesidad de un tercer colegio. Oficialmente la mesa directiva votó, el 26 de marzo de 1974, en favor de la construcción del Colegio de Oxnard.

El Colegio oficialmente abrió sus puertas en junio de 1975 para la primera sesión de verano, utilizando los centros de Oxnard y Camarillo, los cuales fueron iniciados por los otros dos colegios del distrito. Otras clases fueron añadidas después en varios sitios en la ciudad. Para el otoño de 1975, el Colegio de Oxnard tenía más de 4,400 estudiantes inscritos, y más tarde en el semestre de la primavera, el número era todavía mayor. Con toda seguridad, ésta fue la mayor inscripción de estudiantes para un primer año de clases del que se tenga conocimiento en los colegios de la comunidad de California.

En el otoño de 1979, los primeros dos edificios permanentes fueron utilizados: el edificio de Artes Liberales que contiene 20 salas de clases, laboratorios de ciencia y negocios, oficinas para el profesorado, y un Centro de Recursos de Aprendizaje y Bibliotecario en el que se ubican la Biblioteca del Colegio, el Centro de Aprendizaje, salas de clases y oficinas administrativas y de servicio para estudiantes.

El edificio más recientemente construido, el de Educación Ocupacional, alberga el centro de procesamiento de información, los programas de refrigeración y aire acondicionado, hotelería, electrónica y programas de el procesado de palabras.

A principios de 1992, se abrió la nueva guardería infantil, y el nuevo edificio de educación física con canchas de baloncesto, racquetball, regaderas y vestidores, un salón de danza y gimnasio de pesas se abrió oficialmente en el otoño de 1994. La construcción del edificio para los departamentos de idiomas, matemáticas y ciencias se completó en 1997 para estrenarse durante el otoño de 1997. Un Centro Comunitario y Servicios para Estudiantes fue terminado en la primavera del 2003. Otros edificios en el colegio incluyen dos salones de clases móviles, un salón vocacional, un centro de actividades estudiantiles, un centro de servicios para estudiantes y una cafetería.

El Distrito del Colegio Comunitario del Condado de Ventura firmó un convenio en 1999 con el Condado de Ventura para mantener un Centro de Empleos y Carreras en el Campus. El Centro provee a los residentes del Condado con el entrenamieto para carreras y los servicios sociales necesarios para obtener sus objetivos profesionales. En el Centro se encuentran también el Centro de Desarrollo Económico del Colegio de Oxnard. Las Oficinas del Condado, así como el Centro de

Desarrollo Económico, EOPS, las oficinas de Servicios Estudiantiles se mudaron al edificio Comunitario y de Servicios Estudiantiles en el otoño del 2003.

Varios nuevos edificios y significantes proyectos de renovación serán terminados en los próximos 10 años, debido a la aprobación de la Medida S, y a un bono de \$356 millones designados para proyectos de construcción en todo el Distrito. En el Colegio de Oxnard, estos nuevos proyectos incluyen una instalación de Auditorio/Teatro, una nueva instalación de Biblioteca, un centro de Servicios Estudiantiles con librería, servicio de cafetería y una Bodega. En la propiedad del Distrito, en el Aeropuerto de Camarillo, serán construidos para el uso del Colegio de Oxnard, un Centro de Alta Tecnología y Tecnología de Incendios. Los proyectos de renovación principales en el campus incluirán el Centro de Recursos de Aprendizaje, expansión del Centro de Desarrollo Infantil, y la renovación y expansión de las instalaciones atléticas para incluir un estadio con pista.

El Centro de Oxnard continúa con su compromiso de desarrollar un programa educacional comprensivo, como también mantener un ambiente comprensivo para los estudiantes del área de servicio. La meta de completar las instalaciones del campus ha sido posible gracias a la voluntad de los residentes del Condado de Ventura en apoyar con su voto los proyectos en el bono.

Declaración de Misión, Visión y Metas

La Misión del Colegio de Oxnard

El Colegio de Oxnard promueve una didáctica y un aprendizaje que cumplen las necesidades de la diversa población estudiantil. Como institución comprensiva multicultural, El Colegio de Oxnard se dedica a facultar e inspirar a sus estudiantes a tener éxito en sus metas y aspiraciones personales y educativas.

Como recurso comunitario insólito y accesible, nuestra misión es proporcionar y promover el aprendizaje estudiantil:

- Educación de transferencia, ocupacional y general, adquisición de segundo idioma, y desarrollo en destrezas básicas de estudio;
- Servicios y programas estudiantiles;
- Compañerismos educativos y desarrollo económico; y
- Oportunidades de aprendizaje perpetuo.

El Colegio de Oxnard pretende dirigir a su comunidad para lograr su mayor potencial.

La Misión de los Colegios Comunitarios de California

NOTA: Nuestra misión es insólita al Colegio de Oxnard, y nos lleva a cumplir con la misión exigida por el Estado de los colegios comunitarios de California, la cual nos requiere ofrecer una variedad de programas y servicios en las áreas siguientes:

Educación de Transferencia

Cursos equiparables a los de los primeros dos años universitarios para estudiantes con metas de recibir un título asociado y/o transferirse a un colegio de cuatro años o universidad.

Educación Vocativa

Educación y entrenamiento especializado vocacional y técnico en selectos campos ocupacionales que preparan al estudiante a iniciarse, avanzar, re-entrenarse, certificarse o recibir un título asociado para el empleo.

Educación General

Cursos diseñados para contribuir a programas de título asociado; ampliar conocimientos y perspectivas; desarrollar el pensamiento crítico y las habilidades comunicativas; aumentar conocimientos culturales; motivar una actitud positiva de aprendizaje; y equipar al estudiante para participar en un mundo complejo e interdependiente.

Educación en Habilidades Básicas: Cursos en matemáticas, lectura, escritura, y comunicación oral para el estudiante con escasa preparación, como también, otros programas diseñados para capacitar al estudiante con necesidades especiales en el aprendizaje a lograr sus metas educativas.

Servicios de Apoyo

Servicios comprensivos que ayudan al estudiante a lograr sus metas educativas por medio de diagnósticos en destrezas y habilidades, consejería y asesoramiento, tutoría académica, ayuda financiera, ubicación de empleo, servicio de salud, actividades estudiantiles, gobierno estudiantil, guardería y programas de desarrollo personal.

Educación Comunitaria

Clases apoyadas por el Estado que no otorgan crédito y ofrecidas a horarios convenientes, como también programas apoyados por cuotas estudiantiles que son educativos, culturales, recreativos, y ocupacionales que enriquecen la vida de los residentes locales y proporcionan oportunidades de aprendizaje perpetuo.

Desarrollo Económico

Programas y servicios, incluso entrenamiento contractual, diseñado para cumplir con las necesidades específicas del negocio y la industria para desarrollar una fuerza laboral entrenada que pueda reforzar la vitalidad económica de la comunidad.

La Visión del Colegio de Oxnard

La comunidad colaborativa de aprendizaje del Colegio de Oxnard:

- Se apoyará en los conocimientos académicos, comprensivos y actuales de todos los campos de instrucción y servicio;
- Proporcionará instrucción innovativa, apropiada y efectiva para el éxito del estudiante;
- Facilitará y maximizará el uso estudiantil de servicios que permitan su éxito educativo;
- Motivará al estudiante a disfrutar del aprendizaje independiente y perpetuo;
- Asegurará acceso estudiantil y del personal a la tecnología y desarrollará proficiencia en toda forma de comunicación, recuperación de información, pensamiento crítico y análisis aplicado.
- Demostrará y acogerá el respeto hacia la variedad de necesidades educativas y aportaciones culturales;
- Ampliará las conexiones entre nuestros estudiantes y el mundo, promoviendo cualidades de liderazgo, su comprensión de la interdependencia global, su apreciación por la gran diversidad de culturas humanas, y sus competencias interculturales;
- Establecerá beneficiosas relaciones mutuas con la industria y la comunidad a las que ofrece sus servicios;
- Proporcionará liderazgo y recursos para el desarrollo económico y para mejorar la calidad de vida dentro de la región;
- Retará a los estudiantes y a todo el personal al compromiso servicial para su comunidad y su prójimo ser humano;
- Promoverá una cultura comunitaria de amabilidad, respeto e integridad;
- Asegurará suficientes recursos – material, financiera u otra índole – para facilitar el logramiento de todo lo mencionado.

Valores fundamentales del Colegio de Oxnard

Nosotros, los miembros del Colegio de Oxnard, nos inspiramos por y nos proponemos a ejemplificar, por medio de nuestras acciones colaborativas, los siguientes valores fundamentales:

Diversidad y Comunalidad

Valoramos a otros y a nosotros mismos como individuos insólitos y acogemos las comunalidades y las diferencias que nos promueven a ser lo mejor posible.

Excelencia

Valoramos la visión, la creatividad, los retos y la innovación para lograr y sostener la excelencia.

Integridad y Civilidad

Valoramos la integridad, honestidad y congruencia en acción y palabra por medio de demostrar amabilidad y respeto en todas nuestras interacciones.

Aprendizaje

Valoramos el aprendizaje como proceso de la vida entera en adquirir conocimiento y desarrollo personal.

Decisiones Mutuas

Valoramos las decisiones mutuas (gobierno compartido) como el proceso que nos proporciona a cada uno la oportunidad de construir consenso.

Metas Estratégicas del Colegio de Oxnard

1. Desarrollar y fortalecer una imagen colegial positiva en nuestra comunidad.
2. Obtener adicionales recursos financieros y humanos para fortalecer a la institución.
3. Proporcionar las instalaciones, tecnología, y otros recursos de aprendizaje necesarios para cumplir con las necesidades educativas y culturales de nuestra comunidad en desarrollo.
4. Enriquecer el bienestar económico, cultural y social de individuos y familias en nuestra comunidad.
5. Utilizar la investigación e inspección programal para evaluar la calidad programal y guiar el desarrollo institucional.
6. Maximizar el éxito estudiantil.

Filosofía del Colegio

Sabios no los puedo llamar; porque ese título sólo le pertenece a Dios. Amantes de la sabiduría o filósofos sería un título más apropiado y modesto —Sócrates.

El Colegio de Oxnard sigue la filosofía de proveer programas educacionales que desarrollen habilidades individuales, fortalezcan las relaciones humanas, realcen la vida de la comunidad y aumenten la conciencia global. Reconocemos que el proceso de educación es un proceso de exploración que depende de una responsabilidad mutua.

El colegio planea programas que reflejen el cambio en las necesidades locales, nacionales, e internacionales. Profesionistas dedicados crean un ambiente que estimula la curiosidad intelectual, fomenta el aprendizaje y desarrolla el conocimiento de la sociedad y como puede el individuo influir en sus funciones. Los estudiantes desarrollan auto-comprensión, persiguen objetivos educacionales y fundamentalmente asumen responsabilidad de su propio progreso.

El Colegio de Oxnard aprecia la diversidad y el entendimiento cultural en todos los niveles del colegio. Las actividades culturales y estéticas de hoy día son relevantes a nuestra sociedad y deben ser promovidas. El colegio se esfuerza en proveer oportunidades educativas para que todo adulto, sin importar su sexo, edad, raza, impedimento físico, etnicidad, estrato socio/económico, cultural, o educativo, tenga acceso a una educación que satisfaga sus aspiraciones.

El Colegio de Oxnard intenta mirar al pasado para entender el presente y luego forjar un próspero futuro. Igualmente, se empeña en mantener un espíritu innovador y responder a las exigencias de la comunidad; así como también, a las necesidades de la sociedad en general.

Naturaleza del Colegio

El Colegio de Oxnard es una institución pública localmente administrada, que ofrece dos años de cursos a nivel de colegio/universidad. Forma parte del sistema estatal de educación superior de California. Como tal, opera bajo los lineamientos de la Mesa Directiva de Consejales de la Comunidad de Colegios del Condado de Ventura y la legislatura estatal. El colegio funciona para servir a los miembros de la comunidad, quienes se han graduado de estudios secundarios o son mayores de 18 años de edad y capaces de asimilar la instrucción.

Acreditación

El Colegio de Oxnard está acreditado por la Comisión de Acreditación de los Colegios Comunitarios de la Asociación Occidental de Escuelas y Colegios, una institución reconocida por la Comisión de Reconocimiento de Acreditación Postsecundaria del Departamento de Educación de los Estados Unidos.

Servicios Comunitarios

Los Servicios Comunitarios es una función apoyada por sí misma del Colegio de Oxnard que le proporciona a la comunidad cursos insólitos educativos, recreativos y de desarrollo personal, incluso clases de Escuela de Tráfico en inglés y español.

Adicionalmente, autorizada por el Decreto del Centro Cívico, la Oficina programa y coordina el uso de instalaciones del colegio para diferentes individuos y organizaciones para hospedar conferencias, talleres y otros eventos. Para información acerca de cualquier programa o función de los Servicios Comunitarios, llame al (805) 986-5822.

Meta del Razonamiento Analítico

El Colegio de Oxnard ofrece en sus aulas un ambiente abierto a las ideas, en forma independiente y analítica. Las clases están estructuradas para enfatizar los fundamentos del aprendizaje de una manera profunda. Se espera que los estudiantes asuman la responsabilidad por su propio aprendizaje. Esto significa que los estudiantes aprenderán el arte de estudiar autodidácticamente y desarrollarán un firme hábito intelectual como lo son: claridad, precisión y agudeza de pensamiento; razonamiento justo y conclusivo derivado de hechos y principios, en lugar de prejuicios, distorsión o falacia.

Los cursos ayudan a los estudiantes a desarrollar y aplicar habilidades del pensamiento crítico a las varias áreas de aprendizaje en el colegio y a transferir estas habilidades a los problemas en las varias disciplinas estudiadas y a los problemas complejos en sus vidas. Se promueve el pensamiento analítico para que los estudiantes practiquen lo dicho por Robert Ennis: “el pensamiento razonable y reflexivo que esté enfocado en decidir que creer o hacer.”

Membrecía

El Colegio de Oxnard es miembro de la Asociación Americana de los Colegios de la Comunidad y Colegios de dos años, la Liga de Colegios de la Comunidad en California, y la Conferencia Occidental del Estado.

Información para Admisión

Elegibilidad

El Colegio de Oxnard admite a personas graduadas de la Preparatoria (High School), que hayan obtenido el certificado de cumplimiento o el certificado equivalente de estudios GED, o a personas mayores de 18 años y capaces de beneficiarse de la instrucción ofrecida en el Colegio. Los estudiantes que ingresan a cualquier colegio comunitario público de California están sujetos a los requisitos de residencia designados por el Estado de California.

Un estudiante es elegible para asistir al Colegio de Oxnard si ha sido residente legal por un año y 24 horas antes del primer día de clases del semestre en turno. Los estudiantes cuya residencia legal sea en otro estado o país extranjero pueden ser admitidos bajo condiciones estipuladas por la Mesa Gubernamental y a base de pago por cuota de colegiatura.

El derecho del estudiante a asistir a cualquier colegio comunitario en este distrito está condicionado por ciertos requisitos de admisión y residencia estipulados por ley. Los estudiantes descalificados de otras instituciones deben pedir permiso para inscribirse en la Oficina de Admisión y Registros. Más información puede ser obtenida en la sección de Requisitos de Residencia, o puede obtenerse de la Oficina de Admisión y Registros.

Procedimiento para la Admisión

Solicitud para Admisión

Inscríbese por la Red a www.oxnardcollege.edu/apply o puede obtener una solicitud para admisión comunicándose a:

Oxnard College
Admissions & Records Office
4000 South Rose Avenue
Oxnard, California 93033-6699
(805) 986-5810

La solicitud debe completarse cuanto antes y devolverse a la Oficina de Admisión y Registros.

Número de Seguro Social

Números de identificación estudiantil se asignan para substituir al número de seguro social como forma de identificación. Su número de identificación asignado aparecerá la primera vez que Ud. proporcione su número de seguro social en WebSTAR para inscribirse por la Red. También aparecerá en la correspondencia del Colegio y en las listas de asistencia y de calificaciones de los profesores de las clases en que se inscriba. Su número de seguro social aún será colectado para propósitos de reportes estadísticos, ayuda financiera, y el Reporte de Crédito de Impuestos de la Beca Esperanza, y aparecerá en sus expedientes oficiales.

Aunque aún pueda acceder sus archivos utilizando su número de seguro social, el uso de un número de identificación estudiantil le proporcionará mayor seguridad y confidencialidad.

Requisitos de expedientes académicos

Los requisitos para copias oficiales de expedientes de la preparatoria, y/o colegio o universidad son los siguientes:

1. A todo estudiante de nuevo ingreso se le requiere pedir que se envíen sus expedientes si ha asistido a la preparatoria durante los últimos tres años.
2. A todo veterano y estudiante de ayuda financiera se le requiere enviar expedientes oficiales de todo curso completado en otros colegios o universidades.

3. A todo estudiante que se inscriba en cualquier curso de matemáticas se le requiere enviar expedientes de todos los cursos de matemáticas completados en la preparatoria u otro colegio o universidad durante los últimos tres años.
4. A todo solicitante al Grado Asociado y/o certificados de logramiento se le requiere enviar expedientes de todos los cursos completados en otros colegios o universidades.
5. Los programas especiales con requisitos especiales de admisión le requieren al estudiante entregar todos sus expedientes académicos de la preparatoria y colegio para verificar su elegibilidad.
6. A todos los demás estudiantes se les exige pedir que se envíen expedientes de ambos –preparatoria y colegio- a la Oficina de Consejería del Colegio de Oxnard.

Unidades de Trabajo Académico

El número de unidades académicas para el trabajo escolar es de quince (15) unidades por semestre para obtener un progreso académico adecuado hacia el grado de AA/AS y/o los requisitos de transferencia.

Los estudiantes que deseen tomar un sobre cargo de más de 19.5 unidades pero menos de veintidós (22) deben obtener la aprobación del consejero. Los estudiantes que deseen tomar veintidós (22) unidades o más deben tener la aprobación del Decano de Servicios Estudiantiles y la aprobación del/de la consejero(-a).

Inscripción

Los horarios de clases serán publicados antes de las intersecciones de verano, otoño y primavera. Favor de seguir las instrucciones indicadas en los horarios. Localice el horario por la Red en www.oxnardcollege.edu/webstar.

Inscripción Tarde

Las inscripciones extemporáneas tendrán lugar al comenzar las clases de los semestres de otoño y primavera según se estipule en los horarios del clases.

Aviso de Confirmación

Ya no se le enviará al estudiante el aviso para confirmar su inscripción en clases. Para ver su horario de clases en la red, puede accederlo en www.oxnardcollege.edu/webstar.

Cursos abiertos para inscripción

Cada curso ofrecido por el Distrito de Colegios Comunitarios del Condado de Ventura está completamente abierto para la inscripción y participación de cualquier persona admitida al colegio y que cumpla con los requisitos al curso o programa, a menos que esté específicamente exento por ley.

Estudiantes asociados a las Fuerzas Armadas

A los estudiantes que sean miembros de las Fuerzas Armadas de los Estados Unidos, estacionados en servicio activo en California, se les otorgará clasificación de residente (Código Educativo 68075.1).

A las esposas y dependientes de personal militar se les otorgará clasificación de residente hasta que hayan residido en el estado el tiempo mínimo necesario para hacerse residentes (Código Educativo 68074). Más información respecto a la residencia esta disponible en la Oficina de Admisión y Records.

Registración en Servicio Selectivo

El Colegio de Oxnard, de acuerdo con AB 397 suplementado por los estatutos 1997, c. 575, E.C.66500 & 69400, está alertando a todo solicitante varón de la edad de 18 años o más y nacido después del 31 de diciembre, 1959 que esté enterado de su obligación a registrarse con el Servicio Selectivo. Para recibir ayuda financiera Federal, usted tiene que estar registrado en el Servicio Selectivo. Para más información, refiérase a: www.sss.gov.

Opción Lista de Espera

Los cursos mantienen la opción de permitir al estudiante apuntarse en una lista de espera en cuanto el curso esté al máximo de cupo. Si hay cupo en el curso antes de iniciar la instrucción del semestre, los estudiantes en la lista de espera serán automáticamente inscritos en la clase en orden de prioridad. Mientras el Colegio haga todo esfuerzo por confirmarle al estudiante por e-mail en cuanto lo/la haya removido de la lista de espera e ingresado en la clase, es la responsabilidad del estudiante enterarse de su estado de inscripción. El estado de prioridad de la lista de espera no garantiza admisión en el curso. Si Ud. todavía está en la lista de espera el primer día de instrucción, Ud. debe asistir al primer día de clase. El/La instructor(-a) utilizará la lista de espera para asignar códigos de autorización a los estudiantes para agregarlos si hay cupo en la clase. El estudiante debe darse de baja de la lista de espera por webSTAR antes de inscribirse en el curso para el cual ha obtenido un código de autorización para agregar.

Detalles importantes que Ud. debe saber:

1. Todo co-requisito o prerrequisito debe cumplirse antes de anotarse en una lista de espera. El estudiante debe haber completado el curso prerrequisito en este colegio con calificación de A, B, C o CR, u obtenido aprobación de un/-a consejero(-a) para cumplir con el requisito.
2. El curso en que Ud. está anotado en la lista de espera no puede causar ningún conflicto de tiempo con su horario de clases actual, ni con otros cursos en que esté anotado en la lista de espera.
3. No exceda el número de unidades máximo permitido (19.5) incluso el curso en el que está en la lista de espera.
4. No exceda el número máximo de cursos repetidos permitido para ningún curso.
5. A Ud. se le informará si la lista de espera está llena.
6. La cuota de inscripción se le cobrará cuando el estudiante es removido de la lista de espera e ingresado en el curso.
7. Si Ud. quiere removerse de una lista de espera, Ud. puede hacerlo con activar el código de función para darse de baja en el formulario de inscripción de webSTAR, o en persona con completar un formulario para abandonar el curso en la Oficina de Admisión y Registros. www.oxnardcollege.edu/webstar
8. El estudiante dado de baja de todo curso en que se haya inscrito, por falta de pago de cuotas de inscripción, también será dado de baja de la lista de espera.

Servicios de Matriculación Promueven el Exito del Estudiante

La meta principal de Matriculación es la de ayudar a que todos los estudiantes obtengan éxito académico. El colegio y cada uno de los estudiantes trabajan juntos combinando varias actividades y métodos para desarrollar un Plan Estudiantil Educativo (SEP). El SEP es un horario de cursos recomendado de dos semestres. Dentro del proceso de Matriculación, las responsabilidades del Colegio y el estudiante están bien definidas.

La Responsabilidades del Colegio incluyen:

Admisión y Documentación – proveer un proceso de admisión y documentación que permita al colegio adquirir la información requerida sobre los estudiantes.

Evaluación – proveer un proceso de evaluación utilizando métodos múltiples para determinar la preparación académica del estudiante en Inglés, Lectura, Matemáticas e Inglés como Segunda Lengua.

Orientación – proveer un proceso de orientación diseñado a familiarizar al estudiante con los programas, servicios, áreas, expectativas académicas y reglamentos del colegio.

Asesoramiento – proveer servicios de asesoramiento/consejería para ayudar a los estudiantes en la selección de cursos, desarrollo de un plan educativo individual y el uso de servicios de apoyo en el campus; proveer asesoramiento adicional para los estudiantes que no han declarado una meta educativa, que estén inscritos en cursos de habilidades básicas, que estén en período de prueba/destituidos, o hayan sido identificados como estudiantes de alto riesgo.

Estudio complementario – establecer un proceso de alerta para seguir el progreso del estudiante y proveer la asistencia necesaria para lograr sus metas educativas, proveer a los estudiantes con (o dirigirlos a) procedimientos escritos del distrito para entender medidas regulatorias de matriculación.

NOTA: Se proveen servicios alternativos para el proceso de matriculación a los estudiantes de minorías étnicas, o de lenguaje y estudiantes con incapacidades.

Las Responsabilidades de los Estudiantes Incluyen:

1. Entregar a la Oficina de Consejería sus expedientes académicos oficiales de la escuela preparatoria y colegios a los que han asistido.
2. Adquirir y leer el catálogo del colegio, el horario de clases, folletos, y otro material estudiantil que detallen los procedimientos y reglamentos del colegio.
3. Indicar al menos un objetivo educacional general al momento de ser admitido.
4. Declarar un objetivo educacional específico después de haber completado un mínimo de 15 unidades.
5. Participar en los grupos de orientación, evaluación y otros servicios de ayuda necesarios estipulados por el colegio para que el estudiante cumpla su objetivo educacional.
6. Asistir a todas las clases y completar las tareas asignadas.
7. Completar los cursos y mantener un progreso hacia su objetivo educacional deseado.

Normas de Exención de Matriculación*

***Los cursos de Matemáticas, Inglés y Lectura requieren una evaluación al estudiante, antes de ser inscrito en esos cursos.**

Todos los estudiantes están invitados a participar en el proceso de matrícula. Usted puede estar exento del proceso si cumple con el siguiente criterio:

1. Los estudiantes que ya han obtenido un Título de AA/AS o mayor de una institución regional acreditada y **PUEDEN DEMOSTRARLO CON LA DOCUMENTACIÓN NECESARIA.**
2. Los estudiantes que han completado su evaluación de cursos de habilidades básicas o cursos de prerequisites en otros colegios y **PUEDEN DEMOSTRARLO CON LA DOCUMENTACIÓN NECESARIA.**
3. Los estudiantes que están inscritos en otro colegio del distrito simultáneamente, o en un colegio de cuatro años o universidad, y que han completado menos de 16 unidades de colegio y **PUEDEN DEMOSTRARLO CON LA DOCUMENTACIÓN NECESARIA.**
4. Los estudiantes que han completado menos de 16 unidades y cuyo objetivo educacional están entre los siguientes:
 - a. Avance y progreso actual de sus habilidades de trabajo.
 - b. Mantenimiento de un certificado (por ejemplo, enfermería, corredor de propiedades.)
 - c. Desarrollo educacional.
 - d. Interés personal.

Estudiante a Tiempo Completo

A un estudiante se le designa a Tiempo Completo si está inscrito en 12 o más unidades por semestre regular o 4 unidades por sesión de verano.

Requisitos de Unidades para Beneficios y Actividades

Para calificar para ciertos beneficios y actividades se tiene que mantener el requisito del mínimo de unidades para el fin del semestre.

Beneficios a Veteranos y huérfanos de Guerra bajo el GI Bill: 12 o más unidades completadas para el fin del semestre, subsistencia completa; 9-11 unidades, subsistencia de tres-cuartos; 6-8 unidades, media subsistencia.

Beneficios de Seguro Social: 24 unidades por año académico (no se pagará beneficio si la cantidad de unidades en las que usted está inscrito baja a menos de 12 por semestre).

Descuento para Seguro de Automóvil: 12 unidades.

Ayuda Financiera y Servicios de EOPS: 12 unidades.

Eligibilidad Atlética: 12 unidades.

Gobierno Estudiantil: 6 unidades para puestos oficiales principales; 3 unidades para miembros de Consejo.

Empleo estudiantil: 12 unidades (generalmente); 6 unidades o menos si es eligible para CalWORKs, DSPS, o EOPS.

Programa de Admisión para Estudiantes de Secundaria

De acuerdo al Código Educacional del Estado de California, los estudiantes de escuela Preparatoria que son “juniors” o “seniors” son permitidos a inscribirse en cursos del colegio. Las cuotas de inscripción son exentas para los estudiantes que están simultáneamente inscritos en la escuela Preparatoria; sin embargo, las Cuotas de Salud, de Representación Estudiantil, y del Centro Estudiantil son obligatorias y deben ser pagadas por el estudiante.

El alumno debe entregar una forma especial aprobada para estudiantes de la Preparatoria de tiempo parcial; firmada por los padres o tutor del estudiante y por el director de la escuela Preparatoria. Esta petición está disponible en la Oficina de Admisión y Documentación en el colegio de Oxnard o en la escuela secundaria del estudiante. **Si la persona está en un grado inferior al 11, éste debe proveer una carta de los padres y director explicando el beneficio que el estudiante obtendrá de las clases. Los padres y el estudiante deben hacer una cita con el Decano de Servicios Estudiantiles, 986-5847.**

Los Estudiantes menores de 18 años que no están inscritos en una escuela pública pueden pedir a sus padres que pidan al Inscriptor (Registrar) ser admitidos como alumnos especiales de tiempo completo. Si la petición se aprueba, estos estudiantes pueden inscribirse en cursos vocacionales o académicos.

Requisitos de Residencia

La ley del estado de California le requiere a cada estudiante que solicite admisión a un colegio comunitario proporcionar la información y evidencia para determinar el estado de residencia o no-residencia. Los requisitos son los siguientes:

Para ser un residente legal de California para propósitos de admisión y colegiatura, el estudiante tiene que haber estado viviendo en California por lo menos un año antes de la fecha de determinación de la fecha de residencia para el semestre en turno para poder calificar como “estudiante residente”. La fecha de determinación de residencia para un semestre particular es el día antes de que comience el semestre.

Es la responsabilidad del estudiante demostrar ambos presencia física e intención de establecer residencia permanente en California. Presencia e intento pueden demostrarse en varias maneras. Por la complejidad en estas leyes, los estudiantes que tengan dificultades en determinar su residencia deben comunicarse con la Oficina de Admisión y Registros.

A los estudiantes clasificados como “no-residentes” se les requerirá pagar una cuota de colegiatura que se fija por la Legislatura del Estado de California. Las cuotas se publican en el Horario de Clases cada semestre, y deben pagarse al momento de inscribirse en el Colegio.

Residencia del Personal Militar (Activo)

El Código Educacional de California, sección 68075.1, estipula: Un estudiante quien es miembro de las fuerzas armadas de los Estados Unidos apostado en este estado y activo en el servicio, excepto uno que es miembro de la fuerza armada asignado con propósitos educativos a instituciones de educación universitaria apoyadas por el estado, es autorizado para clasificación como residente en cualquiera de los colegios de la comunidad en California.

Esta sección debe permanecer en efecto solamente hasta el primero de enero del año 2000, y después de esta fecha será rechazada, a menos que un nuevo decreto, el cual sea promulgado antes del primero de enero del año 2000, borre o extienda esa fecha.

Dependientes del Personal Militar

Hay una exención para los dependientes del personal militar cuyos esposos(as) estén asignados a las bases de California.

Cuota de Colegiatura para No-Residentes

Se requiere que todos los estudiantes clasificados como no residentes en California y los estudiantes extranjeros paguen la colegiatura correspondiente a su categoría. (Por favor vea la sección de Requisitos de Residencia).

Reembolso de Colegiatura

La elegibilidad para y la cantidad del reembolso por cobros de colegiatura será determinada por el número de unidades para las que hubo cargos financieros y la fecha del retiro oficial del curso. La porción de reembolso está basada en una escala reduciendo que no devuelve fondos después de la tercera semana de un semestre regular ni después de la segunda semana de una sesión de verano. La Oficina de Admisiones y Archivos computará y aprobará la cantidad del reembolso y le notificará a la Oficina de Negocios Estudiantiles por escrito. Los reembolsos serán expedidos por cheque por la Oficina de Negocios Estudiantiles dentro de un periodo de tiempo razonable después de la notificación oficial.

Crédito Transferible

Evaluación de Los Colegios y Universidades Acreditadas

A los estudiantes que se transfieran a uno de los colegios del Condado de Ventura de algún colegio acreditado regionalmente, se les dará crédito por cursos que aparezcan en documentos certificados. Estos documentos deben ser enviados a la oficina de admisiones. Serán evaluados de acuerdo con las Prácticas de Crédito Transferible de las asociaciones apropiadas.

Los estudiantes que se transfieran a uno de los colegios del Condado de Ventura de otros colegios y universidades regionalmente acreditados deben declarar todo trabajo académico previo. El no proporcionar la información completa puede resultar en la destitución de los colegios del Condado de Ventura.

Colegios o Universidades Extranjeras

Los estudiantes que se transfieran a los colegios del Condado de Ventura de un colegio o universidad extranjera deben tener sus documentos evaluados por una agencia aprobada por el distrito de colegios.

Los cursos tomados en países extranjeros deben ser evaluados por una agencia traductora aprobada. Los estudiantes mismos deben entregar los documentos oficiales a la agencia y pedir que la agencia envíe la evaluación oficial de los documentos al colegio. Los cursos estudiados serán normalmente los que se llaman “lower division” cursos básicos universitarios. Petición por crédito equivalente será evaluado individualmente por la Oficina de Admisiones. Esto estará basado en las recomendaciones del servicio de evaluaciones y el departamento apropiado del colegio.

Colocación Avanzada del Estudiante

Los estudiantes que hayan completado cursos avanzados en la Escuela Preparatoria y que hayan obtenido un total de 3,4,5, en el Examen de Admisión a la Universidad antes de graduarse de la Preparatoria, recibirán crédito en los Colegios del Condado de Ventura si estos resultados son reportados a la Oficina de Admisión. Los estudiantes que reciban crédito por Colocación Avanzada no podrán inscribirse en los mismos cursos universitarios. El profesorado determinará el equivalente de los cursos. Otros colegios o universidades pueden tener diferentes reglamentos.

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

Examination	College Credit	OC Course Equivalencies
American Government	3 Units	POLS R101
American History	6 Units	HIST R102 & R103
Art History	6 Units	ART R102 & 3 units Humanities
Art Studio Drawing	6 Units	3 units Fine Arts & 3 units Humanities
Art Studio General	6 Units	3 units Fine Arts & 3 units Humanities
Math Calculus AB	5 Units	MATH R120
Math Calculus BC	5 Units	MATH R121
Biology	6 Units	BIOL R120 (no lab)
Chemistry	5 Units	CHEM R120
English Language and Composition	4 Units	ENGL R101
English Language and Literature	3 Units	ENGL R102
European History	3 Units	HIST R106
Physics B or C	6 Units	PHYS R101
Spanish Language	10 Units	SPAN R101 & R102
Spanish Literature	10 Units	SPAN R103 & R104

Transferencia del Servicio Militar

Los colegios del Condado de Ventura reconocen y dan crédito al personal militar por educación y entrenamiento recibido y completado en las fuerzas armadas de los Estados Unidos si éste no es una duplicación de trabajo previo.

El personal del servicio militar recibirá crédito por cursos ofrecidos por escuelas militares de los Estados Unidos y recomendados en la Guía de Evaluación por Experiencias Educativas en las Fuerzas Armadas del Consejo Americano de Educación. El crédito máximo que se considerará para el total de los requisitos del colegio será de 12 unidades.

El personal del servicio militar recibirá crédito avanzado por los cursos estudiados bajo los auspicios de (DANTES) o el (USAFI), Instituto de la Fuerzas Armadas de los Estados Unidos según aparece recomendado en la Guía de Evaluación de Experiencias Educativas en los Servicios Armados del Consejo Americano de Educación. El personal del servicio militar recibirá crédito avanzado por los cursos tomados en el (NCTC) Centro Naval de Construcción y Entrenamiento de Port Hueneme, basado en las recomendaciones de las Instituciones Acreditadas de la Educación Postsecundaria del Consejo Americano de Educación. Estos créditos serán tratados de la misma manera y bajo los mismos reglamentos que los créditos de colegios y universidades regionalmente acreditados.

El personal del servicio militar recibirá crédito por cualquier curso estudiado mientras estaba en servicio activo en un colegio o universidad que extienda documentos mostrando los créditos permitidos para obtener un diploma, de la misma manera que si el estudiante hubiese sido un estudiante civil y no militar.

Cuotas Estudiantiles

Las siguientes cuotas estudiantiles, para su información, están sujeta a cambiar.

La mayoría de las cuotas se requieren por la ley de California. Todas las cuotas tienen que ser pagadas inmediatamente al momento de inscribirse. El estudiante que no paga, o hace un acuerdo de pago por las cuotas obligatorias, dentro de un periodo de tiempo limitado, será bajado de todos sus cursos y no recibirá calificaciones, expedientes académicos, diplomas ni permiso de inscribirse en futuras sesiones académicas. Un estudiante que debe cuotas de semestres previos no será permitido a inscribirse en cursos hasta haber pagado toda deuda por completo. Todas las cuotas pueden ser pagadas en la Oficina de Negocios Estudiantiles. La Oficina de Negocios acepta Visa o Mastercard. Los pagos por medio de Webstar se aceptan en cuentas de crédito de Visa, Mastercard, American Express o Discover.

Cuotas Obligatorias

1. Cuota de Inscripción

La Cuota de Inscripción se fija por la Legislación de California, está sujeta a cambiar y puede ser retroactiva. La cuota básica es de \$26 por unidad, \$13 por ½ unidad, \$6.50 por ¼ unidad. Los residentes de California que reciben beneficios bajo CalWORKs, SSI/SSP, o Asistencia General, o quienes cumplen ciertas normas de ingreso pueden ser elegibles para la Exención de Cuota de la Mesa de Gobernantes (BOGW). Comuníquese con la Oficina de Ayuda Financiera para más información. Los estudiantes de Preparatoria están exentos de esta cuota, a menos que estén tomando 12 o más unidades.

2. Cuota de Salud

Una cuota obligatoria de \$17 por semestre (\$14 sesión de verano) se cobra. Esta cuota hace accesible al estudiante los servicios del Centro Estudiantil de Salud. De acuerdo al Código Educativo y Póliza de la Mesa, a Ud. se le requiere pagar la cuota de salud sin importar la cantidad de unidades en las que se inscriba, a menos que cumpla con alguna de las exenciones que aparecen a continuación de acuerdo con el Código Educativo §76355:

- Ud. califica para la Exención de Cuota de la Mesa de Gobernantes (BOGW) o está identificado por la Oficina de Ayuda Financiera como calificador para la exención bajo el Código Educativo §76355.
- Ud. depende exclusivamente del rezo para sanar de acuerdo con las enseñanzas de un secto religioso, denominación u organización auténticas. Documentación de dicha afiliación será requerida.

- Ud. está asistiendo al colegio bajo un programa de entrenamiento para aprélices.

3. Cuota para Representación Estudiantil

La Cuota de Representación el Estudiante de \$1 proporciona apoyo para que los estudiantes representativos puedan abogar por la legislación que afecta a los Colegios Comunitarios de California. Sin embargo, los estudiantes pueden, por motivos religiosos, políticos, económicos, o morales refutar el pago de la Cuota de Representación Estudiantil con indicar su motivo en el formulario de exención de la Cuota de Representación Estudiantil, que se puede obtener en la Oficina de Ayuda Financiera.

4. Cuota del Centro Estudiantil

La Cuota del Centro Estudiantil fue establecida por medio del voto de los estudiantes para construir un Centro Estudiantil. La cuota es de \$1 por unidad con un máximo de \$10 por año académico. Los estudiantes que reciben asistencia de CalWORKs, SSI/SSP, o Asistencia General pueden ser exentos de esta cuota con documentar su participación en estos programas en la Oficina de Ayuda Financiera.

5. Colegiatura de no-residente (No-residentes de California)

La Mesa Gobernante del Distrito de Colegios Comunitarios del Condado de Ventura ha adoptado la cuota de colegiatura requerida por el estado de \$181 por unidad para estudiantes que son no-residentes de California. Esta cuota se cobra además de la cuota de inscripción.

La ley estatal permite limitadas exenciones de pago por colegiatura de estudiantes no-residentes de acuerdo a lo siguiente:

- a. Estudiantes que toman cursos sin credito (Código Ed §76350)
- b. Estudiantes aprendices que toman instrucción suplemental (Código Ed §76350)
- c. Estudiantes del servicio military estacionados en California bajo mando activo (Código Ed §68075)
- d. Estudiantes que son hijos naturales o adoptivos de miembros de militares o esposos/as dependientes de miembros de militares (Código Ed §68074)
- e. Estudiantes que son transferidos de empleo, bajo ciertas circunstancias (Código Ed §76143)
- f. Estudiantes no-residentes que toman cursos para recibir crédito de preparatoria solamente (Art. de Const. 9, §5).
- g. Estudiantes que son dependientes de una persona fallecida el 11 de septiembre, 2001, en los ataques terroristas, bajo ciertas condiciones (Código Ed §68121)
- h. **Estudiantes de AB540**

De acuerdo con el Código Ed §68130.5 cualquier estudiante, que no sea no-inmigrante indocumentado bajo el Título 8 U.S.C. 1101(a) (15) es exento de pagar cuotas de colegiatura de no-residente despues de completar un formulario disponible en la Oficina de Admisión y Archivos si él o ella:

1. Asistió a la preparatoria (High School) en California por tres años o más, y
2. Se graduó de una preparatoria de California u obtuvo el equivalente del mismo.

Para más información por favor comuníquese con la Oficina de Admisiones y Archivos.

6. Colegiatura de no-residentes (Estudiantes Internacionales)

La Mesa Gubernamental del Distrito de Colegios Comunitarios del Condado de Ventura ha adoptado la cuota de colegiatura requerida por el estado a no-residentes de \$181 por unidad para estudiantnes

internacionales y \$14 de sobrecargo de capital extranjero. Estas cuotas se cobran además de las cuotas de inscripción, salud, centro estudiantil, y representación estudiantil.

Ud. será requerido pagar la cuota de sobrecargo extranjero a menos que cumpla una de las exenciones que aparecen a continuación de acuerdo al Código Ed §76141:

- Ud. tiene que demostrar escasez económica.
- Ud. tiene que ser víctima de persecución en el país del cual es residente.

7. Cuota de solicitud (Estudiantes Internacionales)

Los estudiantes internacionales pagan una cuota no-reembolsable de \$50 para solicitar admisión al Colegio de Oxnard. Esta cuota cubre el costo de la documentación requerida federalmente.

A Ud. se le requiere pagar esta cuota a menos que cumpla con una de las exenciones que aparecen a continuación de acuerdo al Código Ed §76142:

- Ud. tiene que demostrar escasez económica, o
- Ud. tiene que ser víctima de persecución en el país del cual es residente.

8. Cobros de materiales

A estudiantes que se inscriben en ciertos cursos se les cobrará por materiales necesarios que se requieren para completar el curso exitosamente. Los materiales pueden incluir, pero no se limitan a, libros de texto, instrumentos, equipo, ropa, y materiales necesarios para el entrenamiento vocacional y de empleo.

9. Cheques Devueltos/Cargos Devueltos de Tarjeta de Crédito

A los estudiantes que pagan cuotas estudiantiles, compras de libros, u otros cargos con cheque o tarjeta de crédito que se devuelve por el banco por fondos insuficientes, se les hará un sobrecargo de \$10.00 por cada devolución.

10. Reembolso o Crédito

A los estudiantes que abandonan sus cursos dentro de la fecha límite para recibir una devolución o crédito, y que son elegibles para recibir un reembolso, se les cobrará \$10 para tramitar el reembolso si el estudiante lo pide. Los estudiantes que tengan un balance de crédito en su cuenta estudiantil podrán aplicar ese crédito hacia otras cuotas y cargos estudiantiles, en el mismo semestre o en uno futuro.

Cuotas Opcionales

Las cuotas son idénticas para los estudiantes de día y los de noche. Pueden ser pagadas en la Oficina de Asuntos de Estudiantes.

1. Cuota de Estacionamiento para los Estudiantes

- a. Cuota para el Semestre Regular (12 semanas o más):
 - (1) Automóviles: Semestre regular \$40
 - (2) Motocicletas: Semestre regular \$28
- b. Cuotas por Término Corto (menos de 12 semanas):
 - (1) 6 a 11 semanas: Automóvil \$28; Motocicleta \$16
 - (2) 1 a 5 semanas: Auto \$12; Motocicleta \$8
- c. Sesión de Verano: Auto \$19; Motocicleta \$12
- d. Permiso para segundo vehículo: \$8; \$7 para el verano
- e. Permiso duplicado: \$7; regular \$5 durante el verano
- f. Permiso por un día: \$1 (comprado en la máquina del estacionamiento en South Campus Road)

El permiso de estacionamiento se puede comprar en la Oficina de Negocios Estudiantiles. Estos permisos se requieren para estacionamiento en todo el Campus. Los estudiantes que reciben beneficios de CalWORKs, SSI/SSP o asistencia general, o que califican para la Mesa de Gobernadores (BOGW) están exentos de pagar la cuota en exceso de \$20 por semestre.

Los estudiantes que pueden comprobar que regularmente traen dos o más pasajeros en su coche, pueden calificar para una reducción en su cuota de estacionamiento, \$30 en el semestre de otoño y primavera y \$10 para el semestre de verano.

2. Guardería de Niños

Los estudiantes que utilicen los servicios del Centro de Desarrollo Infantil para el cuidado de sus niños durante el tiempo que asisten a sus clases, pagarán cuotas según el número de niños, la edad de los niños y según el tiempo que estén en la guardería.

3. Tarjeta de Identificación Estudiantil

Esta tarjeta se puede comprar por \$2 por semestre o \$6 por el año. Las tarjetas se pueden comprar solamente al inicio del semestre del otoño. A todos los estudiantes que están inscritos se les invita a comprar sus tarjetas tan pronto como les sea posible para que aseguren máximos beneficios. Los fondos de la venta de las tarjetas costean las operaciones y actividades del gobierno estudiantil y varios programas del colegio.

4. Libros de Texto y Útiles

Los libros de textos o útiles pueden comprarse en la librería del colegio y el costo varía cada semestre según los requisitos de cada clase. Puede haber cargos extra por materiales de instrucción y servicios. Consulte un horario de clases para información acerca de los mismos.

5. Expedientes Académicos

Copias de expedientes académicos estudiantiles pueden ser enviadas a otra institución o agencia en cuanto se complete el curso y se reciba un formulario de exoneración firmado.

Para su conveniencia, los formularios para pedir copias de sus expedientes se pueden acceder por la Red en www.oxnardcollege.edu/transcripts. El estudiante recibe las dos primeras copias de sus expedientes gratuitamente. Se le cobrará \$3 por cada copia adicional, \$5 por expedientes pedidos para el día siguiente, y \$1 por expedientes no-oficiales pedidos en la Oficina de Admisión. Se pueden imprimir expedientes no-oficiales por medio de www.oxnardcollege.edu/webstar. Un pedido enviado por correo debe incluir su(s) nombre(s), domicilio, número de teléfono, fecha de nacimiento, seguro social o número de identificación estudiantil, fechas de asistencia, y el domicilio del colegio o agencia a donde desea que se envíen sus expedientes. **El pedido tiene que incluir su firma escrita.** Maneras de pagar incluyen en efectivo, cheque, y tarjetas de crédito Visa, MasterCard, American Express y Discover. Comuníquese con la Oficina de Negocios Estudiantiles al (805) 986-5811 para hacer pagos de tarjeta de crédito. El número de fax de la Oficina de Admisión y Registros es (805) 986-5943.

Reglamentos Académicos

Asistencia a Clases

Todos los estudiantes admitidos al Colegio de Oxnard deben asistir a sus clases regularmente por dos razones: porque la continuidad de asistencia es necesaria para el progreso individual y del grupo en cualquier clase, y porque el apoyo financiero que recibe el colegio depende de la asistencia de estudiantes a clases.

Ausencia por cualquier razón no excusa al estudiante de sus responsabilidades de completar todos los requisitos de sus clases.

Es la responsabilidad del estudiante de informarse cada semestre de los reglamentos de asistencia y ausencia que cada maestro tiene en cada clase en que esté inscrito. Cuando la ausencia del estudiante es más de 18% del total de horas de contacto para cada sesión (ej., la ausencia en una clase semestral que iguale o doble el número de

horas que reúna una clase en una semana), el profesor(a), después de una advertencia al estudiante, puede pedir a la Oficina de Admisiones y Registros que anule al estudiante de la lista oficial y que se asigne la calificación de acuerdo con el reglamento para dejar una clase.

Calificaciones

Trabajo en todos los cursos aceptables como los requisitos para "Associate Degrees," certificados, diplomas, licencias, o trabajo al nivel de bachillerato será evaluado de acuerdo a las reglas adaptadas por la Mesa Directiva del Distrito para las siguientes secciones que se relacionan a la escala de grados de letra, la opción de crédito o no crédito por examinación.

Sistema de Calificaciones

Escala de Grados de Letra

La escala de calificaciones se basará en la equivalencia de puntos para determinar el promedio de calificación del estudiante. La calificación más alta recibirá 4 puntos y la más baja recibirá 0, usando los siguientes símbolos evaluativos:

Símbolo	Puntos de Calificación
A = Excelente	4
B = Bueno	3
C = Satisfactorio	2
D = Pasa, menos que satisfactorio	1
F = Reprobado	0
CR= Crédito	
NC= No Crédito	

Cursos tomados a base de crédito/no crédito no se tomarán en cuenta al calcular el promedio de calificación. Unidades ganadas a base de crédito contarán satisfactoriamente para requisitos del programa de estudios. "CR" se usa para significar "pasar con crédito" cuando no se da calificación de letra. "CR" se asigna para trabajo que se merece una calificación de "C" o mejor. "NC" se usa para significar "No Crédito" cuando no se da calificación de letra.

Símbolos No-evaluativos

La Mesa Gubernamental del Distrito ha autorizado el uso de los siguientes símbolos no-evaluativos: "I", "IP", "RD", y "W", que se definen en los párrafos siguientes:

I=Incompleto

Trabajo académico incompleto por imprevisibles emergencias y razones justificadas al término del semestre, puede resultar en el símbolo "I" en el record del estudiante. Las condiciones para remover dicha "I" deben ser anotadas por el instructor por escrito. Esta anotación debe contener las condiciones para remover la "I" y también la calificación asignada en su lugar. Esta debe darse al estudiante conservando una copia en archivo hasta que se haga el cambio de la "I" o el límite de tiempo haya pasado. Una calificación final será asignada cuando el trabajo estipulado haya sido terminado y evaluado, o cuando el límite de tiempo para hacer dicho trabajo haya pasado. La "I" podrá ser cambiada, a más tardar, un año después de terminado el período de clases durante el cual fue asignada. El símbolo "I" no se usará en calcular unidades ni tampoco puntos para calificación. En cualquiera de los Colegios del Distrito, en circunstancias especiales, el estudiante podrá formular una petición para que este límite de tiempo sea extendido.

IP=En Progreso

El símbolo "IP" se usará para indicar que la clase se extenderá más allá del límite fijado para el final del período de clases. Indica que el trabajo está "en progreso," pero que la calificación será asignada hasta que dicho trabajo se complete. El símbolo "IP" permanecerá en el record permanente del estudiante para tener completa su documentación. La calificación evaluativa apropiada y crédito de unidades serán asignados y aparecerán en el record del estudiante por el término en el cual el curso se complete. La "IP" no se usará para calcular el promedio de calificación.

RD=Reporte Atrasado

El símbolo "RD" puede ser asignado únicamente por el registrador. Se usa cuando hay un retraso en el reporte de la calificación del estudiante debido a circunstancias fuera del control de éste. Es una anotación temporal que será reemplazada por un símbolo permanente tan pronto como sea posible. "RD" no se usará para calcular un promedio de calificaciones.

W=Withdrawal (Dejar una clase)

El estudiante puede dejar una clase hasta el último día de la catorceava semana de instrucción en las clases de semestre, o hasta terminar el 75 por ciento de una clase que sea menos de un semestre en duración. El record del estudiante que permanece en una clase por más tiempo que éste, deberá mostrar una calificación que no sea una "W". Cuando el estudiante deja una clase dentro de las primeras cuatro semanas del curso o dentro de 30% del mismo, (lo que ocurra primero) ninguna anotación deberá aparecer en su record (ni "W" ni otra). Si el estudiante deja una clase entre el fin de la cuarta semana y el último día de la catorceava semana de un semestre o el 75% del mismo, una "W" deberá aparecer en su record.

Opciones de Crédito/No Crédito

Los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura ofrecen cursos con dos opciones: Crédito, No Crédito: (1) cursos que se ofrecen sobre una base de Crédito/No Crédito solamente, y (2) cursos en los cuales los estudiantes pueden escoger la opción de Crédito/No Crédito.

La primera categoría incluye aquellos cursos en que todos los estudiantes del grupo son evaluados a base de Crédito/No Crédito ("CR/NC"). Esta opción de calificación de Crédito/No Crédito se usará al excluirse todas las otras calificaciones en cursos por los cuales hay un solo promedio satisfactorio por el cual se asigna el crédito. Este crédito será asignado al alcanzar tal promedio. Si no se logra el promedio, no se dará el crédito.

La segunda categoría de cursos con la opción de Crédito/No Crédito incluye cursos designados por el colegio donde cada estudiante puede elegir, antes del fin del primer 30 por ciento del período de clases, si la evaluación ha de hacerse a base de Crédito/No Crédito o calificación. Una vez que el primer 30 por ciento de la duración del curso haya pasado, la petición no se puede cambiar. Es la responsabilidad del estudiante notificar al instructor de su intento de ser calificado a base de Crédito/No Crédito y de llenar la forma apropiada; de otra manera se le asignará una letra de calificación.

Todas las unidades que se adquieran a base de Crédito/No Crédito en instituciones acreditadas de California o de estudios avanzados o instituciones equivalentes fuera del estado, se contarán de acuerdo con el curriculum de requerimientos de colegios de la comunidad. Un estudiante puede solicitar el máximo de 20 unidades de crédito basadas en la opción de Crédito/No Crédito para un título de A.A. o A.S. o un Certificado Vocacional. Crédito (CR) se usa para denotar "Pasó con crédito" cuando no se da una letra de calificación. Crédito se asigna cuando el trabajo tiene la calidad suficiente como para obtener una calificación de "C" o mejor.

Unidades de “Crédito” no pueden usarse para requisitos de especialización o requisitos de curso generales. Así que unidades de “crédito” no deberían usarse para cumplir con los requisitos para los diplomas de AA, AS o para transferir.

Las unidades que se adquieren a base de Crédito/No Crédito no se usarán para calcular promedio de calificación. Sin embargo, las unidades que traten de obtenerse y por las cuales se hace una anotación de NC se tomarán en cuenta en casos de prueba condicional o procedimientos de expulsión.

El estudiante debe estar consciente de que otros colegios o universidades pueden restringir la aceptación de cursos que se han tomado a base de Crédito/No Crédito, especialmente para satisfacer requisitos de especialización.

Cambio de Calificación

En cualquier curso de instrucción de un colegio del Distrito de Colegios de la Comunidad del Condado de Ventura en que se da una calificación, el instructor del curso determinará la calificación que se le dará a cada estudiante de acuerdo con el sistema de símbolos y promedios de calificación. La determinación de la calificación por el instructor será definitiva siempre y cuando no contenga errores, fraude, mala fe, o incompetencia. Los procedimientos para la corrección de una calificación que tiene un error incluirá la eliminación incorrecta en el archivo del estudiante. La forma para esta petición “Cambio de Calificación” está disponible en la Oficina de Instrucción.

Cuando se han hecho cambios de calificación, las anotaciones en el archivo académico permanente del estudiante se hacen de tal manera que todo el trabajo sea perfectamente legible, asegurando así un archivo académico efectivo y completo.

Exámenes Finales

Exámenes formales se dan al término de cada semestre. Se requiere que los estudiantes tomen exámenes en las clases, en las cuales están matriculados. Excepciones a esta regla en situaciones de emergencia requieren aprobación del instructor del curso de Vice Presidente de Instrucción. Todas las peticiones para tomar un examen más tarde deben entregarse a la Oficina de Registro. Peticiones para tomar exámenes después de la fecha fijada no se considerarán si el estudiante deja de asistir a clases tres semanas antes de que se termine el semestre. No se administrarán exámenes previos a la fecha que han sido fijadas para ello. Las solicitudes de los estudiantes para tomar un examen después de las fechas regulares se deben hacer llenando la formulario para dicha petición que se puede obtener en la Oficina de Registro.

Para Asistir Como Oyente a Una Clase

A los estudiantes inscritos en cursos para recibir diez unidades semestrales o más se les permitirá asistir de oyentes a no más de tres unidades semestrales sin pagar cuota. Los estudiantes inscritos en menos de diez unidades de crédito semestrales podrán asistir de oyentes a no más de tres unidades con una cuota de \$15 por unidad (más una cuota de seguro de salud de \$17 por semestre regular, o una cuota de seguro de salud de \$14 por semestre de verano).

La prioridad de inscripción en cursos se les dará a estudiantes que deseen tomar el curso para recibir crédito hacia un certificado o título. Por lo tanto, los estudiantes que deseen asistir de oyentes a un curso podrán inscribirse para el curso bajo estatus de oyentes sólo por medio de una petición especial en los últimos dos días del periodo de agregar cursos. El formulario de petición está a su alcance en la Oficina de Admisión y Records. Esta petición requiere el permiso del instructor. Cursos de laboratorio normalmente no permiten estatus de oyente. a los estudiantes inscritos de oyentes no se les permitirá cambiar su inscripción en ese curso para recibir crédito por el curso.

A los estudiantes asistiendo a un curso de oyentes no se les permite tomar exámenes en la clase, ni se les permitirá disputar la calificación. El instructor no está bajo ninguna obligación de calificar los trabajos de un alumno asistiendo de oyente. Los requisitos de asistencia para oyentes son los mismos que para los demás alumnos, como está descrito en el catálogo del colegio.

Para Abandonar un Curso

Si un estudiante desea abandonar un curso, es su responsabilidad iniciar el trámite de darla de baja. El estudiante puede excluirse del curso por la red: www.oxnardcollege.edu/webstar. También puede tramitarlo en persona en la Oficina de Admisión donde completará el formulario necesario.

Si se abandona un curso entre el principio y el fin de la cuarta semana de instrucción para cursos de semestre entero, o durante el primer 30 por ciento de un curso que se reúne menos de un semestre de largo, no resultará en el expediente o record del estudiante. Si se abandona un curso después de la cuarta semana, pero antes del último día de la semana catorce para cursos de semestre entero, o hasta el 75 por ciento de un curso que sea de menos de un semestre de largo, se documentará como “W” en el expediente del estudiante.

El expediente del estudiante que permanece en un curso más de este tiempo, tendrá que reflejar una calificación que no sea “W”. La “W” no se utilizará para calcular el promedio en calificaciones, pero demasiadas “W” se utilizarán como factores en procedimientos de destituir a un estudiante del colegio o ponerlo en periodo de prueba.

Separación del Colegio

Es la responsabilidad del estudiante formalmente dejar todas sus clases si es su intención retirarse del colegio (www.oxnardcollege.edu/webstar). Un estudiante tendrá una anotación permanente en su archivo de acuerdo con las reglas especificadas en el Reglamento de Separación del Colegio si deja sus clases después de la cuarta semana de un semestre, o después del 30% de un curso menor que el regular. Formas para este procedimiento pueden obtenerse en la Oficina de Registros.

Repetición de un Curso

Un curso en el que se ha obtenido una calificación de “C” o mejor grado no podrá repetirse excepto bajo circunstancias especiales como se describe en el catálogo.

Cursos en cualquier colegio en los que se ha obtenido una calificación de “D”, “F”, “NC”, u otra baja notación pueden ser repetidas con el propósito de mejorarlas. Esta política puede aplicarse más de una vez a cualquier curso. Un curso tomado en otra institución en el cual se ha obtenido una calificación baja, puede repetirse en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura sujeto a esta política. Para identificar equivalencias aceptables, equivalencia de cursos será determinada principalmente por contenido, como esté definido en la descripción de cursos en el catálogo, y no por título o unidad. Se requiere aprobación para repetición de cursos. La petición para este propósito “Petición para Repetición de Curso”, está disponible en la Oficina de Consejeros.

Al completar la repetición del curso, la calificación anterior será omitida para el cómputo del promedio acumulativo y se tachará en el archivo permanente, donde se apuntará la nueva calificación de manera que toda enmienda sea legible, asegurando una historia académica completa y efectiva.

Los estudiantes deben entender que otros colegios y universidades pueden no aceptar crédito por trabajo que represente una repetición de trabajo de escuela Preparatoria. Además, no se puede garantizar que las clases que se repitieron y dieron por resultado una mejor calificación serán aceptadas por otros colegios o universidades.

Reanudación Académica sin Repetición de Curso

Los estudiantes pueden solicitar que una parte de su trabajo previo en el colegio sea descartado para llenar los requisitos en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura. La reanudación académica es para facilitar el cumplimiento de los requisitos necesarios para un título académico o certificado.

El estudiante puede pedir, solo una vez, que se eliminen los promedios y calificaciones de porciones selectas de su trabajo previo en el colegio que no reflejan su presente habilidad. El estudiante puede solicitar reanudación académica seleccionando una de las siguientes opciones: (1) descartar el máximo de 15 unidades de cualquier curso con grado inferior a “C” o equivalente, cursado durante uno o dos semestres, no necesariamente consecutivos (una sesión de verano puede contar como equivalente a un semestre regular a discreción del estudiante). Cursos y unidades tomadas en cualquier institución pueden ser descartadas.

Reanudación académica se concederá solamente a estudiantes que estén matriculados en por lo menos un curso de crédito en el colegio; hayan completado por lo menos 12 unidades en residencia en los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura; hayan sometido documentos de todo trabajo en el colegio; hayan esperado dos años desde que el trabajo que será descartado fue completado; y hayan subsecuentemente completado por lo menos 30 unidades semestrales con el mínimo de 2.40 de promedio académico.

Los colegios del Distrito de Colegios de la Comunidad del Condado de Ventura aceptarán acciones similares de otros colegios y universidades acreditadas a determinar promedios de calificación y créditos.

La petición para este propósito “Reanudación Académica” está disponible en la Oficina de Consejeros. Al conceder la petición para Reanudación Académica, el archivo académico permanente del estudiante se anotará de tal manera que todo trabajo sea legible, asegurando un archivo académico completo y efectivo.

Los estudiantes deben estar consientes que otras universidades pueden tener diferentes reglamentos concernientes a la reanudación académica y no aceptar este reglamento.

Crédito por Examinación

El conceder crédito para un curso por examinación está basado en el principio de que alguna experiencia previa, entrenamiento o instrucción es el equivalente a un curso específico que sea impartido en el colegio. Si un examen indica que el estudiante posee la equivalencia y la maestría adecuada de la materia, el crédito se otorga. Todos los cursos estarán abiertos para crédito por examinación a menos que estén específicamente exentos. Cada división del colegio determinará los cursos por los cuales se puede otorgar crédito por examen y la Oficina de Instrucción mantendrá una lista al día de los cursos excluidos de este reglamento. Para el propósito de este reglamento, un curso significará un área organizada de instrucción como se describe en el catálogo del colegio. Los créditos que se ganan bajo este reglamento no contarán en la determinación de elegibilidad atlética ni para determinar elegibilidad para beneficios de veteranos.

El estudiante debe saber que el uso de las unidades ganadas por crédito por examen para establecer elegibilidad para deportes, ayuda financiera, y beneficios de veteranos están sujetos a reglas y regulaciones de agencias externas participantes.

Se hará una excepción a lo anterior cuando sea necesario para cumplir con estipulaciones de la Ley del Estado de California. Crédito

por examen se podrá otorgar únicamente a un estudiante que esté registrado por lo menos en un curso de crédito en el colegio; haya completado por lo menos 12 unidades de residencia en los colegios del Distrito de la Comunidad de Colegios del Condado de Ventura; que no esté a prueba académica; haya sometido expedientes académicos de todos los cursos previos; no haya obtenido crédito en una materia más avanzada y no haya recibido una calificación de (“A, B, C, D, F, CR, NC”) o equivalente en el curso por el cual está tratando de conseguir crédito por examinación en ésta o cualquier otra institución educativa. El estudiante que solicita crédito por examen recibirá un grado de “CR” (crédito) si él o ella pasa el examen satisfactoriamente; ningún otro grado se anotará en su archivo. Los estudiantes que no aprueban el examen para obtener crédito, no recibirán un grado de “NC” (no crédito) ni aparecerá en su archivo el examen que hicieron sin éxito. Sin embargo, el estudiante podrá hacer el intento de obtener crédito por examen por un curso sólo una vez. Lo máximo que un estudiante puede obtener bajo este reglamento cuando está estudiando para obtener un “Associate Degree” o Certificado Vocacional son 12 unidades o cuatro clases. El total de unidades concedidas por este método de examen no contará para el mínimo de las 12 unidades requeridas para la residencia en el colegio. El crédito por examen puede darse solamente en un curso, de una secuencia de cursos, tal como está determinado por los prerequisites. No será concedido en un curso que es requisito para la clase en la que el estudiante está actualmente inscrito.

Excepciones a esta regla se permiten en cada colegio en esos programas técnicos-vocacionales donde el plan de estudios lo hace necesario. Las excepciones son las siguientes: El requisito de residencia de 12 unidades se suspende, permitiendo a los estudiantes hacer una petición para crédito por examinación antes de completar este requisito; al cumplir con el requisito de residencia, el curso que se retó se añadirá al archivo escolar del estudiante. Crédito por examen se dará por más de un curso en una secuencia de cursos requeridos, cuando se aprueba por un oficial administrativo responsable de programas técnico-vocacionales.

La petición para este propósito “Petición para Crédito por Examen” es iniciado en la Oficina de Consejeros. Peticiones aprobadas deben estar archivadas con el profesor dando el examen, a más tardar, el viernes de la décima semana del semestre. El examen se administrará antes del último día del período de exámenes finales.

El crédito (“CR”) se asigna por un trabajo que tenga la calidad suficiente para obtener una calificación de “C” o mejor. Las anotaciones en los expedientes académicos especificarán si el crédito se obtuvo por examen o como resultado de una inscripción en un curso regular. El archivo académico del estudiante anotará claramente para que refleje que el crédito se obtuvo por examen. Los estudiantes deben estar conscientes de que otros colegios pueden rehusar el crédito por examen para el propósito de transferencia.

Admisión, Expulsión, Readmisión y A Prueba

Las normas y procedimientos de admisión, expulsión, readmisión y a prueba académica han sido designadas para ayudar a los estudiantes a marcar progreso hacia sus metas vocacionales y educacionales. Los estudiantes que deciden matricularse deben ser alentados para que aprovechen la oportunidad de desarrollar todo su potencial. Limitaciones relacionadas con programas, cursos, y números de unidades son consistentes con la filosofía de proveer una oportunidad para tener éxito. La declaración completa del reglamento adoptada por la Mesa Directiva del Distrito en Admisión, Expulsión, Readmisión y A Prueba, aparece en el apéndice de este catálogo.

Fraude o Plagio

Los instructores tienen la responsabilidad y la autoridad para tratar con casos de fraude y plagio que ocurren en sus clases. La política del Distrito de Colegios de la Comunidad del Condado de Ventura dice que un instructor puede despedir de la clase a un estudiante por tal comportamiento deshonesto con una calificación de "F". Es más, el miembro de la facultad puede dirigir el caso al Vice Presidente de Servicios Estudiantiles para acción disciplinaria.

Lista de Honor

A los estudiantes quienes logran distinción académica, se les otorga un reconocimiento especial. Estudiantes de tiempo completo que tengan un programa de 12 o más unidades con un 3.5 promedio de calificación o más alto durante un semestre, serán elegibles para la lista de honor si por lo menos nueve de las 12 unidades son de clases que se califiquen con grado de letra.

Estudiantes que asisten al Colegio de Oxnard y al mismo tiempo están inscritos en los colegios de Moorpark o Ventura pueden pedir que las unidades se combinen para ser elegibles para la Lista de Honor. Estudiantes que asisten a más de un colegio en un semestre pueden escoger el colegio en el que deseen participar en la Lista de Honor.

Reconocimiento de Honores Académicos

Reconocimiento de Honores Académicos

Los estudiantes que han mantenido calificaciones altas, son elegibles para graduarse con honores. Hay tres tipos de honores: los más altos honores, honores altos y honores.

Graduación con los Honores mas altos

La designación de honores más altos aparecerá en el documento y diploma del graduado quien ha obtenido un promedio de 4.0 (GPA). El graduado con honores altos deberá haber completado al menos 30 unidades en uno de los colegios de la comunidad del Distrito del Condado de Ventura, 18 o más de esas unidades deben haber recibido una calificación del letra (A,B,C,etc.)

Graduación con Honores altos

La designación de honores aparecerá en el documento y diploma del graduado quien ha obtenido un promedio de 3.75 (GPA). El graduado deberá haber completado al menos 30 unidades en uno de los colegios de la comunidad del Distrito del Condado de Ventura, 18 o más de esas unidades deben haber recibido una calificación de letra (A,B,C,etc.)

Graduación con Honores

La designación de honores aparecerá en el documento y diploma del graduado que ha obtenido un promedio de 3.5 (GPA). El graduado deberá haber completado al menos 30 unidades en uno de los colegios de la comunidad del Distrito del Condado de Ventura, 18 o más de esas unidades deben haber recibido una calificación de letra (A,B,C,etc.)

Regulación de Grabadoras en Clase

Los estudiantes con una deshabilidad verificada pueden solicitar el uso de grabadoras en clase con el objeto de tener equitativo acceso en los programas académicos del colegio. Cualquier otro estudiante debe obtener el consentimiento por escrito del instructor de la clase, quien notificará a la Oficina de Aprendizaje.

Servicios al Estudiante

CalWORKs del Colegio de Oxnard

En California, la Asistencia Temporal para Familias Necesitadas (TANF) fue implementado y nombrado el Programa de Oportunidades de Empleo y Responsabilidad para Jóvenes (CalWORKs). A resultado de ello, se han hecho disponibles recursos y servicios adicionales a recipientes de TANF que asisten a colegios comunitarios. El programa de CalWORKs de la Comunidad de Oxnard combina preparación para oportunidades de empleo con servicios estudiantiles intensivos para ayudar a los recipientes de TANF a lograr sus metas educativas y de su carrera.

- Consejería académica y de CalWORKs
- Desarrollo de un Plan Individualizado de Entrenamiento
- Empleo-Estudio
- Asistencia en ubicación de empleo
- Internados
- Asistencia con Cuidado de Niños
- Asistencia con Ayuda Financiera
- Referencias para servicio dental
- Referencias para tutoría académica
- Cursos de término corto
- Orientación y diagnóstico
- Talleres de preparación para empleo

PARA INFORMACIÓN y citas, LLAME al (805) 986-5887 Colegio de Oxnard. Oficina de CalWORKs Situada en el Centro de Servicios Estudiantiles de la Comunidad CSSC en Salón 119.

Centro de Carreras

¿Necesita Ud. ayuda en seleccionar una carrera? El Centro de Carreras tiene materiales de investigación que le ayudarán en tomar su decisión personal. Esto incluye inventarios de intereses e indicadores de tipos de personalidad. Listas de oportunidades de empleo en el campus y de afuera se mantienen a su disposición en el Centro, como también información sobre posibilidades de empleo, el escribir su historial del empleo, habilidades para procurar empleo, y servicios de ubicación de empleo para estudiantes.

Guía Académica

Filosofía de los Consejeros

El propósito de los consejeros del Colegio de Oxnard es proveer sesiones de orientación en grupo o individuales, en las cuales los estudiantes se sientan con libertad de forjar su plan académico, carreras e intereses personales, como parte del proceso de hacer decisiones significantes en sus vidas.

El método consejero-estudiante en su totalidad estimula al estudiante a atender a sus intereses inmediatos y le ayuda a explorar opciones. Los problemas de los estudiantes son tratados en una forma completa, lo cual puede incluir hacer un examen completo de estilos de vida y de cómo la forma de vida de cada individuo puede afectar su desarrollo educacional.

Información Académica

Una de las principales responsabilidades de los consejeros del Colegio de Oxnard es ayudar a los estudiantes a planear un programa de estudio el cual refleje apropiadamente sus intereses personales, su potencial y motivación. La función del asesor (consejero), sin embargo, es la de aconsejar; por lo demás, la responsabilidad de informarse de los requisitos e inscribirse en los cursos apropiados recae en el estudiante.

Los estudiantes que se registren en el Colegio de Oxnard por primera vez y los que estén a prueba, deben participar en el proceso de Matriculación. Se les recomienda a los estudiantes hablar con un consejero antes de matricularse. Pueden hacerse citas con un consejero por teléfono.

Elección de Carrera y Planificación de Vida

Los consejeros pueden proporcionar a los estudiantes información sobre una variedad de carreras profesionales. Visitando el Centro de Carreras, asistiendo a las clases de Desarrollo Personal y reuniéndose con los consejeros, los estudiantes tienen la oportunidad de explorar la relación que existe entre la carrera elegida, los procedimientos para hacer decisiones y los valores personales.

Clases de Desarrollo Personal

La participación en las clases de Desarrollo Personal de los estudiantes, la oportunidad de reflexionar sobre la forma en que han actuado en el pasado y el presente, y al mismo tiempo les proporciona una atmósfera favorable para la auto-exploración. Estas clases le ayudan al estudiante seguir sus estudios y son parte del proceso de Matriculación.

Preocupaciones Personales

Profesionales debidamente entrenados están disponibles para consultas personales. Por medio del método establecido los consejeros ayudarán al estudiante a explorar alternativas inmediatas en situaciones críticas o le asistirá al hacer su decisión para que tenga mayores probabilidades de éxito mientras asiste al Colegio de Oxnard. Si necesitan más ayuda, los consejeros pueden dar servicio de referencias e indicar al estudiante dónde puede obtener servicios adicionales en el colegio y recursos en la comunidad.

Centro de Ayuda Educativa (EAC) (anteriormente DSP&S)

El Centro de Ayuda Educativa (EAC) ofrece servicio de apoyo para asegurar la inclusión, integración y participación completa de personas con incapacitaciones. El Centro de Ayuda Educativa trabaja para cumplir con ambos requisitos federales y estatales de accesibilidad que se requieren por ley para las personas incapacitadas.

El propósito del Centro de Ayuda Educativa es de proporcionar servicio de apoyo y cumplir con todas las necesidades de estudiantes calificados con incapacidades verificadas. EAC promueve el potencial educativo y ocupacional de estudiantes con impedimentos de movilidad, visual, auditivos, de comunicación, aprendizaje, heridas cerebrales, incapacidades de desarrollo y más.

Nuestra oficina promueve el éxito del estudiante ofreciéndole los siguientes servicios:

Inscripción temprana, referencia de tutoría académica, intérpretes para estudiantes sordo-mudos y clases de computación designadas para cumplir con las necesidades de nuestros estudiantes. Procesamiento de palabras e instrucción de ayuda con computadoras también están disponibles en nuestro Centro de Tecnología. Equipo adaptivo específico incluye lectores de pantalla, imprenta engrandecida, sintetizadores de habla, adaptaciones de teclado, computadoras con reconocimiento de teclas ópticas y activadas a la voz. Ofrecemos clases en lectura básica, deletreo, matemáticas, desarrollo en vocabulario, mejoramiento en destrezas de lenguaje y estrategias de memorización.

El Centro de Ayuda Educativa ofrece asesoría para acomodar las necesidades específicas de nuestros estudiantes inclusive: asesoría académica, consejo personal, asistencia para transferencia a universidad y ubicación en empleo por medio del WorkAbility III Program.

Reglamentos y Procedimientos

El utilizar las modificaciones académicas proporcionadas por el programa y los servicios del Centro de Ayuda Educativa (EAC) es

estrictamente voluntario y a ningún estudiante se le pueden negar las acomodaciones necesarias porque él/ella escoja no utilizar el programa de EAC. El estudiante debe proporcionar documentación profesional de su incapacidad al consejero general del colegio o al instructor de clases quien hará los arreglos necesarios para sus acomodaciones.

Reglamentos: (Estarán retenidos en el EAC, la Oficina de Salud y la Oficina del Decano de Servicios Estudiantiles para referencia.)

Los estudiantes con incapacidad que escojan no registrarse con el EAC pero requieren alguna modificación o acomodación académica pueden pedir el servicio necesitado de un consejero general o de un instructor.

1. El estudiante se identifica al consejero general o al instructor como un estudiante con una incapacidad que no desea asociarse con el EAC.
2. El estudiante pide la(s) acomodación(es) necesaria(s).
3. El estudiante debe suplir la documentación generada profesionalmente de la incapacidad al consejero o profesor quien luego habrá de remitirla al centro de salud del colegio.
4. El instructor o consejero puede consultar o solicitar el consejo del Coordinador de EAC o al consejero de necesidades especiales con respecto a la(s) acomodación(es) pedida(s).
5. Si la acomodación requiere costos, favor de comunicarse con el Decano de Servicios Estudiantiles.

Servicios y Programas de Oportunidad Extensa (EOPS)

EOPS fue fundado en 1969 con el propósito de animar a los colegios comunitarios a establecer e implementar programas dirigidos a identificar a estudiantes de bajos ingresos y desventajados académica, y a aumentar la cantidad de estos estudiantes a ser servidos por los colegios. En el Colegio de Oxnard el Programa de EOPS está diseñado para darles a los estudiantes elegibles la oportunidad y asistencia necesarias para completar exitosamente su programa académico de transferencia y/u ocupacional. EOPS suplementa los programas regulares educativos y anima a los estudiantes a participar en otros programas del colegio y a maximizar el uso de sus servicios. Los servicios de apoyo de EOPS le ayudan al estudiante a sobrepasar muchos obstáculos que un nuevo ambiente y un nuevo colegio pueden presentar.

Agencias Cooperativas de Recursos para la Educación (CARE) es un servicio cooperativo bajo la dirección de EOPS y en conexión con el Departamento del Estado de Desarrollo Ocupacional, El Departamento del Estado de Servicios Sociales, departamentos locales de bienestar (Welfare) y la Oficina del Rector de los Colegios Comunitarios de California. Es un servicio de apoyo dirigido específicamente para recipientes de Welfare.

¿Cómo se puede calificar para los programas y servicios de EOPS/CARE?

- Elegible para cancelación de cuota de la Mesa del Gobernador: A o B
- Inscrito a tiempo completo (12 unidades)
- Residente de California
- Menos de 40 unidades de crédito aplicable hacia el título colegial
- Desventajado educativamente
- Para calificar para CARE, el estudiante debe tener un niño/-a de menos de 14 años y debe ser un recipiente de TANF actualmente.

Programas bajo el patrocinio de EOPS:

● Todo estudiante del programa CARE es participante del programa EOPS. **Agencias Cooperativas de Recursos para la Educación (CARE).** CARE proporciona servicios especializados para estudiantes

solteros que encabezan a una familia y tienen por lo menos un hijo menor de 14 años que recibe asistencia monetaria. Estudiantes de CalWORKs que satisfacen el criterio de CARE también pueden ser elegibles para estos servicios.

● **Padre/Madre Adolescente** está financiado por una beca especial de la Ciudad de Oxnard. Es un programa colaborativo que proporciona servicios especializados para estudiantes que son padres/madres adolescentes y que son residentes en La Colonia, Pleasant Valley Village, Squires, y otros Sitios de Vivienda Pública de la Ciudad de Oxnard.

Servicios proporcionados por EOPS/CARE:

Consejería

- Consejería académica/personal: individual o en grupo
- Orientación en decisiones de carrera u ocupación
- Información sobre CalWORKs
- Desarrollo de plan educativo
- Servicios de Transferencia/transitivos
- Administración de tiempo personal
- Ayuda con el proceso de ayuda financiera

Ayuda Financiera* en forma de becas de EOPS y/o CARE a estudiantes elegibles con necesidad financiera de acuerdo a las pautas del Título V.

Talleres para facilitar el progreso y logro académico del estudiante, con énfasis especial en su éxito académico y orientación de su carrera.

Pre-Registación tiene lugar cada semestre antes de las fechas de registración regular. Esto le facilita al estudiante de EOPS a inscribirse temprano y asegurar su inscripción en las clases que necesite antes de que todos los demás estudiantes se inscriban.

Servicio de Libros* a estudiantes elegibles de EOPS para ayudarlos con el costo de libros.

Servicios Adicionales para ayudar al estudiante a lograr sus metas educativas: Tutoría académica, Consejería por estudiantes avanzados, Clase de Éxito Colegial: EOPS-PG R100A, Orientaciones y Paquetes de Supervivencia.

*No cubre el costo entero de libros. Becas, libros y cualquier forma de apoyo monetario están limitados a la disponibilidad de fondos.

PARA INFORMACIÓN y citas, LLAME AL (805) 986-5827 Oficina de EOPS/CARE. Localizada en el Centro Comunitario de Servicios Estudiantiles CSSC en Salón 124-125.

Inglés Como Segundo Idioma (ESL)

Las clases de Inglés Como Segundo Idioma (ESL) se dividen en cuatro niveles de gramática y escritura, conversación, lectura, y vocabulario. Algunas clases se enseñan con metodología bilingüe para los hispanohablantes que prefieren ayuda en español en las clases de inglés.

La secuencia de las clases es la siguiente:

	Conversación (40's)	Lectura (50's)	Gramática/Escritura (60's)	Vocabulario
Nivel 1	ESL 40	ESL 50	ESL 60	ESL30A, 30B (ESL 98D, E, F, G)
Nivel 2	ESL 42	ESL 52	ESL 62	ESL30C
Nivel 3	ESL 44	ESL 54	ESL 64	ENGL30V, 30S (ENGL 98V, 98S)
Nivel 4	ESL 46	ENGL 56	ENGL 66	ENGL 80
Clases no consideradas Inglés como segundo idioma	SPCH 108	ENGL 95	ENGL 68	ENGL 30's (ENGL 98's)
			ENGL 140 ENGL 96	ENGL 90

Conversación:

- ESL R040 Conversación en Inglés 1/English Conversation 1
- ESL R042 Conversación en Inglés 2/English Conversation 2
- ESL R044 Conversación en Inglés 3/English Conversation 3
- ESL R046 Habilidades de escuchar y hablar/
ESL Oral/Listening Skills

Lectura:

- ESL R050 Lectura 1/Reading Skills 1
- ESL R052 Lectura 2/Reading Skills 2
- ESL R054 Lectura 3/Reading Skills 3
- ENGL R056 Lectura 4/Reading Skills 4

Gramática y Escritura:

- ESL R060 Gramática y Escritura 1/Grammar & Writing 1
- ESL R062 Gramática y Escritura 2/Grammar & Writing 2
- ESL R064 Gramática y Escritura 3/Grammar & Writing 3
- ENGL R066 Gramática y Escritura 4/Grammar & Writing 4

Vocabulario:

- ESL R030A Vocabulario Bilingüe 1/Bilingual Vocabulary 1
- ESL R030B Vocabulario Bilingüe 2/Bilingual Vocabulary 2
- ESL R030C Vocabulario Bilingüe 3/Bilingual Vocabulary 3
(ESL R098D, E, F, G 2006-07)
- ENGL R030V Vocabulario/Vocabulary
(ENGL R098V 2006-07)
- ENGL R030S Ortografía/Spelling
(ENGL R098S 2006-07)
- ENGL R080 Desarrollo de Vocabulario/Developmental Vocabulary

Cursos generalmente enseñados de una manera bilingüe son:

AB R001-4 unidades

Introducción a la Carrocería (Nivel 2+)

AB R002-4 unidades

Clase Intermedia de Carrocería (Nivel 2+)

AT R010-3 unidades

Fundamentos de Mecánica Automotriz (Nivel 3+)

AT R014-4 unidades

Reparación de Frenos y Tren Delantero (Nivel 1+)

ENGL R030EV ABC-1-1-1 unidades

Vocabulario Bilingüe (Niveles 1, 2, 3)

MATH R009-3 unidades

Fundamentos de la Aritmética (Nivel 1)

MATH R011-5 unidades

Álgebra Elemental (Nivel 2)

PG R101AB-3 unidades

Planificación de Vida y Carrera (Nivel 2)

PE R124-1 1/2 unidades

Baile Folklórico Mexicano

SPAN R105-R106 -5 unidades

Español para el Hispanohablante

SPAN R107-3 unidades

Cultura y Civilización Hispánica

SPAN R108-5 unidades

Gramática Española y Composición

SPAN R117-3 unidades

Literatura Hispanoamericana

Servicios Financieros

El Colegio de Oxnard está dedicado a proveer asistencia financiera a los estudiantes que califiquen y que no puedan pagar el costo de su educación. El Servicio Financiero del Colegio de Oxnard ayuda a más del 43% de sus estudiantes con algún tipo de ayuda financiera. El Colegio de Oxnard participa en un sinúmero de programas Federales

y Estatales, diseñados para asistir a los estudiantes con sus gastos en el colegio. Becas "Grants" son dineros que no tienen que pagarse y están basados en la necesidad económica del estudiante. Los estudiantes deben de calificar con ciertas reglas Federales/Estatales para poder calificar.

Federal Pell Grant: Este programa está basado en la necesidad financiera del estudiante y la inscripción. Esta ayuda varía de \$200 a \$4,050 por año académico.

Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG es un programa de ayuda para los estudiantes que califican para el PELL GRANT. FSEOG es un programa dentro del Campus (fondos limitados). La ayuda depende de los fondos disponibles y están designados para los estudiantes con mayor necesidad económica. La ayuda varía de \$100 a \$800 por año académico.

Programa Federal de Trabajo/Estudio (FWS): FWS es un programa de ayuda-propia que provee trabajo de medio tiempo (generalmente en el campus) a los estudiantes no graduados y a los graduados (undergraduate and graduate). FWS es un programa en el Campus. Los fondos se adjudican según la necesidad del estudiante y si hay fondos disponibles. La ayuda varía de \$500 a \$3,000 por año académico.

State Cal Grants: Los programas de becas del Estado de California, es para estudiantes no graduados (undergraduates). La reciente expansión de este programa, incluye: Cal Grant A&B, Cal Grant A&B Competitivo, Cal Grant C y Cal Grant T. Los estudiantes deberán ser residentes de California y asistir a una institución educativa elegible en California. La ayuda varía de \$150 a \$1,551 por año académico.

Nuevos Programas de Cal Grant

Empezando con la clase de graduados del año 2000-2001, los estudiantes del cuarto año de Preparatoria y que satisfagan los requisitos académicos (3.0 GPA) para Cal Grant A; 2.0 GPA para Cal Grant B, y que estén dentro de cierto presupuesto económico y lo soliciten a tiempo, recibirán Cal Grant A o B. Todos los estudiantes de un colegio de la comunidad que satisfagan los otros requisitos del programa y lo soliciten a tiempo, recibirán un beneficio llamado "California Community College Transfer Entitlement" El Cal Grant T es solamente para estudiantes que planeen asistir a un programa para credencial de enseñanza e incluye un requisito de servicio de enseñanza.

Cal Grant A: Cal Grant A ayuda a los estudiantes de bajos recursos económicos con la colegiatura e inscripción a un colegio de 4 años. Los estudiantes que escogen asistir a un colegio de la comunidad podrán poner en reserva esta ayuda por 2 años hasta que se transfieran.

Cal Grant B: Cal Grant B provee un estipendio de vivienda (y algunas veces ayuda con la colegiatura de inscripciones) para estudiantes de bajos recursos económicos. Ayuda en el colegio de la comunidad está limitada para ayuda de vivienda, libros, materiales y transportación.

Cal Grant C: Cal Grant C es la ayuda para estudiantes inscritos en programas de carreras de educación (Certificado de Distinción/ AS diplomas) y no tienen planes de transferirse. La ayuda es para pagar libros, materiales y equipo.

Cal Grant T: Cal Grant T cubre un año de inscripción y colegiatura para un programa de preparación profesional de maestro. Los recipientes deberán enseñar en una escuela de bajo nivel por un año por cada \$2,000 que reciban durante 4 años.

Grant de Colegio de la Comunidad para Transferirse: Todos los estudiantes que satisfagan los requisitos de admisión para una institución de 4 años, sea menor de 24 años y satisfaga otros requisitos del programa, recibirán un Cal Grant A o B para asistir a un colegio de 4 años. Esto se activó para el año académico del 2002 - 2003.

Reglamentos Federales para Retiro (Withdrawal)

Reglamentos Federales requieren que los estudiantes permanezcan inscritos o se enfrenten con la obligación de pagar la ayuda financiera recibida. Los estudiantes que dejen TODAS sus clases antes de completar más del 60% del semestre, tendrán su ayuda financiera recalculada, basada en el porcentaje del semestre completado y tendrán que pagar una parte de la ayuda financiera recibida.

Becas

El programa de becas en el colegio consiste en becas consolidadas por medio de transacciones entre OC y donadores privados, y las becas que provienen de organizaciones locales en la comunidad. Aunque se toma en consideración la situación económica del estudiante, es necesario enfatizar que la elegibilidad se establece por medio de la elegibilidad del estudiante para satisfacer los requisitos académicos y otros estipulados por los patrocinadores de las becas.

El programa de becas está dirigido por el Centro de Carreras. Detalles específicos acerca de elegibilidad y procedimientos para aplicaciones se le provee en el folleto de becas del Colegio de Oxnard.

Centro de Salud/Seguro de Accidente

La cuota de salud que se le requiere pagar cuando se registra le dispone todos los servicios y programas del Centro de Salud Estudiantil. También le provee un seguro de accidente mientras está en el colegio.

El Centro de Salud (Enfermería), se encuentra en el edificio de Servicios para Estudiantes; provee múltiples servicios para la salud y cuando sea necesario, se darán recomendaciones para obtener servicios médicos fuera del colegio en la comunidad médica.

Los servicios que se prestan incluyen: primeros auxilios, examen y tratamiento de enfermedades, planificación familiar, pruebas de embarazo, exámenes de la vista y oídos, presión arterial, enfermedades venéreas, cáncer, tuberculosis e inmunizaciones contra el tétano. Otros servicios son: información sobre el abuso de drogas y alcohol, consejeros y conferencias. Los servicios de doctor, especialista de salud para mujeres, dermatólogo, psicóloga y enfermeras se obtienen con o sin cita.

Todo estudiante matriculado tiene derecho a estos servicios. Citas con un psicólogo están disponibles en el Centro de Salud. Llame para hacer una cita si tiene preocupaciones que están interfiriendo con sus metas académicas.

El horario para los servicios profesionales varía cada semestre e incluye horas por las tardes. Por favor consulte el folleto del Centro de Salud Estudiantil para los horarios específicos. Para ayuda rápida, se le recomienda hacer una cita.

Servicios a Veteranos

El Acta de Re-ajustamiento de 1966 (PL 89-358) proporciona asistencia educativa a veteranos que prestaron servicio militar activo por un periodo de más de 180 días.

La pensión básica mensual educativa por capacitarse puede pagarse a tiempo completo (12 unidades), a tres cuartos de tiempo (9 unidades), o a medio tiempo (6 unidades). Los veteranos también pueden calificar para recibir ayuda financiera.

A todo veterano recibiendo Beneficios Educativos de Veteranos se le requiere (1) entregar a la Oficina de Admisión y Registros los expedientes de cada colegio asistido previamente, y (2) completar un Formulario de Servicio al Veterano (VSF) con un consejero del colegio. Los cursos NO serán certificados para beneficios de VA hasta que esto se haya completado. Solamente los cursos que cumplan requisitos para su programa de estudio y objetivo de título que estén indicados en el VSF serán certificados para pago. Si el objetivo educativo es cambiado, el estudiante tendrá que completar un VSF nuevo.

Los Veteranos deben pedir certificación de inscripción cada semestre si quieren continuar recibiendo los beneficios.

Además de las normas de probación y destitución aplicables a todo estudiante, la Administración de los Veteranos requiere que adopten normas de progreso para la Certificación de Beneficios Educativos. La Oficina de Admisión y Archivos le notificará a VA que el progreso satisfactorio no se está llevando a cabo y no certificará la elegibilidad si el veterano ha sido destituido por reglamentos de progreso académico.

Hay procedimientos en que el crédito puede obtenerse por medio de instituciones cooperativas que pueden aceptarse por el colegio por otras experiencias militares.

Bajo reglamentos existentes de la Administración de Veteranos, un estudiante que repite un curso no es elegible para recibir beneficios de veteranos en la mayoría de casos. Los veteranos deben, por lo tanto, consultar con el/la Asistente de Veteranos en la Oficina de Admisión y Archivos antes de repetir un curso.

Organizaciones y Actividades Estudiantiles

La Asociación de estudiantes del Colegio de Oxnard (ASOC) fue fundada en 1975. Esta asociación tiene una gran responsabilidad con los estudiantes en general, clubes, y otras organizaciones.

El propósito de la asociación está en completa armonía con los objetivos del colegio, por ejemplo, oportunidades para el desarrollo personal y enriquecimiento educacional, liderazgo, y cooperación entre grupos.

Ser representante de ASOC exige un gran esfuerzo, pero da mucha satisfacción.

Las elecciones son dos veces por año, en el otoño y en la primavera. El término de cada puesto es por todo el año académico. Para lanzar su candidatura, el estudiante puede conseguir un formulario en la oficina de Actividades Estudiantiles. Para ser elegible como candidato, el estudiante debe tener un promedio de 2.5 o mejor y mantener este promedio durante su puesto. Cinco unidades es el requisito mínimo para correr para senador y oficial de relaciones públicas, y un mínimo de seis unidades es requerido para la candidatura de presidente, vicepresidente, secretario o tesorero.

Se les invita a todos los estudiantes a participar en las actividades que elijan ya sea el gobierno estudiantil, eventos musicales, atletismo, o actividades de los clubes.

Actividades Estudiantiles

Las actividades incluyen: gobierno estudiantil, clubes y organizaciones, ferias, talleres sobre desarrollo personal y liderazgo, y otros eventos de diversión. A todo estudiante se le invita a participar en cualquiera de nuestras actividades. Los clubes existentes invitan la participación de nuevos miembros. Se ofrece también un servicio de intercambio de información sobre vivienda, con tarjetas actualizadas proveídas por individuos que buscan u ofrecen vivienda.

El programa presta también información de servicio habitacional con tarjetas actualizadas que proveen individuos buscando este servicio.

Atletismo

Los "Códoros" del colegio compiten en la Conferencia Oeste del estado. Existen equipos para varones de balompié, baloncesto, béisbol, atletismo y maratón. Las mujeres compiten en balompié, baloncesto, maratón y atletismo.

Los estudiantes que participan en atletismo deben estar inscritos en clases que sumen un total de 12 unidades o más durante la temporada en que estén jugando un deporte y deben mantener un promedio de 2.0. Deben completar un total de 24 unidades o más antes del comienzo del semestre de la segunda temporada en que participen. Se requiere

que todos los estudiantes firmen un contrato académico estipulando las clases que estudian mientras asisten al colegio de Oxnard.

Centro de Información Estudiantil y Transferencia

El Centro de Información Estudiantil y Transferencia del Colegio de Oxnard colabora con el programa de estudiantes mentores de PASS para proporcionar los servicios de apoyo necesario para promover el éxito educativo y ocupacional. Estos servicios consisten en ayuda relacionada a Admisión y Registros, Matriculación, Ayuda Financiera, información de consejería académica, EAC, y EOPS.

Centro de Transferencia

El Centro de Transferencia proporcionará asesoría de transferencia a instituciones públicas y privadas de educación superior. Los catálogos de colegio, el computarizado Programa ASSIST de información académica junto con el/la consejero/-a del Centro de Transferencia puede ayudar al estudiante a desarrollar un plan educativo.

Hable con representantes universitarios sobre sus oportunidades de transferirse. Asesores de varias instituciones públicas y privadas están presentes en el Colegio cada semestre para sostener citas con estudiantes individualmente, para evaluar sus expedientes académicos, dirigir talleres sobre procedimientos de transferencia, y proporcionar servicios de ayuda con la solicitud de admisión.

Obtenga información sobre Garantías de Admisión de Transferencia. Aprenda acerca de Acuerdos de Admisión y de Garantías de Admisión de Transferencia (TAA y TAG) que el Colegio de Oxnard tiene para darles prioridad a los estudiantes en obtener la admisión a colegios y áreas de especialización académica. Actualmente, Oxnard tiene acuerdos con la Universidad de California en Santa Bárbara, UC Santa Cruz, UC Riverside, la Universidad del Estado de California en Northridge, CSU Channel Islands y la Universidad Luterana de California.

Biblioteca/Centro de Recursos de Aprendizaje

En este edificio se ubican la Biblioteca del Colegio, el Centro de Aprendizaje, el Laboratorio de Destrezas Académicas y el Laboratorio de Acceso Abierto, el Centro de Medios, el Centro de Matemáticas, el Centro de Tutoría Académica y el Centro de Escritura.

Biblioteca

<http://www.oxnardcollege.edu/library/index.asp>

La Biblioteca del Colegio de Oxnard apoya el currículum con proporcionar 34,000 libros, 87 revistas impresas y bases informáticas para cumplir con las necesidades diversas de información de los estudiantes, profesores, personal y comunidad. Las bases informáticas accesibles a la comunidad del Colegio de Oxnard son Biography Resource Center, CQ Researcher, Health & Wellness, FACTS.com y ProQuest. El acceso desde afuera del colegio a la colección electrónica está disponible a todo estudiante actualmente inscrito, al profesorado y al personal. Para acceder las bases informáticas desde su casa:

1. Señale el indicador a <http://www.oxnardcollege.edu/library/index.asp>
2. Click en "Online Databases" (desde la Biblioteca solamente).
3. Click en "Oxnard College Library Remote Access Login" (instrucciones para acceder desde afuera).
4. Escriba su número de seguro social o número de identificación estudiantil y PIN, siguiendo instrucciones (para acceso desde afuera).
5. Seleccione la base informática de la lista de "Oxnard College Library On-Line Resources".

El personal reserva el derecho a fijar prioridad a la investigación académica. El Centro de Aprendizaje, ubicado en el segundo piso, ofrece un Laboratorio de Acceso Abierto de Computación, Infórmese

en el Escritorio de Circulación sobre las reglas y prestación, tarjetas para el uso de la biblioteca, reservación de libros y preguntas de índole general. El periodo de prestación de materiales es de tres semanas. Los materiales de reserva se pueden pedir por el número del curso en el Escritorio de Circulación. El Escritorio de Referencia está para asistirle en cuestiones de información sobre libros, referencia y trabajos asignados de clases o prestaciones de libros de otras bibliotecas. Otros servicios disponibles incluyen visitas de introducción y orientación a la biblioteca, como también la facilidad de imprimir o fotocopiar documentos. Los bibliotecarios profesionales están disponibles durante el día y las tardes para asistirle. Al estudiante se le recomienda utilizar al máximo la Biblioteca y sus recursos.

Puede dirigir sus preguntas al personal de la Biblioteca llamando al (805) 986-5820 o 986-5800 ext.1971.

Centro de Aprendizaje

El Centro de Aprendizaje en el Colegio de Oxnard está situado en el segundo piso de la Biblioteca. Por medio de una variedad de materiales de aprendizaje programados, que abarcan muchas disciplinas, el Centro de Aprendizaje proporciona una gama enorme de servicios que suplementan la instrucción de cursos a través del currículum y promueven el estudio independiente individualizado. La variedad de servicios están a la disposición del estudiante, el profesorado, personal y miembros de la comunidad.

Módulos de instrucción individualizada están disponibles por crédito académico en la lectura (para aumenar la rapidez y comprensión), la escritura, el deletreo, vocabulario, tomar apuntes, recursos bibliotecarios, habilidades para el estudio, tomar exámenes objetivos y de redacción escrita, repaso de gramática y de puntuación, y escritura de trabajos investigativos. Los cursos le ofrecen al estudiante la oportunidad de aprender a su propio paso. Medios tecnológicos y materiales autodidácticos también están disponibles para suplementar la instrucción de los cursos o para el estudio independiente.

Hay instructores que sostienen horarios para asistirle al estudiante en áreas de habilidades académicas y otras disciplinas durante el día y la tarde. Videos de cursos grabados están a la disposición visual del estudiante.

Las computadoras están disponibles para el acceso de webSTAR, o de investigación académica. Se permite imprimir a 10 centavos la página. Las Tarjetas para Imprimir se pueden comprar al fondo de la Biblioteca.

Visitas de orientación al se ofrecen y se recomiendan por cita. Se proporciona servicio de recuperación de exámenes. Para informarse del horario durante el semestre, llame al Centro de Aprendizaje. El horario de verano puede variar. El Centro de Aprendizaje permanece cerrado los fines de semana y todos los días festivos.

El Centro de Aprendizaje del Colegio de Oxnard tiene un personal disponible a asistirle con sus necesidades de recursos académicos. Puede dirigir sus preguntas al personal llamando al (805)986-5800 x1974 o al (805) 986-5839.

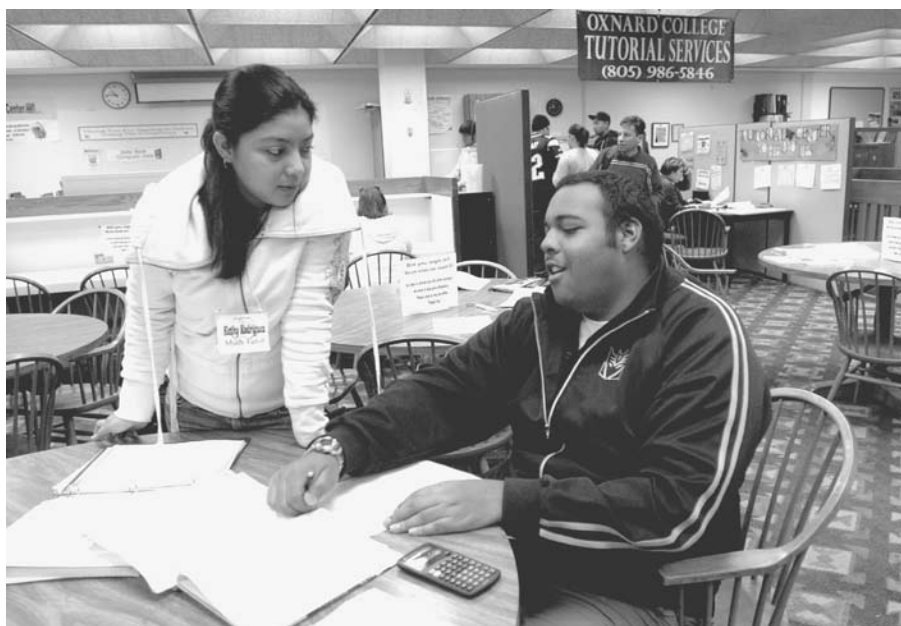
Servicios de Tutoría Académica

El Centro de Tutoría Académica del Colegio de Oxnard, ubicado en el segundo piso de la Biblioteca en el Edificio de Recursos de Aprendizaje, proporciona servicios de tutoría académica gratuitos a todo estudiante inscrito que quiera fortalecer sus habilidades y destrezas académicas. La tutoría se ofrece por estudiantes del colegio por medio de uno de los centros principales; no hay necesidad de hacer cita por anticipación. El Centro de Destrezas en Escritura ayuda con proyectos de redacción/investigación en cualquier materia y a cualquier nivel del proceso de aprendizaje. El Centro de Destrezas en Matemáticas ayuda con cursos en ciencias y desde matemáticas básicas hasta cálculo.

Los tutores académicos tienen historiales académicos sobresalientes y son seleccionados a base de sus logramientos en la materia que manejan como tutores, habilidad en comunicación, y su manera de entender y apoyar a otros estudiantes positivamente.

La misión del Centro Tutorial del Colegio de Oxnard es de ayudarle al estudiante a aprender a llevar adelante sus estudios independientemente por medio del uso de destrezas de estudio y estrategias que le ayudarán a tener éxito en todos sus cursos. Estos servicios proporcionados por el Centro de Tutoría académica no tienen la intención de sustituir la instrucción directa dictada por los profesores, sino están diseñados a realzar los hábitos de estudio y aprendizaje del estudiante.

Visite el Centro de Tutoría o llámenos para más información al 986-5846. Nuestro personal atento estará contento de servirle.



Oxnard College tutors assist students in the OC Learning Center.

Economic Development Programs

Workplace Learning Resource Center and Training Institute

Sponsored by the California Community College Economic Workforce Development (CCCEWD), the Workplace Learning Resource Center specializes in helping employers to assess the training needs of their employees, to design customized curriculum to meet their special needs and to provide employees with the opportunity to maintain and improve their workforce skills through classroom training. These resources are shared with our eight community colleges in Region VI. Each college provides the vehicle for on-site training through contract education. Oxnard College generates workforce training through the Training Institute which provides training in management and leadership, customer service, sexual harassment prevention, Vocational English as a Second Language, basic math skills, computer literacy and other areas of workforce development.

The overall goal of the Workplace Learning Resource Center is to help employers remain competitive within their respective industry. For additional information, contact: Lucia A. Haro, M.S., Project Manager (805) 986-5874

Center for International Trade Development

Sponsored by the California Community College Economic Workforce Development (CCCEWD), the Center for International Trade Development (CITD) specializes in helping businesses and entrepreneurs in the international arena. The center provides free or low-cost services to assist regional companies in conducting business abroad. Services include one-on-one technical assistance and consulting, market research, trade leads, training and educational programs. The center also provides information to businesses in the areas of distribution and logistics, export/import documentation, marketing, laws and regulations, cultural awareness, and others. The purpose of the CITD is to enhance the competitive strength of California businesses in the international marketplace and support international trade in local communities through partnerships with the state agencies like the California Department of Food and Agriculture to federal agencies like the US Department of Commerce and the Export-Import Bank of the United States. The center offers the "Going, Going Global International Trade Certificate" workshops and, in conjunction with SCORE, the "Starting & Managing Your Own Small Business" workshops to the community and students year-round.

For additional information, call 805-986-5896 or email citd@veccd.edu. Additional information on international trade can be found on the statewide CITD web site, <http://www.citd.org/>



Dr. Christine Tafoya describes the academic requirements for the Dental Hygiene Program with prospective students.

Programs, Degrees, Awards, and Transfer Information

Planning Your Education

Counseling Office

LRC 22
805-986-5816

Counseling Faculty

Chair: Juan Hernandez
Margarita Corral
Daniel Goicoechea
David Lopez
Ralph Smith
Emma Waits

Counseling Support Staff:

Lucy Paez -Student Services Asst. I/Bilingual.

Transfer Center

LRC 6
805-986-5837

Transfer Center Coordination & Counseling:

Olivia Menchaca & Cesar Flores
Articulation Officer: Shannon Ordoñez

Transfer Center Support Staff:

Marisa Gonzalez -Clerical Asst. I/Bilingual

Make Educational Choices to Support Your Goals.

Why are you attending Oxnard College?

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

Planning is Critical

You may already know what you want to accomplish while enrolled at Oxnard College or you may be unaware of your options and what is necessary to reach your goals. Counseling at Oxnard College is available to help you identify your goals and to create an education plan that will help you achieve those goals. Counselors can also assist undecided students in clarifying what their goals are. It is to the student's advantage to develop an Educational Plan as soon as possible. Schedule a counseling appointment to start exploring the possibilities.

Proof of Your Success

Regardless of what you choose to accomplish at Oxnard College, you can take proof of your hard work with you in an award. Oxnard College offers three distinct types of awards showing educational achievement. If you are hoping to apply skills and knowledge to the job market once you have finished at Oxnard College, having proof of your accomplishments can be an asset. **Proficiency Awards** show that you have successfully completed one or more courses in a targeted career or skills area. **Certificates of Achievement** require concentrated study in a specific skill or knowledge area. **Associate degrees** are awards that are broader in scope than certificates because they require coursework in an array of disciplines to broaden your learning experience and strengthen your critical thinking skills. This is referred to as **General Education**. See a counselor to help determine which pattern you should follow.

What do you want to do at Oxnard College?

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

Choosing an Educational Goal

Which Educational Program is Right for You?

The chart below shows the different opportunities available at Oxnard College to prepare you for your chosen career and the type of recognition you will receive for completing these programs. Schedule an appointment with a counselor to help your specific educational goals. A list of all awards offered at Oxnard College can be found on the following page.

Take a Proficiency Award to work

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



Take a Certificate of Achievement to work

Certificates of Achievement require concentrated study in specific skill or knowledge areas. Certificates require more units and generally provide more depth than a proficiency award.



Take an Associate Degree to work

Most Associate degree majors at the College are applicable to the local job market. In addition to a major or area of emphasis, an Associate degree requires courses referred to as general education. Review the catalog to identify which of the many majors might interest you. Oxnard College also offers a general degree called General Studies* Pattern I.



Transfer to a four-year school

Oxnard College has a college and university preparation pathway through which you can earn an associate degree while completing coursework that applies toward a Bachelor's degree. In addition to completion of a GE pattern chosen with your transfer institution's requirements in mind, you will need to choose and complete a major or area of emphasis from the catalog. There are two General Studies* patterns designed specifically for transfer students with areas of emphasis offering courses typically required for major preparation at UC and CSU campuses.



Curriculum, Degrees, Awards, and Certificates

	associate degree courses	proficiency award certificate		
Addictive Disorders Studies				
• Addictive Disorders Studies	X	X	X	
• Addictive Disorders Studies in the Criminal Justice System	X	X	X	
African-American Studies	X			
Air Conditioning & Refrigeration				
• Air Conditioning & Refrigeration	X	X	X	
American Sign Language	X			
Anthropology				
• Anthropology	X	X		
Area Studies	X			
Art				
• Art	X	X		
• Art Two-Dimensional Studio	X	X		
• Art Three-Dimensional Studio	X	X		
Asian-American Studies	X			
Assistive Computer Technology	X			
Astronomy	X			
Automotive				
• Automotive Body and Fender Repair	X	X	X	
• Automotive Technology	X	X	X	
Biological Sciences				
• Anatomy	X			
• Biology	X	X		
• Microbiology	X			
• Physiology	X			
Business				
• Accounting	X	X	X	
• Business	X	X		
• Business Management	X	X	X	
• Marketing	X	X	X	
Chemistry	X			
Chicano Studies	X			
Child Development				
• Child Development	X	X	X	
• Family Day Care Provider Option	X	X	X	
Communications - Radio, Motion Picture and Television				
• Television Production Option	X	X		
Computer Information Systems				
• Administrative Assistant	X	X	X	
• Computer Information Systems	X	X	X	
• Office Microcomputers	X	X	X	
• Office Operations Preparation				X
Cooperative Work Experience	X			
CSU GE-Breadth	X		X	
Dental Assistant	X		X	
Dental Hygiene				
• Dental Hygiene	X	X		
Disability Studies	X			
Economics				
• Economics	X	X		
Education	X			
Employment Preparation	X			
Engineering	X			
Engineering Technology				
• Computer Networking	X	X	X	
• Engineering Technology Option	X	X	X	

	associate degree courses	proficiency award certificate		
English				
• English	X	X		
English as a Second Language	X			
Fire Technology				
• Fire Technology (Pre-Service)	X	X	X	
• Fire Technology (Administrative Fire Services)	X	X	X	
• Fire Technology (In-Service)	X	X	X	
General Studies**		X		
Geography	X			
Geology	X			
Health Education	X			
• Health Information Technology		X		
History				
• History	X	X		
Culinary Arts & Restaurant Management				
• Culinary Arts	X	X	X	
• Restaurant Management	X	X	X	
IGETC	X		X	
Interdisciplinary Studies	X			
Japanese	X			
Learning Skills	X			
Legal Assisting				
• Legal Assisting	X	X	X	
Marine Studies				
• Marine Studies	X			X
Mathematics				
• Mathematics	X	X		
Multimedia Studies				
• Art/Graphics Option	X	X	X	
• Broadcast/Television Option	X	X	X	
• Business Option	X	X	X	
• Music Option	X	X	X	
• Programming Option	X	X	X	
• Web Design Option	X	X	X	
Music	X			
Personal Growth/ Leadership	X			
Philosophy				
• Philosophy	X	X		
Physical Education	X			
Physical Science	X			
Physics	X			
Political Science				
• Political Science	X	X		
Psychology				
• Psychology	X	X		
Sociology				
• Sociology	X	X		
• Human Services Option		X		
Spanish				
• Spanish	X	X		
Special Education	X			
Speech	X			
Television (see Communications)				
** Submitted for State approval				

ASSOCIATE DEGREES

Awarded to students who have successfully completed a minimum of 60 semester units in general education courses with at least 18 units in one curriculum area. New requirements for the General Studies degree are effective Fall 2008 for students enrolling for the first time at Oxnard College.

CERTIFICATES OF ACHIEVEMENT

Awarded to students who have successfully completed an approved program.

PROFICIENCY AWARDS

Departmental Awards for students completing a prescribed program.

Choosing an Educational Goal

Earn a Proficiency Award



A Proficiency Award may be given upon successful completion of a course or series of courses as designated in the college catalog. See previous page for listing of all awards.

1. **Select a Proficiency Award** from the College Catalog and complete all course requirements specified.
2. **Earn a cumulative grade point average of not less than 2.0** in all coursework attempted.
3. **Apply for your award** through selected instructional departments.

Earn a Certificate of Achievement



Certificates of Achievement are granted in specific career and technical education areas. See previous page for listing of all certificates available at Oxnard College.

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

Earn an Associate Degree



Associate Degrees consist of a major or area of emphasis and general education. Two types of associate majors are offered. (1) Career and Technical specialties that are generally completed in two years of college study and are usually sufficient for entrance into an occupational field, and (2) college or university parallel programs that are like the first two years of a four year university curriculum.

1. **Fulfill the general education courses required** for the Associate degree option selected.
2. **Choose from these two options:**
 - A.A. or A.S. in a specific major. Available majors are listed on pages 46 and 50.
 - A.A. in General Studies, Pattern I or II or III*. See pages 51-53.
3. **Complete a minimum of 60 degree-applicable units** (General Studies Pattern II & III require all 60 units to be **transferable** units).
4. **Earn a cumulative grade point average of not less than 2.0** for all college and university work attempted.
5. **Complete the college's other graduation requirements** in competency and residency. See page 49.
6. **Apply for your degree.** The Associate in Arts degree (A.A.) is not automatically awarded when you complete the requirements. You will need to file an application for the degree in the Counseling Office after enrolling in courses for the semester in which you intend to graduate. Requirements may be completed during any semester or summer session. Please note the graduation ceremony is held only at the end of the spring semesters.

*Submitted for state approval.



Bachelor's Degree: sometimes called baccalaureate degrees, they generally require 4 to 5 years of study at a university or college approved to grant these degrees. A Bachelor's degree requires completion of both lower and upper division courses. Community colleges offer only lower division courses, providing students with the opportunity to complete the equivalent of their first two years of study prior to transferring.

Once students transfer, they will complete mainly upper division coursework at the university. The Bachelor of Arts (BA) and Bachelor of Science (BS) are the most common baccalaureates, and both include general education courses, a major and electives. The BS is more likely to be awarded in the sciences, math and for professional or technical fields of study. BA degrees are more often awarded in the humanities and arts. However, there are no absolute differences between the degrees, and policies concerning their award vary from college to college.

1. Explore Transfer Opportunities:

- California State University (CSU)
- University of California (UC)
- Independent or Private College or University
- Out-of-State College or University

2. Schedule an appointment with a counselor in the Counseling Office or Transfer Center to:

- Determine requirements for admission, major preparation, and general education
- Develop an educational plan

3. Talk to a university admission representative to refine your educational plan and get answers to your questions:

- The Transfer Center hosts local university representatives and can schedule your appointment
- Transferring further away? University admission representatives are available by phone and e-mail to assist you. Visit the website of your chosen university for contact information.

4. Complete the transfer requirements for your selected institution(s).

5. Apply to the institution(s) selected by the posted deadlines.

6. Apply for financial aid using the FAFSA (www.fafsa.org) and begin searching for outside scholarship opportunities.

7. Visit the college(s) or universities to which you are applying (if you haven't yet done so) to see what each campus has to offer.

8. Choose the campus that best meets your needs and commit to that campus by signing a letter of intent and paying any deposits necessary by posted deadlines.

9. Don't forget to send your final official transcripts!

Associate Degree

Graduation Requirements

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

Associate in Arts Degree Associate in Sciences Degree

Basic Requirements

1. **Competency:** Demonstrated competency in reading, written expression, and mathematics.
 - a. **Reading** -minimum competency in reading is satisfied by completion of the requirements for the associate degree.
 - b. **Written expression** -minimum competency in writing is satisfied by completion of the requirements for the associate degree.
 - c. **Mathematics** -minimum competency in mathematics is satisfied by successful completion (A, B, C, CR, or P) of a mathematics course in elementary algebra (or higher) which includes demonstrated ability to: perform operations with real numbers; solve linear equations and inequalities of one variable; perform operations with polynomials; solve rational equations or quadratic equations; solve problems containing ratios; solve equations containing proportions; and graph linear equations.
2. **Units:** Completion of at least 60 semester units of degree-applicable college coursework.
3. **Scholarship:** A cumulative grade point average of not less than 2.0 in all degree-applicable college and university coursework attempted.
4. **General Education:** Completion of the general education requirements as specified.
5. **Major or Area of Emphasis:** Completion of all courses (at least 18 semester units) required in a curriculum specified in the College Catalog. Courses used for Areas of Emphasis must be completed with a grade of C or better.
6. **Residency:** Completion of the last 12 semester units in residence at the college granting the degree selected from courses required for graduation, if in attendance at the time of qualifying for graduation. If the student designates a specific major, then at least 6 of the 12 units must be selected from major courses.

If not in attendance at the time of qualifying for graduation, completion of 24 units in residence at the colleges of the Ventura County Community College District to include at least 12 semester units in residence at the college granting the degree, selected from courses required for graduation.

If the student designates a specific major, then at least 6 of the 12 units must be selected from major courses. The governing board may make exceptions to the residency requirements in any instance in which it is determined that an injustice or hardship would otherwise be placed upon an individual student.

Military students are expected to complete a minimum of 12 units in residence. Units may be completed traditionally or non-traditionally or through a combination of both.



A.A. or A.S. Degree in Specific Majors

A.A. or A.S. Degrees in specific majors requirements:

1. Complete Oxnard College's general education requirements areas (A-E) See page 56 for list of approved courses that meet the following areas:
 - A. Natural Sciences -a minimum of 6 units
 Biological Science, one (1) course
 Physical Science, one (1) course
 - B. Social and Behavioral Sciences -a minimum of 6 units
 American History and Institutions, one (1) course
 Social and Behavioral Sciences, one (1) course
 - C. Humanities
 Fine or Performing Arts, one (1) course
 Humanities, one (1) course
 - D. Language and Rationality -a minimum of 6 units
 English Composition, one (1) course
 Communication and Analytical Thinking, one (1) course
 - E. Health/Physical Education -a minimum of two (2) courses
 Health Education, one (1) course
 Physical Education or Dance activity course, one (1) course

2. Complete a major (a minimum of 18 units) from the following list:

<ul style="list-style-type: none"> Accounting Addictive Disorder Studies Addictive Disorder Studies in Criminal Justice System Administrative Asst. Air Conditioning & Refrigeration Anthropology Art Art: Two-Dimensional Studio Art: Three-Dimensional Studio Automotive Body & Fender Repair Automotive Technology Biology Business Business Management Child Development 	<ul style="list-style-type: none"> Computer Information Systems Computer Networking Culinary Arts Dental Hygiene Economics Engineering Technology English Family Day Care Provider Fire Technology (Pre-Service) Fire Technology (Admin. Fire Services) Health Information Technology History Legal Assisting Marketing Mathematics 	<ul style="list-style-type: none"> Multimedia: Art/Graphics Broadcast/TV Business Music Programming Web Design Office Microcomputers Philosophy Political Science Psychology Restaurant Management Sociology Sociology: Human Services Spanish Television Production
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3. Complete a total of 60 degree applicable semester units (including GE and major).
4. Complete other graduation requirements in competency, scholarship, and residency (see previous page for details).
5. Apply for degree.



A.A. Degree in General Studies Pattern I

General Studies (A.A) Pattern I*

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

1. Complete the college's general education requirements to include areas A-F (page 56)
2. Choose an area of emphasis from one of three categories listed below.
 - Complete a minimum of 18 units in the chosen area with a grade of "C" or better (or a "P") in each of the courses selected within the chosen area.
 - Complete a minimum of 6 of the 18 units within a single discipline.
3. Complete a minimum of 60 degree-applicable units.
4. Complete the college's other graduation requirements in competency, scholarship, and residency.
5. Apply for the degree.

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

* Submitted to the State for approval.

Areas of Emphasis

Natural Sciences Emphasis

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

ANAT R100/L, R101; **ANTH** R101; **AST** R101/L; **BIOL** R100/L, R101/L, R120/L, R122/L, R170; **CHEM** R100/L, R104, R110, R112, R120, R122, R130, R132; **GEOG** R101/L, R103; **GEOL** R101/L, R103/L; **MICR** R100/L; **MST** R100/L, R103/L, R122, R160, R175, R190, R195; **PHSC** R170; **PHSO** R100/L; **PHYS** R101/L, R102/L, R121, R122, R131, R132, R133; **PSY** R105

Social and Behavioral Sciences Emphasis

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

AAS R101; **ANTH** R102, R103, R105, R106, R107, R110, R111, R113; **BUS** R186; **CD** R102, R103, R106, R108, R130; **CHST** R101, R107, R108, R114; **ECON** R100, R101, R102; **EDU** R122; **GEOG** R102, R104; **HIST** R100A, R100B, R102, R103, R104, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R119, R120, R121; **IDS** R102, R150, R151; **PHIL** R109, R110, R114; **POLS** R100, R101, R102, R104, R105, R106, R107, R108, R189A; **PSY** R101, R102A, R104, R107, R108, R110, R111, R112, R114, R131, R135; **SOC** R101, R102, R103, R104, R105, R106, R107, R108, R110, R111, R114, R116, R118, R122; **TV** R100

Arts and Humanities Emphasis

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

ART R101, R102, R103, R104A, R104B, R106A, R106B, R118, R150A, R152A, R152B, R152C, R189A; **ASL** R101, R102, R103, R104, R105; **ENGL** R103, R104, R105, R107, R108, R111, R112, R130, R131, R132, R151, R152, R153, R154, R157; **HIST** R100A, R100B, R105, R106, R109, R111, R117, R118, R119; **IDS** R101A, R101B, R110; **JAPN** R101, R101A, R101B, R102; **MUS** R101, R102A, R102B, R102C, R102D, R103A, R103B, R104, R105, R106, R107A, R107B, R107C, R107D, R110A, R115, R116, R119, R124, R189A; **PHIL** R101, R102, R103, R104, R105, R106, R108, R110; **SPAN** R101, R101A, R101B, R102, R103, R104, R105, R106, R107, R117, R118; **SPCH** R101, R108, R109; **TV** R100, R102, R103, R104, R105



A.A. Degree in General Studies Pattern II and III

General Studies Pattern II*

This pattern is intended for students who are planning to transfer to a four-year university in high-unit majors or where completion of CSU GE or IGETC is not appropriate or advisable.

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

General Studies Pattern III*

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

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

*Submitted for State approval.

2. Complete local graduation requirements (GE areas E & F from page 56) to include:
 - Health and Physical Education
 - Women's Studies/Ethnic Studies

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

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

Areas of Emphasis

Natural Sciences or Mathematics Emphasis

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

ANAT R100/L, R101; **ANTH** R101; **AST** R101/L; **BIOL** R120, R122; **CHEM** R110, R112, R120, R122, R130, R132; **GEOG** R101, **GEOG** R101L, **GEOG** R103; **GEOL** R101/L, **GEOL** R103/L; **MATH** R105, R106, R115, R116, R120, R121, R122, R125; **MICR** R100/L; **PHSO** R100/L; **PHYS** R101/L, R102/L, R121, R122, R131, R132, R133

Areas of Emphasis for General Studies Pattern II and III

(continued)

Social and Behavioral Sciences Emphasis

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

ANTH R102, R103; **ECON** R101, R102; **GEOG** R101, R101L, R102, R103; **HIST** R100A, R100B, R102, R103; **POLS** R100, R101, R102, R104, R105, R108; **PSY** R101, R103, R105; **SOC** R101, R102, R103, R111

Arts and Humanities Emphasis

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

ART R102, R103, R104A, R104B, R106A, R106B, R108A, R126A; **ENGL** R103, R104, R105, R107, R108, R111; **JAPN** R101, R102; **MUS** R102A - R102D, R104, R105, R107A - R107D, R152A - R152D; **PHIL** R102, R105, R106, R107, R111; **SPAN** R101, R102, R103, R104, R105, R106

Liberal Studies Emphasis (for elementary teaching and special education)

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

BIOL R101/L; **EDUC** R122; **HIST** 100A, R102; **MATH** R102; **PHSC** R170; **POLS** R101

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

General Education

Statement of Philosophy & Rationale

Adopted 3/17/99)

Opening Statement

General Education is an essential part of the curriculum at Oxnard College. A rich variety of general education courses is arranged under the headings of Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, Physical Education and Health, and Ethnic/Women's studies. Each of these areas of study represents a distinctive process of learning developed by scholars using their discipline's accepted methods of research. Completion of the general education requirements listed under the Approved General Education Course List for A.A. and A.S. Designated Degrees is required for graduation from Oxnard College.

The framework of general education is based upon Title 5 requirements in the California Education Code and corresponds to the general education patterns of the University of California, California State University, and other four year colleges and universities throughout the nation. Several general education patterns including the IGETC format are listed in this Catalog. Students seeking to transfer to any four year school are advised to complete their general education before they transfer. Counseling assistance in planning general education choices is available.

The rationale for general education requirements is ancient and deeply rooted in a positive affirmation of human potential. Developing this potential has been linked to the study of the imaginatively-rich and culturally-diverse heritage of humanity. The academies of Greece and Rome and the early universities of Europe (Bologna, Paris, Salamanca, Oxford) and the universities established in the Americas (Mexico, San Marcos, Harvard) required their students to complete a liberal arts curriculum which is remarkably similar to present day patterns of general education. The expectation then and now was that by completing a curriculum that included language arts, fine and performing arts, natural sciences, social sciences, mathematics, logic, analytical philosophy and physical education, a student would develop an honest, insightful, sensitive and moral capacity to think, communicate and live a fully human life. A well-educated human being would understand the value of participating in the civic life of the community and contributing to the well being of others.

These goals of general education are promoted and kept relevant by an on-going revision and expansion of the content of general education courses. In this way new research and vital perspectives on all the cultures evident in world history and human experience are included in the curriculum.

To simply regard general education as a set of burdensome requirements and limit one's own exploration of the general education curriculum is to short-change one's educational opportunities at Oxnard College. Students are advised to choose their general education courses with an imaginative sense of their own authentic interests and well-being.

A liberal arts education can help a student develop an inner capacity for both thoughtful contentment and flexible perseverance in living through the changing cycles of human experience. Through the assimilation of general education subjects and methods of inquiry, students can become wiser, more creative, more tolerant, happier, and more responsible participants in human history.

Specific Aims

To promote a rich and effective general education program, the following aims have been defined by the faculty of Oxnard College:

General

To introduce students to several areas of academic discourse and the methods of inquiry developed in each area. To illustrate the depth, breadth, and diversity of knowledge inherited from centuries of human effort to learn. To offer universal access to a broad range of interesting and academically sound college-level courses to all members of the community, including those with specialized education needs.

To demonstrate the connections between ideas and historical reality and between ethical values and social experience.

To educate broad-minded and insightful students who are capable of reasoned and responsible decisions in many arenas of life.

Transfer Education

To enable students to complete, in an accessible, affordable and achievable way, the general education courses needed or transfer to a four-year institution.

To prepare students for the academic rigors of higher levels of education including professional schools.

To provide a diverse and well-rounded education for all transfer students as a foundation and supplement to their technical or specialized course work.

Individual Growth & Career Development

To develop in students an awareness of their potential for learning and intellectual understanding based upon the skills and insights they can develop within themselves.

To awaken creativity, sensitivity, and communication skills in each student. This includes a capacity for confident access to all modes of information technology.

To enable students to make an informed judgment about the purpose and requirements for continuing their college education.

To encourage students to actively pursue life-long learning above and beyond the requirements of career education.

To develop in students the learning skills and the broad base of knowledge that will promote success in their chosen career or profession.

To enable students to participate both competitively and cooperatively in the work place and global economy of the 21st century.

To help students see the interdependence between their individual efforts to earn a living and the macro-dynamics of the global economy.

Critical Thinking Skills

To teach students how to recognize clear and defensible modes of reasoning as distinguished from fallacies and rationalizations.

To encourage students to articulate their own thoughts clearly and reasonably and to analyze fairly the statements and arguments of others.

To teach the distinction between facts and values, descriptive statements and prescriptive norms, relative values and absolute values in order to help students engage in scientific, social, and moral discourse more effectively.

To develop the critical thinking and problem solving skills which enhance the influence of students in work and community activities.

Multi-Cultural Appreciation

To introduce students to a wide range of cultures as presented in art, literature, religion, mythology, music, drama, dance, and social practice.

To encourage understanding and tolerance of the variety of viewpoints arising from both individual and cultural diversity.

To invite appreciation of the ideas and values implicit in the multi-cultural heritage of humanity.

To teach the relevance of multi-cultural sensitivity to a rewarding and effective life in the global community.

To encourage students to explore their own cultural identity and consider ways of transposing their cultural heritage into contemporary expressions of value.

To provide students with continuous opportunities to develop themselves through involvement in art, music, dance, drama, debate, and creative writing.

Community Life

To promote students' awareness of the educational and cultural activities in their community and to encourage them to become life-long supporters of public access to the arts.

To enhance general education at Oxnard College by inviting on campus a variety of speakers and groups to provide cultural and civic vitality to campus life.

Civic Responsibility

To develop informed and responsible citizens who understand and value the need for active participation in the public and political life of the community, the nation, and the world.

To help students understand that there are a great variety of ways to participate in civic life ranging from creative imagination and expression to direct action.

To teach students the fundamental concepts of authority, law, and justice that support constitutional and representative institutions of government.

To educate students about universal declarations of human rights and the world-wide aspirations for human freedom and opportunity expressed in such declarations.

To promote the understanding that cooperation and peaceful resolution of disputes are the most morally defensible and

practical ways to work through conflicts at all levels of social experience.

To generate in students a desire to give something back to the society that has offered them the opportunity to educate themselves, choose a livelihood and settle into a life of family, religious and community interests.

Programs

Oxnard College offers a wide variety of general and occupational programs leading to a certificate of achievement or an associate degree. These programs, which can be completed in two years or less, prepare the graduate for many excellent career opportunities in the community.

Oxnard College offers courses, designate degrees and certificates, and license/permit preparation as indicated in the chart on page 46.

Graduation Requirements

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

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

Graduation Application Procedures

Students may apply for graduation by scheduling a counseling appointment to submit an application for graduation. The student may elect to be either a fall graduate or a spring graduate, depending upon the completion of all necessary graduation requirements; however, formal graduation ceremonies are conducted only at the conclusion of each academic year. The deadline dates for submission of graduation applications are printed in the Oxnard College schedule of classes.

If for any reason a student fails to submit an application prior to the published deadline, he/she may submit the application for the following graduation period.

The Vice President of Instruction shall make determinations regarding major requirements and general education. The Vice President of Student Services shall be the arbiter when questions of interpretation arise concerning courses from other colleges and universities, lower division transfer requirements, major requirements and all other questions which may arise involving graduation.

It is the responsibility of the graduating student to process the application for graduation through a counseling appointment and then file it with the Admissions and Records Office.

Applications can be made for graduation in the spring, summer or fall terms. Filing should be completed during the term the graduating student is completing the final classes required, no less than eight (8) weeks prior to the completion of that term.

Oxnard College General Education Requirements

All AA or AS degrees in specific majors require completion of the Oxnard College General Education requirements A-E listed below. The A.A. degree in General Studies Pattern I also requires completion of the Oxnard College General Education requirements but has the additional requirement of area F. While the A.A. in General Studies degree Patterns II and III have their own general education requirements, they also require area F from this course list to meet district requirements.

<p>A. <u>NATURAL SCIENCES</u> (a minimum of 6 semester units with ONE course from section 1 Biological Science & ONE course from section 2 Physical Science)</p> <p>1. BIOLOGICAL SCIENCE: <u>ANAT</u> R100, R100L R101; <u>ANTH</u> R101; <u>BIOL</u> R100, R100L, R101, R101L, R120, R120L, R122, R122L, R170; <u>MICR</u> R100, R100L; <u>MST</u> R100, R100L, R122, R175, R190, R195; <u>PHSO</u> R100, R100L; <u>PSY</u> R105</p>
<p>2. PHYSICAL SCIENCE: <u>AST</u> R101, R101L; <u>CHEM</u> R100, R100L, R104, R110, R112, R120, R122, R130, R132; <u>GEOG</u> R101, R101L, R103; <u>GEOL</u> R101, R101L, R103, R103L; <u>MST</u> R103, R103L, R160; <u>PHSC</u> R170; <u>PHYS</u> R101, R101L R102, R102L, R121, R122, R131, R132, R133</p>
<p>B. <u>SOCIAL & BEHAVIORAL SCIENCES</u> (a minimum of 6 semester units with ONE course from section 1 American History/Institutions and ONE course from section 2 Social/Behavioral Sciences)</p> <p>1. AMERICAN HISTORY/INSTITUTIONS: <u>AAS</u> R101; <u>CHST</u> R107; <u>HIST</u> R102, R103, R107, R108, R117, R121; <u>POLS</u> R100, R101, R102, R107</p>
<p>2. SOCIAL/BEHAVIORAL SCIENCES: <u>AAS</u> R101; <u>AFAM</u> R101; <u>ANTH</u> R102, R103, R105, R106, R107, R110, R111, R113; <u>BUS</u> R110, R186; <u>CD</u> R102, R103, R106, R108, R130; <u>CHST</u> R101, R108, R114; <u>ECON</u> R100, R101, R102; <u>EDU</u> R122; <u>GEOG</u> R102, R104; <u>HIST</u> R100A, R100B, R104, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R119, R120, R121; <u>IDS</u> R102, R150, R151; <u>PHIL</u> R109, R110, R114; <u>POLS</u> R100, R101, R102, R104, R105, R106, R107, R108, R189A; <u>PSY</u> R101, R102A, R104, R107, R108, R110, R111, R112, R114, R131, R135; <u>SOC</u> R101, R102, R103, R104, R105, R106, R107, R108, R110, R111, R114, R116, R118, R122; <u>TV</u> R100</p>
<p>C. <u>HUMANITIES</u> (a minimum of 6 units with ONE course from section 1 Fine Arts and ONE course from section 2 Other Humanities)</p> <p>1. FINE ARTS: <u>ART</u> R101, R102, R103, R104A, R104B, R106A, R106B, R118, R150A, R152A, R152B, R152C, R189A; <u>ENGL</u> R112; <u>MUS</u> R101, R102A, R102B, R102C, R102D, R103A, R103B, R104, R105, R106, R107A, R107B, R107C, R107D, R110A, R115, R116, R119, R124, R189A; <u>SPCH</u> R109; <u>TV</u> R102, R103, R104</p>
<p>2. OTHER HUMANITIES: <u>ASL</u> R101, R102, R103, R104, R105; <u>ENGL</u> R103, R104, R105, R107, R108, R111, R112, R130, R131, R132, R151, R152, R153, R154, R157; <u>HIST</u> R100A, R100B, R105, R106, R109, R111, R117, R118, R119; <u>IDS</u> R101A, R101B, R110; <u>JAPN</u> R101, R101A, R101B, R102; <u>PHIL</u> R101, R102, R103, R104, R105, R106, R108, R110; <u>SPAN</u> R101, R101A, R101B, R102, R103, R104, R105, R106, R107, R117, R118; <u>SPCH</u> R101, R105, R108; <u>TV</u> R100, R105</p>
<p>D. <u>LANGUAGE & RATIONALITY</u> (a minimum of 6 semester units with ONE course from section 1 English Composition and ONE course from section 2 Communication/Analytic Thinking)</p> <p>1. ENGLISH COMPOSITION: <u>BUS</u> R104, R140; <u>ENGL</u> R096, R101, R102, R140</p>
<p>2. COMMUNICATION/ANALYTIC THINKING: <u>ANTH</u> R115; <u>BUS</u> R062, R140; <u>ENGL</u> R102, R130; <u>IDS</u> R110; <u>MATH</u> R014, R023, R101, R102, R105, R106, R115, R116, R120, R121, R122, R125, R134, R139, R143; <u>PG</u> R101A, R102; <u>PHIL</u> R100, R107, R111, R112; <u>PSY</u> R103, R104; <u>SPCH</u> R101, R105, R107, R108, R110, R111, R113; <u>TV</u> R105</p>
<p>E. <u>PHYSICAL EDUCATION & HEALTH:</u> (a minimum of ONE course from section 1 Health Education and ONE course from section Physical Education 2)</p> <p>1. HEALTH EDUCATION: <u>HED</u> R101, R102, R103, R104, R105, R106</p> <p>2. PHYSICAL EDUCATION: All Physical Education activity courses; <u>MST</u> R120L</p>
<p>F. <u>WOMEN'S STUDIES/ETHNIC STUDIES</u> (choose one course) <u>General Studies Majors ONLY; NOT required for other degrees.</u> <u>AAS</u> R101; <u>AFAM</u> R101; <u>ANTH</u> R102, R105, R107; <u>CD</u> R107; <u>CHST</u> R101, R107, R108, R114; <u>ENGL</u> R112, R121; <u>HED</u> R103; <u>HIST</u> R107, R108, R109, R112, R117, R120, R121; <u>IDS</u> R189C; <u>MUS</u> R189A; <u>PSY</u> R107, R110, R114; <u>SOC</u> R103, R104, R107, R108; <u>SPAN</u> R107, R117; <u>TV</u> R117</p>

Other Graduation Information

Guidelines for Additional Degree

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

- A. A student who has earned an associate degree at any regionally accredited institution may earn an additional associate degree.
- B. A student who holds a higher degree from any regionally accredited institution may earn an associate degree in a specific major (this excludes the General Studies Associate in Arts degree).
- C. General education requirements earned for one degree may be applied toward another degree.
- D. A candidate for an additional degree must complete 12 or more units of credit, in residence, at Oxnard College concurrent with or after the completion of requirements for the first associate degree. In addition, a candidate must be in attendance at Oxnard College in the semester during which graduation requirements for the additional degree are completed.
- E. A student must complete all the required courses listed in the catalog for the specific majors. In the event that unmet requirements for a specific major do not total 12 units, a student must complete the remaining units from electives listed under the major or courses as approved by the appropriate division.
- F. In the case of degree offering two or more options, a student may earn an additional degree within the same field by completing the requirements for that option (the additional degree) and all other requirements specified herein.
- G. Appeals to the above policy may be submitted to the Vice President of Student Services. Waivers may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.

Other Programs

The Ventura County Community College District offers other programs of Career and Technical Educational at Oxnard and Ventura Colleges which are open to all district residents.

MOORPARK COLLEGE: biotechnology, exotic animal training and management (EATM); graphic design; radiologic technology.

VENTURA COLLEGE: agricultural plant science; architecture; commercial art; construction technology; emergency medical services-paramedic studies; fashion design and merchandising; landscape management; medical assistant; natural resources; supervision; water science; and, welding technology.

Catalog Rights/Continuous Enrollment

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

Continuous enrollment is defined as enrollment in at least one semester during a calendar year on a continuing basis without a break of more than one semester excluding summer session. Any academic record symbol entered on a transcript (A-F, CR, NC, P, NP, I, IP, RD, W) shall constitute enrollment or attendance.

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

Students must be aware that other governing agencies impose more restrictive limitations concern the definitions of continuous attendance.

Double Counting

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

Variance in Major Requirements

Occasionally a student may have difficulty in completing exact major requirements as specified in the Oxnard College Catalog due to circumstances of class scheduling conflicts, class cancellation, or related but nonequivalent coursework taken outside of this college district. Under such circumstances, a student may file a petition to seek approval from the appropriate college officials to substitute one or more courses for the designated major course or courses in question. It is also possible that a student may demonstrate competency in subject matter covered by a required course or courses. In this case, a student may file a petition to seek approval to waive one or more required courses for a designated major. The petition for this purpose is available in the Counseling Office.

College/University Transfer Preparation PATHWAY

What is the College/University Transfer Preparation Pathway?

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

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

Transferable Courses

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

Does This Course Transfer?

- Check the course description in this college catalog. Courses that say "Transfer credit: CSU" provide unit credit at all 23 campuses of the California State University system. Those that say "Transfer credit: UC" also provide unit credit at all ten campuses of the University of California system. Some transfer courses may be noted as having credit limitations; these limitations can be checked in the Transfer Center or Counseling Office. Often independent colleges and universities will award unit credit for courses designated as CSU or UC transferable.

- Check the CSU GE-Breadth (p. 64) and IGETC (p. 68) patterns. Courses on these lists have been approved by the CSU and UC to fulfill general education requirements in the designated categories.

- Check the website www.assist.org. Select the public California institution to which you plan to transfer and your intended major to verify if your course fulfills pre-major or major preparation requirements.

- Courses that are transferable but do not fulfill GE or major preparation are considered, at a minimum, elective credit. They may satisfy other requirements such as subject area coursework for admissions or additional graduation requirements.

General Education Transfer Patterns

The CSU GE-Breadth and IGETC patterns are lists of approved courses that you can take to fulfill lower division general education requirements for the CSU and UC systems while attending Oxnard College. In addition, some independent colleges and universities will accept IGETC and/or CSU GE as partially or completely fulfilling their own general education requirements.

Completion of either pattern will fulfill most of the general education requirements for the associate degree in General Studies, Pattern III. Please note that completion of the IGETC pattern is not preferred for all schools or majors within the CSU or UC system. Pattern II of the General Studies degree is intended for students whose major/college does not recommend completion of the CSU GE or IGETC. See IGETC Considerations (p. 66-67) for more information.

You should meet with a counselor or university representative to help you choose the appropriate general education pattern and coursework for your intended transfer institution.

Certification of General Education

After completing the IGETC or CSU GE patterns, you will need to see a counselor to request that your transfer pattern coursework be certified by the Records Office. Students eligible for certification can also apply for a Certificate of Achievement. General Education certification means that your transfer pattern coursework at Oxnard College is officially recognized by the transfer institution as fulfillment of their lower division general education requirements for the bachelor's degree.

If you do not have your college coursework certified, you can be held accountable for the selected transfer institution's general education requirements once you begin your study at that institution, which may result in your having to complete additional coursework. Partial certification in individual areas is also possible.

Transfer Admission Guarantee (TAG) Programs

The Transfer Admission Guarantee is a contract of understanding between a community college, a university, and a student guaranteeing that upon completion of the conditions of the agreement, the student will be admitted to the university for the agreed term. See a counselor for current TAG agreements.

Additional Transfer Information

Transfer of Credits

Oxnard College is accredited by the Western Association of Schools and Colleges and is generally accredited throughout the country by reciprocal agreements with state departments of public instruction and other accrediting agencies. Students should keep in mind that recognition by a regional accrediting agency only supports the standing of the college and does not assure acceptance of all transfer students from that college. Students transfer on the basis of their individual records and according to the specific requirements of the institution to which they transfer. The need for careful planning of courses and the maintenance of high scholastic standards becomes imperative for all students who intend to transfer to other colleges and universities. The counseling office maintains a variety of transfer agreements with all public and selected private four-year colleges and universities in the state. This information is also available on the Web at www.assist.org

Responsibility for Meeting Transfer Requirements

Academic counseling is available to students on an appointment basis both in the Counseling Office as well as the Transfer Center. Counselors are a valuable resource in exploring options or defining the requirements in a particular field of study. They have the expertise to assist you with course selection, program planning, and questions concerning requirements for admission, majors, general education and transfer to a four-year college or university. However, it is each student's responsibility to satisfy requirements for admission, preparation in the major and general education. To ensure academic success, schedule an appointment with a counselor on a regular basis.

Amount of Transfer Credit Granted

While Oxnard College is accredited, there can be considerable variation in the total amount of credit granted by four-year colleges and universities for work done at this College. Further, there are some courses offered at Oxnard College that are not accepted for transfer credit at some four-year institutions. Students should become familiar with the maximum limits on transfer credit at the institution of their choice, as well as the transferability of individual courses they have chosen.

Quality of Work Required

In the evaluation of credits, colleges and universities often emphasize the quality of a student's work rather than the quantity. A few schools having limited and selective enrollment will consider for admission only those transfer students with relatively high scholastic rank.

Further, a department within the college or university may have established specific academic guidelines for prerequisites and other coursework in a given major. Students who plan to transfer should become familiar with the scholastic requirements of the transfer institution, as well as the specific requirements within their major.

Preparation for Transfer

Most students attending Oxnard College can complete all necessary transfer requirements for admission to four-year colleges or universities, including courses required in preparation for their selected major and general education requirements.

Oxnard College has written contracts with four-year colleges and universities regarding transfer requirements called Articulation agreements (see ASSIST pg. 60). These agreements specify lower division major and general education requirements which may be completed at Oxnard College. Oxnard College courses have been carefully articulated as comparable to or acceptable in lieu of the required lower division major courses specified in the catalogs of the transfer institutions. Some majors, notably those requiring mathematics and/or natural sciences, demand adequate high school preparation to enable a student to transfer in a timely fashion.

Universities uniformly prioritize the importance of these several requirements. In order of importance, a student prepares for transfer by completing the following:

1. **ADMISSIONS** - Complete all three admissions requirements:
 - a. Units (minimum number of units which transfer to school of choice).
 - b. Scholarship (GPA in transferable courses).
 - c. Subject area (a-g requirements of both CSU and UC).
2. **SUPPLEMENTAL ADMISSIONS** - Consult your counselor concerning additional requirements which apply to selected universities and colleges and to selected majors. These requirements can affect your eligibility for admission.
3. **MAJOR PREPARATION** - Complete the lower division courses required for the major selected. This is particularly important for high-unit majors with sequential courses based on prerequisites.
4. **GENERAL EDUCATION** - Complete general education/breadth requirements.

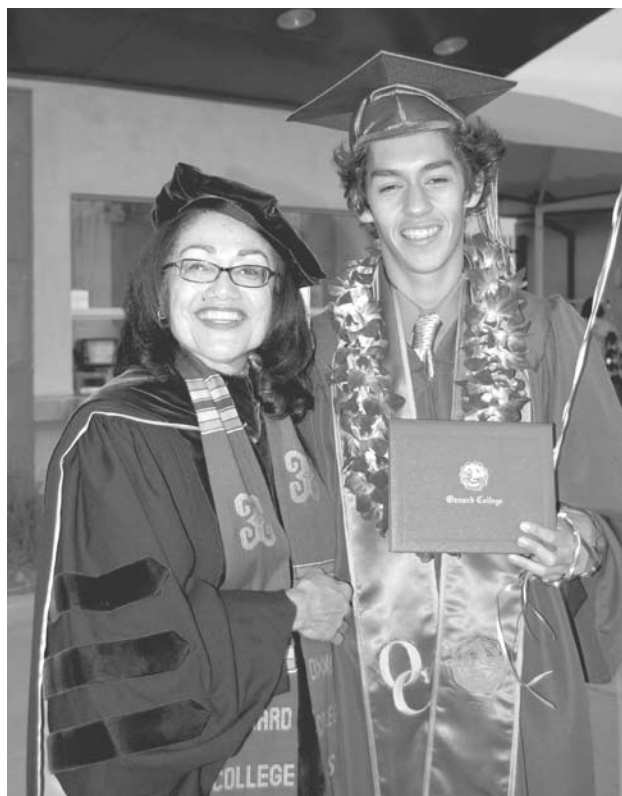
ASSIST

Articulation System Stimulating Interinstitutional Student Transfer (ASSIST) is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California public college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at www.assist.org.

CAN

The California Articulation Number System (CAN) is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number indicates that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses regardless of their unique titles or local identifying numbers. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 course on other participating community college or university campuses.

***NOTE:** *CAN has been discontinued by the California Community College System Office but will remain in effect through Spring 2009.*



Dr. Linda Chaparro congratulates her nephew, OC grad Miguel Cisneros, who is transferring to UCLA.

CAN Number

CAN ANTH 2
 CAN ANTH 4
 CAN ANTH 6
 CAN ART 2
 CAN ART 4
 CAN ART 6
 CAN ART 8
 CAN ART 10
 CAN ART 14
 CAN ART 24
 CAN ART SEQ A
 CAN BIOL 2
 CAN BIOL 4
 CAN BIOL 12
 CAN BIOL 14
 CAN BUS 2
 CAN BUS 4
 CAN BUS 8
 CAN BUS SEQ A
 CAN CHEM 2
 CAN CHEM 4
 CAN ECON 2
 CAN ECON 4
 CAN ENGL 2
 CAN ENGL 6
 CAN ENGL SEQ A
 CAN ENGL SEQ C
 CAN GEOG 2
 CAN GEOG 4
 CAN GEOL 2
 CAN GEOL 6
 CAN HIST 2
 CAN HIST 4
 CAN HIST 8
 CAN HIST 10
 CAN HIST SEQ A
 CAN HIST SEQ B
 CAN MATH 18
 CAN MATH 20
 CAN MATH 22
 CAN MATH 24
 CAN MATH 26
 CAN MATH 30
 CAN MATH SEQ C
 CAN PHIL 2
 CAN PHYS 2
 CAN PHYS 4
 CAN PHYS SEQ A
 CAN PSY 2
 CAN PSY 8
 CAN SOC 2
 CAN SPAN 8
 CAN SPAN SEQ A
 CAN SPCH 4
 CAN STAT 2

OC Course

ANTH R101
 ANTH R102
 ANTH R103
 ART R102
 ART R103
 ART R150A
 ART R106A
 ART R108A
 ART R104A
 ART R126A
 ART R102+R103
 BIOL R120 + R120L
 ANAT R100 + R100L
 PHSO R100 + R100L
 MICR R100 + R100L
 BUS R101A
 BUS R101B
 BUS R111A
 BUS R101A + R101B
 CHEM R120
 CHEM R122
 ECON R101
 ECON R102
 ENGL R101
 ENGL R103
 ENGL R101 + R102
 ENGL R107 + R108
 GEOG R101
 GEOG R102
 GEOL R101 + R101L
 GEOL R101
 HIST R105
 HIST R106
 HIST R102
 HIST R103
 HIST R105 + R106
 HIST R102 + R103
 MATH R120
 MATH R121
 MATH R122
 MATH R143
 MATH R134
 MATH R106
 MATH R120+R121+R122
 PHIL R101
 PHYS R101
 PHYS R102
 PHYS R101 + R102
 PSY R101
 PSY R104
 SOC R101
 SPAN R103
 SPAN R101 + R102
 SPCH R101
 MATH R105

Transfer to the CSU California State University

The California State University's (CSU) 23 campuses offer more than 1,800 bachelor's and master's degree programs in 240 subject areas. The CSU provides the majority of the skilled professional workers that are critical to the state's knowledge-based industries such as agriculture, engineering, business, technology, media, and computer science. In addition, the CSU is the state's leading provider of graduates in services that are critical to the state, providing more than 80 percent of the college degrees in criminal justice, education, social work and public administration. Over 450,000 students are enrolled at the CSU each year with more than 66% of CSU Bachelor's degrees awarded to community college transfers. With proper program planning, students may complete lower division preparation at Oxnard College and transfer to the campus of their choice without loss of units. Information on the major transfer fields for which students may prepare at Oxnard College is available in the Counseling Office or Transfer Center and on assist.org.



California State University System

The campuses vary in size and are located in communities ranging from small towns to large metropolitan areas. They include the following campuses:

California Maritime Academy
California State Polytechnic University, Pomona
California State Polytechnic University, San Luis Obispo
California State University, Bakersfield
California State University, Channel Islands
California State University, Chico
California State University, Dominguez Hills
California State University, East Bay
California State University, Fresno
California State University, Fullerton
California State University, Los Angeles
California State University, Monterey Bay
California State University, Northridge
California State University, Sacramento
California State University, San Bernardino
California State University, San Marcos
California State University, Stanislaus
Humboldt State University
San Diego State University
San Francisco State University
San Jose State University
Sonoma State University

CSU Admission

An Oxnard College student who is planning to transfer to one of the campuses of the California State University (except the Maritime Academy) can qualify for admission by meeting the following requirements:

1. LOWER DIVISION TRANSFERS: The CSU, with few exceptions, will no longer accept lower division transfer students.
2. UPPER DIVISION TRANSFERS: Upper division transfers may qualify for admission if they have completed 60 or more transferable semester units (70 units maximum) and have completed the appropriate college courses with a grade of C or better to satisfy subject area requirements. Applicants must have a 2.0 overall grade point average in all transferable college units completed and be in good standing at the last college or university attended; continuous attendance is not required.

3. Subject Areas Requirements: This admission requirement can be satisfied by completing 30 semester units of general education courses with a grade of C or better in each course, to include all courses in Area A Communication in the English Language and Critical Thinking (includes Oral Communication, Written Communication and Critical Thinking courses) and Mathematics/Quantitative Reasoning (Area B4).

Note: These admission requirements are subject to change. Students should consult csumentor.edu to receive the most current transfer information.

Planning to Transfer to CSU

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

1. General Education Breadth: Required for graduation from CSU. Select either option to complete lower division requirements at Oxnard College.

A. Complete the CSU-GE Transfer Pattern on page 64.

B. Complete the IGETC Transfer Pattern on page 68.

2. Prerequisite courses for major: Some lower division courses in the student's area of specialization must be taken prior to transfer. The student should consult his/her counselor and assist.org to determine divisional course requirements.

3. Requirements for the minor: In some programs a minor is also required; the student is advised to check carefully which lower division courses may be the prerequisite to upper division work in the minor.

4. Impacted majors: High demand majors have very specific criteria such as course work and GPA requirements. Check the impacted majors grid available at calstate.edu or the Transfer Center to determine if a major or university has impaction status.

5. Transferability of courses: Only courses certified as appropriate for baccalaureate credit are transferable. At Oxnard College courses numbered 100 to 199 are accepted by the CSU.

In planning a lower division program at Oxnard College, bear in mind that a minimum of 120 semester units of college work for a B.A. or B.S. degree is required. By state law the CSU may accept for transfer from a community college a maximum of 70 semester units of credit.

CONSIDERATION OF SUMMER COURSEWORK FOR FALL ADMISSION — Some campuses restrict the use of summer coursework to satisfy some fall admission requirements. Campuses known for this are: CSUCI, FRE, FUL, LB, MB, POM, SD, SF, SJ, SLO, SM, and SON.

FULL CERTIFICATION — Completion of all five sections of CSU GE-Breadth requirements prior to transferring will permit Oxnard College to certify to each of the CSU campuses that you have fulfilled the basic 39-unit minimum lower division requirement in general education. Each of the campuses of CSU requires an additional nine units of upper division GE work in residence at the CSU you will graduate from; some campuses may require more than the 48-unit minimum. Students should make an appointment in the Counseling Office prior to transfer to apply for CSU-GE certification.

SUBJECT AREA CERTIFICATION — It is possible to complete separately any of the areas or sections (A-E) at Oxnard College and receive partial certification in any or several of those areas; if you are not fully certified, it will be necessary for you to complete the remaining areas (and perhaps other areas) after transferring as defined by the catalog of the transfer school.

CERTIFIED COURSES — Oxnard College will also certify courses completed at other California Community Colleges or California State University campuses in partial satisfaction of GE requirements provided that such courses are baccalaureate level and would be certified by the institution offering them. Students who have completed courses at other colleges and universities should consult the Counseling Office regarding “pass along” certification.



A student reads her assignment in Yong Ma's chemistry class.

Additional CSU Transfer Information

SCHOLARSHIP — Most campuses require a grade of C or better for each course and an overall C average (2.0 GPA) for all courses used to satisfy GE requirements. Also, most campuses require letter grades for all GE courses and do not permit credit/no credit grades. Campuses known to impose limitations on courses graded as credit are: DH, EB, FUL, SB, and SON.

COURSE RESTRICTIONS — While a course may satisfy more than one general education group and/or area requirement, it shall not be counted more than once and any excess units in one area shall not apply to another area.

U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS REQUIREMENTS — All campuses require students to complete college-level coursework in U.S. History, American Government and California Government, often in addition to GE requirements. Courses approved to satisfy this requirement are specified in appropriate areas. All campuses allow double counting of courses taken to meet this requirement and GE-Breadth.

USE OF MAJOR COURSES — Most campuses require a grade of C or better for each course required in preparation for a student's major; most do not allow a "Credit" (CR) for major courses. Some CSU campuses allow applicants who submit full or area certifications to double count courses for general education and major requirements. Courses taken in the department of a student's major otherwise may not be used to fulfill GE requirements.

FOREIGN LANGUAGE AND SECOND SEMESTER ENGLISH — Some campuses require foreign language and/or second semester of English for graduation. In some cases, students certified in Areas A and C are exempt from these requirements. Also, some campuses require completion of these courses for certain majors. See the catalog of your campus choice for these requirements, especially if you are interested in these campuses: BAK, CI, DH, EB, LA, MA, MB, SAC, SD, SF, SJ, and SM.

MULTICULTURAL / ETHNIC STUDIES REQUIREMENT — CSU campuses require all candidates for the bachelor's degree to complete at least one course in multicultural/ethnic studies as a condition of graduation. Selected campuses will not permit this requirement to be met prior to transfer; for most of these campuses, the course must be upper division: CI, DH, FRE, LA, LB, MB, SB, SD, SF, SJ, and SM.

ADDITIONAL REQUIREMENTS — You are advised to consult your counselor and the catalog of the state university which you plan to attend for requirements unique to that school. Completion of Social, Political and Economic Institutions section (Area D) may not satisfy the U.S. History, Constitution and American Ideals requirements. Additional courses are required in preparation for a major and/or as electives. Campuses that may impose additional graduation requirements are: BAK, CI, CHI, EB, HUM, LA, LB, MB, NOR, SAC, SJ, SLO, SM and SON.

SEQUENTIAL COURSES — Most institutions recommend that students complete sequential courses at the college where the series was started. This is especially recommended for a sequence of two or more courses which require the preceding course(s) as a prerequisite to advancement.

TRANSFER COURSES — The approved CSU GE-Breadth list designates those courses which may be used to meet GE requirements; it is not a complete listing of all courses which transfer to CSU. Transferability of courses may be checked in the Oxnard College Catalog, the Counseling Office, the Transfer Center or at the ASSIST Web site: www.assist.org

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) — Students planning to transfer to either a CSU or UC campus may elect to use the Intersegmental General Education Transfer Curriculum (IGETC) in satisfaction of GE requirements. Consult an OC counselor for additional information or www.csumentor.edu or www.universityofcalifornia.edu.

TRANSCRIPTS — You must make a written request of the Office of Admissions and Records to forward your transcript. Oxnard College can send official transcripts of work completed at this college and at Moorpark and/or Ventura Colleges. You must request transcripts of work completed at any other colleges (outside of this college district) to be sent to the transfer institution. Your Application for Certification is not a request for a transcript.



OC math professor Bret Black presents an algebra problem to his students.

California State University (CSU) 2008-2009

TRANSFER GENERAL EDUCATION CERTIFICATION PLAN

It is recommended that students planning to transfer to a California State University (CSU) complete their lower division general education prior to transfer by following the plan of courses listed below. Counselors can help students select courses that fulfill lower division major requirements as well as general education. After completing the CSU GE Certification Plan below, students must meet with a community college counselor to apply for CSU GE Certification in order for the CSU to consider the lower division general education complete. Without this "certification", students may have additional lower division general education requirements to fulfill that vary from campus to campus in the CSU. Students who fully complete the CSU GE-Breadth for Oxnard College will be eligible to apply for a Certificate of Achievement in California State University General Education - Breadth (CSU GE-Breadth).

***CSU GE is not appropriate for every major/college within the CSU.**

Check with your counselor for updated information and on www.assist.org

AREA A – Communication & Critical Thinking (A minimum of nine semester or 12 qtr. units, with at least one course from each group (1, 2, and 3). Grades lower than "C" are not accepted in Area A.
Group 1: Oral Communication: SPCH R101, R107, R110, R111
Group 2: Written Communication: ENGL R101
Group 3: Critical Thinking: ENGL R102; IDS R110; PHIL R100, R107, R111, R112; SPCH R107

AREA B – Physical Universe & Its' Life Forms (A minimum of nine semester or 12 qtr. units, with at least one course from each group (1, 2, 3, or 4) to include one laboratory course (group 3). Grades lower than "C" are not accepted in Group 4.
Group 1: Physical Science: AST R101; CHEM R100, R104, R110, R112, R120, R122, R130, R132; GEOG R101, R103; GEOL R101, R103; MST R103; PHSC R170; PHYS R101, R102, R121, R122, R131;
Group 2: Life Science: ANAT R100, R101; ANTH R101; BIOL R100, R101, R120; MICR R100; MST R100; PHSO R100; PSY R105
Group 3: Lab Experience: ANAT R100L, R101; AST R101L; BIOL R100L, R101L, R120L; CHEM R100L, R104, R110, R112, R120, R122, R130, R132; GEOG R101L; GEOL R101L, R103L; MICR R100L; MST R100L, R103L; PHSC R170; PHSO R100L; PHYS R101L, R102L, R121, R122, R131;
Group 4: Math: MATH R101, R105, R106, R115, R116, R120, R121, R122, R125, R134, R143; PSY R103

AREA C – Arts, Literature, Philosophy and Foreign Language (A minimum of nine semester or 12 qtr. units, with at least one course from C1 and one course from C2. The third course may be selected from either C1 or C2)
Group 1: Arts (Art, Dance, Music, Theater): ART R101, R102, R103, R118, R157B; MUS R101, R102A, R102B, R102C, R102D, R103A, R103B, R104, R105, R106, R110A, R116, R119, R120, R121, R124, R125, R189A; SPAN R118; TV R117
Group 2: Humanities (Literature, Philosophy, Foreign Language): ART R108A; ASL R101, R102, R103, R104; ENGL R102, R103, R104, R105, R107, R108, R111, R112, R131, R132, R151, R152, R153, R154; HIST R100A, R100B, R108, R119, R120; JAPN R101, R101A, R101B, R102; PHIL R101, R102, R103, R104, R105, R106, R108, R109, R110, R114; SOC R104, R114; SPAN R101, R101A, R101B, R102, R103, R104, R105, R106, R107, R117; SPCH R105

AREA D – Social, Political, and Economic Institutions & Behavior: Historical Background. A minimum of nine semester or 12 qtr. units, with courses chosen from 3 different groups and in at least two disciplines.

Group 0: Sociology & Criminology: CHST R108; HIST R112; PSY R107; SOC R101, R102, R103, R104, R105, R106, R107, R108, R111, R116, R118
Group 1: Anthropology & Archaeology: AFAM R101; ANTH R102, R103, R105, R106, R107, R110, R113, R189C
Group 2: Economics: ECON R100, R101, R102
Group 3: Ethnic Studies: AAS R101; AFAM R101; ANTH R107; CD R107; CHST R101, R107, R108, R114; HIST R107, R108, R109, R121; MUS R189A; PSY R114; SOC R103, R107, R108; SPAN R107,
Group 4: Gender Studies: ANTH R105; HED R103; HIST R112, R117; PSY R107, R110; SOC R104
Group 5: Geography: GEOG R102, R104
Group 6: History: AAS R101; CHST R107; HIST R100A, R100B, R102, R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R119, R120, R121
Group 7: Interdisciplinary, Social, or Behavioral Science: BUS R186; CD R102; CHST R108; IDS R101A, R101B, R102, R110; SOC R105, R108; SPCH R113; TV R100
Group 8: Political Science, Government, Legal Institutions: POLS R100, R101, R102, R104, R105, R106, R107, R108, R189A
Group 9: Psychology: CHST R114; PSY R101, R104, R107, R108, R110, R114, R131; SOC R104

AREA E – Lifelong Understanding & Self-Development (3 units are required. Only one unit can be applied from P.E. activity courses or MST R120L.)
ART R104A, R106A, R150A, R157A; **CD** R102, R130; **HED** R101, R102, R103, R104, R105; **MST** R120, R120L; **MUS** R107A, R108, R110A, R112, R114, R117; **PE** R115, R116A, R116B, R119A, R119B, R124, R130, R131A, R132A, R133A, R134A, R141A, R141B, R143, R146A, R146B, R148, R149, R150, R154, R155A, R155B, R156A, R156B, R159A, R159B, R160, R161A, R161B, R165, R166, R167, R168, R169, R170, R171, R172, R174, R175, R177; **PG** R101A, R102; **PSY** R101, R102A, R107, R108, R112; **SOC** R104, R105, R106

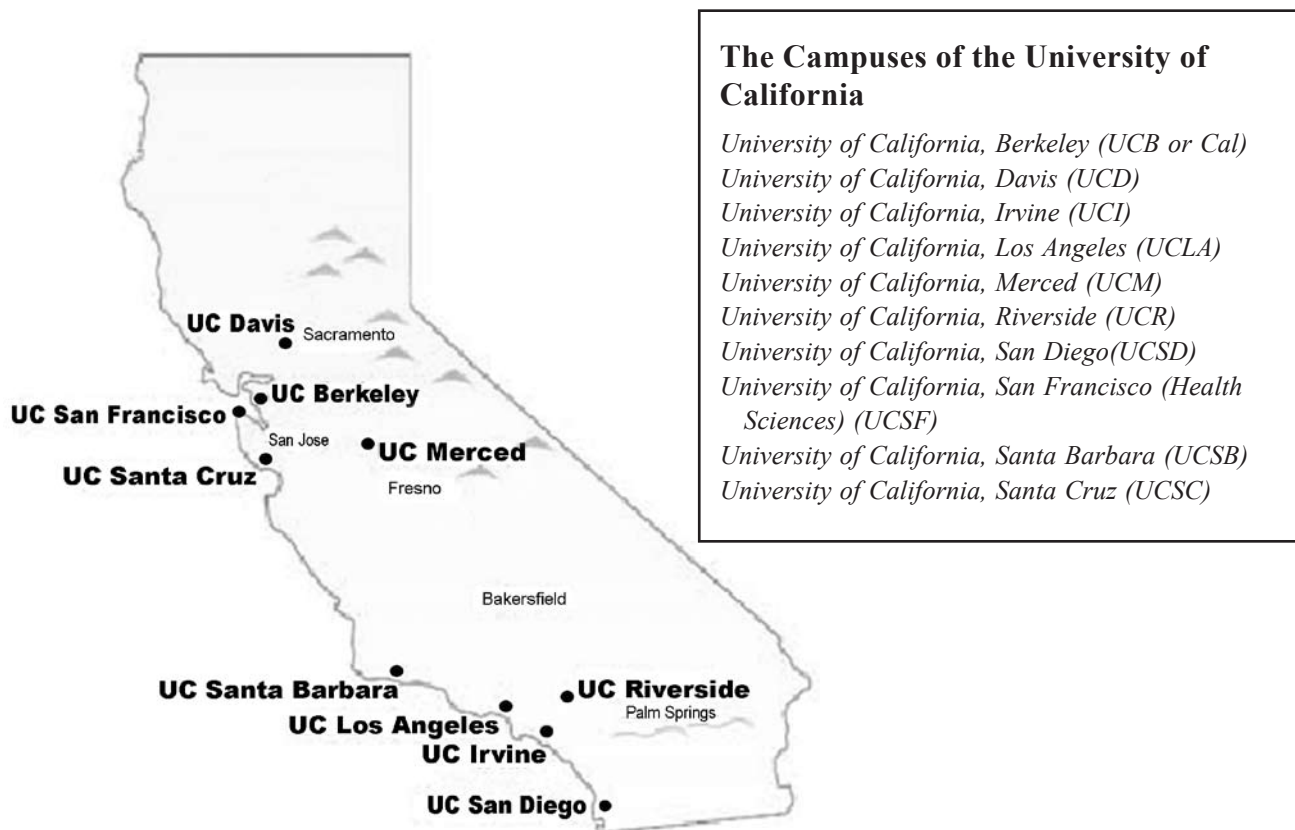
In addition to CSU GE certification, the CSU universities require one course in American History and one course in American Government. The following courses will meet the requirements and will also allow these courses to double count for Area D.
U.S. History: CHST R107; HIST R102, R103, R107, R108, R117
U.S. Government: POLS R100, R101, R102 (POLS R107 will also fulfill this requirement but only when combined with HIST R102)

05/08

Transfer to University of California (UC)

The University of California System

The University of California (UC) is one of the finest research universities in the world. Its academic offerings span 150 disciplines, with more departments ranked in the top 10 nationally than at any other public or private university. The UC has established 10 campuses throughout the state of California and enrolls more than 220,000 students. All campuses have uniform entrance requirements and certain other features in common. However, each campus is distinctive and not all majors are offered on all campuses. Students should study the list of undergraduate colleges, schools, and majors available on each campus to determine which campuses will best satisfy their educational needs. Students are encouraged to discuss with their counselor the particular advantages each campus has to offer.



Junior-Level Transfer

The UC considers you a transfer applicant if you enrolled in a regular session at another college or university, except while in high school or summer session immediately following high school. The vast majority of transfer students come to the University at the junior level from California community colleges. To be eligible for admission to UC as a transfer student, you must fulfill both of the following criteria:

1. Complete 60 semester units (70 units maximum) of transferable college credit with a GPA of at least 2.4 (2.8 for California nonresidents). No more than 14 semester (21 quarter) units may be taken Pass/Not Pass.
2. Complete the following course pattern 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: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences. Each course must be worth at least 3 semester units.

In planning a lower division program at Oxnard College, the student should bear in mind that a minimum of 120 semester units of college work for a Bachelor of Arts or Bachelor of Science degree is required. By state law, the University may accept a maximum of 70 semester units of credit for transfer from a community college.

Lower-Division Transfer

The University admits some transfer students before they reach junior standing if they have met specific requirements. However, it is highly recommended that students transfer at the junior level.

If you were eligible for admission to the University when you graduated from high school -meaning you satisfied the Subject, Scholarship and Examination Requirements, or were identified by the University during your senior year as eligible in the local context and completed the Subject and Examination Requirements in the senior year - you are eligible for transfer if you have a C (2.0) average in your transferable college coursework.

If you met the Scholarship Requirement in high school but did not satisfy the 15-course Subject Requirement, you must take transferable college courses in the missing subjects, earn a C or better in each required course and have an overall C (2.0) average in all transferable coursework to be eligible to transfer.

For more information about the Subject, Scholarship and Examination requirements, see www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/freshman/state/eligibility.html.

Major Preparation Requirements

Major preparation requirements specify the courses you must take during your first two years of college to prepare for advanced study in your major. They may be required as part of the major; they may be prerequisites for other courses that are required as part of the major; or they may be required to gain admission to the major.

Transfer applicants are evaluated, in part, on the basis of their performance in major preparation coursework, so it is important that you investigate the requirements for your intended major as soon as possible. If your major requires mathematics and science, it is especially important that you complete those prerequisites before you transfer. Lack of preparatory coursework may affect your admission to your major, particularly if there are many applicants and a limited number of spaces. You should begin coursework in your major as soon as you have selected one.

If you are applying for fall admission, the campus may require you to complete certain major preparation requirements by the end of the preceding spring term. Visit www.universityofcalifornia.edu for more details.

General Education Requirements

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that community college transfer students can use to fulfill lower division general education/breadth requirements for either the California State University (CSU) or the University of California (UC) systems without the need, after transfer, to take additional lower division general education courses.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower division general education requirements of the CSU or UC prior to transfer. Some students may be better served by taking courses which fulfill the CSU General Education-Breadth requirements or those of the UC campus or college to which they plan to transfer. Students pursuing majors that require extensive lower division major preparation ("high-unit majors") may not find the IGETC option to be advantageous. Students should also be aware that selected schools and colleges at all undergraduate campuses of UC have requirements which render the use of IGETC either inappropriate or not permitted (see IGETC considerations below).

The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus.

IGETC Considerations

Students with a substantial amount of coursework from institutions outside the United States should consult with a community college counselor to determine whether they should complete IGETC or the lower-division breadth/general education requirements at the campus they plan to attend. In addition, some colleges or majors prefer that transfer students follow a more prescribed lower division curriculum, as described here:

UC Berkeley: IGETC is acceptable for all majors in the College of Letters and Science, and it is highly recommended. The Haas School of Business and the Colleges of Engineering, Environmental Design and Chemistry have extensive, prescribed major prerequisites. In general, IGETC is not appropriate preparation for majors in these colleges. Although IGETC satisfies breadth requirements for most majors in the College of Natural Resources, specific lower division major requirements must still be satisfied; check with the college or visit the ASSIST website for more information.

UC Davis: Anyone preparing for a bachelor of science degree is advised not to pursue IGETC, and instead to concentrate on major-specific preparatory work.

UC Irvine: All schools accept IGETC. However, selection by the campus is based on demonstrated academic achievement and preparation for the intended major.

UC Los Angeles: The Henry Samueli School of Engineering and Applied Science does not accept IGETC.

UC Merced: The School of Engineering and the School of Natural Sciences do not recommend IGETC.

UC Riverside: The Marlan and Rosemary Bourns College of Engineering and the College of Natural and Agricultural Sciences do not accept IGETC, although any courses taken to satisfy IGETC may be applied toward the college's breadth pattern. The College of Humanities, Arts, and Social Sciences accepts IGETC

UC San Diego: IGETC is accepted by John Muir, Earl Warren, Sixth and Thurgood Marshall Colleges only. Students completing IGETC are welcomed at Eleanor Roosevelt and Revelle Colleges; however, they must fulfill the specific general education requirements of those colleges. At UCSD, all majors are available to students in each college, so students who choose IGETC will not be restricted in their choice of major as a result.

UC Santa Barbara: Transfers into the College of Letters and Science, the College of Creative Studies, and the College of Engineering may use IGETC to substitute for general education requirements. In addition to general education, all students in the College of Engineering are required to complete a depth requirement.

Students who wish to satisfy the depth requirement prior to transfer must complete a yearlong sequence in the history of world civilization, history of Western civilization, history of the United States, history of Western philosophy or history of Western art. Students may want to choose courses for IGETC that will concurrently satisfy the depth requirement.

Students may also complete the depth requirement with upper division coursework after transferring. Note that students planning to transfer into a major in engineering, computer science or the biological or physical sciences must be careful to complete lower division major prerequisites to ensure competitiveness and make normal, timely progress through the major.

UC Santa Cruz: IGETC is not appropriate preparation for any major in the Jack Baskin School of Engineering or the Division of Physical and Biological Sciences. This is because IGETC does not provide students with enough mathematics and science courses to complete their majors in two years after transferring.



Dr. Lori Buckley's biology class.

IGETC Certification Plan 2008-2009

University of California and California State University Intersegmental General Education Transfer Curriculum

Completion of the IGETC with certification will permit a student to transfer to a UC or CSU campus without the need, after transfer, to take additional lower-division general education courses to satisfy campus specific general education requirements. All courses in IGETC must be completed with a "CR" (credit) or grade of "C" or better. Once a student has completed the IGETC, they must make an appointment with an Oxnard College counselor to request certification, it is not automatic. Pre-major courses may also be completed prior to transfer and may count towards IGETC. Counselors can help students choose appropriate courses for their major and transfer goals. Students who fully complete the IGETC for Oxnard College will be eligible to apply for a Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC).

Check with your counselor or on www.assist.org for updated information to the IGETC certification plan. *IGETC is not appropriate preparation for some colleges/majors within the CSU/UC systems. See pages 66-67 for IGETC considerations and check the ASSIST website.

Area 1: ENGLISH COMMUNICATION: *CSU: complete one course from each group A, B, & C. UC: complete one course from group A and one course from group B. Each course must be 3 semester units (4-5 qtr. units).*

Group A: **English Composition:** ENGL R101

Group B: **Critical Thinking - English Composition** (Must have English Composition as a prerequisite)
ENGL R102; PHIL R111

Group C: **Oral Communication** (CSU requirement ONLY): SPCH R101, R107, R110, R111

Area 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING: *complete one course of at least 3 semester units (4-5 qtr. units) in Area 2*

Math: MATH R101, R105, R106, R115, R120, R121, R122, R125, R134, R143; PSY R103

Area 3: ARTS AND HUMANITIES: *complete at least 3 courses of at least 3 semester units each (4-5 qtr. units), with at least one course from Group A Arts and one course from Group B Humanities and the third course from either group for a total of 9 semester units (12-15 qtr. units) in Area 3*

Group A: **Arts:** ART R101, R102, R103, R118; MUS R101, R102A, R102B, R102C, R102D, R103A, R103B, R104, R105, R116, R119, R189A; SPAN R118

Group B: **Humanities:** ANTH R105, R107, R110 R113, R189C; ASL R103, 104; ENGL R104, R105, R107, R108, R111, R112, R131, R132, R151, R152, R153, R154; HIST R100A, R100B, R105, R106, R108, R109, R110, R111, R112, R113, R114, R115, R116, R118, R119; IDS R101A, R101B, R102; JOUR R100; PHIL R101, R102, R103, R104, R105, R106, R108, R109, R110, R114; PSY R107; SOC R104, R114; SPAN R103, R104, R107, R117; SPCH R105

Area 4: SOCIAL AND BEHAVIORAL SCIENCES: *complete at least 3 courses, of at least 3 semester units each (4-5 qtr. units) from at least 2 disciplines for a total of 9 semester (12-15 qtr. units) in Area 4*

Group A: **Anthropology and Archeology:** AFAM R101; ANTH R102, R103, R105, R106, R107, R110, R113, R115, R189C

Group B: **Economics:** ECON R100, R101, R102

Group C: **Ethnic Studies:** AAS R101; AFAM R101; CHST R101, R107, R108, R114; HIST R107; PSY R114; SOC R108; SPAN R107

Group E: **Geography:** GEOG R102, R104

Group F: **History:** CHST R107; HIST R100A, R100B, R102, R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R119, R120, R121

Group G: **Interdisciplinary, Social & Behavioral Sciences:** CD R102; IDS R101A, R101B, R102, R110; SPCH R113

Group H: **Political Science, Government & Legal Institutions:** POLS R100, R101, R102, R104, R105, R106, R108

Group I: **Psychology:** CHST R114; PSY R101, R104, R107, R108, R110, R114, R131; SOC R104

Group J: **Sociology & Criminology:** BUS R186; CD R102, R106; CHST R108; HIST R112; JOUR R100, R186; PHIL R114; PSY R107; SOC R101, R102, R103, R104, R106, R107, R108, R111, R114, R116

Area 5: PHYSICAL AND BIOLOGICAL SCIENCES: *complete one course from each group; one of which must include a laboratory corresponding to selected lecture course; 7 - 9 semester (9-12 quarter units) in Area 5. Each course must be at least 3 semester units (4-5 qtr. units), except separate lab courses.*

Group A: **Physical Science:** AST R101, R101L; CHEM R100, R100L, R110, R112, R120, R122, R130, R132; GEOG R101, R101L, R103; GEOL R101, R101L, R103, R103L; MST R103, R103L; PHSC R170; PHYS R101, R101L, R102, R102L, R121, R122, R131, R132, R133

Group B: **Biological Science:** ANAT R101; ANTH R101; BIOL R100, R100L, R101, R101L, R120, R120L, R122, R122L; MICR R100, R100L; MST R100, R100L; PHSO R100, R100L; PSY R105

Area 6: LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY):

Languages other than English. Proficiency equivalent to two years of high school in the same language with a "C" or better, or one of the following courses with a "C" or better:

ASL R101, R102, R103, R104, R105; JAPN R101, R102; SPAN R101, R101B, R102, R103, R104, R105, R106

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS: 6 units

Not part of IGETC; may be completed prior to transfer. One course from Group 1 and one course from Group 2.

Group 1: CHST R107; HIST R102, R103, R107, R108, R117

Group 2: POLS R100, R101, R102 (POLS R107 will also fulfill this requirement but **only** when combined with HIST R102)

IGETC General Notes

Certification — All UC and CSU campuses will accept full certification (completion of requirements in every area) of the IGETC as meeting all of the lower division GE requirements for the baccalaureate degree. Oxnard College can also provide partial certification (maximum of two courses missing to be completed after transfer). Often the last community college a student attends before transferring will determine certification of the IGETC. In addition to the course requirements for each subject area, full certification for the CSU must include completion of the oral communication requirement. For the UC, Oral Communication is not required, but the certification must include satisfaction of the foreign language requirement. Consult a counselor to determine the options for satisfaction of the foreign language requirement.

Coursework completed at regionally accredited institutions, including out-of-state and independent colleges, may be included among the courses to certify student completion of IGETC. In addition, credit awarded for Advanced Placement exams can be used to meet IGETC requirements. Students should consult a counselor to determine the applicability of coursework and AP exam scores to IGETC subject area requirements. Students should make an appointment in the counseling office prior to transfer to apply for full or partial IGETC certification.

U.S. History, Constitution and American Ideals Requirements— All CSU campuses require students to complete college-level coursework in U.S. History, American Government and California Government in addition to GE requirements. UC campuses have similar requirements in American History and Institutions (AH&I). However, the AH&I requirements may be satisfied for most UC campuses (not UCSB) by completing the subject area requirement in high school. Consult a counselor for further information about this requirement.

Scholarship — Courses used for IGETC certification must be completed with a minimum grade of C (C- is not acceptable). A “Credit” (CR) or “Pass” (P) is acceptable, providing it is equivalent to a grade of C or higher at the institution where the course was taken. It is important to keep in mind that some CSU and UC campuses may have limitations on the number of credit/no credit courses that may be used to meet degree requirements.

Major Courses — Most campuses require a grade of C or better for each course required in preparation for a student’s major; most do not allow a “Credit” (CR) for major courses. Also, UC will allow IGETC courses to count toward major requirements. CSU will allow double counting only if the student is fully or partially (by area) certified for GE-B.

Course Restrictions — A single course may count only once; it cannot be used to fulfill GE requirements in two areas simultaneously. Coursework utilized to satisfy the CSU requirement in U.S. History, Constitution and American Ideals may not be used to satisfy GE requirements for IGETC.

Transfer Limitations— All transfer limitations applying to courses taken at Oxnard College also apply to these general education requirements. Consult your counselor concerning these limitations.



Channel Islands High School student, Jose Luis Rodriguez programs a robot in the “Real I-Robot: Careers in Engineering Robotics” workshop offered at the Oxnard College Youth Conference.

University of California System

2008-2009 Transfer Course Agreement

This agreement lists courses transferable for unit credit at all UC campuses. While all courses that appear on this chart have been approved as transferable to the UC system, how they are applied may vary from campus to campus. Students should go to www.assist.org and research their intended major at the UC Campuses they plan to apply to for information on how particular courses are applied in the pre-major. Courses that fulfill General Education requirements at the UC can be found on the IGETC Certification Plan on page 68. All students planning to apply to the UC should also consult a counselor in the Transfer Center or Counseling Office.

African-American Studies AFAM R101
American Sign Language ASL R101, R102, R103, R104, R105
Anatomy ANAT R100, R100L, R101
Anthropology ANTH R101, R102, R103, R105, R106, R107, R110, R113, R115, R189C
Area Studies AS R102A-Z
Art ART R101, R102, R103, R104A, R104B, R106A, R106B, R106C, R108A, R108B, R108C, R110A, R110B, R110C, R112A, R112B, R112C, R115A, R115B, R116A, R116B, R117A, R117B, R118, R126A, R126B, R126C, R128A, R128B, R128C, R129A, R129B, R129C, R150A, R150B, R151A, R151B, R152A, R152B, R152C, R153, R154A, R154B, R155, R156A, R156B, R157A, R157B, R189A
Asian-American Studies AAS R101
Astronomy AST R101, R101L
Biology BIOL R100, R100L, R101, R101L, R120, R120L, R122, R122L
Business BUS R101A, R101B, R111A, R120, R121, R186
Chemistry CHEM R100, R100L, R110, R112, R120, R122, R130, R132
Chicano Studies CHST R101, R107, R108, R114
Child Development CD R102, R106
Computer Information Systems CIS R100, R101, R110A, R110B, R110C, R112A, R112B
Economics ECON R100, R101, R102
Engineering ENGR R100, R105, R110, R115
English ENGL R101, R102, R103, R104, R105, R106, R107, R108, R111, R112, R131, R132, R140, R151, R152, R153, R154

UC TRANSFER AGREEMENT PLAN (continued)
Geography GEOG R101, R101L, R102, R103, R104
Geology GEOL R101, R101L, R103, R103L
Health Education HED R101, R102, R103, R104, R105, R106
History HIST R100A, R100B, R102, R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R119, R120, R121
Interdisciplinary Studies IDS R101A, R101B, R102, R110
Japanese JAPN R101, R102
Marine Studies MST R100, R100L, R103, R103L, R122
Mathematics MATH R101, R102, R105, R106, R115, R120, R121, R122, R125, R134, R143
Microbiology MICR R100, R100L
Music MUS R101, R102A, R102B, R102C, R102D, R103A, R103B, R104, R105, R106, R107A, R107B, R107C, R107D, R108, R110A, R110B, R110C, R110D, R111, R112, R114, R115, R116, R117, R118, R119, R120, R121, R124, R125, R189A
Philosophy PHIL R100, R101, R102, R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R114
Physical Education PE R115, R116A, R116B, R119A, R119B, R124, R130, R131A, R133A, R141A, R141B, R143, R146A, R146B, R148, R149, R150, R154, R155A, R155B, R156A, R156B, R159A, R159B, R160, R161A, R161B, R165, R166, R167, R168, R169, R170, R171, R172, R174, R175, R177, R185A, R185C
Physical Science PHSC R170
Physics PHYS R101, R102, R102L, R121, R122, R131, R132, R133
Physiology PHSO R100, R100L
Political Science POLS R100, R101, R102, R104, R105, R106, R108, R189A
Psychology PSY R101, R103, R104, R105, R107, R108, R110, R114, R131
Sociology SOC R101, R102, R103, R104, R105, R106, R107, R108, R111, R114, R116
Spanish SPAN R101, R101A, R101B, R102, R103, R104, R105, R106, R107, R117, R118
Speech SPCH R101, R105, R107, R09, R110, R111, R113
Some restrictions on units may apply; see a counselor

Independent/Private and Out-of-State Colleges and Universities

Students who plan to transfer to independent/private colleges and universities outside of the UC and CSU system should refer to the catalog and website of that particular school for specific admission and lower division requirements. For assistance in planning a transfer program to private or out-of-state institutions, students should also meet with a counselor in the Counseling Office or Transfer Center.

California's independent colleges and universities are an excellent choice for many students. There are over 75 nonprofit, independent colleges and universities in the state. The most important criteria for selecting a college or university is how well it fits with your personality, values, and goals. Because every nonprofit, independent college and university has a unique character, there will be at least one that fits your needs. Unlike the University of California or the California State University systems, each California nonprofit, independent college and university has its own governing board.

This independence allows for a diverse set of college opportunities in California. Many independent colleges belong to the AICCU (Association of Independent California Colleges and Universities) and those offering Bachelor's degrees are listed below. You can explore these colleges at www.aiccu.org and compare and contrast CSU/UC/Independent colleges at www.californiacolleges.edu.

Northern California

Pacific Union College - Angwin
Simpson University - Redding
William Jessup University - Rocklin

Central Valley

Fresno Pacific University - Fresno
Humphreys College - Stockton
University of the Pacific - Stockton

San Francisco Bay Area

California College of the Arts - San Francisco
Cogswell Polytechnical College - Sunnyvale
Dominican University of California - San Rafael
Golden Gate University - San Francisco
Holy Names University - Oakland
John F. Kennedy University - Pleasant Hill
Menlo College - Atherton
Mills College - Oakland
New College of California - San Francisco
Notre Dame de Namur University - Belmont
Patten University - Oakland
Saint Mary's College of California - Moraga
Samuel Merritt College - Oakland
San Francisco Conservatory of Music - San Francisco
Santa Clara University - Santa Clara
Stanford University - Stanford
Touro University - California Vallejo
University of San Francisco - San Francisco

Central Coast

Thomas Aquinas College - Santa Paula
Westmont College - Santa Barbara

San Diego Metro Area

Alliant International University - San Diego
National University - La Jolla
Point Loma Nazarene University - San Diego
San Diego Christian College - El Cajon
University of San Diego San Diego

Los Angeles Basin & Orange County

American Academy of Dramatic Arts L.A. -
Hollywood
American Jewish University - Bel Air
Art Center College of Design - Pasadena
Azusa Pacific University - Azusa
Biola University - La Mirada
California Baptist University - Riverside
California Institute of Technology - Pasadena
California Institute of the Arts - Valencia
California Lutheran University - Thousand Oaks
Chapman University - Orange
Charles R. Drew Univ. of Medicine & Sci. - L.A.
Claremont McKenna College - Claremont
Concordia University - Irvine
Harvey Mudd College - Claremont
Hope International University - Fullerton
La Sierra University - Riverside
Laguna College of Art & Design - Laguna Beach
Loma Linda University - Loma Linda
Loyola Marymount University - Los Angeles
Master's College, The - Santa Clarita
Mount St. Mary's College - Los Angeles
Occidental College - Los Angeles
Otis College of Art and Design - Los Angeles
Pacific Oaks College - Pasadena
Pepperdine University - Malibu
Pitzer College Claremont
Pomona College Claremont
Scripps College Claremont
Soka University Aliso Viejo
Southern Calif. Univ. of Health Sciences Whittier
University of La Verne La Verne
University of Redlands Redlands
University of Southern California Los Angeles
Vanguard Univ. of Southern California Costa Mesa
Western Univ. of Health Sciences (Main) Pomona
Whittier College Whittier
Woodbury University Burbank

California Lutheran University (CLU)

Founded in 1959, Cal Lutheran is part of a 500-year-old tradition of Lutheran higher education — a tradition that expects you to ask the big questions — and find your own answers. Encouraging critical inquiry into matters of both faith and reason, CLU is dedicated to excellence at the undergraduate and graduate levels. The University offers 36 majors and 31 minors, in addition to professional preparation programs in specified fields of study. The 225-acre campus is located in Thousand Oaks and has a population of approximately 2100 undergraduate students.

California Lutheran University General Education Requirements

Cal Lutheran accepts IGETC certification for either CSU or UC. Students must be IGETC certified prior to enrolling at Cal Lutheran in order to get credit for IGETC certification. Students with IGETC certification will have their remaining general education courses at Cal Lutheran waived except speech, foreign language, and religion. Students with IGETC certification must also meet Cal Lutheran's GPA requirement. Cal Lutheran will need proof of the student's IGETC certification.

Area I: Proficiencies

A. Written Communication

1. Freshman English. One course with a grade of C or higher.
ENGL R101
2. Writing-intensive courses; one upper division.

B. Oral Communication

1. One course or passing score on the Oral Communication Proficiency Test to be taken at CLU (no credit given).
SPCH R101, R105, R109

C. Foreign Language

1. Two sequential courses in one foreign language or successful completion of a foreign language course at the second semester level.
ASL R101, R102, R103, R104, R105; JAPN R101, R101A & R101B, R102; SPAN R101, R101A, R101B, R102, R103, R104

OR Score on the CLU Foreign Language Placement Test indicating proficiency at the second semester level.

D. Mathematical Reasoning

1. College level math course or qualifying score on the CLU Math Placement Test. **MATH R014** is required for admission but units will not transfer.
MATH R101, R102, R105, R106, R115, R116, R120, R121, R122, R125, R134, R143, PSY R103

Area II: Perspectives

A. Humanities

1. History – one course
HIST R100A, R100B, R102, R103, R104, R105, R106, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R119, R120, R121
2. Literature – one course
ENGL R102, R104, R105, R107, R108, R111, R112, R151, R152, R153, R154; SPAN R117
3. Philosophy – one course
PHIL R100, R101, R102, R105, R106, R107, R108, R111, R112, R114

B. Natural Sciences

1. Two courses from different disciplines, each with lab components
ANAT R100, R100L; R101; ANTH R101; AST R101, R101L; BIOL R101, R116, R116L, R120, R120L, R122, R122L; CHEM R100, R100L, R104, R110, R112, R120, R122, R130, R132; GEOG R101, R101L, R103, R104; GEOL R101, R101L, R103, R103L; MST R103, R103L, R116, R116L; MICR R100, R100L; PHYS R101, R102, R121, R122, R131, R132, R133; PHSO R100, R100L; PHSC R170
Transfers with 58 or more transferable units upon enrollment at CLU only need one lab

California Lutheran University (continued)

C. Social Sciences

1. Two courses from different disciplines

ANTH R102, R105, R106; **CD** R102; **CHST** R108, R114; **ECON** R101, R102; **GEOG** R102; **POLS** R100, R101, R102, R104, R105, R106, R107, R108, R189A; **PSY** R101, R102A, R104, R105, R106, R107, R108, R110, R111, R112, R114, R134, R135; **SOC** R101, R102, R103, R104, R105, R106, R107, R108, R114, R116, R118

D. Visual and Performing Arts

1. Two courses, one of which must include participation in one of the visual and performing arts, and only one of which may be a one-credit course.

ART R101, R102, R103, R104A, R104B, R106A, R106B, R106C, R108A, R108B, R108C, R110A, R110B, R110C, R112A, R112B, R112C, R123C, R126A, R126B, R126C, R128A, R128B, R128C, R129A, R129B, R129C, R150A, R150B, R151A, R151B, R152A, R152B, R152C, R155, R156A, R156B, R157A, R157B; **MUS** R101, R103A, R103B, R104, R105, R106, R107A, R107B, R107C, R107D, R108, R110A, R110B, R110C, R110D, R111, R112, R114, R115, R116, R117, R118, R119, R120, R121, R125, R189A; **TV** R117

E. Health and Well-Being

1. HED R102

2. One activity courses (a maximum of 3 activity courses will count for credit)

NOTE: Any student over the age of 25 at entrance will have the Health and Well-Being Requirement waived.

Area III. Cultures and Civilization

- A. Global Studies: “ The World and the West”

1. One semester course. This course sequence may also be used to meet a Perspectives requirement. No Oxnard College equivalent available. However, this requirement is waived for those students entering with 28 or more units.

- B. U.S. Diversity*

1. One course. This course may also be used to meet a Perspectives requirement.

AAS R101; **CHST** R101, R107, R108, R114; **HIST** R107, R108, R112, R120; **SOC** R103, R107, R108; **SPAN** R107, R117

Integrated Studies Capstone*

1. One upper-division course available at CLU.

No Oxnard College equivalent.

*The courses marked with an asterisk are not additional course requirements. They are content requirements which must be met through selection of courses which also meet major, elective or other core requirements.

General Transfer Information

1. A maximum of 70 semester credits may be transferred from a community college.
2. Pass/Fail or Credit/No Credit courses may not be used to meet general education or major requirements.
3. Both Bachelor of Arts and Bachelor of Science degrees are offered.
4. Most majors require at least 32 credits with 20-24 credits at the upper division (junior/senior) level. Consult the CLU catalog for specific departmental requirements at
5. A personal preliminary transfer evaluation may be provided by contacting the Office of Admissions at 1-877-CLU-FOR-U.
6. Courses which are technical, vocational, or “personal enrichment” in nature are not transferable.
7. Courses that are transferable but do not meet CLU’s general education or major requirements will be credited as elective courses and will be counted toward the total number of units needed for the bachelor’s degree.

CLU Admissions Counselors are available by appointment in the Oxnard College Transfer Center. Contact the Transfer Center at 986-5837 to schedule an appointment. For more information on CLU visit www.callutheran.edu

University of Southern California (USC)

Located in Los Angeles, the University of Southern California is one of the world's leading private research universities. USC enrolls more international students than any other U.S. university and offers extensive opportunities for internships and study abroad. With a strong tradition of integrating liberal and professional education, USC fosters a vibrant culture of public service and encourages students to cross academic as well as geographic boundaries in their pursuit of knowledge. The undergraduate population of USC is approximately 16,500 students.

Admission Requirements

Minimum requirements for admission are:

1. Intermediate algebra (non-transferable college course), unless you took advanced algebra in high school.
2. Lower division writing requirement: ENGL R102 at Oxnard College
3. There is no minimum of transfer units you must complete. However, if you have fewer than 30 units, the Office of Admission will focus primarily on your high school record and SAT results.
4. Many majors have additional admission requirements. See "Transferring to USC" at www.usc.edu/transferring or contact the Office of Admission.

General Rules:

1. **Grades:**
 - Courses must receive at least a grade of C- (or CR or P) to transfer.
 - No more than 4 units of GE (one course) can be taken pass/no pass (or CR/NC). The lower division writing course cannot be taken pass/no pass. No more than 24 units total can be taken pass/no pass (including courses taken at USC). ("Pass/no pass" means a course that is available for letter grade but allows the student to choose pass/no pass as an alternate grade choice. If a course is only offered pass/no pass, it is not included in the limit).
2. **Units:**
 - Most students may transfer in a maximum of 64 semester units. (Architecture and Engineering "3-2" students have different limits).
 - Transferable courses are granted the number of semester units indicated on the transfer transcript, even if a USC equivalent course receives a different number of units.
 - Units at a quarter school are converted to semester units by dividing them by 1.5.
3. **USC students:** Once students have enrolled at USC, there are limitations on transfer coursework. As a USC student, you cannot take transfer courses to fulfill GE or the writing requirement.

You may take transfer courses in the summer only to fulfill diversity or foreign language, obtain equivalence to a USC course, or earn elective units. A pre-approval form must be filed.

4. **Business and Accounting Majors** will not receive units toward the major for business or accounting transfer courses unless the USC academic department makes an exception. All transfer students seeking admission must complete articulated prerequisite courses for admission consideration.
5. **Journalism majors** will not receive units for journalism transfer courses unless the USC department makes an exception.
6. **Architecture majors** will not receive units for architecture transfer courses unless the USC department makes an exception.
7. **High School Students:** College courses taken before high school graduation cannot be used to fulfill any of the requirements listed in Part I except for GE categories I and III.



OC students listen to a lecture in science class.

USC General Education 2008-2009

Students may fulfill GE Categories I, II, III, and V with transfer courses taken after graduating from high school and before starting USC. Categories IV and VI must be taken at USC. One course (or a combination of courses, if indicated by “with”) from each list below satisfies that requirement. The transfer institution department name and appropriate course number or numbers are listed.

<p>CATEGORY I: Western Cultures and Traditions ART R102, R103; HIST R105; R106; R111; PHIL R104; R105; R106</p>
<p>CATEGORY II: Global Cultures and Traditions ANTH R102; R107; R110; R113; HIST R113; PHIL R103</p>
<p>CATEGORY III: Scientific Inquiry (requires a lab) AST R101 with R101L; BIOL R100 with R100L; R101 with R101L; R120 with R120L; R122 with R122L; CHEM R100 with R100L; R120; GEOG R101 with R101L; GEOL R101 with R101L; R103 with R103L; MST R103 with R103L; PHSC R170; PHYS R101 with R101L; R121; R131</p>
<p>CATEGORY V: Arts and Letters ART R101; R118; R189A; ENGL R104; R105; R107; R108; R111; R112; R131; R151; R152; R153; R154; MUS R103A; R103B; R104; R105; R119</p>
<p>LOWER DIVISION WRITING REQUIREMENT: ENGL R102 fulfills the lower division writing requirement if completed after high school graduation and before starting USC.</p>
<p>DIVERSITY: All students who entered any college in fall 1993 or later must meet USC’s diversity requirement with one of the following courses: AAS R101; CHS R101; R108; R114; HIST R120; R121; PSY R107; R114; SOC R101; R103; R104; R107; R108</p>
<p>COURSES THAT FULFILL THE LANGUAGE REQUIREMENT Many majors require a third-semester foreign language course or equivalent. (The International Relations major requires the equivalent of a fourth semester SPAN R103 Fulfills third level requirement SPAN R104 or R105 will fulfill both the third and fourth level requirements</p>

For more information, see the complete articulation agreement at
<http://www.usc.edu/dept/ARR/articulation/>
 (select articulation agreements with California Community Colleges).

The agreement is also available in the Oxnard College Transfer Center.

Glossary of Terms

Abbreviations commonly used at Oxnard College

Academic Year: Fall and spring semester. The academic year traditionally begins with fall semester.

Add Authorization Code: 4-digit number given to a student by the instructor of a closed class. Enables student to override the closed status using WebSTAR.

Add Card: A green card used to add classes during the first two weeks of instruction.

Adding: A student-initiated enrollment in a course, usually by use of an Add card, Authorization Code, or remote web access.

Advisory: An “advisory” is a note that relates to a particular course. It may be a recommendation for preparation the student is advised to have before enrolling in a course, though enrollment would not be blocked as it would be with a prerequisite.

Articulation: The process by which courses from one college are evaluated and deemed comparable to courses from another institution and therefore acceptable in lieu of that institution's requirements.

Articulation Agreement: A formal written agreement specifying which courses at one college are accepted in lieu of courses at another college or university.

Assessment Test: Tests given to students prior to registration for classes. English and math skills are evaluated and the results are used to help students select appropriate classes.

ASSIST: Articulation System Stimulating Interinstitutional Students Transfer. The website can be accessed at www.assist.org and contains articulation agreements between the CSU, UC, and all California Community Colleges.

Associate Degree (AA or AS): A degree granted by a community college recognizing a student's satisfactory completion of an organized program of study of at least 60 semester units, including a major or area of emphasis, general education, and other graduation requirements.

AA: Associate in Arts (degree).

AS: Associate in Science (degree).

ASG: Associated Student Government. The student government body at OC.

Audit: The method a student uses to enroll in a course for which authorized fees are paid but no units are earned. A student may not register as an auditor until the last two days of the program adjustment period.

Bachelor's Degree: A degree granted by four-year colleges and universities.

BOGG: Board of Governors Grant – a form of financial aid that pays enrollment fees for eligible students.

Cal Grant: California financial aid program available to college-bound students based on high school academic achievement and family financial need.

CAN: California Articulation Number identifies courses that have been articulated as being essentially the same, and assigns a cross reference number that is recognized statewide.

Certificate of Achievement: A certificate awarded which recognizes a student's satisfactory completion of an organized program of vocational study, including a prescribed number of units in specified areas.

Challenge: The process by which a student may meet a specific requirement through successful performance on a comprehensive exam. No units are awarded for challenge, but the requirement is met.

College Work Study Program: A program of federal financial aid which provides funds for student jobs on campus

Co-requisite: A course that is required to be taken at the same time or in conjunction with another course.

Course Load: The number of units a student is taking in any given term. A full-time student is one who is enrolled in 12 or more course units of credit during a semester.

Course Title: The descriptive name of the course. It gives a general idea of the content of the course.

CRN: Course Reference Number listed in class schedule.

CSU: California State University. See page 61.

CSU GE-Breadth: General Education pattern for the CSU system. See page 65.

Credit: A term often used interchangeably with "units" to describe the number of hours a student earns for completing a course.

Drop: A withdrawal (drop) initiated by either a student, instructor, or administration from an enrolled course.

Elective: A course not required in the major or program a student is following but which is acceptable for credit.

EOPS: Extended Opportunity Programs & Services. A state-funded program which provides both financial and learning skills assistance to students who may not otherwise have been able to attend college because of cultural, economic, or educational background.

EAC: Educational Assistance Center. Provides services to disabled students.

Faculty Central: Faculty website includes schedule by day/time, summary class rosters, add authorization codes, census/instructor drop posting, list of administrative and student initiated drops, early alert activation, and grade posting. faculty.vcccd.edu/webstar

Financial Aid: Money available from the federal and state governments and various community sources to help meet college expenses. Financial Aid possibilities include grants, loans, scholarships, and work-study programs.

Full-time Student: A student enrolled in a minimum of 12 units for a regular semester or 4 units in a summer session.

GE: General Education

GPA: (Grade Point Average) Grades (evaluative symbols) which are given for course work are assigned numerical values. Your grade point average is the numerical average of the quality of the work done in all your courses for which grades are assigned.

IGETC: Intersegmental General Education Transfer Curriculum. A pattern of courses that can be used to satisfy general education requirements at both CSU and UC campuses

Lab: A study period during which students perform experiments or activities to help them understand and learn the material related to the course.

Lecture: A class meeting whose primary function is the dissemination of information.

Lower Division: Courses at the freshman and sophomore level of college.

Major: An organized program of courses in a specific area of study, leading to a Certificate of Achievement or an Associate degree.

Matriculation: A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. A student is provided services including admission, orientation, assessment, counseling or advising, enrollment and follow-up to help ensure successful attainment of the stated educational goals.

LRC: Learning Resource Center. Building that includes the Library and Learning Resources, tutoring, administrative offices, Outreach and Recruitment, records, assessment, counseling, and the Transfer Center.

Maximum Unit Load: A student may enroll for up to 19.5 units in a regular semester.

Open Entry/Open Exit: Courses which are structured so that students may enroll at any time during the semester. Course content is usually self-paced. Open exit indicates that as soon as the student accomplishes the requirements for the course, the course is completed.

Prerequisite: The preliminary requirement that must be met before a certain course can be taken.

Probation: Probation is a warning status placed upon a student who is not performing satisfactorily. The student must improve scholastic achievement during this period.

PACE: Program for Accelerated College Education

PIN: Personal Identification Number. (password)

Proficiency Award: Given to students who satisfactorily complete a course or sequence of courses designed to lead to specific type of employment or to update skills. These awards are given by departments.

Quarter: A fourth of an academic year. There are three quarters in an academic year.

Semester: Half of an academic year. A semester is usually 16 to 18 weeks.

Short-term Course: A course that meets for less than the entire time frame For a regular-term course, generally 18 weeks for a Semester.

Student Central: WebSTAR - student website.
www.oxnardcollege.edu/webstar

Telecourse: Instructional television or video viewing courses, with some classroom attendance.

Term: An academic calendar unit; e.g.; a quarter or semester.

Transcript: An official unabridged and certified list of courses taken by a student in an institution of higher education showing identification of the student, as well as units of credit, and final grades for all courses.

Transfer Credit: Credit accepted from another college for application toward a degree.

Transfer Certification: When a counselor at the community college evaluates a student's transcripts and finds that they have met all CSU GE-Breadth or IGETC requirements, they can request that the student's GE be certified by the Records Office.

Unit of Credit: A unit of academic credit used as a basis for evaluating the amount of college work accomplished. Generally, one unit is awarded for three hours work per week per term on the part of the student. In most college courses, one unit is awarded for a lecture course that meets for an hour each week, because the average student spends two hours in preparation for a lecture. One unit of credit is normally awarded for a laboratory, field work, drawing, music, practical arts, physical education or other type of course usually does not require the same amount of outside study or preparation.

UC: University of California. See page 65.

Upper Division: Courses at the junior and senior level of college that must be taken at a four-year university.

Announcement of Courses

Course Identification

A course identification is comprised of the course discipline abbreviation and course number (for example, BUS R001). All course numbers for Oxnard College will have a leading R (for Oxnard) preceding the actual course number. Courses numbered 1 (one) through 9 (nine) will also have two leading zeros preceding the actual number; courses numbered 10 (ten) through 99 (ninety-nine) will have a leading zero preceding the actual number. Sometimes an alphabetic character is appended to the course identification (for example, SPAN R101A). Courses numbered 100-199 are deemed baccalaureate level and CSU transfereable.

Courses offered by Oxnard College will allow a wide selection of curricula that meet the requirements for most regular university majors as well as for technical, semi-professional, or occupationally-oriented programs.

To assist students to plan their programs of study, all credit courses offered by Oxnard College are classified into one of the three following categories:

1. Courses applicable toward the baccalaureate degree at universities or senior colleges.
2. Technical, semi-professional, or occupationally-oriented courses applicable to certificate and associate degree programs for which some universities and senior colleges allow subject or elective credit toward the baccalaureate degree.
3. Non-transfer and/or remedial courses not applicable toward either the baccalaureate or associate degrees.

Non-degree Credit Courses

ACT—all courses; **BUS** R041; **CD** R010, R011, R044, R048, R051, R052; **CIS** R020B, R028C; **DH** R050, R051; **DST**—all courses; **EMP** R004, R005; **ENGL** All R030-series except R030T, R066, R068, R080, R084; **ESL**—all courses; **FT** R094A; **HED** R010; **LS**—all courses; **MATH** R009, R010, R093; **PG** R001, R002; **SPED**—all courses.

Definition of a Semester Unit

The semester unit value of the course is shown by a number (or numbers) following the course title. The semester unit is based on three hours of work and study: one lecture hour with two attendant hours of preparation, or three hours of laboratory activity.

Course Prerequisites, Corequisites, and Advisory

A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program.

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

Recommended preparation states the preparation suggested by the faculty to complete successfully a particular course. While encouraged to do so, students do not have to satisfy recommended preparation guidelines to enroll in a course.

Course prerequisites, corequisites, and/or recommended preparation are specified within course descriptions announced in this catalog; they are also specified in the schedule of classes. A course has no prerequisite or corequisite unless so designated. Students are expected to have completed the prerequisite course with a satisfactory grade—C or better or CR—and if applicable be enrolled in the corequisite requirement for all courses in which they enroll.

Challenging a Prerequisite or Corequisite

If a student has equivalent past experience or course work and desires to challenge the validity of a prerequisite/corequisite, Education Code permits that process. The petition for the aforementioned challenge is available in the Counseling Office. The challenge process requires a student to show specific grounds for waiving the prerequisite or corequisite. The grounds upon which students may challenge are as follows:

1. The student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite has not been made reasonably available.
2. The prerequisite or corequisite was established in violation of the regulation or in violation of district-approved processes.
3. The prerequisite or corequisite is unlawfully discriminatory or it is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite or corequisite.

Challenge forms with supporting documentation must be completed and submitted to the Counseling Office prior to the start of classes. Counselors will act on the challenge and notify the student of their decision prior to the first class meeting.

Credit/No Credit Options

In the following section, which contains all course descriptions, the numbers (1) or (2) will be seen at the end of some descriptions. These numbers indicate that the so-designated courses are graded as follows:

- (1) Courses wherein all students are evaluated on a credit-no credit basis.
- (2) Courses wherein each student may elect by no later than the end of the first 30 percent of the term whether the basis of evaluation is to be credit-no credit or a letter grade.

In all other cases, courses will be graded in conformance with the college's grading policy, outlined elsewhere in this catalog.

Field Trips

Students enrolled in any course in the Oxnard College curriculum may be required to attend extra-educational events, excursions, and/or field trips. Such activities are subject to the district's policy on field trips, Section C.12.f. of the Board Policy Manual, and to the provisions of the California Educational Code and Title 5.

Transferability

Courses that carry a number between R100 and R199 have been approved as baccalaureate level and are expected to transfer for credit to four-year institutions. Courses under which the statement "Transfer Credit: UC, CSU" or "CSU" appears to have been approved for at least elective credit by those systems as indicated. To determine if courses can be used to satisfy general education requirements, consult the CSU GE-Breadth and IGETC charts in the catalog. To determine if courses can be used to fulfill major or pre-major requirements at UC or CSU campuses, consult www.assist.org.

Courses numbered R001-R099 are not ordinarily offered in the university or four-year college (or if offered do not provide credit toward the bachelor's degree) and therefore are not usually applicable for degree-credit, though the transfer institution may choose to accept them at their discretion.

Offering of Courses as Described in the Catalog

Occasionally there may be course changes concerning prerequisites, contents, hours, or units of credit made after publication of the catalog. Efforts will be made through the class schedules and public media, and at times of registration, to notify students of any changes other than as described in the catalog.

Offering of Courses as Listed in the Schedule of Classes

The college reserves the right to cancel any class scheduled for any term if enrollment is insufficient as determined by the board of trustees.

Course Discipline Abbreviations

Courses listed below are offered as a regular part of established curricula or when demand warrants. The current class schedule should be consulted to determine the availability of specific courses.

In the course number designations, the following subject or departmental title abbreviations are used:

ADS	Addictive Disorders Studies
AFAM	African-American Studies
AC	Air Conditioning & Refrigeration
ASL	American Sign Language

ANAT	Anatomy
ANTH	Anthropology
AS	Area Studies
ART	Art
AAS	Asian-American Studies
ACT	Assistive Computer Technology
AST	Astronomy
AB	Automotive Body Repair & Paint
AT	Automotive Technology
BIOL	Biology
BUS	Business
CHEM	Chemistry
CHST	Chicano Studies
CD	Child Development
CIS	Computer Information Systems
COT	Cooperative Work Experience
CRM	Culinary Arts & Restaurant Management
DA	Dental Assistant
DH	Dental Hygiene
DST	Disability Studies
ECON	Economics
EDU	Education
EMP	Employment Preparation
ENGR	Engineering
ENGT	Engineering Technology
ENGL	English
ESL	English as a Second Language
ET	Environmental Technology
FT	Fire Technology
GEOG	Geography
GEOL	Geology
HED	Health Education
HIST	History
IDS	Interdisciplinary Studies
JAPN	Japanese
JOUR	Journalism
LDR	Leadership
LS	Learning Skills
LA	Legal Assisting
MST	Marine Studies
MATH	Mathematics
MICR	Microbiology
MM	Multimedia
MUS	Music
PG	Personal Growth
PHIL	Philosophy
PE	Physical Education
PHSC	Physical Science
PHYS	Physics
PHSO	Physiology
POLS	Political Science
PSY	Psychology
SOC	Sociology
SPAN	Spanish
SPED	Special Education
SPCH	Speech
TV	Television

For convenience, the course descriptions in this catalog are arranged alphabetically according to subject grouping.

ADDICTIVE DISORDERS STUDIES

The Addictive Disorders Studies Program at Oxnard College prepares students to enter the field of alcohol/drug counseling with responsibilities for doing intakes and assessments, motivational, supportive and group counseling, crisis intervention, information and referral and case write-ups.

Students completing this program will have the necessary educational and skills requirements to APPLY for credentialing through a number of professional organizations.

For more information, contact ADS staff at (805) 986-5800, ext. 1946

Career Opportunities

Alcohol Counselor	Alcohol/Drug Treatment Spec. I-II
Addiction Counselor	Drug Counselor
Prevention Educator	
Forensic Corrections Treatment Spec. I-II	

Faculty

Full-Time Staff	Part-Time	Part-Time
	Elizabeth Herron	William Shilley
	Marjorie Lucas	Sarasue Shielman
	Janice Peyton	Kathleen Staples
	Rebecca Porter	Luis Tovar
	Laurie Sanders	Michael Webb

◆ Addictive Disorders Studies

Associate in Science Degree Certificate of Achievement

This C.A.A.D.E. (California Association for Alcohol/Drug Educators) approved program prepares students to enter the field of alcohol/drug counseling with responsibilities for doing intakes and assessments, motivational, supportive, and group counseling, crisis intervention, information and referral, and case write-ups.

Students completing this program will have the necessary educational and skills requirements to **APPLY** for credentialing through a number of professional organizations. The following private certifying organizations are registered with the State of California: (1) C.A.A.D.E. offers a Certified Addictions Treatment Specialist (C.A.T.S.) credential and application forms and information can be obtained by contacting: C.A.A.D.E., Donna Marks, P.O. Box 7152, Oxnard, CA 93031-7152; telephone or fax: 805-485-5247; email: marks@vcss.k12.ca.us; (2) C.A.A.D.A.C. (California Association of Alcohol and Drug Addiction Counselors), Credentialing Committee, 3400 Bradshaw Road, Suite A5, Sacramento, CA 95827, 916-368-9412. (3) C.A.A.R.R. (California Association of Alcohol Recovery Resources), 650 Howe Avenue, Suite 1060, Sacramento, CA 95824 (800-564-4927). (4) C.A.D.D.T.P. (California Association of Drinking Driver Treatment Programs), 685 Placerville Drive, #305, Placerville, CA 95667, 800-464-3597.

Required Courses:

	Units	
ADS R101	Overview of Addictions	3
ADS R102	Intervention & Recovery	3
ADS R103	Pharmacology of Drugs	3
ADS R104	Case Management	3
ADS R105A	Group Leadership I	3
ADS R106	Adult Children of Alcoholics	3
ADS R108	Alcohol and Human Development	3
ADS R109	Marriage and Cultural Influences	3
ADS R110A	Field Experience I	3
ADS R110B	Field Experience II	3
ADS R113	Dual Diagnosis	3
Total Core Requirements		33

Additional Required Courses:

	Units	
Complete any one (1) of the following:		
PSY R102A	Interpersonal Relations	3
ADS R107A	Special Populations	3
ADS R107B	Treatment of Adolescents	3
ADS R111	Managing Alcohol Programs	3
ADS R112	Prevention	3
ADS R114	EAP Practice	3
ADS R115	Alcohol/Drugs/Nutrition	3
ADS R116	Alcohol/Drugs/Driving Laws	3
Total Required Units		36

◆ Addictive Disorders Studies in the Criminal Justice System

Associate in Science Degree Certificate of Achievement

This certificate is designed to prepare students to enter the field of treatment providers of services to incarcerated clients in county, state, and federal correctional programs and those recently released from such institutions. Emphasis will be given to the special knowledge, skills, and attitudes required for those who choose to work in the criminal justice system or other related human services. Students with this certificate will also be trained to work in the adolescent and adult drug court systems, pre-release and after-care programs, and intensive probation models.

Graduates completing this program would be qualified to apply for a number of certifications: C.A.T.S. (Certified Addictions Treatment Specialists) available from C.A.A.D.E.; F.A.C.T. (Forensic Addictions Corrections Treatment Specialists) from the Addiction Transfer Center (ATC) at UCSD, etc.

Required Courses:

	Units	
ADS R101	Overview of Addictions	3
ADS R104	Case Management	3
ADS R106	Adult Children of Alcoholics	3
ADS R107B	Treatment of Adolescents	3
ADS R110A	Field Experience I	3
ADS R110B	Field Experience II	3
ADS R113	Dual Diagnosis	3
ADS R116	Alcohol/Drugs/Driving Laws	3
ADS R117	Treatment Modalities in the Criminal Justice System	3
ADS R118	Culture, Race, & Gender Considerations in CJS Treatment	3
ADS R119	Community as Treatment in the Criminal Justice System	3
ADS R120	Introduction to Alcohol & Drugs in the Criminal Justice System	3
Total Core Requirements		36

Unless already working in the Criminal Justice System, ADS R110A and ADS R110B may not be taken until ADS R113, R117, R118, R119, and R120 have been successfully completed.

Addictive Disorders Studies Courses

ADS R098—Short Courses in Alcohol Studies ½-10 units

Lecture and/or lab hours as required by unit formula
Specialized workshops designed to update alcohol program personnel and others as required for in-service training in specific subject matter areas. Unit credit determined by length of instruction of the workshop as defined by current credit standards. (2)

ADS R101—Overview of Addiction **3 units**
3 hours lecture weekly
This introductory course studies alcohol-related problems, including their relationship to alienation and change in lifestyle, cultural and family attitudes, causes and addiction, subcultures, ethical implications, and solutions. This course is a study of the history of alcohol use, misuse, and dependency. It will also study causes and effects of addiction and current modalities of treatment. Fulfills one 3-unit chemical core requirement for the California Association of Alcohol/Drug Educators.
Transfer credit: CSU

ADS R102—Intervention, Treatment and Recovery **3 units**
Prerequisites: ADS R101.
3 hours lecture weekly
This course will give students a comprehensive history of alcohol/drug treatment modalities and the rules of ethics and confidentiality involved in such treatment. Students will learn crisis intervention techniques and the dynamics of a family intervention and work place interventions. Students will be taught all the tools for intakes, assessments, screening, recovery planning, exit planning and relapse prevention. Field trips may be required.
Transfer credit: CSU

ADS R103—Physiology and Pharmacology of Alcohol and Other Drugs **3 units**
3 hours lecture weekly
This course will cover both an ancient and contemporary history of drug use. It will describe the new micro-biology of the brain, especially as it is affected and changed by drug use. It will describe in detail the effects of all the major drugs on the body and will show how the new synthetic drugs and other addictions affect the bio-chemistry of the brain. Other addictions like compulsive gambling, eating disorders, sexual addictions will also be studied and the course will conclude with an overview of the various treatments for drug addicts. Fulfills one 3-unit chemical core requirement for California Association for Alcohol/Drug Educators (CAADE). Field trips may be required.
Transfer credit: CSU

ADS R104—Case Management and Basic Counseling Skills **3 units**
3 hours lecture weekly
This course is designed to teach students case management and the basic skills of alcohol/drug counseling: active listening, empathic responding and motivational interviewing. It will also introduce students to the principles of harm reduction and show how these insights can enhance positive treatment outcomes. Fulfills one 3-unit skills requirement for CAADE.
Transfer credit: CSU

ADS R105A—Group Leadership I **3 units**
Prerequisites: ADS R101.
Advisory: ADS R104.
3 hours lecture weekly
This course is designed to familiarize students with group dynamics, especially groups involving recovering alcoholic and drug addicts. This course offers practicum's in group leadership skills, examines various types of groups and teaches specific skills for dealing with recovering addicts. This course fulfills one 3-unit skills requirement for CAADE.
Transfer credit: CSU

ADS R105B—Group Leadership II **3 units**
Prerequisites: ADS R105A.
3 hours lecture weekly
Course in group counseling is designed to give students knowledge and skills training in advanced group leadership techniques. It will offer supervised practicum for the experienced counselor and introduce students to the special dynamics involved in addressing difficult group behavior.
Transfer credit: CSU

ADS R106—Adult Children of Alcoholics **3 units**
3 hours lecture weekly
This course is specifically designed for potential counselors to develop self-awareness and examine their origins as possible adult children of alcoholics. They will study the necessity of maintaining boundaries in all relationships. Students will be given the tools to work especially with children from alcoholic families and learn how to change attitudes and behavior by examining different parenting approaches. Fulfills one 3 unit-skills requirement for the California Association for Alcohol Drug Educators (CAADE).
Transfer credit: CSU

ADS R107A—Special Populations **3 units**
3 hours lecture weekly
Course addresses special groups of alcoholics and investigates their unique characteristics, particular intervention needs, and individual responses to treatment. Attention focuses on the underserved populations of women, aged, disabled, ethnic-racial, homosexual, adolescent, and military alcoholics. Fulfills one 3-unit skills requirement for CAADE.
Transfer credit: CSU

ADS R107B—Treatment of Adolescents **3 units**
3 hours lecture weekly
Course integrates biological, psychological, and social factors into a comprehensive model for understanding and treating alcohol and drug problems and addiction in the adolescent population. In this context, students will learn necessary techniques of counseling and basic aspects of adolescent addiction.
Transfer credit: CSU

ADS R108—Alcohol and Human Development **3 units**
3 hours lecture weekly
Analysis of developmental behaviors associated with each stage in human development and ways the social environment impedes or helps this development. Special emphasis given to how drugs and alcohol affect this development. Examples of disruptive influences on human development and the way human service occupations develop systems and services to minimize these disruptive influences are studied. Fulfills one 3-unit behavioral requirement for CAADE.
Transfer credit: CSU

ADS R109—Marriage and Cultural Influences **3 units**
3 hours lecture weekly
Primary emphasis is exploration of social and psychological consequences of ethnic background as contributing factors in misuse of alcohol. Further emphasis placed on lack of choice as to status, categorization in the larger society, and structural adaptations of Blacks, Chicanos, Indians, and Puerto Ricans; changing role of women, stress-producing factors in marriage, and use and misuse of alcohol by youth explored. Fulfills one 3-unit skills requirement for CAADE.
Transfer credit: CSU

ADS R110A—Alcohol and Drug Studies Field Experience I **3 units**
Prerequisites: ADS R102 and ADS R103 and ADS R104 and ADS R105A.
1 hour lecture, 6 hours lab weekly
This course requires that students gain experience in applied alcohol studies in community agencies such as mental health, youth correction, shelters for the homeless, social services, selected industrial settings, military bases, Alcoholics Anonymous, Narcotics Anonymous, and other private and public facilities for the prevention, intervention, and treatment of alcoholics/drug addicts. This course fulfills one 3 unit field studies requirement of CAADE. May be taken two times.
Transfer credit: CSU

ADS R110B—Alcohol and Drug Studies Field Experience II 3 units

*Prerequisites: ADS R110A.
1 hour lecture, 6 hours lab weekly*

This course provides students with experience in applied alcohol studies in a two-semester sequence where students are placed in various agencies and organizations in the alcohol education and treatment field. Students learn through supervised participation in agency work. This semester will emphasize student growth in self-awareness and self-esteem, interviewing skills, connections and interrelationships with other core courses, introduction to systems, and the agency and other client systems. This course fulfills one 3-unit field studies requirement of CAADE. May be taken two times.

Transfer credit: CSU

ADS R111—Managing Alcohol Programs 3 units

*Prerequisites: ADS R101, ADS R110A.
3 hours lecture weekly*

This course focuses on five levels of alcohol program management; federal, state, and local governments, and private and voluntary agencies. The following organizational components will be emphasized; inter and intra organizational relationships, communication, employee assistance programs, and management styles and their influence on services. Students will also study the current and anticipated impact of alcohol and drug abuse on individual and community health problems and societal institutions and resources integrated into analysis of program management. This course fulfills one 3-unit skill requirement for C.A.A.D.E. Also fulfills the requirements of Domain VIII of TAPS 21. Field trips may be required.

Transfer credit: CSU

ADS R112—Prevention Overview 3 units

3 hours lecture weekly

This course is a study of prevention strategies in the field of alcohol and drug addictions stressing in a positive and practical approach to the diminution and eradication of addictive diseases in our society. Fulfills a 3-unit skills requirement of CAADE and Domain VI of TAPS-21. (The Technical Assistance Publication Series #21 now required by the State Department of Alcohol/Drug Programs to provide Addiction Counseling Competencies). Field trips may be required.

Transfer credit: CSU

ADS R113—Dual Diagnosis 3 units

Prerequisites: ADS R108.

3 hours lecture weekly

This course addresses the coexistence of chemical dependency and other major psychiatric illnesses. It will focus on identification and assessment, current treatment approaches, understanding medications, making appropriate referrals, and how addiction counselors may interface with the professional mental health community. This course fulfills one 3-unit skills requirement for CAADE.

Transfer credit: CSU

ADS R115—Alcohol/Drugs/Nutrition 3 units

Prerequisites: ADS R101.

3 hours lecture weekly

The principles of sound nutrition will be taught to provide basic information so that an understanding of the nutritional needs of the recovering alcoholic/drug addict can be thoroughly discussed. The prevalence of eating disorders such as bulimia, anorexia, and compulsive overeating in recovering individuals will be emphasized. The similarities between drug addiction and eating disorders will also be discussed. Finally, the physical implications, including pregnancy, with regard to abuse which compromise nutritional status will be addressed. Field trips may be required.

Transfer credit: CSU

ADS R116—Alcohol, Drugs, and the Driving Laws 3 units

Prerequisites: ADS R101 or equivalent.

3 hours lecture weekly

This is a course designed for students currently working in, or interested in working in, a Driving Under the Influence (DUI) program, a Probation program, police work, and for people who supervise others, some of whom have DUI problems. The student will be introduced to the effects of alcohol and other drugs on the driver, as well as the laws and penalties regarding driving under the influence incidents. This course is designed to demonstrate the need for DUI programs as well as intervention strategies.

Transfer credit: CSU

ADS R117—Treatment Modalities in the Criminal Justice System 3 units

3 hours lecture weekly

This course is an examination of the treatment and intervention models in the Criminal Justice System (CJS) for treating the substance-abusing client. The focus will be on the various treatment approaches used at each phase of the justice continuum, that is, the pretrial phase, custodial phase, pre-release phase, and probation/parole supervision phase. The course will examine the concept of graduated sanctions for drug use violations and the various aspects of the community, courts, prison system, and probation/parole that affect the recovery goals of the client and treatment providers. Field trips may be required. (2)

Transfer credit: CSU

ADS R118—Culture, Race, & Gender Considerations in CJS Treatment 3 units

3 hours lecture weekly

This course is designed to familiarize students with the theories of addiction and their application to incarcerated populations of men, women, and youth. Theories of criminology, diversity, and prevention of gang involvement, lethal criminal behavior, and recovery from addictions will be the emphasis of this course. The course will give special consideration to the impact of gender, race, and culture in the treatment of the prison population. Field trips may be required. (2)

Transfer credit: CSU

ADS R119—Community As Treatment in the Criminal Justice System 3 units

3 hours lecture weekly

This course is designed to familiarize students with the various theories of rehabilitation for addicts in the Criminal Justice System from initial incarceration to reinstatement in the community. Students will be introduced to various therapeutic community models, the methodology involved in such models, and step-by-step explanations and illustrations of the entire process of life-style changes. Field trips may be required.

Transfer credit: CSU

ADS R120—Alcohol and Drugs in the Criminal Justice System: Introduction to Alcohol and Drugs in the Criminal Justice System 3 units

3 hours lecture weekly

This course is an introduction to the treatment of alcohol and drug addicts living in the Criminal Justice System. It will include the history and evolution of the Justice System in the United States. It will survey crime, criminal behavior, the police, courts, and corrections. Field trips may be required. (2)

Transfer credit: CSU

ADS R121—Alcohol/Drugs and Domestic Violence 3 units

3 hours lecture weekly

This course will explain the dynamics of domestic violence and the related power and control effects it has on all aspects of relationships and intimacy. It will also examine the interconnectedness with substance abuse, cultural diversity, and family dynamics. The course will teach the tools and techniques for developing alternatives to violence with special emphasis on anger management.

Transfer credit: CSU

ADS R122—Reducing Binge and Underage Drinking: A Collective Responsibility 3 units

3 hours lecture weekly

This course offers specialized and specific subject matter designed to update alcohol program personnel and others who are interested in primary prevention. It will cover the scope and nature of binge and underage drinking, associated problems, national, state and local research and data on binge and underage drinking, effective municipal, college, and university law enforcement and community prevention strategies.

Transfer credit: CSU

ADS R123 Alcohol, Drug Addiction and Trauma 3 units

3 hours lecture weekly

This course will explore the relationship between addiction and trauma; and students will learn to identify the stages of addiction and treatment strategies for substance abuse. They will learn to recognize the physical and psychological symptoms of Post Traumatic Stress Disorder (PTSD), and understand the specific events of different types of trauma, such as childhood betrayal trauma, combat-related trauma, domestic violence, and natural disasters. Crisis management strategies will be explored for reducing high-risk, re-traumatizing behaviors, as well as effective treatment modalities for addicted survivors of trauma, including integrating twelve-step recovery tools with the treatment of trauma symptoms. Field trips may be required.

Transfer credit: CSU

AFRICAN-AMERICAN STUDIES

African-American Studies Courses

AFAM R101—African-American Ethnology 3 units

Prerequisites: None. General or cultural anthropology preferred, but not required.

3 hours lecture weekly

An anthropological exploration of the ethnohistorical development of African lifestyles in the New World. Special emphasis will be on the African-American in the United States. Fieldwork in the local community will be part of the course. (Same as ANTH R114)

Transfer credit: UC, CSU

AIR CONDITIONING & REFRIGERATION

The field of air conditioning, heating, and refrigeration offers employment in the areas of service and repair, construction and installation, sales, manufacturing, and plant maintenance.

For more information, please call (805) 986-5824

Career Opportunities

Sales	Manufacturing
Service and Repair	Plant Maintenance
Construction and Installation	

Faculty

Full Time Staff	Part-Time	Part-Time
	Alan Ainsworth	Jack Smith
	Dirk DeKreek	Jack Stewart

◆ Air Conditioning/Refrigeration

Associate in Science Degree Certificate of Achievement

Required Courses:	Units	
AC R010	AC & Refrigeration I	3
AC R010L	AC & Refrigeration I Lab	2
AC R011L	AC & Refrigeration II Lab	2
AC R020	Electrical Systems I	3
AC R020L	Electrical Systems I Lab	2
AC R021L	Electrical Systems II Lab	2
AC R030	Airside Systems	3
AC R030L	Airside Systems Lab	2
AC R040	Heating Control Systems	3
AC R040L	Heating Control Systems Lab	2
Total Required Units		24

Air Conditioning & Refrigeration Courses

AC R001—Air Conditioning & Refrigeration 15 units

12 hours lecture, 9 hours lab weekly

Comprehensive curriculum covering topics over the full range of the heating, air conditioning, and refrigeration industry. Field trips may be required. Students will be placed into individual courses within the Air Conditioning and Refrigeration Program.

AC R010—Air Conditioning & Refrigeration I 3 units

3 hours lecture weekly

This course develops competency in the theoretical troubleshooting of mechanical problems in air conditioning and refrigeration systems through an understanding of the operating principles for refrigeration. It is recommended as a first semester course for persons who want to develop or improve job skills in the air conditioning, heating and refrigeration industry. Together with the lab course (AC R010L), this class targets the service technician who wishes to develop troubleshooting and repair skills. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

AC R010L—Air Conditioning & Refrigeration I Lab 2 units

1 hour lecture, 3 hours lab weekly

This course develops competency in the hands-on troubleshooting of mechanical problems in air conditioning and refrigeration systems through an understanding of the operating principles for refrigeration. It is recommended as a first semester course for persons who want to develop or improve job skills in the air conditioning, heating and refrigeration industry. Together with the lecture course (AC R010), this class targets the service technician who wishes to develop refrigeration troubleshooting and repair skills. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

AC R011L—Air Conditioning & Refrigeration II Lab 2 units

1 hour lecture, 3 hours lab weekly

This course develops additional competency in the hands-on troubleshooting of mechanical problems in air conditioning and refrigeration systems through an understanding of the operating principles for refrigeration. It is recommended as a second semester course for persons who want to develop or improve job skills in the air conditioning, heating and refrigeration industry. Together with the first semester lab course (AC R010L), this class targets the service technician who wishes to develop refrigeration troubleshooting and repair skills. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

AC R020—Electrical Systems I
3 hours lecture weekly

3 units

This course develops competency in the theoretical troubleshooting of mechanical problems in air conditioning and refrigeration systems through an understanding of the operating principles for electrical wiring systems used in air conditioning and refrigeration installations. It is recommended for persons who want to develop or improve job skills in the air conditioning, heating and refrigeration industry. Together with the lab course (AC R020L), this course targets the service technician who wishes to develop skills in reading wiring diagrams, identifying electrical components, and electrical troubleshooting and repair skills. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

AC R020L—Electrical Systems I Lab
1 hour lecture, 3 hours lab weekly

2 units

This course develops competency in the hands-on troubleshooting of mechanical problems in air conditioning and refrigeration systems through an understanding of the operating principles for electrical wiring systems used in air conditioning and refrigeration installations. It is recommended for persons who want to develop or improve job skills in the air conditioning, heating and refrigeration industry through practice on live equipment. Together with the lecture course (AC R020), this course targets the service technician who wishes to develop skills in reading wiring diagrams, identifying electrical components, and electrical troubleshooting and repair skills. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

AC R021L—Electrical Systems II Lab
1 hour lecture, 3 hours lab weekly

2 units

This course develops additional competency in the hands-on troubleshooting of mechanical problems in air conditioning and refrigeration systems through an understanding of the operating principles for electrical wiring systems used in air conditioning and refrigeration installations. It is recommended for persons who want to continue their development of electrical troubleshooting job skills in the air conditioning, heating and refrigeration industry through practice on live equipment. Together with the introductory electrical lab course (AC R020L), this course targets the service technician who wishes to develop a higher skill level in reading wiring diagrams, identifying electrical components, and electrical troubleshooting and repair skills. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

AC R030—Airside Systems
3 hours lecture weekly

3 units

This course develops competency in the theoretical troubleshooting of air side problems in air conditioning systems through an understanding of the principles of air flow, the properties of air, theory of controls, reading of construction drawings, calculation of building loads. It is recommended for persons who want to develop or improve job skills in the air conditioning, heating and refrigeration industry. Together with the lab course (AC R030L), this course targets the service technician who wishes to develop skills in designing and troubleshooting building air conditioning systems and controls. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

AC R030L—Airside Systems Lab
1 hour lecture, 3 hours lab weekly

2 units

This course develops competency in the hands-on troubleshooting of air side problems in air conditioning systems through an understanding of the principles of air flow, the properties of air, theory of controls, reading of construction drawings, calculation of building loads. It is recommended for persons who want to develop or improve job skills in the air side segment of the air conditioning, heating and refrigeration industry through practice with live equipment and tools. Together with the lecture course (AC R030), this course targets the service technician who wishes to develop skills in designing and troubleshooting building air conditioning systems and controls. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

AC R040—Heating and Control Systems
3 hours lecture weekly

3 units

This course develops competency in the theoretical troubleshooting of mechanical and electrical problems in heating systems through an understanding of the operating principles heating and furnace electrical control circuits. It is recommended for persons who want to develop or improve job skills in the heating segment of the air conditioning, heating and refrigeration industry. Together with the lab course (AC R040L), this course targets the service technician who wishes to develop skills in designing and troubleshooting heating systems and controls. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

AC R040L—Heating and Control Systems Lab
1 hour lecture, 3 hours lab weekly

2 units

This course develops competency in the hands-on troubleshooting of mechanical and electrical problems in heating systems through an understanding of the operating principles heating and furnace electrical control circuits. It is recommended for persons who want to develop or improve job skills in the heating segment of the air conditioning, heating and refrigeration industry. Together with the lecture course (AC R040), this course targets the service technician who wishes to develop skills in designing and troubleshooting heating systems and controls. It is also applicable for students wishing to enter the industry in the capacity of installer, sales representative, maintenance technician, or designer. Field trips may be required.

AC R080—Industry Survey/Repair

1 unit

Advisory: AC R010L, AC R030L, AC R040L or concurrent enrollment or equivalent.
3 hours lab weekly

Survey of local industries, opportunities and equipment. Repairs on equipment brought in by students will be done with guidance from instructor. Course may be taken two times.

AMERICAN SIGN LANGUAGE

Faculty

Full-Time

Julie Lovejoy

Part-Time

Matthew Beishline
Debra Kaskus
Antoinette Pineau
Ila Sachs
Durstun Winesburg

American Sign Language Courses

ASL R101—American Sign Language 1 **3 units**

3 hours lecture weekly

Students with little or no prior knowledge of American Sign Language will be introduced to the natural language and culture of the American Deaf community. The course provides basic vocabulary and preparation for visual/gestural communication. Emphasis will be on comprehension skills and the fundamentals of ASL grammatical structures. Field trips may be required. Course may be taken two times. Formerly SL 101. (2)

Transfer credit: UC, CSU

ASL R102—American Sign Language 2 **3 units**

Prerequisites: ASL R101.

3 hours lecture weekly

Building on the skills developed in the ASL R101 course, instruction will focus on ASL sentence types, time concepts, numbers, classifiers, giving directions, describing others, making requests, and discussing family and occupations. Additional information on Deaf culture and community will be presented. Field trips may be required. Course may be taken two times. Formerly SL 102. (2)

Transfer credit: UC, CSU

ASL R103—American Sign Language 3 **3 units**

Prerequisites: ASL R102.

3 hours lecture weekly

Course will continue the study of conversational American Sign Language with expanded information on ASL grammar, syntax, spatial referencing, and vocabulary development. Dialogues, short stories, and narratives will incorporate discussion of Deaf culture and detailed descriptions of people and surroundings. Field trips may be required. Course may be taken two times. Formerly SL 103. (2)

Transfer credit: UC, CSU

ASL R104—American Sign Language 4 **3 units**

Prerequisites: ASL R103.

3 hours lecture weekly

This course will build on skills acquired in ASL R103, and includes more complex ASL grammatical features, vocabulary building in context, and comprehension and development of medium-length stories, narratives and dialogues. Discussion material will include topics which are culturally significant to the deaf community. Field trips may be required. Course may be taken two times. Formerly SL 104. (2)

Transfer credit: UC, CSU

ASL R105—Advanced American Sign Language **3 units**

Prerequisites: ASL R104, or equivalent.

3 hours lecture weekly

Course introduces students to signing beyond the conversational level. Receptive skills development focuses on increased comprehension of a variety of signing styles. Expressive skill development focuses on increased clarity, fluency, and speed. Includes student-led discussions, and reports on topics in deaf culture, society, and current affairs. Course may be taken two times. Formerly SL 105. (2)

Transfer credit: UC, CSU

ANATOMY

See courses in Biological Sciences

ANTHROPOLOGY

The Anthropology program at Oxnard College offers a selection of lower division courses in physical anthropology, cultural anthropology, gender, cross-cultural psychology, peoples of the world, prehistory, linguistics and archaeology. Anthropology is an excellent transfer degree, as it is a broad field with both biological and social scientific methods. Anthropology's central questions have to do with where humans came from, where they are going, who they are, what their nature is and how cultures vary.

Students who have completed courses or A.A. degrees in anthropology have transferred to Stanford, UCLA, UCSB, UC Berkeley, UC Davis, UCSD, UC Irvine, UC Santa Cruz, USC, CSU Chico, CSU Northridge, CSU Channel Islands, SUNY, New York University, Pepperdine and many other places.

For more information contact:

Linda LeValley Kama'ila, Lead Faculty, Anthropology,

lkamaila@vcccd.edu

805-986-5800, ext. 1918

Career Opportunities

Teacher	International Business
Forensic Anthropologist	Criminology
Documentary Filmmaker	Marketing
Environmental Science	Non-profit business
Public Policy Professor	Lawyer
Curator	Archaeologist
Park ranger	Politics
Event Organizer	Social work
Linguist	Translator
Neuroscientist	College Administration
Management Consultant	

Faculty

Full-Time	Part-Time
Linda Kamaila	John Greer
	Holly Woolson

◆ Anthropology

Associate in Arts Degree

Required Courses:	Units	
ANTH R101	Biological Anthropology	3
ANTH R102	Cultural Anthropology	3
ANTH R103	Introduction to Archaeology	3
		9

Required Additional Courses:	Units	
Complete a minimum of 9 units from the following:		
ANTH R105	Women, Culture and Society	3
ANTH R106	Culture and Personality	3
ANTH R107	Introduction to Native America	3
ANTH R110	People and Cultures of the World	3
ANTH R113	Ancient Civilizations of the Americas	3
ANTH R115	Introduction to Linguistics	3
ANTH R189C	Magic, Religion, and Witchcraft	3
ART R102	Art History I	3
HIST R100A	History of World Civilizations I	3
IDS R101A	History of Ideas and Evolution of Culture I	3
IDS R102	Science, Technology, and Human Values	3
MATH R105	Introductory Statistics	4
PHIL R108	Mythology	3
PSY R103	Statistics for Behavioral Science	3
		9

Total Required Units 18

Anthropology Courses

ANTH R101—Introduction to Biological Anthropology 3 units

3 hours lecture weekly

Biological anthropology presents human biology and variation in its evolutionary context. It includes the study of the human genome, comparative anatomy, the biophysical contexts in which humans lived, the rise of human language, cognition, and technology. The coevolution of biology and culture is presented in light of recent evidence, using methods and data from archaeology, the fossil record and molecular anthropology. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: ANTH 2)

ANTH R102—Introduction to Cultural Anthropology 3 units

3 hours lecture weekly

Humans have always been dependant upon culture for survival. Culture is the entire system of beliefs, behaviors, traditions, language, and cognition that is transmitted among humans. Different basic aspects of human culture are examined. Topics will include: biocultural change, how culture is transmitted from one generation to the next, kinship, human universals and the rise of modern peoples, including various post-modern subcultures, including pop culture and ethnic culture. Field trips will be required. (2)

Transfer credit: UC, CSU (CAN: ANTH 4)

ANTH R103—Introduction to Archaeology 3 units

3 hours lecture weekly

Anthropological study of world prehistory and evolution of culture from its earliest known origins through the appearance of civilizations as revealed by archaeological record; nature of archaeological evidence and its analysis. (2)

Transfer credit: UC, CSU (CAN: ANTH 6)

ANTH R105—Women, Culture and Society 3 units

3 hours lecture weekly

Course leads to understanding of women in a global, cross-cultural context. Women are examined alongside men, but with a focus on the feminine half of life. Biology, economics, psychology, spirituality and world views are the principle ethnographic topics. (2)

Transfer credit: UC, CSU

ANTH R106—Culture and Personality 3 units

3 hours lecture weekly

Comparative study of the relationship between culture and individual psychological processes. Child training and psycho-dynamics in non-Western cultures. Psychology of culture change. Personality disorders and psychotherapy studied cross-culturally. (2)

Transfer credit: UC, CSU

ANTH R107—Introduction to Native America 3 units

3 hours lecture weekly

Survey of Native American cultures, including prehistory, adaptations, and social, political and religious beliefs. The effects of European contact and the situations of contemporary Native Americans considered. Field trips may be required. (2)

Transfer credit: UC, CSU

ANTH R110—People and Cultures of the World 3 units

3 hours lecture weekly

Comparative study of human culture and elements of culture. Selected cultures studied and compared from anthropological perspectives. Emphasis on traditional societies and phenomena of culture change resulting from contact with modern societies. (2)

Transfer credit: UC, CSU

ANTH R113—Ancient Civilizations of the Americas 3 units

3 hours lecture weekly

Presentation and discussion of evidence and theories related to the origins and development of civilizations of the New World from the perspective of archaeology, prehistory, and anthropology. Data, interpretations, and theoretical models will be considered dealing with the early civilizations and proto-civilizations in Mesoamerica, South America, and North America. (2)

Transfer credit: UC, CSU

ANTH R115—Introduction to Linguistics 3 units

3 hours lecture weekly

Current thinking on language and linguistics from a variety of perspectives. Course provides an introduction to historical linguistics, language change, language learning, bilingualism, pidgins and creoles, sociolinguistics, gender and language, and brain and language. (2).

Transfer credit: UC, CSU

ANTH R189—Topics in Anthropology ½-3 units

Lecture and/or lab as required by unit formula

Courses considering specialized, specific topics in Anthropology which are not covered in the general Anthropology offerings. Course may be taken four times.

Transfer credit: CSU

ANTH R189C—Magic, Religion, and Witchcraft 3 units

3 hours lecture weekly

Introduction to magic, witchcraft, and sorcery as practiced by primitive, archaic, and classical cultures, comparisons with practices around the world today and a study of the intimate connection with ancient and modern religion. (2)

Transfer credit: UC, CSU

ANTH R198A-Z—Short Courses in Anthropology ½-10 units

Lecture and/or lab hours as required by unit formula

Courses and/or workshops in selected areas of Anthropology to meet specific needs of college or community as requested and required. Field trips may be required. May be repeated for a maximum of 10 units. (2)

Transfer credit: CSU

ANTH R199—Directed Studies in Anthropology 1-3 units

Prerequisites: A course in the specific field.

Lecture and/or lab hours as required by unit formula

Designed for students interested in furthering their knowledge of Anthropology on an independent basis. Assigned problems will involve library, lab, and field work. Course may be taken two times.

Transfer credit: CSU

AREA STUDIES

Area Studies Courses

AS R101A-Z—Introduction to Social Dynamics ½-10 units

Lecture and/or lab hours as required by unit formula

A set of courses designed to introduce the student to the historical, social, political and economic dynamics of foreign countries and regions. Courses will be arranged in a year-long sequence of variable length and units with attention to the needs of the students in programs offered in the college curriculum such as the International Business Program. Areas to be studied include: Africa, Australia, Asia: Far East, Asia: South/Southeast, Central and South America, Europe, Middle East, Pacific Rim, Soviet Union. Course may be taken four times. (1)

Transfer credit: CSU

AS R102A-Z—Introduction to Culture, Fine Arts, and Literature ½-4 units

Lecture and/or lab hours as required by unit formula

A set of courses designed to introduce the student to the culture of foreign countries through a study of Fine Arts and Literature, with attention to the needs of students. Course may be taken two times. (2)

Transfer credit: UC, CSU

ART

The Fine Arts Division offers many courses listed in the college catalog in the areas of two-Dimensional Art. Studies in the Fine Arts include drawing, life drawing, painting, color and design, and printmaking. The Fine Arts program serves students seeking to transfer or work towards an associate of arts degree.

The Oxnard College McNish Art Gallery is an integral part of instruction. It features eight exhibitions during the fall and spring semesters, which reflect professional work representing the courses taught in the program. These include group and solo shows, a guest-curated show, and a juried student art show.

The gallery program supports the educational mission of Oxnard College through its educational program and formal exhibition of contemporary works of art. The gallery also serves the art appreciation, studio arts and liberal arts programs by providing an opportunity for learning about art.

There is a very strong ceramics program at Oxnard College with students who develop their craft from beginner to advanced ceramics levels. Students learning about the media of clay and learning how to sculpture, paint and fire their ceramics works in the industry-quality kilns in the department. Students who have graduated from the program have won countless awards for their works of art. The department welcomes students of all ability levels, particularly the beginner who has never touched clay before. Students should prepare themselves for a wonderful experience in the study of ceramics.

For more information, contact:

Christine Morla, Department Chair, cmorla@vcccd.edu
805-986-5800, ext. 1929

Career Opportunities

Art Dealer	Artist's Agent	Photographer
Ceramicist	Painter	
Sculptor	Watercolor Artist	

Faculty

Full-Time	Part-Time
Christine Morla	Sydney Balbes
	Jacquelyn Cavish
	Sharon Coughran-Rayden
	Marsha Eakes
	Vince Flocco
	Claudia Pardo
	M. Peggy Tranovich

◆ Art

Associate in Arts Degree

A student may satisfy a major requirement in one of three ways: as a general art major, as an art two-dimensional studio major, or as an art three-dimensional studio major.

Required Courses for ALL Art Majors:	Units
ART R102 Art History	3
ART R103 Art History	3

Required Courses for general majors:

ART R104AB Beginning/Intermediate Color and Design (2+2)	4
ART R106AB Beginning/Intermediate Drawing (3+3)	6
ART R108AB Beginning/Intermediate Oil Painting (3+3)	6
ART R126AB Beginning/Intermediate Figure Drawing (3+3)	6
Total Units	28

Required Courses for Two-Dimensional Studio Majors

ART R104AB Beginning/Intermediate Color and Design (2+2)	4
R106AB(C**) Beginning/Intermediate Drawing (3+3)	6
**Advanced Drawing recommended for Drawing Majors (3)	
R108AB(C***) Beginning/Intermediate Oil Painting (3+3)	6
***Advanced Painting recommended for Painting Majors (3)	
ART R112AB Beginning/Intermediate Watercolor (3+3)	6
ART R115AB Abstract Concepts (3+3)	6
R126AB(C****) Beginning/Intermediate Figure Drawing (3+3)	6
****Advanced Figure Drawing recommended for Drawing Majors (3)	
ART R128AB Figure Painting (3+3)	6
Total Units	40

Required Courses for Three-Dimensional Studio:

ART R150AB Beginning Ceramics (3+3)	6
ART R151AB Intermediate Ceramics (3+3)	6
ART R152AB Ceramic Design (3+3)	6
ART R155AB Beginning/Intermediate Sculpture (3+3)	6
Total Units	24

Art Courses

ART R098—Short Courses in Art ½-10 units

Lecture and/or lab hours as required by unit formula

Specialized topics designed to inform or update interested persons in the various disciplines within art. (2)

ART R101—Art Appreciation 3 units

3 hours lecture weekly

One-semester survey to acquaint students with major periods and styles of art of the western world and to develop understanding of the visual arts. Recommended for the general student. (2)

Transfer credit: UC, CSU

ART R102—Art History I 3 units

3 hours lecture weekly

Introduction and survey of the history of art of the western world from prehistoric times to the present; emphasis on techniques of producing art as well as an examination of the key figures in art history. Field trips and/or museum visitations may be required. Required of all art majors. First segment of ART R101 stops at the Gothic period. (2)

Transfer credit: UC, CSU (CAN: ART 2)

ART R103—Art History II 3 units

3 hours lecture weekly

Continuation of survey of the history of art of the western world from prehistoric times to the present; emphasis on techniques of producing art as well as an examination of the key figures in art history. Field trips and/or museum visitations may be required. Required of all art majors. Second segment concludes at present, 20th Century. (2)

Transfer credit: UC, CSU (CAN: ART 4)

ART R104A—Beginning Color and Design 2 units

1 hour lecture, 3 hours lab weekly

Basic course provides thorough background in design principles—problems in line, shape, texture, form, and color; working with practical color theory, making a color wheel, twelve color system, mixing process with three primary colors, value grading, making and understanding tints, tones, shades and harmonies developed for certain design needs. Course may be taken two times. (2)

Transfer credit: UC, CSU (CAN: ART 14)

- ART R104B—Intermediate Color and Design** **2 units**
Prerequisites: ART R104A.
1 hour lecture, 3 hours lab weekly
 A further development from ART R104A with usage of new materials adjusting levels of intensity and value of low yield color harmonies. Specific ideas of suitable procedures in projects designed for various segments in the design field, such as advertising, fabric, fashion interior. Value of Op color. Course may be taken two times. (2)
Transfer credit: UC, CSU
- ART R106A—Beginning Drawing** **3 units**
1½ hours lecture, 4½ hours lab weekly
 Basic drawing experience stresses graphic representation of objects through a variety of media and techniques; particular emphasis upon the fundamental means of pictorial composition. Field trips may be required. Course may be taken two times. (2)
Transfer credit: UC, CSU (CAN: ART 8)
- ART R106B—Intermediate Drawing** **3 units**
Prerequisites: ART R106A.
1½ hours lecture, 4½ hours lab weekly
 Using materials in a variety of ways: line structures, mass structuring, building structured shapes (use of perspective). Begin drawing from compositional set-ups. Selection and composing. (2)
Transfer credit: UC, CSU
- ART R106C—Advanced Drawing** **3 units**
Prerequisites: ART R106B.
1½ hours lecture, 4½ hours lab weekly
 Study complexities and simplicities of composition development. Overstated objects, diminishing objects and understanding the value of either. Overstated and understated procedures in composition. Further technical development. (2)
Transfer credit: UC, CSU
- ART R108A—Beginning Oil Painting** **3 units**
Prerequisites: ART R104B, ART R106B or equivalent.
1½ hours lecture, 4½ hours lab weekly
 Use and understanding of basic oil materials and their application in painting. Learning basic concepts of organization and selection. Awareness of shape, form and color, and their importance in composition. Course may be taken two times. (2)
Transfer credit: UC, CSU (CAN: ART 10)
- ART R108B—Intermediate Oil Painting** **3 units**
Prerequisites: ART R108A.
1½ hours lecture, 4½ hours lab weekly
 Critical evaluation of student's work at a higher level and its placement in contemporary art trends; the student will work more on his/her own as in a solo situation. Self-evaluation techniques are taught. (2)
Transfer credit: UC, CSU
- ART R108C—Advanced Oil Painting** **3 units**
Prerequisites: ART R108B.
1½ hours lecture, 4½ hours lab weekly
 Exploration of more advanced concepts in painting; examines abstract qualities in contemporary art; understanding philosophical trends and movements in painting; critical analysis of student works. (2)
Transfer credit: UC, CSU
- ART R110A—Beginning Acrylic Painting** **3 units**
Prerequisites: ART R104B, ART R106B or equivalent.
1½ hours lecture, 4½ hours lab weekly
 Learning basic concepts or organization and selection in still life. Awareness of shape and form, their importance in composition. Basic acrylic palette and media water soluble. Course may be taken two times. (2)
Transfer credit: UC, CSU
- ART R110B—Intermediate Acrylic Painting** **3 units**
Prerequisites: ART R110A.
1½ hours lecture, 4½ hours lab weekly
 Continued mastering of beginning concepts and involvement in more complex possibilities. Fragmentation, over-enlargement, manipulation. (2)
Transfer credit: UC, CSU
- ART R110C—Advanced Acrylic Painting** **3 units**
Prerequisites: ART R110B.
1½ hours lecture, 4½ hours lab weekly
 Complex versus simplicities. Analyzing and sectioning for distortion and psychological visual enhancement. Relocation of formal parts of given set-up. Change in size, shape, form. Intellectual and intuitive solutions. (2)
Transfer credit: UC, CSU
- ART R112A—Beginning Watercolor** **3 units**
Prerequisites: ART R104B, ART R106B or equivalent.
1½ hours lecture, 4½ hours lab weekly
 Using watercolor medium; understanding its versatility in transparencies and opacities; the effectiveness in either quick or long term interpretations. Course may be taken two times. (2)
Transfer credit: UC, CSU
- ART R112B—Intermediate Watercolor** **3 units**
Prerequisites: ART R112A.
1½ hours lecture, 4½ hours lab weekly
 Continued exploration of the watercolor medium in a variety of techniques, emphasizing new bold approaches in abstract and application in realist form. (2)
Transfer credit: UC, CSU
- ART R112C—Advanced Watercolor** **3 units**
Prerequisites: ART R112B.
1½ hours lecture, 4½ hours lab weekly
 Continuation of methods learned in beginning and intermediate levels with further use of newer technical materials necessitating some newer approaches and inventiveness. (2)
Transfer credit: UC, CSU
- ART R115A—Abstract Concepts I** **3 units**
Prerequisites: ART R110B, ART R112B, ART R126B or equivalent.
1½ hours lecture, 4½ hours lab weekly
 Exploring abstract conceptual trends, both past and present. Dealing with a product relative to findings. Working within the areas of abstraction in real and non-objective form. Course may be taken two times. (2)
Transfer credit: UC, CSU
- ART R115B—Abstract Concepts II** **3 units**
Prerequisites: ART R115A.
1½ hours lecture, 4½ hours lab weekly
 Exploring abstract conceptual trends, both past and present. Dealing with a product relative to findings. Working within the areas of abstraction in real and non-objective form. Course may be taken two times. (2)
Transfer credit: UC, CSU
- ART R116A—Color Theory for Painters** **3 units**
2 hours lecture, 3 hours lab weekly
 A systematic look at color and its value in all phases of art with particular emphasis on its importance to the contemporary diverse areas of painting. Course may be taken two times. (2)
Transfer credit: UC, CSU
- ART R116B—Intermediate Color Theory for Painters** **3 units**
Prerequisites: ART R103A.
2 hours lecture, 3 hours lab weekly
 A continual examination of schematics in color, solutions for design and painterly problems, with emphasis by survey of contemporary painters and trends in art. Course may be taken two times. (2)
Transfer credit: UC, CSU
- ART R117A—Materials and Methods of the Artist I** **3 units**
1½ hours lecture, 4½ hours lab weekly
 Fundamentals of materials and methods of the Artists, the practical understanding and knowledge of studio procedures in all the important basic practices necessary for anyone interested in an art-related career. Highly recommended for art majors. Field trips may be taken. (2)
Transfer credit: UC, CSU

- ART R117B—Materials and Methods of the Artist II** 3 units
Prerequisites: ART R117A.
1½ hours lecture, 4½ hours lab weekly
 Following the practical and technical aspect of painting procedures in ART R117A, the emphasis in this class will include all the necessary materials, application, and practical experience in the presentation of art works of all types. Highly recommended for art majors. Field trips may be taken. (2)
Transfer credit: UC, CSU
- ART R118—New Directions in Contemporary Painting** 3 units
Prerequisites: ART R103 and ART R108.
3 hours lecture weekly
 A study of specific painting movements in modern art (late 19th to 20th century) that historically and philosophically led to major changes, creating new directions in contemporary painting, focusing on three vital movements termed Neo-Impressionism, Neo-Expressionism, and Neo-Classicism. Course may be taken two times.
Transfer credit: UC, CSU
- ART R120—Monotype** 3 units
Prerequisites: ART R108A.
1½ hours lecture, 4½ hours lab weekly
 This course teaches a hands-on contemporary printing method that deals with painting procedures. It involves a printing technique, using blocks, pads, and templates. The printing is by pressure rubbings or pressure mounted roller. Though it is called Monotype, additional prints can be made by re-saturating the base plate with additional painting medium. Field trips may be required.
Transfer credit: CSU
- ART R126A—Beginning Figure Drawing** 3 units
Prerequisites: ART R106A or equivalent.
1½ hours lecture, 4½ hours lab weekly
 Drawing the human figure from live models, using many media including charcoal, pencil, conté crayon, pastels, and multimedia. Emphasis on visual observations of structure, proportions, form, compositions; use of linear and tonal concepts. Course may be taken two times. (2)
Transfer credit: UC, CSU (CAN: ART 24)
- ART R126B—Intermediate Figure Drawing** 3 units
Prerequisites: ART R126A.
1½ hours lecture, 4½ hours lab weekly
 Continuation of beginning figure drawing, but includes minor structures that surround or may be included in set-up (pose). Compositional. Further technical improvement in academic procedures and development. (2)
Transfer credit: UC, CSU
- ART R126C—Advanced Figure Drawing** 3 units
Prerequisites: ART R126B.
1½ hours lecture, 4½ hours lab weekly
 Looking at figure in compositional set-up. Structured poses with other objects and structures. The relationship between geometric and organic form. (2)
Transfer credit: UC, CSU
- ART R128A—Beginning Figure Painting in Oil** 3 units
Prerequisites: ART R126C, ART R108C or equivalent.
1½ hours lecture, 4½ hours lab weekly
 Technically allocated to the oil media in basic practices and procedures in painting. The ability to emphasize and emulate graphically and in color structures either academically or abstractly, the human or figurative form singularly or compositionally. Course may be taken two times. (2)
Transfer credit: UC, CSU
- ART R128B—Intermediate Figure Painting in Oil** 3 units
Prerequisites: ART R128A or equivalent.
1½ hours lecture, 4½ hours lab weekly
 Continuation of beginning, but examining new practices and procedures in painting. Further examination and emphasis in color structures either academically or abstractly. (2)
Transfer credit: UC, CSU
- ART R128C—Advanced Figure Painting in Oil** 3 units
Prerequisites: ART R128B.
1½ hours lecture, 4½ hours lab weekly
 Further examination and adjustments in the oil media in basic practices and procedures in painting. The ability to emphasize and emulate graphically and in color structure either academically or abstractly, the human or figurative form singularly or compositionally. Considerations of figure distortion, abstraction and or fragmentation to the point of non-objectivity. (2)
Transfer credit: UC, CSU
- ART R129A—Beginning Figure in Composition Drawing, Pastels, and Others** 3 units
Prerequisites: ART R126A.
1½ hours lecture, 4½ hours lab weekly
 The study of figure placement in a variety of compositional set-ups, still life, interior, landscape, etc., its affect on all compositional arrangements. The single figure in composition. Course may be taken two times. (2)
Transfer credit: UC, CSU
- ART R129B—Intermediate Figure in Composition Drawing** 3 units
Prerequisites: ART R129A.
1½ hours lecture, 4½ hours lab weekly
 Further study of figure placement. The single figure as a part of multi-figure composition, as well as multi-figures in composition. The figure in diminishing size, as well as the oversized figure. (2)
Transfer credit: UC, CSU
- ART R129C—Advanced Figure in Composition Drawing** 3 units
Prerequisites: ART R129B.
1½ hours lecture, 4½ hours lab weekly
 Advanced study for figure placement. The figure in a diminishing size, as well as the oversized figure. An examination of the figure academically and abstractly. (2)
Transfer credit: UC, CSU
- ART R150A—Beginning Ceramics I** 3 units
1½ hours lecture, 4½ hours lab weekly
 A beginning class in pottery-making, wheel-throwing, and coil method will be presented, as well as glaze application. Course may be taken two times. (2)
Transfer credit: UC, CSU (CAN: ART 6)
- ART R150B—Beginning Ceramics II** 3 units
Prerequisites: ART R150A.
1½ hours lecture, 4½ hours lab weekly
 Continued development of wheel-throwing and coil skills and introduction of slab method of construction and review of glaze application. Course may be taken two times. (2)
Transfer credit: UC, CSU
- ART R151A—Intermediate Ceramics I** 3 units
Prerequisites: ART R150B.
1½ hours lecture, 4½ hours lab weekly
 Intermediate class on wheel-thrown and coil-constructed pottery. Increased skill development in glaze application techniques. Course may be taken two times. (2)
Transfer credit: UC, CSU
- ART R151B—Intermediate Ceramics II** 3 units
Prerequisites: ART R151A.
1½ hours lecture, 4½ hours lab weekly
 Emphasis will be on slab construction with continued development in wheel-thrown and coil-constructed forms. Course may be taken two times. (2)
Transfer credit: UC, CSU
- ART R152A—Ceramic Design I** 3 units
Prerequisites: ART R151B.
1½ hours lecture, 4½ hours lab weekly
 An advanced beginners class. Greater emphasis is placed on aesthetic awareness of form and balance. Continued work in Raku; emphasis on wheel, coil, and advanced projects in glaze application. Course may be taken two times. (2)
Transfer credit: UC, CSU

ART R152B—Ceramic Design II 3 units
Prerequisites: ART R152A.
1½ hours lecture, 4½ hours lab weekly
An advanced beginners class. Continued emphasis on form and balance. Advanced projects in glaze application. Emphasis on the slab method. (2)
Transfer credit: UC, CSU

ART R152C—Ceramic Design III 3 units
Prerequisites: ART R152B.
1½ hours lecture, 4½ hours lab weekly
Class emphasizes the combination of the three elements of construction to work in concert with one another. Continued emphasis on glaze. (2)
Transfer credit: UC, CSU

ART R153—Glaze Formulation 3 units
Prerequisites: ART R152B.
1½ hours lecture, 4½ hours lab weekly
A study of ceramic glazes through practical laboratory experiments. Gram scale will be used to keep accurate record of ingredients used to formulate base glazes and oxides used as colorants. Course may be taken four times. (2)
Transfer credit: UC, CSU

ART R154A—Beginning Abstract Concepts in Clay 3 units
Prerequisites: ART R152C.
1½ hours lecture, 4½ hours lab weekly
This class introduces the use of low fire clay and glazes in the creation of original abstract forms, and is to include the use of electric kilns for clean firings. It is expected the student will already have a working knowledge of stoneware clay, high fire glazes and gas reduction methods. Course may be taken two times. (2)
Transfer credit: UC, CSU

ART R154B—Intermediate Abstract Concepts in Clay 3 units
Prerequisites: ART R154A.
1½ hours lecture, 4½ hours lab weekly
Continuation of ART R154A to further the students understanding of the use of low fire clays and glazes. Additional instruction in the use of the electric kiln will be presented. (2)
Transfer credit: UC, CSU

ART R155—Beginning Sculpture 3 units
1½ hours lecture, 4½ hours lab weekly
Studio course in fundamentals of sculpture exploring historical and philosophical aspects of sculpture in conjunction with practical projects and experience. Emphasis on developing understanding of sculptural problems with the human figure and abstract form. Field trips may be required. Course may be taken two times. (2)
Transfer credit: UC, CSU

ART R156A—Intermediate Sculpture I 3 units
Prerequisites: ART R155.
1½ hours lecture, 4½ hours lab weekly
Intermediate studio course in fundamentals of sculpture and exploring historical and philosophical aspects of sculpture in conjunction with practical projects and experience. Emphasis on developing understanding of sculptural problems. (2)
Transfer credit: UC, CSU

ART R156B—Intermediate Sculpture II 3 units
Prerequisites: ART R156A.
1½ hours lecture, 4½ hours lab weekly
Intermediate studio course in fundamentals of sculpture and exploring historical and philosophical aspects of sculpture in conjunction with practical projects and experience. Emphasis on developing understanding of sculptural problems. (2)
Transfer credit: UC, CSU

ART R157A—Beginning Ceramic Sculpture 3 units
1½ hours lecture, 4½ hours lab weekly
Studio course in fundamentals of sculpture with accent on practical projects and experience in developing abstract and figurative forms in clay. Course may be taken two times. (2)
Transfer credit: UC, CSU

ART R157B—Intermediate Ceramic Sculpture 3 units
Prerequisites: ART R157A.
1½ hours lecture, 4½ hours lab weekly
Intermediate studio course in fundamentals of sculpture and exposing historical and philosophical aspects of sculpture in conjunction with practical projects in clay. Course may be taken two times. (2)
Transfer credit: UC, CSU

ART R189—Topics in Art ½-3 units
Lecture and/or lab as required by unit formula
Courses considering specialized, specific topics in Art which are not covered in the general Art offerings. Course may be taken two times.
Transfer credit: CSU

ART R189A—The Art of Mexico 3 units
3 hours lecture weekly
Historical survey of the Art of Mexico from Pre-Colombian to the present. (2)
Transfer credit: UC, CSU

ART R198A-Z—Short Courses in Art ½-10 units
Lecture and/or lab hours as required by unit formula
Courses and/or workshops in selected areas of Art to meet specific needs of college or community as requested or required. Field trips may be required. May be repeated for a maximum of 10 units. (2)
Transfer credit: CSU

ART R199—Directed Studies in Art 1-3 units
Prerequisites: A course in the specific field.
Lecture and/or lab hours as required by unit formula
Designed for students interested in furthering their knowledge of art on an independent study basis. Assigned problems will involve library and field work. Course may be taken two times. (2)
Transfer credit: CSU

ASIAN-AMERICAN STUDIES

Faculty

Full-Time

Scott Corbett

Asian-American Studies Courses

AAS R101—Introduction to Asian-American Studies 3 units

3 hours lecture weekly

An introductory course designed to engage students in learning about the historical, economic, political and cultural experiences and transformations experienced and managed by Asian immigrants to the United States and Asian-Americans. Students will look at the experiences of different root groups and societies contributing to the Asian-American community and will examine those experiences using a variety of materials, disciplinary techniques and analytical tools representing different disciplines within the Social Sciences including Anthropology, Sociology, Economics, History and Political Science. (2)

Transfer credit: UC, CSU

ASSISTIVE COMPUTER TECHNOLOGY

Students are encouraged to seek guidance and support services through the Educational Assistance Center. The courses below have been designed to meet the special instructional needs of students with disabilities and to prepare the students for certificate and degree programs in line with the mission of the College.

Faculty

Full-Time Tom Barth	Counselor Judy McArthur
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Assistive Computer Technology Courses

ACT R001—Assistive Computer Technology 2 units
1 hour lecture, 3 hours lab weekly

This course provides in-depth computer access evaluation to determine the most appropriate access environment for students with a disability or multiple disabilities. Disability categories served could include: physical, learning, visual, cognitive, deaf/hard of hearing, and psychological. Other participants could include students recommended by instructional staff. Not applicable for degree credit. Course may be taken two times. (1)

ACT R002—Adapted Keyboarding 2 units
1 hour lecture, 3 hours lab weekly

This course teaches keyboarding basics to disabled students who must use adaptive technologies for successful access to the keyboard or monitor and/or are unable to successfully complete a mainstream keyboarding course. Not applicable for degree credit. Course may be taken four times. (1)

ACT R011—Computer-Aided Learning 1 unit
½ hour lecture, 1½ hours lab weekly

The course provides computer-assisted instruction in basic academic skills and test preparation. Course may include fundamental word processing to assist students in completion of classroom assignments such as homework and term papers. Not applicable for degree credit. Course may be taken two times. (1)

ASTRONOMY

Career Opportunities

(Post bachelors degree necessary)
Astronomer Astrophysicist

Faculty

Part-Time
Gary Goodman

Astronomy Courses

AST R101—Introduction to Astronomy 3 units
3 hours lecture weekly

This course is an introduction to astronomy for both science and non-science students. The intent of the course is to familiarize each student with the terms, tools, and theories of modern astronomy. Topics covered include historical events and discoveries, personalities, and tools, as well as studies of the solar system, stars, galaxies, pulsars, and black holes. The scientific method is defined and expounded. This course satisfies transfer requirements to four-year universities. (2)
Transfer credit: UC, CSU

AST R101L—Astronomy Laboratory 1 unit

Prerequisites: AST R101 or concurrent enrollment.

3 hours lab weekly

This laboratory reinforces principles learned in AST R101. Students obtain hands-on experience with telescopes, star charts, and other devices used in astronomy. Observations are made of the Moon, the planets, and the stars. Field trips to observatories, planetariums, and/or dark-sky sites may be required. Students are expected to be familiar with high-school algebra. This course satisfies transfer requirements to four-year universities. (2)

Transfer credit: UC, CSU

AST R198A-Z—Short Courses in Astronomy ½-10 units

Lecture and/or lab hours as required by unit formula

This course is composed of workshops in selected areas of astronomy to meet specific needs of community or college as required or requested by persons whose needs are not met by regular college offerings. Field trips may be required. Course may be taken four times. (2)

AUTOMOTIVE BODY

The Automotive Body and Fender Repair program at Oxnard College is designed to prepare students to enter the industry as entry-level technicians. The program provides continuous improvement training for employed technicians in the field. Students can complete an Associate of Science Degree or a Certificate of Achievement. Course work includes hands-on training in body, fender, collision repair, and automotive graphics. Students have the option of integrating course work training from other technical programs, such as the automotive technology and business courses designed to help students begin their own repair center.

*For more information, contact:
Jose Ortega, jortega@vcccd.edu
805-986-5800 ext. 2062*

Career Opportunities

Body and Fender Repair Trainee
Frame Specialist
Repair Estimator
Parts and Service Management

Faculty

Full-Time Jose Ortega	Part-Time Henry Segura
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◆ Automotive Body

**Associate in Science Degree
Certificate of Achievement**

Required Courses:	Units
AB R001 Auto Body/Fender Repair I	4
AB R002 Auto Body/Fender Repair II	4
AB R003 Estimating Damage/Repair	4
AB R004 Collision Damage/Repair	4
AB R005A Painting/Refinishing I	2
AB R005B Painting/Refinishing II	4
	22

Required Additional Courses: Units

Complete a minimum of two units from the following:	Units
AB R007A Automotive Graphics	2
AT R010 Fundamentals of Auto Technology	3
AT R015 Automotive Electrical Systems	4
AT R020 ASE Mechanics Certification	3
BUS R030 Business Mathematics	3
BUS R111A Business Law I	3
2-4	

Total Required Units 24-26

Automotive Body

AB R001—Introduction to Automotive - Body and Fender 4 units

2 hours lecture, 6 hours lab weekly

This course covers the fundamentals of auto body repair, including arc and oxy-acetylene welding, and metal finishing, use of body filler, sanding, masking, and priming. Field trips may be required. Course may be taken two times. (2)

AB R002—Intermediate Auto Body and Fender Repair 4 units

Prerequisites: AB R001.

2 hours lecture, 6 hours lab weekly

This course provides training in special problems in repair of automobiles using advanced techniques with material such as steel, aluminum, and plastic. Special priming methods are also taught. Field trips may be required. Course may be taken two times. (2)

AB R003—Introduction to Estimating Auto Body Damage 4 units

Prerequisites: AB R002.

2 hours lecture, 6 hours lab weekly

This course is designed to prepare students with the necessary skills in writing estimates or accident reports for none structural refinishing, and repair of automobile damage. Field trips may be required. Course may be taken four times. (2)

AB R004—Advance Auto Body Collision and Damage Repair 4 units

Prerequisites: AB R003.

2 hours lecture, 6 hours lab weekly

This course provides an advanced course in the techniques of repairing heavy damage to the automobile body and chassis; emphasis will be on automobile frame straightening, structure damage repairs, and advanced welding. The student's auto body projects will be in the scope of complete automotive wrecks. Field trips may be required. Course may be taken four times. (2)

AB R005A—Auto Body Painting & Refinishing I 2 units

1 hour lecture, 3 hours lab weekly

This course is designed to prepare students for entry-level positions in the automotive refinishing industry by providing training in painting fundamentals. Topics to be covered include a history of the industry, shop safety, shop equipment and layout, required tools and materials, and surface preparation techniques. Field trips may be required. Course may be taken three times. (2)

AB R005B—Auto Body Painting and Refinishing II 4 units

Prerequisites: AB R005A.

2 hours lecture, 6 hours lab weekly

This course continues training in automotive painting and refinishing. Topics to be covered include application of undercoats and topcoats, spot repair procedures, paint job procedures, paint problems, and procedures for securing employment in the field. Field trips may be required. Course may be taken two times. (2)

AB R005C—Auto Refinishing Final Detailing 2 units

Prerequisites: AB R005B.

1 hour lecture, 3 hours lab weekly

In this course students will learn the final detailing of a vehicle right before the customer picks the vehicle up. Topics to be covered include ultra-fine sanding of clear coats. They must visually identify paint problems, describe how to operate a buffing machine without burning through the clear-coat and final clean and detail a vehicle for improved customer satisfaction. Field trips may be required. Course may be taken four times. (2)

AB R007A—Automotive Graphics 2 units

1 hour lecture, 3 hours lab weekly

A comprehensive overview of automotive graphics including preparation and layout of pinstriping, touch-up, lettering and murals. Course also includes automotive graphics for commercial trucks and boats. Field trips may be required. Materials fee is required. Course may be taken two times. (2)

AB R007B—Advanced Automotive Graphics 2 units

Prerequisites: AB R007A.

1 hour lecture, 3 hours lab weekly

This course provides instruction in advanced levels of automotive graphic design including color selection and mixing, customized murals, advanced commercial lettering applications, advanced outlines and shadowing, and customized quiles and applications. Field trips may be required. Materials fee is required. Course may be taken two times. (2)

AUTOMOTIVE TECHNOLOGY

The Automotive Technology program at Oxnard College is designed to prepare students as entry-level technicians for the automotive field. The program provides improvement training for working automotive technicians dealing with rapidly changing technologies. Students can complete an Associate of Science Degree or Certificate of Achievement. Courses include a full range of curriculum for this career: fundamentals of automotive, automotive electrical, engine performance, brake systems, steering and suspension, heating and air conditioning systems. The courses are designed to give a student knowledge and hands-on training needed to achieve ASE (Automotive Service Excellence) certification. All courses are taught by ASE certified instructors and the program is certified by NATEF (National Automotive Technicians Educational Foundation).

For more information, contact:

Andrew Cawelti, acawelti@ycccd.edu
805-986-5890

Career Opportunities

Automotive Electrical Repair Specialist	Line Technician
Brake and Wheel Alignment Technician	Service Manager
Engine Performance Specialist	
Licensed Smog Technician	

Faculty

Full-Time

Andrew Cawelti

◆ Automotive Technology

Associate in Science Degree Certificate of Achievement

Required Courses:	Units
AT R004	Automotive Emission Control 3
AT R010	Fundamentals of Auto Technology 3
AT R013	Engine Performance 4
AT R013L	Engine Performance Lab 2
AT R015	Automotive Electrical Systems 4
AT R015L	Automotive Electrical Systems Lab 2
AT R016	Auto Electronics 3
AT R018	Automotive Brake Systems 4
AT R018L	Automotive Brake Systems Lab 2
AT R019	Steering & Suspension 2
AT R019L	Steering & Suspension Lab 2
AT R023	Fuel Systems 2
AT R023L	Fuel Systems Lab 2
Total Core Requirements	
35	

Complete a minimum of five units from the following:

AT R002	Starting & Charging Systems	2
AT R002L	Starting & Charging Systems Lab	1
AT R005	Computer Diagnostic Systems	4
AT R017	Automotive Wheel Alignment	2
AT R017L	Automotive Wheel Alignment Lab	2
AT R021	Bureau of Automotive Repair	4
AT R026	Automotive Engine Overhaul	4
AT R026L	Automotive Engine Overhaul Lab	2
Total Required Units		40

Automotive Technology Courses

AT R002—Automotive Starting & Charging Systems 2 units

Advisory: AT R010.
Corequisites: AT R002L.
2 hours lecture weekly

This is a study of the automotive starting and charging systems beginning with electricity and magnetism. This study will progress to testing procedures and equipment used to troubleshoot and diagnose problems within systems. Preparation for the ASE certification test is included. Field trips may be required.

AT R002L—Automotive Starting & Charging Systems Lab 1 unit

Corequisites: AT R002 (first time only).
3 hours lab weekly

This course provides technical preparation in skills required in the repair and maintenance of the starting and charging of electrical systems in modern vehicles. The course gives service procedures for the overhaul of starters and alternators. Preparation for the ASE certification test is included. Field trips may be required. Course may be taken two times.

AT R004—Automotive Emission Control 3 units

Advisory: AT R010.
3 hours lecture weekly

This course covers a brief history of air pollution, automotive emissions control laws and control systems. Emission control (such as crank-case systems, exhaust gas recirculation systems, evaporative systems retro-fit devices, air injection systems and catalytic converters) will be discussed. Infrared test equipment and preparation for California State Emission Control Installer License will be covered in this course. Field trips may be required.

AT R010—Fundamentals of Auto Technology 3 units

3 hours lecture weekly

This course is a comprehensive overview of the automobile, basic operation principles and repair procedures. Systems included are ignition, charging, cranking, cooling, fuel, lubrication, brakes, engine operation and front suspension. Field trips may be required.

AT R012—Automotive Air Conditioning 2 units

Advisory: AT R010.
1 hour lecture, 3 hours lab weekly

This course provides a comprehensive study of the principles of operation and theory of automotive air conditioning. This course offers a study of design features of each manufacturer to include servicing, troubleshooting, diagnosis and system repair. Students will be given practical skills for servicing, repair, and diagnosis. Field trips may be required.

AT R013—Automotive Engine Performance 4 units

Advisory: AT R010.
Corequisites: AT R013L.
4 hours lecture weekly

This course provides detailed coverage of automotive ignition systems and fuel injection systems. This course will focus on engine computer management, and the skills required for diagnosing, servicing and repairing these systems. Preparation for the ASE certification test in engine performance is included. Field trips may be required.

AT R013L—Automotive Engine Performance Lab 2 units

Advisory: AT R010.
Corequisites: AT R013 (first time only).
1 hour lecture, 3 hours lab weekly

This course provides vocational preparation with the skills required in the diagnosing, servicing and repairing automotive ignition, fuel injection and engine computer management systems. The student will practice the skills required for diagnosing, servicing and repairing these systems. The student will use engine computer scan tools and lab scopes for testing purposes. Preparation for the ASE certification test in engine performance is included. Field trips may be required. Course may be taken two times.

AT R014—Advanced Engine Performance 4 units

Prerequisites: AT R013.
Corequisites: AT R014L.
4 hours lecture weekly

This advanced course provides technical preparation in the skills required to diagnose engine control management systems of modern vehicles. The L-1 certification by ASE requires the most knowledge and preparation in the series of tests offered by ASE for automobiles. Students will use manufacturer approved scan tools, lab scopes, digital volt meters and other state-of-the-art test equipment. Systems covered will include the engine management computer control, and how other computer control systems (such as the anti-lock brake and supplemental restraint computer systems) interact. Preparation for the ASE L-1 certification in advanced engine performance will be included. Field trips may be required. Formerly AT R005.

AT R014L—Advanced Engine Performance Lab 2 units

Prerequisites: AT R013.
Corequisites: AT R014.
1 hour lecture, 3 hours lab weekly

This advanced course provides hands on technical preparation in the skills required to diagnose engine control management systems of modern vehicles. The L-1 certification by ASE requires the most knowledge and preparation in the series of tests offered by ASE for automobiles. Students will use manufacturer approved scan tools, lab scopes, digital volt meters and other state-of-the-art test equipment. Systems covered will include the engine management computer control system, and how other computer control systems (such as the anti-lock brake and supplemental restraint computer systems) interact. Preparation for the ASE L-1 certification in advanced engine performance will be included. Field trips may be required. Course may be taken two times.

AT R015—Automotive Electrical Systems 4 units

Advisory: AT R010.
Corequisites: AT R015L.
4 hours lecture weekly

This course covers all aspects of automotive electrical systems including charging, starting, ignition, accessories, and electronics. This course will cover wiring diagrams and provide skills necessary to diagnose electrical problems in computer controls on vehicles. Preparation for ASE certification test included. Field trips may be required.

AT R015L—Automotive Electrical Systems Lab 2 units

Corequisites: AT R015 (first time only).
1 hour lecture, 3 hours lab weekly

This course provides vocational preparation in the skills required in diagnosis, adjustment, repair and maintenance of the electrical systems of modern automotive vehicles. The course is based on electrical service procedures for the overhaul of electrical components and circuitry in automobiles. Preparation for the ASE certification electrical and electronics A-6 test is included. Field trips may be required. Course may be taken two times.

AT R016—Auto Electronics 3 units

Advisory: AT R010 and AT R013.
3 hours lecture weekly

This course is designed for advanced students or technicians in the auto service industry. This course covers various types of electronic systems, ignition systems, computer management, and fuel injection control systems. Scan tool devices used in diagnosis of today's modern vehicles will be covered. Field trips may be required.

AT R017—Automotive Wheel Alignment 2 units

*Advisory: AT R010.
Corequisites: AT R017L.
2 hours lecture weekly*

This course provides the technical skills required to accomplish two- and four-wheel alignments using modern computerized wheel alignment equipment. This course will provide technical preparation in the skills needed to adjust and repair wheel alignment problems of vehicles. Preparation for the ASE certification test is included. Field trips may be required.

AT R017L—Automotive Wheel Alignment Lab 2 units

*Advisory: AT R010.
Corequisites: AT R017 (first time only).
1 hour lecture, 3 hours lab weekly*

This course provides the technical preparation in the theory and procedures for setting suspension angles involved in wheel alignment. Electronic wheel alignment equipment used in the modern automotive industry will be used. Preparation for the ASE certification test is included. Field trips may be required. Course may be taken two times.

AT R018—Automotive Brake Systems 4 units

*Advisory: AT R010.
Corequisites: AT R018L.
4 hours lecture weekly*

This course begins with the study of automotive brake systems, including hydraulic and friction principles. This course will study drum and disc brake systems showing how the systems function. The course will cover computerized anti-lock brake controls giving students skills in diagnosis and repair with these systems. Preparation for the ASE certification test included. Field trips may be required.

AT R018L—Automotive Brake Systems Lab 2 units

*Corequisites: AT R018 (first time only).
1 hour lecture, 3 hours lab weekly*

This course covers automotive brake systems service procedures including: hydraulic system overhaul, drum and disc rotor machining, brake shoe and pad service. The anti-lock brake computer system will be tested and serviced with industry accepted practices. Scan tools will be used to test anti-lock brake systems. This “hands-on” course will allow the student to practice skills taught in the brake class. Preparation for the ASE certification test is included. Field trips may be required. Course may be taken two times.

AT R019—Steering and Suspension 2 units

*Advisory: AT R010.
Corequisites: AT R019L.
2 hours lecture weekly*

This course provides the technical skills and preparation required in diagnosis, adjustment, replacement or repair of all types of suspension systems commonly used in the automotive industry today. Preparation for the ASE certification test is included. Field trips may be required.

AT R019L—Steering and Suspension Lab 2 units

*Advisory: AT R010.
Corequisites: AT R019 (first time only).
1 hour lecture, 3 hours lab weekly*

This course provides the technical skills and preparation required in diagnosis, adjustment, replacement or repair of all types of suspension systems commonly used in the automotive industry today. Preparation for the ASE certification test is included. Field trips may be required. Course may be taken two times.

AT R020—ASE Mechanics Certification 3 units

*Advisory: Employment in the automotive trade or an automotive major.
3 hours lecture weekly*

This course is offered to assist employed mechanics and students with automotive mechanic majors in preparing for the ASE (Automotive Service Excellence) certification examinations. This course will cover nine specific test areas: engine repair, electrical/electronic systems, heating and air conditioning, brakes, suspension and steering, automatic transmission/transaxle, manual drive train and axles, engine performance, and advanced engine performance specialist. Field trips may be required. Course may be taken two times.

AT R021—Bureau of Automotive Repair Smog Certification 4 units

*Prerequisites: AT R004.
3 hours lecture, 3 hours lab weekly*

This course is for automotive mechanic majors, or employed mechanics who are preparing to take the State of California (Bureau of Automotive Repair) Smog Certification Test. This course covers fuel systems, electrical systems, automotive computer control systems, emission controls, and inspection procedures. The course will follow the state-mandated lesson outline. This course will cover the laws and regulations related to automotive repair in California. Field trips may be required. Course may be taken two times.

AT R023—Fuel Systems 2 units

*Advisory: AT R010.
Corequisites: AT R023L.
2 hours lecture weekly*

This course studies automotive fuel systems. Fuel injection systems will be covered in depth. Fuel system management including automotive computers, fuel supply systems, and electrical circuits related to fuel delivery will be covered. Carburetor systems will be covered as part of this course. Preparation for the ASE certification test is included. Alternative fuel systems will be covered. Field trips may be required.

AT R023L—Fuel Systems Lab 2 units

*Advisory: AT R010.
Corequisites: AT R023 (first time only).
1 hour lecture, 3 hours lab weekly*

This course provides technical preparation in the skills required in the diagnosis, adjustment, repair and maintenance of fuel injection systems. The course will cover carburetor fuel control systems. The course will cover fuel supply, fuel injection, automotive computer, and other electrical circuits related to fuel control. Preparation for the ASE certification test is included. Field trips may be required. Course may be taken two times.

AT R025—High Performance Engines 2 units

*Advisory: AT R010.
2 hours lecture weekly*

This course will cover high performance production engines, racing engines, and after-market products designed to increase drivability, reliability, and power. Turbochargers and superchargers will be covered as part of this course. Fuel injection devices, sensors, and engine control management computers will be discussed. This course will cover “smog legal” modifications to engines. Field trips may be required.

AT R026—Automotive Engine Overhaul 4 units

*Advisory: AT R010.
Corequisites: AT R026L.
4 hours lecture weekly*

This course provides technical preparation in the basic skills required to diagnose, adjust, repair, and overhaul the automotive internal combustion engine. All phases of machine work will be covered. Quality inspection and reassembly procedures will be stressed. Preparation for the ASE certification test is included. Field trips may be required.

AT R026L—Automotive Engine Overhaul Lab 2 units

*Advisory: AT R010.
Corequisites: AT R026 (first time only).
1 hour lecture, 3 hours lab weekly*

Course uses class projects involving theory and operation of modern engine overhaul equipment. Students will gain experience and skills diagnosing repairs, cleaning, disassembling, repairing, and restoring engines to service. Preparation for the ASE certification test is included. Field trips may be required. Course may be taken two times.

AT R030—Automotive Transmission and Drive Line **3 units**

Advisory: AT R010
Corequisite: AT R030L
3 hours lecture weekly

This course provides technical preparation in the basic skills required to diagnose, adjust, repair, and overhaul the automotive transmission and drive line. All phases of transmission diagnosis and repair work will be covered. Quality inspection and reassembly procedures will be stressed. Preparation for the ASE certification is included. Field trips may be required.

AT R030L—Automotive Transmission and Drive Line Lab **3 units**

Advisory: AT R010
corequisite: AT R030

This course provides technical preparation in the skills required to diagnose, adjust, repair and overhaul the automotive transmission. All phases of transmission testing will be covered. Quality inspection and reassembly procedures will be stressed. Students will gain experience and skills diagnosing repairs, cleaning, disassembling, repairing, and restoring transmissions to service. Preparation for the ASE certification test is included. Field trips may be required. May be taken two times.

AT R098—Short Courses in Automotive Mechanics **½-10 units**

Lecture and/or lab hours as required by unit formula

Specialized topics designed to inform or update interested persons in various disciplines within the auto repair industry. Length of course determines unit credit.

BIOLOGICAL SCIENCES

Biology courses at Oxnard College introduces the student to gross anatomy, histology of human organ systems, the basic principles of molecular and cellular biology, lower division biochemistry which offers the study of biochemical and cellular design and the regulation of that metabolism. Basic laboratory techniques are employed for plant and animal tissue, organ culture preparation and virus cultivation. Directed Studies furthers the knowledge of Biology on an independent study basis.

An Associate in Arts Degree in Biology is offered. Career opportunities (most careers require a bachelor and advanced degree) include Biological Technician, Health Technician, Clinical Lab Technologist, Environmental Policy, Zoology, Public Health Biologist, Laboratory Technician, Research Technician, Forestry & Wildlife Biology, Ecology and Fisheries.

For more information, contact:
Tom O'Neil, toneil@ycccd.edu
805-986-5800, ext. 1916

Career Opportunities

(Most careers require a bachelor and advanced degree)

Biological Technician	Public Health Biologist
Health Technician	Laboratory Technician
Clinical Lab Technologist	Research Technician
Marine Biology	Forestry & Wildlife Biology
Environmental Policy	Ecology
Biotechnology	Fisheries
Zoology	

Faculty

Full-Time	Part-Time	Part-Time
Michael Abram	Nicholaas Boshoff	Regina Migler
Shannon Newby	Dyan Cole	Cori Newton
Lorraine Buckley	Joe Frantz	Neil Ziegler
Louise Zitnik	Kimberly Jesu	
	Michael Nicholson	
	Jan Schienle	

◆ Biology

Associate in Arts Degree

Program under revision. See General Studies Degree - Patterns II & III with Natural Sciences or Mathematics emphasis.

Core Courses:	Units	
BIOL R120	Principles of Biology I	4
BIOL R120L	Principles of Biology I Lab	1
BIOL R122	Principles of Biology II	4
BIOL R122L	Principles of Biology II Lab	1
BIOL R199	Directed Studies in Biology	2

Required Units from Core Courses **12**

Elective Courses: **Units**
Students must select at least 15 units from Group A and at least 13 units from Group B.

Group A:	Units	
CHEM R120	General Chemistry I	5
CHEM R122	General Chemistry II	5
CHEM R130	Organic Chemistry I	5
MATH R105	Introductory Statistics	4
MATH R120	Calculus with Analytic Geometry I	5
MATH R121	Calculus with Analytic Geometry II	5
PHYS R131	Physics for Scientists & Engineers I	5
PHYS R132	Physics for Scientists & Engineers 2	5
Group B:	Units	
BIOL R130	Biochemistry	3
BIOL R135	Molecular Biology	3
BIOL R135L	Molecular Biology Laboratory	2
BIOL R140L	Tissue Culture Laboratory	3
BIOL R145L	Applied Microbiology Laboratory	3
BIOL R150L	Biotechnology Laboratory	3
BIOL R170	Biological Marine Resource Management	1
MICR R100	Principles of Microbiology	3
MICR R100L	Principles of Microbiology Lab	2
PHSO R100	Human Physiology	3
PHSO R100L	Human Physiology Lab	2

Required Units from Elective Groups A & B **28**

Total Required Units **40**

Anatomy Courses

ANAT R100—General Human Anatomy **2 units**

Prerequisites: BIOL R101 or BIOL R120.
2 hours lecture weekly

This course is an introduction to gross anatomy as well as organization and histology of human organ systems. It is appropriate and meets the requirements for students anticipating transfer to medical school, dental school or other health care and kinesiology programs. This course is fundamental for students entering studies in most general biology fields. Field trips may be required. Formerly BIOL 111. (2)

Transfer credit: UC, CSU (CAN: BIOL 10 (ANAT R100 + R100L))

ANAT R100L—General Human Anatomy Laboratory **2 units**

Prerequisites: BIOL R101 or BIOL R120.
Corequisites: ANAT R100.
6 hours lab weekly

This is a laboratory course to accompany ANAT R100. Laboratory experiments and demonstrations will be used to illustrate the principles and concepts of anatomy. Experiments include but are not limited to laboratory dissection of the cat and demonstration of the dissected human cadaver. Field trips may be required. Formerly BIOL 111L. (2)

Transfer credit: UC, CSU (CAN: BIOL 10 (ANAT R100 + R100L))

ANAT R101—General Human Anatomy 4 units

Prerequisites: BIOL R101 or BIOL R120.

2 hours lecture, 6 hours lab weekly

This course is organized into two parts: lecture and laboratory. The lecture portion is an introduction to gross anatomy as well as organization and histology of human organ systems. The laboratory portion reinforces the lecture material and consists of hands-on experiments and demonstrations used to illustrate the principles and concepts of anatomy. These include but are not limited to microscope use, model and specimen examination, dissection of the cat as well as other livestock organs and demonstration of the dissected human cadaver. This course is appropriate and meets the requirements of students anticipating transfer to university, medical school, dental school, holistic medicine, kinesiology programs and other health care certificated programs. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: BIOL 10)

Biology Courses

BIOL R100—Marine Biology 3 units

3 hours lecture weekly

This survey course includes an introduction to ecology, organism identification, anatomy, physiology, and conservation of marine organisms. Applications of the scientific method in marine biology are emphasized. Field trips may be required. Formerly BIOL R116. (Same as MST R100) (2)

Transfer credit: UC, CSU

BIOL R100L—Marine Biology Laboratory 1 unit

Prerequisites: BIOL R100 or concurrent enrollment.

3 hours lab weekly

This survey course includes laboratory and field studies of marine organisms and their environment, the use of the scientific method, and basic biological skills. Optional field trips may be required. Formerly BIOL R116L. (Same as MST R100L) (2)

Transfer credit: UC, CSU

BIOL R101—General Biology 3 units

3 hours lecture weekly

This is a survey course that presents the major principles and phenomena governing biological systems. Topics include biological chemistry, the cellular basis of life, metabolism, nutrition, reproduction, genetics, DNA modification, evolution and recombinant DNA technologies. This course is designed for non-biology majors. It will satisfy the requirements for certain dental hygiene, nursing and physical therapy programs. Field trips may be required. Formerly BIOL 100A.

Transfer credit: UC, CSU

BIOL R101L—General Biology Laboratory 1 unit

Prerequisites: BIOL R101 or concurrent enrollment.

3 hours lab weekly

This is a laboratory course designed to be taken in conjunction with BIOL R101. The laboratory exercises deal with the scientific method, basic biochemistry, microscopy, cellular organization, cellular energy transformation, molecular genetics and evolution. Field trips may be required. Formerly BIOL 100AL. (2)

Transfer credit: UC, CSU

BIOL R120—Principles of Biology I 4 units

Prerequisites: CHEM R120.

4 hours lecture weekly

The principles of molecular and cellular biology are presented. An emphasis will be placed on the diversity of organisms. This course is designed for biological science majors. It is intended to fulfill the requirements for the first year of the biology curriculum and to prepare students entering related science curricula. It is not intended for non-majors. Field trips may be required. Formerly BIOL 101.

Transfer credit: UC, CSU (CAN: BIOL 2 (BIOL R120 + R120L))

BIOL R120L—Principles of Biology I Lab: Intro to Cellular and Molecular Biology 1 unit

Prerequisites: BIOL R120 or concurrent enrollment.

3 hours lab weekly

This is a laboratory course designed to complement BIOL R120. The current methods employed by investigators in the biological sciences are presented. These include, but are not limited to, microscopy, differential centrifugation, chromatography, electrophoresis, spectrophotometry and nucleic acid hybridization. This course is recommended for biological sciences majors seeking transfer to university programs as well as students anticipating careers in a broad range of health care professions. Field trips may be required. Formerly BIOL 101L. (2)

Transfer credit: UC, CSU (CAN: BIOL 2 (BIOL R120 + R120L))

BIOL R122—Principles of Biology II 4 units

Prerequisites: BIOL R120 and BIOL R120L.

4 hours lecture weekly

This course is designed to complete the study of basic principles of biology for biological science majors. Topics include the diversity and evolutionary relationships of the major plant divisions and animal phyla. Emphasis is placed on evolution of as well as the development, structure and functions of vertebrate organ systems. Ecosystem structure, population ecology and evolutionary concepts are presented. Field trips may be required. Formerly BIOL 102.

Transfer credit: UC, CSU

BIOL R122L—Principles of Biology II Lab 1 unit

Prerequisites: BIOL R120 and BIOL R120L or equivalent; BIOL R122 or concurrent enrollment.

3 hours lab weekly

This course is designed to complete the study of basic principles of biology laboratory for biological science majors. Topics include the diversity and evolutionary relationships of the fungi, major plant divisions, and animal phyla. Dissections of representative organisms are required. Emphasis is placed on the development, structure and functions of vertebrate organ systems. Ecosystem structure, population ecology, and evolutionary concepts are presented. Field trips may be required. Formerly BIOL 102L. (2)

Transfer credit: UC, CSU

BIOL R170—Biological Marine Resource Management 1 unit

Corequisites: GEOL R178.

3 hours lab weekly

Topics in marine biology related to current resource management issues in this region. Study of requirements and applications of federal, state, and local laws and regulations related to marine resource management. Application of the scientific method to questions about marine resources. Field trips will be to natural areas where geological, biological, and oceanographic interactions can be observed. Course may be taken four times. (Same as MST R170) (2)

Transfer credit: CSU

BIOL R198A-Z—Topics in Biology ½-10 units

Lecture and/or lab hours as required by unit formula

Designed to meet specific needs of college and community, as required and requested by persons whose needs in this area are not met by present course offerings. (2)

Transfer credit: CSU

BIOL R199—Directed Studies in Biology 1-3 units

Lecture and/or lab hours as required by unit formula

Designed for students interested in furthering their knowledge of Biology on an independent study basis. All studies will require laboratory and library research, as well as written reports. Course may be taken two times.

Transfer credit: CSU

Microbiology Courses

MICR R100—Principles of Microbiology 3 units

Prerequisites: BIOL R120 or both ANAT R100 and PHSO R100.

3 hours lecture weekly

This course is an introduction to the structure and metabolic activities of bacteria, fungi, algae, protozoa and viruses. The topics will include distribution, molecular genetics and the physical/chemical methods used in microbial control. The principles of disease transmission, prevention and immunity will also be presented. Field trips may be required. Formerly BIOL 110. (2)

Transfer credit: UC, CSU (CAN: BIOL 14 (MICR R100 + R100L))

MICR R100L—Principles of Microbiology Laboratory 2 units

Prerequisites: MICR R100 or concurrent enrollment.

6 hours lab weekly

This is a laboratory course designed for biological science majors and students interested in the health science professions. The exercises are intended to give the students experience in the manipulation of microorganisms and exposure to current microbial techniques. Topics covered will include microscopy, prokaryotic cell structure, microbial metabolism, distribution and genetics. Formerly BIOL 110L. (2)

Transfer credit: UC, CSU (CAN: BIOL 14 (MICR R100 + R100L))

Physiology Courses

PHSO R100—Human Physiology 3 units

Prerequisites: CHEM R110, ANAT R100 & ANAT R100L.

Corequisites: PHSO R100L.

3 hours lecture weekly

This course emphasizes principles of cellular and systemic functions of the human body. Lecture topics include scientific method, basic inorganic and organic chemistry, solute as well as water transport and balance, homeostatic mechanisms, and functions of the major organ systems. This course satisfies requirements for general education as well as transfer to universities and is required for health-care and certificated programs. Field trips may be required. Formerly BIOL 112.

Transfer credit: UC, CSU (CAN: BIOL 12 (PHSO R100 + R100L))

PHSO R100L—Human Physiology Laboratory 2 units

Prerequisites: CHEM R110, ANAT R100 & ANAT R100L.

Corequisites: PHSO R100.

6 hours lab weekly

This course emphasizes demonstrations and techniques of commonly utilized laboratory equipment. Lab will primarily consist of analysis, interpretation and evaluation of data gathered relating to homeostatic mechanisms, functions of the major organ systems and disease. Experiments reinforce material presented in lecture. This course satisfies requirements for general education as well as transfer to universities and is required for health-care and certificated programs. Field trips may be required. Formerly BIOL 112L.

Transfer credit: UC, CSU (CAN: BIOL 12 (PHSO R100 + R100L))

BUSINESS

The Business program offers a wide variety of courses in business management, marketing and accounting, leading to the degrees of Associate in Arts and Science and Certificates in Accounting, Business, Business Management and Marketing. In addition to the major coursework, which emphasizes business and accounting practices, the business program combines studies in computer information systems and meets the needs of students targeting careers that meld knowledge of business and information systems.

For more information, contact:

Robert Cabral, rcabral@vcccd.edu

805-986-5800, ext. 1981

Career Opportunities

A.A./Certificate Level

Account Clerk	Accounts Payable Clerk
Accounts Receivable Clerk	Management Trainee
Assistant Manager	Sales Trainee
Sales Representative	Buyer
Finance Operations	Fashion Director
Market Research Assistant	Manufacturer Representative

B.A. Level

Cost Accountant	Assistant Controller
Controller/Treasurer	Human Resource Manager
Small Business Owner	Small Business Manager
Advertising Manager	Accountant
International Business Management	Manufacturers Representative
Sales Executive/Sales Management	

Faculty

Full-Time

Ed Bassey
Robert Cabral

Part-Time

Stephanie House
Patricia Greene
Larry Kennedy
Ranu Paik
Sandy Iverson
Chang Wang
Dennis Polen
Alexandra Zuromski

◆ Accounting

Associate in Science Degree Certificate of Achievement

The accounting certificate program provides an understanding of the accounting function and its application as a provider of information for the decision-making process. This program offers basic training in accounting and related fields for both students seeking employment and those already employed but needing skills improvement. Successful program completion should qualify individuals for beginning positions in accounting occupations in government and business organizations.

Required Courses:	Units	
BUS R006A	Income Tax Accounting I	2
BUS R006L	Income Tax Accounting Lab	1
BUS R030	Business Mathematics	3
BUS R101A	Accounting Principles I	3
BUS R101B	Accounting Principles II	3
BUS R102	Managerial Accounting	3
BUS R111A	Business Law I	3
BUS R120	Introduction to Business	3
BUS R140	Business Communications	3
CIS R003B	Ten-Key Calculators	½
CIS R023A	EXCEL I	3
Total Required Units		27½

◆ Business

Associate in Arts Degree

This program is for students interested in transferring to a four-year college or university as a business major to obtain a Bachelor's degree. For information regarding transfer to any four-year college or university, see your counselor.

Required Courses:		Units
BUS R101A	Accounting Principles I	3
BUS R101B	Accounting Principles II	3
BUS R111A	Business Law I	3
ECON R101	Principles of Macroeconomics	3
ECON R102	Principles of Microeconomics	3
CIS R100	Introduction to Computer Information Systems	3
MATH R106 OR MATH R120	Mathematics for Business Applications Calculus with Analytic Geometry I	5
Total Required Units		23

◆ Business Management

Program under revision, see counselor.

Associate in Science Degree Certificate of Achievement

This program will prepare students for management positions within an organization. These positions would include responsibilities for formulating and implementing policies, long-range planning, and overseeing the work of other levels within the organization.

Required Courses:		Units
BUS R101A	Accounting Principles I	3
BUS R101B	Accounting Principles II	3
BUS R111A	Business Law I	3
BUS R120	Introduction to Business	3
BUS R121	Introduction to Management	3
BUS R122	Human Resource Management	3
BUS R132A	Marketing	3
BUS R140	Business Communications	3
PSY R102A	Interpersonal Relations	3
Complete one of the following courses:		
BUS R030	Business Mathematics	3
CIS R100	Introduction to Computer Information Systems	3
ECON R101	Principles of Macroeconomics	3
ECON R102	Principles of Microeconomics	3
SPCH R101	Introduction to Oral Communication	3
Total Required Units		30



The Success Academy offers an open-entry, open-exit class schedule.

◆ International Business

Program not offered 2008-2009

Associate in Arts Degree Certificate of Achievement

This program prepares students for entry-level positions with international corporations, service organizations, and non-profit and government agencies in the United States and possibly abroad. Students who are already engaged in business careers are prepared for middle management positions in the international divisions of their companies.

Required Courses:		Units
BUS R180	Introduction to International Business	3
BUS R181A	International Marketing	3
BUS R181B	Trade Finance	3
BUS R181C	International Management	3
BUS R182	International Business Law	3
BUS R190B	Internship in Business	1-3
CIS R020B	Introduction to the Internet/WWW	1
GEOG R102	World Cultural Geography	3
Foreign Language		10
(Two classes in a foreign language are required, one of which must be an intermediate or advanced level class.)		

Complete at least three units from the following "Business in International Markets" classes:

BUS R184A	Australia/New Zealand	1
BUS R184B	Central /South America	1
BUS R184C	China/ Southeast Asia	1
BUS R184D	Eastern/Central Europe	1
BUS R184E	EU (European Unification)	1
BUS R184F	NAFTA Countries	1
BUS R184G	Japan	1
Total Required Units		33-35

The following classes are recommended; to determine the remainder of the GE requirements, please see a counselor.

BUS R186/ JOUR R186	International Mass Media	3
ECON R101	Principles of Macroeconomics	3
ECON R102	Principles of Microeconomics	3
POLS R104	International Relations	3
SOC R121	Sociology: A Global Perspective	3

◆ Marketing

Associate in Science Degree Certificate of Achievement

This continually growing field offers diverse opportunities for employment. The major will prepare students for positions as management trainee, buyer, store merchandising manager, finance operations, manufacturing representative, and fashion director.

Required Courses:		Units
BUS R101A	Accounting Principles I	3
BUS R111A	Business Law I	3
BUS R120	Introduction to Business	3
BUS R121	Introduction to Management	3
BUS R132A	Marketing	3
BUS R133/ JOUR R133	Advertising	3
CIS R100	Introduction to Computer Information Systems	3
ECON R101 OR ECON R102	Principles of Macroeconomics Principles of Microeconomics	3
Complete two of the following courses:		
BUS R101B	Accounting Principles II	3
BUS R122	Human Resource Management	3
BUS R130	Sales Management	3
BUS R132B	General Motors Marketing Internship	3
BUS R140	Business Communications	3
Total Required Units		30

Recommended Courses for Associate Degree Electives:		
PSY R101	General Psychology	3
PSY R102A	Interpersonal Relations	3

Business Courses

BUS R001—Preparation for Accounting 3 units

3 hours lecture weekly

This course covers the accounting cycle, including journalizing, posting, trial balance, worksheets, adjusting and closing entries, payroll and financial statements. Field trips may be required. (2)

BUS R006A—Income Tax Accounting I 2 units

Corequisites: BUS R006L.

2 hours lecture weekly

This course will provide an introduction to federal income tax theory. Field trips may be required. (2)

BUS R006B—Income Tax Accounting II 2 units

Prerequisites: BUS R006A.

2 hours lecture weekly

This course will provide instruction in advanced federal income tax theory including alternative minimum tax, passive loss rules, and income from partnerships, S-corporations, and estates and trusts. This course will also introduce California tax laws. Field trips may be required. (2)

BUS R006L—Income Tax Accounting Lab 1 unit

Advisory: Previous or concurrent enrollment in BUS R006A.

3 hours lab weekly

This course provides lab work on the forms needed in preparing individual federal and California state tax returns. Field trips may be required. Course may be taken four times. (2)

BUS R020—Introduction to the Medical Office 1 unit

1 hour lecture weekly

This course will introduce students to the career of medical front office assistant. It will give a general overview of the medical office and an understanding of the medical office assistant's fundamental importance to the medical practice or institution. Field trips may be required. (2)

BUS R021—Medical Terminology 3 units

3 hours lecture weekly

This course will include instruction in spelling, definition, and pronunciation of medical terms with emphasis on Greek and Latin prefixes, suffixes, word roots, and combining word forms. Formerly BIS R020. (2)

BUS R030—Business Math 3 units

3 hours lecture weekly

This course provides a review of math fundamentals and relates math principles and operations to business oriented problems such as payroll, invoicing, financial statements and ratios, markups and markdowns, and interest. Business math is required for the following certificate and degree programs: Accounting, Retail Management, and Administrative Assistant. Field trips may be required. (2)

BUS R041—Basic Business English 3 units

3 hours lecture weekly

This is a required course for the Office Occupations Preparation Program. This course develops competency in the fundamentals and mechanics of preferred Business English usage, including grammar, sentence structure, punctuation, and written expression. Students will be provided with a background to write general business documents. Field trips may be required. Not applicable for degree credit. (2)

BUS R051—Customer Service 3 units

3 hours lecture weekly

This course provides an overview of the concepts and skills needed for success in delivering service to customers. It emphasizes creating a climate of service excellence by developing listening, verbal and non-spoken communicative skills; encouraging loyalty; dealing with difficult customers; and recovering and retaining customers. Also included is the impact of multi-cultural factors in the service delivery. Field trips may be required. (2)

BUS R062—Oral Communications 3 units

3 hours lecture weekly

This course provides an overview of the speaking skills needed in business. It offers guidelines on speaking clearly, organizing speeches and presentations, and speaking informatively and persuasively for meetings, small and large groups, and one-to-one. It will also include conflict and problem-solving methods, listening skills, and proper phone procedures and techniques. (2)

BUS R098—Short Courses in Business ½-10 units

Lecture and/or lab hours as required by unit formula

Specialized topics designed to inform or update interested persons in various disciplines within the field of business and information systems. Unit credit determined by length of course.

BUS R101A—Accounting Principles I 3 units

Advisory: BUS R001.

3 hours lecture weekly

This course provides basic principles of accounting as a foundation for advanced study for the transfer student and for the vocation student; this course provides the foundation to develop accounting skills. Topics covered include the accounting cycle, voucher systems, problems involved in accounting for notes payable and receivable, expenses, assets, payroll as well as accounting skills for sole proprietorship, partnership, corporation or manufacturing enterprises. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: BUS 2; BUS SEQ A (BUS R101A + R101B))

BUS R101B—Accounting Principles II 3 units

Prerequisites: BUS R101A.

3 hours lecture weekly

This course continues and concludes the introductory phase of accounting principles including accounting problems and procedures unique to partnerships and corporations. It includes sections on managerial financial analysis for decision making in businesses, Federal Income Tax and managerial accounting for manufacturing businesses. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: BUS 4; BUS SEQ A (BUS R101A + R101B))

BUS R102—Managerial Accounting 3 units

Prerequisites: BUS R101A.

3 hours lecture weekly

This course emphasizes how accounting data can be interpreted and used by management in planning and controlling business activities of the firm. The use of accounting data by investors is discussed wherever appropriate. Field trips may be required. (2)

Transfer credit: CSU

BUS R104—Business English 3 units

3 hours lecture weekly

This course develops competency in the fundamentals and mechanics of college-level business communications skills, including grammar, sentence structure, punctuation, and written expression. English satisfies the English Composition (Area D1) requirement for the A.A. and A.S. General Education Course List. It is also a prerequisite for business communications, BUS R140. Business communications is required in the Accounting, Business Management, Marketing, Retail Management, Supervision, Computer Information Systems, Office Microcomputers, and Administrative Assistant A.S. and certificate curricula. Field trips may be required. (2)

Transfer credit: CSU

BUS R111A—Business Law I 3 units

3 hours lecture weekly

This course is a general review of law as it relates to businesses, individuals and society. The course includes the law of contracts, personal property, real property, the rights and obligations of businesses as they relate to other businesses, individuals and society. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: BUS 8)

BUS R120—Introduction to Business 3 units
3 hours lecture weekly
This course is a survey and study of business and its relationship to government, the international marketplace and the Internet and provides students with a foundation in important concepts of business including forms of business ownership, organization, marketing, laws and regulations. This course is a required course in four Oxnard College business majors: Accounting, Business Management, Marketing and Computer Information Systems. Field trips may be required. (2)
Transfer credit: UC, CSU

BUS R121—Introduction to Management 3 units
3 hours lecture weekly
This transfer course examines the basic management functions of a business organization and middle management's responsibilities in planning, organizing, directing, controlling, coordinating, and executing the organizations' goals and objectives. Techniques of decision-making with emphasis on recent advances in areas directly related to management are also introduced. Field trips may be required. (2)
Transfer credit: UC, CSU

BUS R122—Human Resource Management 3 units
3 hours lecture weekly
This course examines the concepts of human resource organization and management including finance, operation, and compliance with federal government regulations, internal organization and the personnel practices including collective bargaining, of the organization as an employer and its role with employees. Field trips may be required. (2)
Transfer credit: CSU

BUS R124A—Leadership with Communication ½ unit
Lecture hours as required by unit formula.
This course is designed to meet the leadership and communication training needs of supervisory personnel within a public or human services setting. Topics include a review of effective writing skills, utilizing writing assistance tools, identifying sources for self-improvement, planning and delivering effective communication formats, developing positive oral tone, and delivering effective written attitudes. Field trips may be required. (2)
Transfer credit: CSU

BUS R124B—Respect in the Workplace and Personal Accountability ½ unit
Lecture hours as required by unit formula.
This course is designed to meet the respect and personal accountability training needs of supervisory personnel within a public or human services setting. Topics include the importance of respect in the workplace, the components for respect, and classifying gender communication forms. In addition, the course will review levels of workplace personal accountability and responsibility, along with judging effective methods of accountability and apology, devising systems for accountability, and resolving workplace negativity. Field trips may be required. (2)
Transfer credit: CSU

BUS R124C—Conflict Resolution ½ unit
Lecture hours as required by unit formula.
This course is designed to meet the conflict resolution training needs of supervisory personnel within a public or human services setting. Topics include: teaching mutual respect and trust during conflict resolution, utilizing a four-step conflict resolution model; identifying individual strengths needed for resolution; utilizing skills needed to successfully resolve conflicts; modeling respectful speaking and listening skills. Field trips may be required. (2)
Transfer credit: CSU

BUS R124D—Leadership in Supervision ½ unit
Lecture hours as required by unit formula.
This course is designed to provide training in leadership for supervisors. Topics include learning to identify essential leadership qualities for effective management, defining the art of effective leadership, knowing the difference between management and leadership, effective communication styles, listening and speaking techniques of an effective leader and manager, and how to enable others to increase their effectiveness as leaders in the workplace. Field trips may be required. (2)
Transfer credit: CSU

BUS R124E—Team Building and Group Dynamics ½ unit
Lecture hours as required by unit formula.
This course is designed to provide training in team building and group dynamics for supervisors. Topics include: characteristics of high performance teams; understanding how teams work together; common problems teams encounter and how to solve them; team player styles and diversity; stages of team growth; tips and techniques for team building in the workplace; long-term benefits of teamwork and collaboration; assessing and solving common team problems; and team player action plans. Field trips may be required. (2)
Transfer credit: CSU

BUS R124F—Cultural Awareness in Organizations ½ unit
Lecture hours as required by unit formula.
This course is designed to provide training in cultural awareness for supervisors. Topics include stereotypes across cultures, benefits of cultural competency; assessing cultural competency; social and entertaining differences; verbal and non-verbal communication styles; and styles of agreements.
Transfer credit: CSU

BUS R125—Personal Finance 3 units
3 hours lecture weekly
This course provides an overview of financing planning and budgeting. The process of financial planning logic and underlying fundamentals that drive financial planning will be discussed. Topics include banking, borrowing, taxes, insurance, various forms of investments, credit, interest rates, time value of money, large purchases such as real estate, estate and retirement planning. Field trips may be required. (2)
Transfer credit: CSU

BUS R130—Sales Management 3 units
3 hours lecture weekly
This course provides an overview of the principles of wholesale and specialty selling, with emphasis on the techniques of selling. Areas emphasized are sales personality, sales planning, securing prospects, counseling buyers, handling objections, and learning public relations. Field trips may be required. (2)
Transfer credit: CSU

BUS R132A—Marketing 3 units
3 hours lecture weekly
Marketing from the viewpoint of the manager includes discussion on the aspects of market research, product development, promotion, advertising, channels of distribution, international and web marketing. Field trips may be required. (2)
Transfer credit: CSU

BUS R133—Advertising 3 units
3 hours lecture weekly
This course is an introduction to advertising principles and techniques. The course includes the theory and role of advertising in our global economic system. The course includes principles of layout and copy, advertising production, and media selection. The course also focuses on integrated marketing communications and advertising on the World Wide Web. Field trips may be required. (Same as JOUR R133) (2)
Transfer credit: CSU

BUS R140—Business Communications 3 units*Advisory: ENGL R101, and word processing skills.**Prerequisites: BUS R104.**3 hours lecture weekly*

Business communications develops effective business and professional communication in written, oral, and non-verbal modes. This course includes business correspondence, report writing, listening, collaborative communication, and oral reports. Business communications is required in the Accounting, Business Management, Marketing, Retail Management, Supervision, Computer Information Systems, Office Microcomputers, and Administrative Assistant A.S. and certificate curricula. Field trips may be required.

*Transfer credit: CSU***BUS R141—Introduction to Public Relations 3 units***3 hours lecture weekly*

Introductory analysis and practical exploration of fundamental tools available to the public relations specialist: press releases, feature stories, broadcast media, institutional publications. An introduction to promotional staging, the slide show, and the five primary steps in the public relations process. (Same as JOUR R141)

*Transfer credit: CSU***BUS R142—Public Relations Strategies 3 units***3 hours lecture weekly*

Appraisal of essential processes involved in the public relations activity with concentration on aspects of promotion and staging, problem solving, and the role of public relations vis-a-vis various target audiences, including customers, management, employee relations, stockholders. Guest speakers, as appropriate. (Same as JOUR R142)

*Transfer credit: CSU***BUS R170—Introduction to Logistics 3 units***3 hours lecture weekly*

This course presents an introduction to principles and concepts of logistics functions. It includes the logistics process in the life-cycle of a system, from its conception to its disposal, including warehousing, transportation, inventory management, materials handling, personnel skill and training requirements, technical documentation and data collection, packaging and disposal and maintenance. Field trips may be required.

*Transfer credit: CSU***BUS R171—Logistics Design 3 units***Prerequisites: BUS R170.**3 hours lecture weekly*

This course will acquaint students with the basic functions of designing logistics systems. It will introduce reliability and maintainability measurements, cost factors, and systems and equipment documentation for operational requirements. It will introduce logistics development including statistical and modeling techniques to evaluate the supportability of the system design and performance-based logistics (PBL). It will introduce effectiveness of the tailored process. The course includes an overview of current DoD policies, formal review processes, and revised government and industry standards affecting logistics support, such as requirements forecasting, control, work flows, configuration management, and technical support. It will examine the application of computer applications and data exchange techniques available to design, develop and support complex systems of equipment, software, and trained personnel to introduce and maintain cost-effective systems. Field trips may be required.

*Transfer credit: CSU***BUS R172—Spares Management 3 units***3 hours lecture weekly*

This course will acquaint students with the disciplines and activities of spares management. The course provides an introduction to spares management and covers such topics as supply functions, maintenance concepts, determining requirements and reorder points, spares specification and selection, technical documentation, data management, provisioning, procurement, inventory management, initial and operational allowances, and performance-based logistics criteria. The course explains the planning involved with each functional sub-element in terms of cost, performance measurement, implementation, and determination of readiness impact. The course includes discussion of economic order quantity forecasting, equipment version control, workflows, configuration management, quality and inspection, and technical support resources. Field trips may be required.

*Transfer credit: CSU***BUS R173—Repair Management 3 units***Prerequisites: BUS R170.**3 hours lecture weekly*

This course will acquaint students with the discipline and activities of repair management. It includes identification of requirements for total Repair program of such items as aircraft engines which are returned to a depot for repair. The course explains the planning involved with each functional sub-element of repair in terms of cost, implementation, and determination of readiness impact. The course includes discussion of repair workload forecasting, control, workflows, configuration management, quality and inspection, and technical support. Field trips may be required.

*Transfer credit: CSU***BUS R174—Technical Product Support Services and Training 3 units***Prerequisites: BUS R170, BUS R171.**3 hours lecture weekly*

This course presents integrated logistics support functions, principles and concepts for digital and online technical product support requirements. It includes the field support logistics activities, technical training development and implementation, and life-cycle support of a system, from its conception to its disposal. It will cover logistics technical support Military and Industry standards and data support organizations, structure, planning, budgeting, warranties, liabilities, and in-plant support. Unique logistics personnel skill and training requirements, technical documentation, data collection, packaging, disposal and maintenance operations will be presented from the "deployed system" perspective, often referred to a "Legacy System Support." Field trips may be required.

*Transfer credit: CSU***INTERNATIONAL BUSINESS****BUS R180—Introduction to International Business 3 units***3 hours lecture weekly*

This course introduces students to the fundamentals of international business. Emphasis is placed on an understanding of international trade, including foreign investments, impact of financial markets, international marketing, and the operation of multinational companies. Field trips may be required. (2)

*Transfer credit: CSU***BUS R186—International Mass Media 3 units***3 hours lecture weekly*

Course examines both global and national media and evaluates such issues as government regulation, advocacy, and the impact of technology. The course also explores differences of print, broadcast, and other media around the world. (Same as JOUR R186)

*Transfer credit: UC, CSU***BUS R189—Topics in Business ½-3 units***Lecture and/or lab hours as required by unit formula*

Specialized topics designed to inform or update interested persons in various disciplines within the field of business. Unit credit determined by length of course.

Transfer credit: CSU

BUS R190A—Internship in Public Relations 3 units*Prerequisites: JOUR R100, R101, R102, R141, R142.**9 hours lab weekly*

Actual field work as an intern in a professional setting under the supervision of a trained public relations expert, as well as the instructor. Students will receive on-the-job exposure to all aspects of public relations, especially those studied in BUS R142/JOUR R142. (Same as JOUR R190)

*Transfer credit: CSU***BUS R198A-Z—Short Courses in Business ½-10 units***Lecture and/or lab hours as required by unit formula*

Workshops in selected areas of business and information systems to meet specific needs of college or community as required or requested by persons whose needs are not met by regular course offerings.

*Transfer credit: CSU***BUS R199—Directed Studies in Business 1-6 units***Lecture and/or lab hours as required by unit formula*

Directed Studies in Business is designed for students interested in furthering their knowledge of business on an independent basis. Unit credit is determined by the length of the course. Field trips may be required. (2)

Transfer credit: CSU

CHEMISTRY

Career Opportunities**B.S. Level**

(Most careers require bachelors or graduate degree)

Chemist	Chemical Analyst
Laboratory Technician	Research Assistant
Research Scientist	Biochemist

Faculty

Full-Time	Part-Time
Luanne Crockett	Terry Boan
Yong C. Ma	Jay Crane
	Joe Escobar

Chemistry Courses**CHEM R100—Chemistry and Environment 4 units***4 hours lecture weekly*

CHEM R100 is a college-level one-semester course in chemistry for non-science majors. This is an introductory course into fundamental chemical principles and the relationship these principles have on society and the environment. The impact of chemistry on technology, society, and the individual will be discussed. The lecture topics include scientific method, atomic and kinetic-molecular theories, states of matter, measurements, electronic structure, bonding periodicity, nomenclature, chemical reactions, energy production, thermodynamics, ionic equilibrium, pH, kinetics, as well as structures, classifications, and reactions of organic/bio-organic materials. Field trips may be required. (2)

*Transfer credit: UC, CSU***CHEM R100L—Chemistry and Environment Lab 1 unit***Prerequisites: CHEM R100 or concurrent enrollment.**3 hours lab weekly.*

CHEM R100L is a laboratory course designed to complement CHEM R100. This course offers basic laboratory and analytical problem solving skills through both experimentation and demonstration. CHEM R100L is not designed for students majoring in science and engineering. Students may take field trips during the lab period. (2)

*Transfer credit: UC, CSU***CHEM R104—General, Organic, and Biological Chemistry 5 units***Advisory: MATH R009.**4 hours lecture, 3 hours lab weekly*

This course is required for nursing majors. This course provides an introduction to the concepts of chemistry in the health sciences. Topics in general chemistry will include the modern view of the atom, molecule structure, chemical formulas, and chemical reaction. Topics in organic chemistry will include hydrocarbons, alcohols, aldehydes, ketones, carboxylic acids, and amides. Topics in biochemistry will include carbohydrates, proteins, lipids, nucleic acids, and metabolism. Field trips may be required. (2)

*Transfer credit: CSU***CHEM R110—Elementary Chemistry 5 units***Prerequisites: MATH R011 or 1 year high school algebra or equivalent.**4 hours lecture, 3 hours lab weekly*

This is an introductory course in chemistry stressing basic principles of atomic and molecular structure, periodic table and states of matter, as well as quantitative techniques involved in elementary chemical calculations; there is some discussion of nuclear, organic, and bio-chemistry. The course serves as an introduction to lab techniques with experiments illustrating principles covered in lectures. Field trips may be required. Formerly CHEM 100A. (2)

*Transfer credit: UC, CSU***CHEM R112—Elementary Organic and Biological Chemistry 5 units***Prerequisites: CHEM R110.**4 hours lecture, 3 hours lab weekly*

This course is a continuation of CHEM R110. CHEM R112 includes equilibrium, oxidation-reduction, simple electrochemistry, and radioactivity. The major emphasis will be on organic chemistry. The section of organic chemistry includes: naming; structure and bonding; classification by functional groups and reactions; polymerization; optical isomerism; physical properties based on molecular polarity. Biochemistry may include carbohydrates, proteins and amino acids, fats, enzymes, DNA and RNA, and cell biochemistry. The lab illustrates the principles covered in the lecture. Field trips may be required. Formerly CHEM 100B. (2)

*Transfer credit: UC, CSU***CHEM R120—General Chemistry I 5 units***Prerequisites: CHEM R110 or high school chemistry, and MATH R014.**3 hours lecture, 6 hours lab weekly*

This course studies fundamental principles and theories of chemistry with special emphasis on calculations of solution chemistry, stoichiometry, chemical equilibrium and oxidation-reduction; includes discussion of quantum mechanical model of the atom, kinetic-molecular theory, and periodic table. Lab is designed to develop quantitative relationships through experiments, and to introduce inorganic preparative procedures and computer analysis of data. Field trips may be required. Formerly CHEM 101. (2)

*Transfer credit: UC, CSU (CAN: CHEM 2)***CHEM R122—General Chemistry II 5 units***Prerequisites: CHEM R120.**3 hours lecture, 6 hours lab weekly*

CHEM R122 is a continuation course of CHEM R120 with emphasis on solution equilibria, kinetics, electrochemistry, radiochemistry, transition metal chemistry, and descriptive chemistry of the elements. Lab work includes qualitative analysis, thermochemistry, and kinetic studies, and further develops inorganic preparative techniques. Computers are utilized for data acquisition and interpretation. Field trips may be required. Formerly CHEM 102. (2)

*Transfer credit: UC, CSU (CAN: CHEM 4)***CHEM R130—Organic Chemistry I 5 units***Prerequisites: CHEM R120 and CHEM R122.**3 hours lecture, 6 hours lab weekly*

CHEM R130 studies the fundamental principles of organic chemistry with the emphasis upon practical application of modern principles to functional groups, reactivity, physical properties, and methods of synthesis of organic compounds. The lab portion of the course will give concrete examples of lecture materials. Field trips may be required. Formerly CHEM 106. (2)

Transfer credit: UC, CSU

CHEM R132—Organic Chemistry II**5 units***Prerequisites: CHEM R130.
3 hours lecture, 6 hours lab weekly*

CHEM R132 is a continuation course of CHEM R130 with emphasis on oxygen-containing and nitrogen-containing organic substances, polymers, carbohydrates, proteins, lipids, and other biomolecules. The lab will involve multiple-step synthesis from smaller molecules to larger molecules. Field trips may be required. Formerly CHEM 107. (2)

Transfer credit: UC, CSU

CHICANO STUDIES

The Chicano Studies Program was developed in response to the educational needs of Mexican American and Latino students attending Oxnard College. The program is designed to provide students with an awareness of the social, historical, psychological, and cultural realities of the Chicano in American society. An interdisciplinary program, Chicano Studies courses offer a Chicano perspective within the traditional disciplines of Sociology, History, Psychology, and Anthropology. The major mission of the Chicano Studies Program is to provide a curriculum of studies that will help students understand and appreciate Chicano culture.

Faculty

Full-Time	Part-Time
Linda Chaparro	Thomas Carrasco
Tomas Salinas	George Rodriguez

Chicano Studies Courses**CHST R101—Introduction to Chicano Studies 3 units***3 hours lecture weekly*

Introductory level course designed to familiarize students with several political, economic and historical issues characterizing the Chicano experience in the United States. Course introduces students to research and publications in several related disciplines and familiarizes them with interdisciplinary aspects of Chicano Studies. Themes and methodologies from different disciplines (including anthropology, sociology, economics, history, and political science) reviewed.

*Transfer credit: UC, CSU***CHST R107—History of the Mexican People in the United States 3 units***3 hours lecture weekly*

Historical survey of Mexican/Chicano from pre-Columbian period to present. Course provides background for contemporary achievements, problems, possibilities, and prospects. Emphasis on Mexican settlement of the regions and contributions of the Mexican/Chicano to development of the United States. Course satisfies degree requirements in American institutions. (Same as HIST R107) (2)

*Transfer credit: UC, CSU***CHST R108—Sociology of the Chicano Community 3 units***3 hours lecture weekly*

Socio-cultural analysis of familial, political, economic, religious, and educational institutions in Chicano community; emphasis on social stratification and socialization process of community members. Specific consideration given to concept of colonialism and effect on the Chicano community. Field trips may be required. (Same as SOC R108)

*Transfer credit: UC, CSU***CHST R114—Psychological Issues of the Mexican People in the Southwest 3 units***3 hours lecture weekly*

Course analyzes experiences of people of Mexican descent living in the Southwest from a psychological perspective. Examines nature of individual and group conflict, explores problems of social participation in a dominant culture and its psychological implications. Course describes emergence of distinctive identities of people of Mexican descent. (Same as PSY R114)

Transfer credit: UC, CSU

CHILD DEVELOPMENT

The Child Development program offers classes in English and Spanish that combine lecture and lab activities. These courses prepare students who are interested in working with young children including those seeking certification to work in a day care facility. Students may learn to plan nurturing educational environments and activities that enhance children's emotional, cognitive and physical development.

A four stage matrix guides career preparation in accordance with California State licensing standards. At Oxnard College, students may complete a certificate program that prepares them for employment as an Assistant Teacher in a public day care facility and complete additional courses in child development and general education to qualify as a Teacher. An Associate of Science degree with a major in Child Development is available that prepares them for other career options. Areas of specialization include Diversity, Infant/Toddlers and Special Needs. Stipends for study may be available through grants and programs such as the First Five Initiative.

*For more information, contact:**Elvia Rivero, Lead Faculty, Child Development,
erivero@vcccd.edu**805-986-5800, ext. 2041**Kim Karkos, Child Center Director, Family Day Care**Provider, kkarkos@vcccd.edu**805-986-5800, ext. 7620***Career Opportunities**

Teacher Aide	Family Childcare Provider
Instructional Aide	Nanny
Preschool Teacher	Program Site Supervisor
Infant/Toddler Specialist	School Age Teacher
Cruise Ship Childcare Provider	
Early Childhood Program Director	

Faculty

Full-Time	Part-Time	Part-Time
Patricia Mendez-Angeles	Sara Bautista	Betty Sahota
Elvia Rivero	Patty Jones	Rosalie Wasef
	Sara Sue Spielman	Clara Lawson
	Reyna Dominguez	
	Kimberly Karkos	

◆ Child Development**Associate in Science Degree****Certificate of Achievement**

Program under revision. See a Counselor.

Required Courses:	Units
CD R102 Human Development	3
CD R103 Programs for Young Children	3
CD R106 Child, Family, and Community	3
CD R111 Child Development Principles and Practicum	3
CD R112 Child Development Principles and Practicum II	3
CD R129 Child Nutrition, Health, and Safety	3
	18

Required Additional Courses: Units

Select a minimum of six units from the following:

CD R131 Art in Early Childhood	3
CD R132 Science in Early Childhood	3
CD R133 Language Arts in Early Childhood	3
CD R134 Movement and Music in Early Childhood	3
	6

Total Required Units 24

◆ Family Day Care Provider Option

Associate in Science Degree Certificate of Achievement

This certificate is designed to provide training for those who care for children professionally in their own homes. The course requirements includes courses basic to all who care for children as well as ones designed specifically for home care needs. The certificate provides options for providers working with children of various ages.

Required Courses:		Units
CD R050	Family Day Care Today	1½
CD R053	Family Child Care for Professionals	1½
CD R102	Human Development	3
CD R106	Child, Family, and Community	3
CD R129	Child Nutrition, Health, and Safety	3
		12
Required Additional Courses:		Units
Complete one of the following courses:		
CD R131	Art in Early Childhood	3
CD R132	Science in Early Childhood	3
CD R133	Language Arts in Early Childhood	3
CD R134	Movement and Music in Early Childhood	3
Complete one of the following courses:		
CD R108	The Exceptional Child	3
CD R113	Programs for Infants and Toddlers	3
CD R114	Programs for School-Age Children	3
Total Required Units		18

Child Development Courses

CD R010—Field Work in Child Development 1 unit

3 hours lab weekly

Course provides supervised laboratory and field experience for students interested in developing their skills of observation and working with children. Opportunities will be given for students to work with various ages of children from infants through school-age in more than one type of setting. Will meet CDA requirements for trainer assessment. Negative TB test is required. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (1)

CD R011—Field Experience in Child Development Lab Schools 2 units

*Prerequisites: Negative TB test.
6 hours lab weekly*

This course provides supervised fieldwork experience at the Oxnard College Child Development Center lab school. Areas of focus include procedures and best practices for teaching and assessing young children, ages birth through early school age. Curriculum planning as well as review and evaluation of new concepts and teaching methods are covered. Negative TB test is required. Field trips may be required. Not applicable for degree credit. This course may be taken four times.

CD R039—Health and Safety Issues for Child Care Professionals ½ unit

½ hour lecture weekly

Course covers the recognition, management, and prevention of infectious diseases including immunizations. Prevention of childhood injuries will also be covered. Materials in this class are related to family child care settings and centers. This course meets licensing requirements for all child development personnel for 7 of the 15-hour requirements. Completion of a Pediatric CPR and first aid course will meet the additional 8 hours. Field trips may be required. Course may be taken four times. (1)

CD R040—Lesson Planning with a Theme ½ unit

1 hour lecture weekly for 9 weeks

Course teaches curriculum planning for young children using various themes and topics. Students will learn how to plan art, science, language, motor and other areas using a theme that will facilitate more effective learning with young children. Using a different theme approach each time the course is offered, students will develop skills of organization and lesson planning. Field trips may be required. Course may be taken four times. (1)

CD R041—Programs for School-Age Children ½ unit

1 hour lecture weekly for 9 weeks

Course covers programs for the out-of-school care of school-age children with a focus on the characteristics of quality care. Methods of fostering emotional, intellectual, physical and social development will be explored. Program planning skills and program ideas will be covered with different topics each time the course is offered. Field trips may be required. Course may be taken four times. (1)

CD R042—Identifying and Working with Abused Children Abused ½ unit

1 hour lecture weekly for 9 weeks

This course discusses the evidence and identification, as well as the cause of abuse in children. Students will learn to identify physical, emotional, and sexual abuse signs, as well as methods and laws relating to reporting. Methods of working with families will also be explored. In addition, materials will include how professionals can protect themselves from being accused. Offered on a credit/no credit basis only. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (1)

CD R044—Nutrition for Young Children ½ unit

½ hour lecture weekly

This course presents current nutritional information that applies to children from birth to “five-year” age group. Different topics and activities are offered each time the course is presented. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (1)

CD R045—Creative Activities for Children ½ unit

1 hour lecture weekly for 9 weeks

Creative activities (art, music, dramatic play, etc.) are important for the growth of children mentally, socially and emotionally. This course will focus on various ways to provide a variety of developmentally appropriate activities to enrich children’s growth and development. Field trips may be required. Course may be taken four times. (2)

CD R046—Teacher/Parent Communication ½ unit

1 hour lecture weekly for 9 weeks

Course teaches the art of developing skills of working with parents for information and helping with the growth and development of children. This course will cover the value of effective communication, the places and ways it is most effective, and methods of developing communication skills. Field trips may be required. Course may be taken four times. (1)

CD R047—Children and Discipline ½ unit

1 hour lecture weekly for 9 weeks

This course covers various discipline methods and techniques for adults to use with children. The basic methods of child discipline covered will vary each time the class is offered, but include such examples as behavior modification, logical and natural consequences, communication skills, etc. Topics will also include adaptation to different age children and use with special needs children.

CD R048—Science and Math for Children ½ unit

1 hour lecture weekly for 9 weeks

This course teaches curriculum planning for the early childhood classroom related to science and math concepts. The methods of planning covered will include how to plan art, science, language, and motor activities, as well as room design environments that will facilitate more effective learning with young children. Information will be given to develop skills of organization and lesson planning. Field trips may be required.

CD R049—Programs for Infants and Toddlers ½ unit
1 hour lecture weekly for 9 weeks

Course will cover the development and implementation of environments and activities for children birth to age two and a half. The emphasis will be on the importance of play as a medium for learning and the selection of appropriate materials and resources. Field trips may be required. Course may be taken four times. (1)

CD R050—Family Day Care Today 1½ units
1½ hours lecture weekly

This is a specialized course designed to inform and update interested persons in the area of day care. The course covers areas of home day care and its strengths, uniqueness, and needs. Topics include planning programs, skills in working with children and parents, and a self-evaluation. Field trips may be required. Not applicable for degree credit. Course may be taken two times.

CD R051—Managing Children's Behavior 1 unit
1 hour lecture weekly

This course is an overview of basic theories on methods of child management. The course covers techniques of adapting and applying theories to individual situations. It will include difficult behaviors encountered by those individuals living or working with children; as well as techniques to cope with and solve these behaviors. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)

CD R053—Family Day Care for Professionals 1½ units
1½ hours lecture weekly

Course is designed to extend the knowledge and understanding of the business of family day care. The course covers planning, implementation, and evaluation of a comprehensive program for children from infancy through school-age. The students also receive information of the financial aspects of the business, as well as the perspective on professionalism for the Family Care Provider. Field trips may be required. Course may be taken two times. (2)

CD R098—Short Courses in Child Development ½-10 units

Lecture and/or lab hours as required by unit formula

Specialized topics are designed to inform or update interested persons in Child Development.

CD R102—Human Development 3 units
3 hours lecture weekly

This course offers an introduction to the history, the philosophies that support early childhood development and the methods that are used to educate children in their primary years. Requirements and opportunities are explored in Early Childhood Education through both private and public child care centers. Curriculum areas are also covered, along with organization of materials and resources. Teaching techniques based upon an understanding of the young child as an active learner socially, physically, emotionally, and cognitively are examined. Field trips may be required and a negative TB test or chest X-ray is required.

Transfer credit: UC, CSU

CD R103—Programs for Young Children 3 units
3 hours lecture weekly

Course offers introduction to various kinds of school programs for young children, their histories, philosophies, and program emphasis. Requirements and opportunities in Early Childhood Education are explored—both private and public. Curriculum areas are covered, along with organization of materials and resources. Teaching techniques based upon understanding the young child as an active learner socially, physically, emotionally, and cognitively are examined. Field trips and negative TB or chest X-ray are required.

Transfer credit: CSU

CD R106—Child, Family, and Community 3 units
3 hours lecture weekly

Course allows students to gain an awareness of the relation and interdependency that exists between the home, the school and the community as they support the development of the child. Patterns of child rearing in contemporary society are covered as well as interaction of family, culture, and community. Individual and social resources for family health and welfare and improving child development techniques are explored. Field trips may be required and a negative TB test is required.

Transfer credit: CSU

CD R107—Cross-Cultural Experiences with Children and Families 3 units

3 hours lecture weekly

Course offers general introduction to life styles, values, and socioeconomic conditions of children from bilingual and bicultural families, with special emphasis on ways in which these factors affect teaching and learning processes. Students are introduced to strategies, materials, and resources designed to enhance their skills in working with bilingual, bicultural children. Prejudices, ethnicity, and values related to cultural identity are explored. Field trips and negative TB test are required. (2)

Transfer credit: UC, CSU

CD R108—The Exceptional Child 3 units
3 hours lecture weekly

Characteristics and problems of the developmentally delayed, socially handicapped, and those with emotional problems, as well as the mentally gifted child, will be covered. The class will cover study of issues, and research encountered in these specific areas. Also covered will be resources and techniques for living and working with these children. (Same as PSY R111) (2)

Transfer credit: CSU

CD R111—Child Development Principles and Practicum I 3 units

*Prerequisites: Completion or concurrent enrollment in CD R103, and one course in creative experiences (CD R131-R134).
2 hours lecture, 3 hours lab weekly*

Basic principles of child development programs and their application to development of appropriate school experience for young children are covered. A variety of learning experiences considering environment, materials and equipment, and play routines in relation to child needs are discussed. Observation and limited participation in a preschool classroom are included. Field trips and negative TB test or chest X-ray are required.

Transfer credit: CSU

Child Development Center

(Located at the north end of the campus)

Monday -Friday: 7:30 a.m. -4:30 p.m.

Phone (805) 986-5801

Oxnard College's Child Development Center offers a developmental toddler, and preschool programs which are open to children ages 18 months through 5 years.

The children's program is well-rounded and covers critical thinking, creative experiences, science, music, language development, movement education, social development, school readiness, and evaluation. The Center serves as a model lab school for child Development students who are learning to observe and work with children and their programming. Parent involvement is requested in each child's learning experience.

Tuition fees are paid on a monthly basis in advance of services. Registration materials are available at the Center. Call 986-5801 for more information.

CD R112—Child Development Principles and Practicum II 3 units

*Prerequisites: CD R111.
2 hours lecture, 3 hours lab weekly*

This course furthers expand the knowledge of child development. Students will have the opportunity to engage in supervised practice with preschool age children in a variety of center options: Head Start, State Pre-School, Private Non-profit and Profit centers as well as the Oxnard College Child Development Center. Students will plan and execute activities focused on all child development domains: Math, Science, Art, Blocks, Sand, Dramatic Play and Outdoor play. Requires proof of negative TB clearance. Field trips will be required.

Transfer credit: CSU

CD R113—Programs for Infants and Toddlers 3 units

*Prerequisites: CD R102.
3 hours lecture weekly*

This course will cover the normal development of children from birth to age 3 and the environment and activities which meet their developmental needs. The emphasis will be on the importance of play as a medium for development and the selection of appropriate play materials. Parent education, community resources and cultural and ethnic differences will be covered. A negative TB test and field trips are required.

Transfer credit: CSU

CD R114—Programs for School-Age Children 3 units

3 hours lecture weekly

Course covers programs for the out-of-school care of school-age children with a focus on the characteristics of quality care. Methods of fostering emotional, intellectual, physical and social development will be explored. Program planning skills and program ideas will be covered. This course meets state licensing regulations for working with school-age children. (2)

Transfer credit: CSU

CD R115—Management for Child Development Programs: Administration and Supervision 3 units

*Prerequisites: CD R103.
3 hours lecture weekly*

This course covers preparation for administering child development programs including management principles related to licensing and standards, budgeting, space and equipment, hiring and evaluating practices, staff relationships, and parent and community involvement, including organizational requirements to fulfill goals of the program. Field trips may be required.

Transfer credit: CSU

CD R116—Management and Administration of Programs for Young Children 3 units

*Prerequisites: CD R115, experience as a supervisor or equivalent.
3 hours lecture weekly*

This course covers the principles and practices of the administration of early childhood programs with an emphasis on small business management, strategic planning, financing, personnel and operating policy formation, leadership skills, budgeting, legal concerns, and regulatory issues. The course offers the student the opportunity for in depth study of areas covered in survey format in CD R115. The course will cover material for programs from infant through school age. Field trips and negative TB tests are required.

*The Child Development Permit of Title 5 ECE/CD programs requires this course for Site Supervisors (Option 1) and Program Directors California.
Transfer credit: CSU*

CD R117—Adult Supervision/Mentor Teacher 2 units

*Prerequisites: CD R112.
2 hours lecture weekly*

This is a course that will study the methods and principles of supervising student teachers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. (2)

Transfer credit: CSU

CD R129—Child Nutrition, Health and Safety 3 units

3 hours lecture weekly

Instruction is given in health protection and resources provided by home, school, and community. Emphasis is placed on the study of nutritional needs, health and safety practices, and characteristics of good health as well as recognition of symptoms of communicable diseases. Habits and attitudes essential for the general physical and mental health of teacher, parent, and child are developed in this course. Field trips and negative TB test are required. Each student will receive a multimedia first aid Red Cross card. (2)

Transfer credit: CSU

CD R130—Parent/Child Interaction 3 units

3 hours lecture weekly

Course explores the challenging role of a parent. It focuses on studying a variety of approaches to effective parenting, identifying typical problem areas and dealing with them by prevention or coping strategies, and promoting positive interactions between parent and child. Field trips may be required. (Same as PSY R112)

Transfer credit: CSU

CD R131—Art in Early Childhood 3 units

3 hours lecture weekly

This course is aimed at developing awareness and sensitivity of the preschool teacher to art education and the artistic process helping children to understand the meaning of symbols that communicate ideas, experiences and feelings. Students acquire an understanding of the stage-by-stage artistic development in young children. The instructors will offer demonstrations, visual aids including films, and field trips are included in the course. Materials fee is required.

Transfer credit: CSU

CD R132—Science in Early Childhood 3 units

3 hours lecture weekly

This course introduces students to activities that will encourage exploration and discovery in the young child thereby enriching the child's exposure to the natural and physical world. Material fee is required. Field trips will be required.

Transfer credit: CSU

CD R133—Language Arts in Early Childhood 3 units

3 hours lecture weekly

Course provides current information and practice of language arts and literature experiences for young children. It explores experiences which support and extend children's ability to use language as a means of communication, medium of creative expression, and tool in the development of logical thought. It also provides a foundation for the child's early literacy. Poetry, puppetry, flannel board material, storytelling, and children's literature are used as tools to support pre-reading and pre-writing skills. Materials fee is required. Field trips may be required.

Transfer credit: CSU

CD R134—Movement and Music in Early Childhood 3 units

3 hours lecture weekly

This course covers the principles of providing developmentally-appropriate creative movement and music experiences for children. It explores and demonstrates development of audio discrimination such as pitch, tempo, syllabication, and vocalizing. Dance, singing, use of rhythm and rhythm instruments and other musical techniques are included. Materials fee is required. Field trips may be required. (2)

Transfer credit: CSU

CD R189—Topics in Child Development ½-3 units

Lecture and/or lab hours as required by unit formula

These are courses considering specialized, specific topics in child development which are not covered in the general Child Development offerings.

Transfer credit: CSU

CD R198A-Z—Short Courses in Child Development ½-10 units

Lecture and/or lab hours as required by unit formula

Courses and/or workshops in selected areas of Child Development are offered to meet specific needs of college or community as requested. Field trips may be required.

Transfer credit: CSU

CD R199—Directed Studies in Child Development

½-3 units

Prerequisites: A course in the specific field.

Lecture and/or lab hours as required by unit formula

Studies are designed for selected students interested in furthering their knowledge of child development on an independent basis. Problems assigned will involve library, lab, and field work. Course may be taken two times.

Transfer credit: CSU

COMPUTER INFORMATION SYSTEMS

The Computer Information Systems (CIS) program offers a wide variety of courses in Programming, Web design and Office Automation, leading to the degree of Associate in Science and Certificates in CIS, Office Microcomputers and Administrative Assistant. In addition to the major coursework, which emphasizes computer applications in software and programming, CIS combines studies in business management, and meets the needs of students targeting careers that meld knowledge of information systems and the management of business organizations.

For more information, contact:

*Henry Bouma, hbouma@ycccd.edu
805-986-5800, ext. 2054*

Career Opportunities

A.S./Certificate Level

Office Manager	Word Processor
Filing Clerk	Administrative Aide
Receptionist	Data Entry Operator
Medical Office Assistant	Secretary
Junior Programmer	Microcomputer Specialist
Typist/Office Machines Operator	Systems Analyst
Software Engineer	Tech Support Specialist
Applications Programmer	Office Clerk
Customer Service Support Representative	

B.S. Level

- Computer Consultant
- Corporate Trainer
- Sales Instructor
- Information Systems Manager

Faculty

Full-Time	Part-Time
Hank Bouma	Ron Barry
Diane Eberhardy	Dave Donaldson
Maria Pinto-Casillas	Sandy Iverson
	Lloyd Stanton
	Kathlynn Spencer
	Billy Davis
	Leonard Gilmore
	Joe Piantino
	Ray Tafoya
	Alexandra Zuromski
	Cherri Ziegler

◆ Administrative Assistant

Program under revision, see a counselor

**Not offered 2008-2009*

Associate in Science Degree Certificate of Achievement

This program is designed for students who wish to prepare for positions as administrative assistants or secretaries and work closely with management in a business, professional, educational, or industrial office.

Required Courses:

		Units
CIS R001A/B	Keyboarding I/II	1/1
CIS R002	Keyboarding Speed & Accuracy	2
CIS R003A	Filing	½
CIS R003B	Ten-Key Calculators	½
CIS R003K	Proofreading Skills	2
CIS R008*	Machine Transcription	2
CIS R009	Office Procedures	3
CIS R020B*	Introduction to the Internet/WWW	1
CIS R021A	Introduction to Windows	1
CIS R023A	Excel I	3
CIS R024A	Access	3
CIS R026B	Microsoft Word	3
BUS R030	Business Mathematics	3
BUS R140	Business Communications	3
Complete a minimum of three units from the following:		
BUS R001	Preparation for Accounting	3
BUS R101A	Accounting Principles I	3
CIS R023B	Excel II	3
CIS R025A	PowerPoint	2
CIS R026A	WordPerfect	3
BUS R020	Introduction to the Medical Office	1
BUS R021	Medical Terminology	3
BUS R120	Introduction to Business	3
Total Required Units		32

◆ Computer Information Systems

**Course being developed*

Associate in Science Degree Certificate of Achievement

This program is designed for students interested in learning basic computer information systems concepts, principles, and techniques. Students will be prepared to enter the fields of information technology, junior programmer, software engineer, applications programmer, microcomputer specialist, and systems analyst. This program is oriented to applying computer information systems skills to a business, industry, or government environment using microcomputer systems.

		Units
CIS R024A	Microsoft Access	3
CIS R100	Introduction to Computer Information Systems	3
CIS R101	Programming Principles and Design	3
CIS R112A	JAVA Programming I	3
CIS R120	Systems Analysis & Design	3
CIS R123A	Excel I	3
CIS R123B	Excel II	3
CIS R126	Introduction to the Internet/WWW	3
CIS R127	Web Pages with HTML	3
CIS R129*	Microsoft PowerPoint	3
Total Core Units		30

Complete a minimum of three units from the following courses:

BUS R120	Introduction to Business	3
CIS R104*	Introduction to Windows	3
CIS R112B	JAVA Programming II	3
CIS R130*	Microsoft Word	3
CIS R142*	Web Pages with Dreamweaver	3
CIS R144*	Web Pages with Flash	3
ENGT R120	First Half of CCNA Prep	4
ENGT R121	Second Half of CCNA Prep	4
ENGT R127	Cisco Wireless Fundamentals	3
ENGT R142	A+ Certification Preparation	4
ENGT R144	Network+ Certification Preparation	4
ENGT R145	CompTIA Security+ Certification Preparation	3
Total Required Units		33

◆ Office Microcomputers

**Course being developed*

Associate in Science Degree Certificate of Achievement

This program is designed for students interested in learning popular computer application systems that are in demand for a variety of professions. Students will be prepared to enter the fields of information technology, microcomputer specialist, help-desk technician, and computer service support technician. This program is oriented to applying computer application systems skills to a business, industry, or government environment using microcomputer systems.

Required Courses:	Units	
CIS R020A	Introduction to Microcomputers	3
CIS R024A	Microsoft Access	3
CIS R100	Introduction to Computer Information Systems	3
CIS R123A	Excel I	3
CIS R123B	Excel II	3
CIS R126	Introduction to the Internet/WWW	3
CIS R127	Web Pages with HTML	3
CIS R130*	Microsoft Word	3
CIS R142*	Web Pages with Dreamweaver	3
CIS R144*	Web Pages with Flash	3
Complete one of the following courses:		
CIS R128C	Photoshop I	3
CIS R128D	Photoshop II	3
Total Required Units		33

◆ Office Occupations Preparation Program

Proficiency Award

(Awarded by the Department)

Receive a Certificate of Proficiency Award after 15 units! The Office Occupations Program is designed for students interested in obtaining entry-level employment in an office. The program can be completed in 13 weeks! Keyboarding is a skill needed to succeed in the program. If a student does not type 20 wpm then enrollment in CIS R001A, Keyboarding I is required.

Required Courses:	Units	
CIS R001A	Keyboarding I	1
CIS R001B	Keyboarding II	1
CIS R002	Keyboarding Speed and Accuracy	1 ½
CIS R003A	Filing	1
CIS R003B	10-Key Calculators	1
CIS R003C	Business Vocabulary	
CIS R003L	Telephone Techniques	
CIS R003P	Job Skills	
CIS R021A	Introduction to Windows	1
CIS R026B	Microsoft Word	3
Total Required Units		15.5

For additional program information call 986-5800, Ext. 1979.

Computer Information Systems Courses

CIS R001A—Keyboarding I 1 unit

½ hour lecture, 1½ hours lab weekly

This course is required to receive a Certificate of Completion from the Office Occupations Preparation Program and for the Office Microcomputers and the Administrative Assistant degree and certificate. This course is for the beginning student. This course provides instruction on letter, number, symbol, and special keys and develops fundamental skills in the operation of the keyboard. Course may be taken two times. Formerly BIS R001A. (2)

CIS R001B—Keyboarding II 1 unit

Prerequisites: CIS R001A.

½ hour lecture, 1½ hours lab weekly

This course is required for the Office Microcomputers and for the Administrative Assistant degree and certificate. This course provides instruction on the formatting of basic business documents—e-mails, reports, letters, envelopes, memos, and tables. It will also provide drill work to improve both speed and accuracy in keyboarding by touch. Formerly BIS R001B. (2)

CIS R002—Keyboarding Speed and Accuracy 1½ units

Advisory: CIS R001A.

½ hour lecture, 3 hours lab weekly

This course is designed to improve speed and accuracy in using the keyboard through development of proper technique, assessment of keyboarding deficiencies, and through individual practice to improve keyboarding deficiencies. It is for students who know the keyboard by touch but need more work on speed and/or accuracy. Drills for speed development and accuracy will be self-paced. This course may be taken two times. Formerly BIS R002. (2)

CIS R003A—Filing 1 unit

1½ hours lecture-laboratory weekly

This course is a quick but thorough review of filing procedures and principles. Students will learn alphabetic, numeric, and government filing procedures. Formerly BIS R012A. (2)

CIS R003B—Ten-Key Calculators 1 unit

½ hour lecture, 1½ hours laboratory weekly

Students will learn to operate the ten-key keyboard by touch. This course includes practical business problems that can be solved using a ten-key calculator. Drill and review will round out the operator's training. Formerly BIS R012B. (2)

CIS R003K—Proofreading Skills 2 units

Advisory: ENGL R066.

2 hours lecture weekly

This course provides skill development in proofreading skills with emphasis on finding and correcting typographical, grammatical, formatting, and content errors. Students will learn proofreading techniques, identification of spelling, grammatical, punctuation and capitalization errors among other related topics required to successfully proofread a variety of business documents. This course is required to receive a Certificate of Completion from the Office Occupations Preparation Program and for the Administrative Assistant degree and certificate. Formerly BIS R012K. (2)

CIS R007—Office Occupations Preparation 1-12.5 units

Lecture and/or lab hours as required by unit formula.

This course is for students with little or no previous office training and who have immediate job goals in mind. The course may include training in keyboarding, keyboarding speed and accuracy development; document processing using Word; basic knowledge of Windows and Excel; filing; business problems calculation using a ten-key; spelling, vocabulary, telephone techniques, e-mail etiquette, Internet research, job skills, and other office procedures skills. Field trips may be required. Course may be taken three times. Formerly BIS R007. (1)

CIS R009—Office Procedures 3 units

Advisory: CIS R003K.

Prerequisites: CIS R001B.

3 hours lecture weekly

This course provides instruction and practical applications in current office techniques including office organizations, time management, telephone procedures, origination of correspondence, records management, mail handling, job skills, human relations, and stress management. This is a good "finishing course" after having taken separate skill courses. Field trips may be required. Formerly BIS R019. (2)

CIS R020A—Introduction to Microcomputers 3 units
2½ hours lecture, 1½ hours lab weekly

This course provides an initial introduction to computer technology for students who have no experience or limited experience with computers. A basic introduction of the fundamentals of computers in topics such as computer terminology, the history of computers, the components of computers, the Internet and World Wide Web, computer communications, computer networks, network operating systems, operating system software and application software, storage media, word processing, spreadsheets, database management, presentation software, information privacy, and computer security. Students will obtain hands-on experience with various software applications. Not applicable for degree credit. Formerly BIS R040. (2)

CIS R021A—Introduction to Windows 1 unit
1 hour lecture weekly

In this course, students will learn to manage files and to use Windows tools, accessories, and applications. This course is suitable for students wishing to learn more about system software. Formerly BIS R041C. (2)

CIS R024A—Microsoft Access 3 units
Prerequisites: CIS R021A.

2½ hours lecture, 1½ hours lab weekly

This course provides instruction in Microsoft Access, concentrating on the development of fundamentals of Access. Students will be introduced to database design and creation and the creation and design of reports and forms. Data sharing, as well as form enhancement, such as OLE fields, hyperlinks and subforms, will also be covered. This course is a required course for the Administrative Assistant degree and certificate as well as the Office Microcomputers degree and certificate. Formerly BIS R044C. (2)

CIS R041—Computer Applications for Legal Assisting 3 units

3 hours lecture weekly

This course trains the legal assistant to use a variety of computer software packages. Students will become familiar with word processing, data bases, and spreadsheets. Retrieval, timekeeping, billing, document search, and time management software packages will be used also. This course covers topics related to a law practice and is best suited to legal assistants or research assistants. Field trips may be required. Formerly BIS R031P. (2)

CIS R042A—Computerized Accounting 2 units

Prerequisites: BUS R001 and CIS R021A.

Corequisites: CIS R042L.

2 hours lecture weekly

This course will provide basic concepts and techniques in using QuickBooks Pro, simplified commercial accounting software, as a powerful planning tool for small service and merchandizing businesses. Students will use their understanding of the accounting processes to enter and process data, create reports and interpret the results for effective business planning. Formerly BIS R045. (2)

CIS R042L—Computerized Accounting Lab 1 unit

Prerequisites: BUS R001 and CIS R021A.

Corequisites: CIS R042A.

3 hours lab weekly

This is a mandatory course to accompany CIS R042A. Assignments using QuickBooks Pro will be completed to practice principles and concepts of computerized accounting. Assignments include but are not limited to establishing a company profile, setting up charts of accounts, journalizing, posting, payroll and taxes for service and merchandizing businesses. (2)

CIS R080—Introduction to Oracle: SQL 3 units

Advisory: CIS R021A.

3 hours lecture weekly

This course introduces students to relational database concepts and database design techniques, utilizing Oracle's database management product. This course concentrates on the nonprocedural relational database language, SQL (Structured Query Language) and the SQL*Plus environment. (2)

CIS R081—Oracle PL/SQL Programming 3 units
3 hours lecture weekly

This is the second course in a series of courses designed to provide students with classroom and laboratory experience utilizing Oracle's PL/SQL, Programming Language/Structured Query Language. Programming PL/SQL procedures, functions, packages, triggers and object types in Oracle's SQL*Plus and Procedure Builder environment. (2)

CIS R098—Computer Information Systems Short Courses ½-10 units

Lecture and/or lab hours as required by unit formula

This class offers courses in selected areas of computer information systems to meet specific needs of the college or community as required or requested by persons whose needs are not met by regular course offerings. This course is not a transferable course. Field trips may be required. (2)

CIS R100—Introduction to Computer Information Systems 3 units

3 hours lecture weekly

This course is a comprehensive introduction to computer technology and information systems and their relationship to business and society. Students will be introduced to computer terminology, computer systems, hardware, software, the Internet and World Wide Web, communications and networking, programming languages, information systems, data structures, database management, enterprise computing, computer security, ethics, and privacy, careers in the computer industry, as well as the impact of computers on business and society as a whole. Formerly BIS R151. (2)

Transfer credit: UC, CSU

CIS R101—Programming Principles and Design 3 units

3 hours lecture weekly

This is an introductory course in computer program design and development. Emphasis is on basic analytical and problem-solving techniques of algorithm development. Students will utilize program specification sheets, structure charts, flowcharts and pseudo-code in developing designs for business applications programs. Structured programming techniques will be stressed throughout the course. This course is recommended prior to or concurrent with the first course taken in a computer programming language. Students are encouraged to take CIS R100 prior to this course. Field trips may be required. Formerly BIS R152. (2)

Transfer credit: UC, CSU

CIS R104—Introduction to Windows 3 units

2½ hours lecture, 1½ hours lab weekly

Students will be introduced to the various components that make up the Windows operating system. The primary focus for this course will be the Windows XP Professional and Windows XP Home Edition operating systems. Students will learn the basic components that make up the Windows operating system and how to interact with the Windows operating system. Particular emphasis will be placed on such topics as working with the Windows XP desktop, folder and file management, modifying the desktop work environment, customizing a computer using the control panel, advanced file and web searching, digital media, maintaining and optimizing a computer. Formerly CIS R021A. (2)

Transfer credit: CSU

CIS R110A—VISUAL BASIC Programming I 3 units

Prerequisites: CIS R021A and CIS R101.

3 hours lecture weekly

This is a beginning programming course. Students enrolled in VISUAL BASIC Programming I will use an object-oriented/event-driven approach to learning programming concepts. Students will develop objects such as dialog boxes, command buttons, menus, and list boxes commonly used in the Windows environment with an emphasis on creating well-structured program forms. Formerly BIS R153C. (2)

Transfer credit: UC, CSU

CIS R110B—VISUAL BASIC Programming II 3 units*Prerequisites: CIS R110A.**3 hours lecture weekly*

Students enrolled in VISUAL BASIC Programming II will use an object-oriented/event-driven approach to learning programming concepts. Students will develop and support objects such as menus, list boxes, forms, financial functions, timer controls, arrays, graphics control, and database control commonly used in the Windows environment. (2)

*Transfer credit: UC, CSU***CIS R110C—VISUAL BASIC for ACCESS 3 units***Prerequisites: CIS R024A, CIS R100, and CIS R110A.**3 hours lecture weekly*

This course is the study of the principles of design, implementation, and maintenance of a database management system. VISUAL BASIC for ACCESS (VBA) is used to generate application programs for creating, updating, and retrieving data from a microcomputer database management system. Emphasis is on systematic application development in Microsoft ACCESS using VBA statements, as well as writing, debugging, and maintaining multi-user applications. Course coverage includes using event-driven programming and ACCESS events; enhancing ACCESS applications through macros, menus, and toolbars; working with VBA modules, functions, and subroutines; using objects and methods in VBA; and protecting data integrity in a multi-user environment. (2)

*Transfer credit: UC, CSU***CIS R112A—JAVA Programming I 3 units***2½ hours lecture, 1½ hours lab weekly*

This course is intended for people who have no previous programming experience. The JAVA programming language is an object-oriented language and is the language of the World Wide Web. Because JAVA supports the programming of graphical interfaces and use of computer networks, students will develop web-based objects for personal and commercial use. Field trips may be required. Formerly BIS R157A. (2)

*Transfer credit: UC, CSU***CIS R112B—JAVA Programming II 3 units***Prerequisites: CIS R112A.**2½ hours lecture, 1½ hours lab weekly*

Java Programming II introduces students to advanced features of Java object-oriented programming. Students will learn to create applets that run in a web browser as well as add graphics, images, and sound to applets. Additional features such as inheritance, Swing components, exception handling, data management, and threads for animation programs will be introduced to provide a foundation of computer programming skills. Field trips may be required. (2)

*Transfer credit: UC, CSU***CIS R120—Systems Analysis & Design 3 units***Prerequisites: CIS R100.**3 hours lecture weekly*

This course is a comprehensive introduction to business information systems analysis and design. Students will be introduced to the role of business information systems, the analysis of information systems, the design of information systems, system implementation, and computer-aided systems engineering tools. Field trips may be required. Formerly BIS R161A. (2)

*Transfer credit: CSU***CIS R122—Microsoft Applications Office 3 units***2½ hours lecture, 1½ hours lab weekly*

Students will be introduced to the various application programs that make up the suite of Microsoft Office. The focus for this course will be on learning the basic features of Word, Excel, Access, and PowerPoint. Students will learn to apply these productivity tools to various business documents. Formerly CIS R022A. (2)

*Transfer credit: CSU***CIS R123A—Excel I 3 units***2½ hours lecture, 1½ hours lab weekly*

This course provides instruction in Microsoft Excel, concentrating on the development of an understanding and working knowledge of the business and practical applications of a spreadsheet. Students will be introduced to topics such as charts, formulas, functions, Web queries, formatting, financial functions, data tables, and hyperlinks. This course is a required course for the Administrative Assistant degree and certificate as well as the Office Microcomputers degree and certificate. Formerly CIS R023A. (2)

*Transfer credit: CSU***CIS R123B—Excel II 3 units***Prerequisites: CIS R123A.**3 hours lecture weekly*

This course provides instruction in developing advanced Microsoft Excel skills, concentrating on the development of an understanding and working knowledge of the business and practical applications of a spreadsheet. Students will be introduced to topics such as database management, templates, macros, Visual Basic for Applications (VBA), formula auditing, data validation, importing data, and pivot tables. Formerly CIS R023B. (2)

*Transfer credit: CSU***CIS R126—Introduction to the Internet/WWW 3 units***2½ hours lecture, 1½ hours lab weekly*

Students will be introduced to the various services that make up the Internet. The primary focus for this course will be the World Wide Web. Students will learn the basic components that make up the Internet and how to interact with the World Wide Web. Particular emphasis will be placed on such topics as browser programs, communicating with e-mail, searching the web for information, information resources on the web, downloading and storing data, real-time communication, Internet security, and e-commerce. Formerly CIS R020B. (2)

*Transfer credit: CSU***CIS R127—Web Pages with HTML 3 units***Advisory: CIS R020B.**3 hours lecture weekly*

This course provides a solid foundation in the design and development of web pages using HTML and scripting. HTML elements including fonts, images, forms, and tables will be studied. Students will learn to integrate text, colors, graphics, sound, and video in developing web sites. The latest technologies in web design will be emphasized throughout the course. Students will develop personal web pages as well as publish web sites on the World Wide Web. Formerly CIS R027B. (2)

*Transfer credit: CSU***CIS R128C—Photoshop I 3 units***2½ hours lecture, 1½ hours lab weekly*

This course will introduce students to basic topics in using Photoshop digital image editing software. Students will learn to manipulate digital images using such features as basic photo corrections, retouching and repairing digital images, working with image selections, layer basics, masks and channels, correcting and enhancing digital photographs. Formerly CIS R028C. (2)

*Transfer credit: CSU***CIS R128D—Photoshop II 3 units***Prerequisites: CIS R128C.**2½ hours lecture, 1½ hours lab weekly*

This course will introduce students to advanced topics in Photoshop. Students will learn to manipulate digital images using such features as typographic design, vector drawing, advanced layer techniques, advanced compositing, image links, rollovers, and image animation. Formerly CIS R098M. (2)

Transfer credit: CSU

CIS R129—Microsoft PowerPoint 3 units
2½ hours lecture, 1½ hours lab weekly
Students will be introduced to various methods of creating presentation slides using graphics, animation, and transitions that are part of the Microsoft PowerPoint features. The focus for this course will be on learning the basic functions and features of Microsoft PowerPoint. Students will learn to apply these productivity tools to various business documents. Formerly CIS R025A. (2)
Transfer credit: CSU

CIS R130—Microsoft Applications Word 3 units
Prerequisites: CIS R021A.
2½ hours lecture, 1½ hours lab weekly
This course provides a solid foundation in the use of a word processor utilizing MS Word. This includes the knowledge and skills needed to perform specific formatting specifications required for business and research documents. Formerly CIS R026B. (2)
Transfer credit: CSU

CIS R142—Web Pages with Dreamweaver 3 units
2½ hours lecture, 1½ hours lab weekly
This course provides instruction on the design and development of web pages using Macromedia Dreamweaver. Students will develop personal and commercial web pages as well as publish web sites on the World Wide Web. Students will learn to integrate text, colors, graphics, sound, and video in developing professional level web sites. This course is for anyone who wishes to learn how to create web sites quickly and easily as well as create sophisticated web sites for business purposes. (2)
Transfer credit: CSU

CIS R144—Web Pages with Flash 3 units
2½ hours lecture, 1½ hours lab weekly
This course provides instruction on the design and development of web pages using Macromedia Flash. Students will develop personal and commercial web pages as well as publish web sites on the World Wide Web. Students will learn to integrate text, colors, graphics, sound, and video in developing professional level web sites. This course is for anyone who wishes to learn how to create web sites using Flash components quickly and easily as well as create sophisticated web sites for business purposes. (2)
Transfer credit: CSU

CIS R189—Topics in Computer Information Systems ½-10 units
Lecture and/or lab hours as required by unit formula
This class offers specialized topics designed to inform or update interested persons in various disciplines within the field of business and computer information systems. Unit credit is determined by length of course. Field trips may be required. (2)
Transfer credit: CSU

CIS R190A—Internship in Computer Information Systems 1-3 units
Prerequisites: CIS R110A or CIS R111A.
3-9 hours lab weekly as required by unit formula
Students will receive hands-on experience in computer operations and programming in the information processing system installation of a local business. Field trips will be required. Course may be taken two times. (1)
Transfer credit: CSU

CIS R198A-Z—Short Courses in Computer Information Systems ½-10 units
Lecture and/or lab hours as required by unit formula
This class offers courses in selected areas of computer information systems to meet specific needs of college or community as required or requested by persons whose needs are not met by regular course offerings. This course is transferable. Field trips may be required. (2)
Transfer credit: CSU

CIS R199—Directed Studies in Computer Information Systems 1-3 units
Prerequisites: Completion of at least one full semester of a computer programming language or a minimum of 12 units in computer applications.
3-9 hours lab weekly as required by unit formula
This course is designed for students interested in furthering their knowledge of computer information systems on an independent study basis. Assignments may include writing programs for campus use. Field trips may be required. Course may be taken two times. (1)
Transfer credit: CSU

COOPERATIVE WORK EXPERIENCE

Cooperative Work Experience Courses

COT R190G—General Cooperative Work Experience 1-3 units

Corequisites: Concurrent enrollment in at least one other course.
3½ - 11 hours weekly
Cooperative Work Experience-General is for work training that is not necessarily directly related to the major. Each unit of credit requires 60 hours of unpaid employment during the semester. Cooperative Work Experience-General is available to all students, regardless of major or educational plans. Course may be taken four times. A maximum of 6 college units may be earned in Cooperative Work Experience-General. Concurrent enrollment in at least one other course is required. (2)
Transfer credit: CSU

COT R190V—Occupational Cooperative Work Experience 1-4 units

Corequisites: Concurrent enrollment in at least one major related course.
3½ - 14 hours weekly
Cooperative Work Experience-Occupational is for work training that is directly related to the major. Each unit of credit requires 60 hours of unpaid employment during the semester. Cooperative Work Experience-Occupational is available in all vocation programs (Addictive Disorders Studies, Air Conditioning & Refrigeration, Automotive, Business, Child Development, Computer Information Systems, Computer Science, Dental Hygiene, Electronics, Engineering, Engineering Technology, Environmental Technology, Fire Technology, Hotel & Restaurant Management, Journalism, Legal Assisting, Multimedia Studies, Television, and Travel & Tourism). Course may be taken four times. A maximum of 16 college units may be earned in Cooperative Work Experience-Occupational. Concurrent enrollment in at least one major related class is required. (2)
Transfer credit: CSU

COT R191G—General Cooperative Paid Work Experience 1-3 units

Corequisites: Concurrent enrollment in at least one other course.
4 - 13 hours weekly
General Cooperative Paid Work Experience is for work training that is **not** necessarily directly related to the major. Each unit of credit requires 75 hours of paid employment during the semester. General Cooperative Paid Work Experience is available to all students, regardless of major or educational plans. Course may be taken four times. A maximum of 6 college units may be earned in General Cooperative Paid Work Experience. Concurrent enrollment in at least one other course is required. (2)
Transfer credit: CSU

COT R191V—Occupational Cooperative Paid Work Experience 1-4 units

*Corequisites: Concurrent enrollment in at least one other course.
4 - 17 hours weekly*

Occupational Cooperative Paid Work Experience is for work training that is directly related to the major. Each unit of credit requires 75 hours of paid employment during the semester. Cooperative Paid Work Experience-Occupational is available in all vocation programs (Addictive Disorders Studies, Air Conditioning & Refrigeration, Automotive, Business, Child Development, Computer Information Systems, Computer Science, Dental Hygiene, Electronics, Engineering, Engineering Technology, Environmental Technology, Fire Technology, Hotel & Restaurant Management, Journalism, Legal Assisting, Multimedia Studies, Television, and Travel & Tourism). Course may be taken four times. A maximum of 6 college units may be earned in Occupational Cooperative Paid Work Experience. Concurrent enrollment in at least one major related class is required. (2)

Transfer credit: CSU

CULINARY ARTS & RESTAURANT MANAGEMENT

The hospitality industry continues to be one of the fastest growing in the state. By 2006, the World Travel and Tourism Council projects that the hospitality/travel/tourism industry will have grown to be the world's largest, generating \$7 quadrillion and employing 11 percent of the world's workforce. There is an immense need for knowledgeable managers who can master today's and tomorrow's technology—and across-the-board need being driven by major hotel and restaurant chains as well as privately owned hotels, clubs, and restaurants.

For more information, contact:

*Frank Haywood, fhaywood@vccd.edu
(805) 986-5869*

Career Opportunities

A.S./Certificate Level

Baker	Line Cook
Restaurant Manager	Food Service Manager Trainee
Commercial-Recreation Management Trainee	

B.S. Level

Instructor	Club Manager
Restaurant Manager/Owner	

Faculty

Full-Time	Part-Time	Part-Time
Frank Haywood	Dirk Boon	Joe Carabajal
	Martin Finfrock	Henri Patey
	Richard Harnden	Gaye Warren

◆ Culinary Arts

Associate in Science Degree Certificate of Achievement

This program prepares students for entry-level positions as a culinarian, baker, or food service manager trainee. In these positions, employees are required to prepare menus, requisition supplies, supervise equipment, maintain varied records, and coordinate data with accountants and others in the organization.

Upon completion of the following classes, students will receive a Certificate of Achievement from the Ventura County Community College District.

To receive the A.S. Degree, students must also complete General Educational requirements. It is recommended that students make an appointment with a counselor to complete an educational plan.

Required Courses:		Units
CRM R100	Introduction to Hospitality	2
CRM R102A	Quantity Food Preparation	7
CRM R102B	Food Preparation Management	4
CRM R103A	Baking Techniques	6
CRM R104	Sanitation	3
CRM R105	Gourmet/Garde Manger	4
CRM R107	Dining Room Service	3½
CRM R109	Management by Menu	3

Total Required Units for VCCCD Certificate 32½

Students who wish to work toward certification from the *American Culinary Federation Educational Institute (ACFEI)* must also complete the following classes:

CRM R106	Nutrition in Food Service	2
CRM R114	Hospitality Supervision	3

◆ Restaurant Management

Associate in Science Degree Certificate of Achievement

This program prepares students to obtain employment in the restaurant management field as food service unit managers, multi-unit managers, corporate executives, or corporate trainers. Career opportunities for trained personnel are almost limitless.

Upon completion of the following classes, students will receive a Certificate of Achievement from Ventura County Community College District.

To receive the A.S. Degree, students must also complete General Educational requirements. It is recommended that students make an appointment with a counselor to complete an educational plan.

Required Courses:		Units
CIS R020A	Introduction to Microcomputers	2
CRM R100	Introduction to Hospitality	2
CRM R102A	Quantity Food Preparation	7
CRM R102B	Food Preparation Management	4
CRM R104	Sanitation	3
CRM R108	Facilities and Equipment	3
CRM R110	Food and Beverage Cost Control	3
CRM R114	Hospitality Supervision	3
CRM R115	Hospitality Marketing	3
Take a minimum of two (2) classes from the following:		
CRM R107	Dining Room Service	3½
CRM R109	Management by Menu	3
CRM R111	Food Purchasing and Receiving	3½
CRM R112	Food and Beverage Management	3
Total Required Units		36 - 37.5

Recommended Electives:

BUS R030	Business Mathematics	3
CRM R106	Nutrition in Food Service	2

◆ Hotel Management

Not offered 2008 -2009

Associate in Science Degree Certificate of Achievement

This program prepares students for hospitality management positions at the entry- or mid-level. The curriculum gives students a thorough understanding of management principles and the operation of every department.

Upon completion of the following courses, students will receive a Certificate of Achievement from Ventura County Community College District.

To receive the A.S. Degree, students must also complete General Educational requirements. It is recommended that students make an appointment with a counselor to complete an educational plan.

Required Courses:		Units
CIS R020A	Introduction to Microcomputers	2
CRM R100	Introduction to Hospitality	2
CRM R108	Facilities and Equipment	3
CRM R112	Food and Beverage Management	3
CRM R114	Hospitality Supervision	3
CRM R115	Hospitality Marketing	3
CRM R116A	Hospitality Accounting I	3
CRM R117	Front Office Procedures	3
CRM R118	Housekeeping Management	2
CRM R119	Hospitality Law	3
CRM R120	Facilities Management	3
CRM R121	International Hotel Management	3
CRM R122	Hospitality Human Resources Management	3
Total Required Units		36

Recommended Electives:

BUS R030	Business Mathematics	3
CRM R102A	Quantity Food Preparation	7
CRM R104	Sanitation	3
CRM R107	Dining Room Service	3½
CRM R110	Food and Beverage Cost Control	3
CRM R116B	Hospitality Accounting II	3
CRM R190	Internship in HRM	3

Culinary Arts & Restaurant Management Courses

CRM R100—Introduction to Hospitality 2 units

2 hours lecture weekly

The course will provide an overview of the hospitality industry, its history and interrelationships of hotel, restaurant, travel, and leisure industries. Students will also learn the importance of economic and social influences of leisure. Emphasis is on the attitude required of a person seeking a position in the industry. Field trips may be required. (2)

Transfer credit: CSU

CRM R102A—Quantity Food Preparation 7 units

Prerequisites: Negative TB test.

3 hours lecture, 12 hours lab weekly

This course provides the study and laboratory experience of quantity food preparation (i.e. school food service CRM kitchen). Students will receive an introduction and application of principles and procedures of basic food preparation with the emphasis on equipment tools and the proper utilization of time and use of leftovers. Student lab hours will be assigned at a four-hour orientation meeting before the beginning of the semester. Field trips may be required. (2)

Transfer credit: CSU

CRM R102B—Food Preparation Management 4 units

Prerequisites: CRM R102A and negative TB test.

2 hours lecture, 6 hours lab weekly

The course provides advanced study and laboratory experience of food preparation management for the continuing student. Students will apply advanced knowledge in; kitchen organization and supervision of food service workers emphasizing high production standards. Students will also learn recipe standardization, portion control, and food service sanitation. Students will receive experience in food service operations management. Field trips may be required. (2)

Transfer credit: CSU

CRM R102E—HRM Foods Lab 2 units

Prerequisites: Negative TB test.

6 hours lab weekly

This course provides supervised practice in the college-operated food service and CRM kitchen. Students will practice food preparation in areas: range, pantry, bakery, and short order. Kitchen maintenance and care are stressed. Field trips may be required. Course may be taken four times. (2)

Transfer credit: CSU

CRM R103A—Baking Techniques 6 units

Prerequisites: CRM R102A and Negative TB test.

3 hours lecture, 9 hours lab weekly

This course provides instruction in the preparation and/or use of pastries, pies, fillings, milk, starches, and leavening agents. Rations and chemical reactions of ingredients are also stressed, as well as the effects of heat and refrigeration on products. Breads, rolls, Danish pastries, and puff pastries are demonstrated and practiced. After instruction, students calculate food cost and mark-up for retail sales of products. Field trips may be required. (2)

Transfer credit: CSU

CRM R104—Sanitation 3 units

3 hours lecture weekly

Course covers the principles of food microbiology, important foodborne diseases, strands that are enforced by regulatory agencies, and applied measures for the prevention of food borne diseases and other microbiological problems. Students will be able to describe the Hazard Analysis Critical Control Point (HACCP) system, hazards, standards, and corrective actions are presented for important operations (i.e. cooking, cooling, hot holding, and reheating) that are critical control points for food safety. The course also covers current and valuable topics such as dealing with employees testing HIV positive, controlling pathogens that cause foodborne illness; and employee hazard communication programs, a "ServSafe" Certificate Course. Field trips may be required

Transfer credit: CSU

CRM R105—Gourmet Cooking & Garde Manger 4 units

Prerequisites: CRM R102A, CRM R102B, negative TB test.

2 hours lecture, 6 hours lab weekly

This course will teach students special techniques and skills in quality sauté and flambé cooking. The course will also cover entrée cooking and specialty food items, cooking with wine and herbs, and preparation of exotic salads. Additional techniques will be taught on modern trends of "garde manger" (the art of decorating food for eye appeal) presentations showing the changing environment, updated concepts, and new ideas. Field trips may be required. Course may be taken two times. (2)

Transfer credit: CSU

CRM R106—Nutrition in Food Service 2 units

Prerequisites: HRM R100, HRM R102A.

2 hours lecture weekly

This course focuses on nutrition as it relates to personal health, foods and food preparation. Students will learn menu planning and recipe modification, and marketing of food products for use in hotels, restaurants, and institutions. Field trips may be required. (2)

Transfer credit: CSU

CRM R107—Dining Room Service 3½ units
2 hours lecture, 4½ hours lab weekly
 This course provides proper methods of service in all types of eating establishments from mom and pop operations to haute cuisine restaurants. A comprehensive presentation of what is needed to provide excellent service is also reviewed. Field trips may be required. (2)
Transfer credit: CSU

CRM R108—Facilities and Equipment 3 units
3 hours lecture weekly
 This course provides a look at the steady growth of the food service industry combined with the need to control costs through more efficient facilities. Students will study the task of designing food service facilities step by step, from developing the initial concept to planning the project. Principles of design (the process itself, financing, construction, equipment, and final inspections) are covered in depth. Field trips may be required. (2)
Transfer credit: CSU

CRM R109—Management by Menu 3 units
3 hours lecture weekly
 This course will study menus as the central theme that controls or influences most foodservice functions, and examines basic principles of menu making, including all phases of menu planning, for today's trends. Students will also study ways to control costs and create interesting menus for different types of establishments in the hospitality industry. Field trips may be required. (2)
Transfer credit: CSU

CRM R110—Food & Beverage Cost Control 3 units
3 hours lecture weekly
 This course assists students in developing crucial financial management skills through key terms and concepts as well as procedures for analyzing cost/volume/profit, determining costs, and using costs to monitor labor, food service and beverage operations. Field trips may be required. (2)
Transfer credit: CSU

CRM R111—Food Purchasing and Receiving 3½ units
Advisory: CRM R102A
3 hours lecture, 1½ hours lab weekly
 This course provides training in duties and functions of the professional food buyer, basic information on sources, grades, and standards for selecting food items stressing points on specifications; receiving, storing, and issuing procedures. Students learn the principles and practices concerned with the purchasing and receiving of food, supplies, and equipment for various food service operations. Lab assignments include experience working with food purchasing systems. Field trips may be required. (2)
Transfer credit: CSU

CRM R112—Food and Beverage Management 3 units
Prerequisites: CRM R100.
3 hours lecture weekly
 This course gives students the foundation needed to make smart decisions in commercial and institutional food and beverage operations. Information concerning the latest operational trends is presented. Case studies developed by industry professionals give students practice solving problems like those experienced on the job. Internet exhibits and Web site addresses link students with valuable food and beverage resources. Field trips may be required. (2)
Transfer credit: CSU

CRM R114—Hospitality Supervision 3 units
Advisory: CRM R102B.
Prerequisites: CRM R110, CRM R102A.
3 hours lecture weekly
 This course covers the concepts, theories, and principles behind good supervisory practice. Students will study communications, motivation and work climate, job descriptions, recruitment and selection, performance evaluation, employee discipline, and controlling. The legal aspects of recruitment, selection, evaluation, and discipline are thoroughly discussed. Principles of good people management are presented in terms of how they apply on the job. Required course for ACEFI, AHMAEI, and EFNRA. (2)
Transfer credit: CSU

CRM R115—Marketing of Hospitality Services 3 units
3 hours lecture weekly
 This course provides an in-depth look at proven marketing strategies specific to hospitality services. The course also demonstrates how hospitality organizations can promote their unique features and compete more effectively in the market. Field trips may be required. (2)
Transfer credit: CSU

DENTAL ASSISTING

The Dental Assisting Program prepares students for the high demand field of professional dental assisting. Dental assistants are a significant and valuable member of the dental health care team. Students are trained to perform a wide variety of duties including working chairside as dentists examine and treat patients, taking and developing dental radiographs, removing sutures, and applying anti-cavity agents to teeth. Dental assisting students are also taught to perform laboratory duties such as taking and pouring impressions and making temporary crowns. Additionally, the Dental Assisting Program offers curriculum on executing office duties like scheduling and confirming patients, filing patient treatment records, billing, and ordering dental supplies.

The Dental Assisting Program at Oxnard College includes patient care experiences in a fully-equipped, on-site facility and off-campus externship experiences.
For more information, contact the Dental Assisting Program at (805) 986-5823.

Faculty

Full Time	Part Time
Christina Tafoya, DDS	Janice Burke, RDH, RDA
Armine Derdarian, DDS	Dominica Barksdale, RDA
	Erica Eads, RDH, RDA
	Maria Vallejo, RDA
	Shyam Krishnan, DDS

◆ Dental Assisting

Certificate of Achievement

Required Courses:	Units
DA R010 Introduction to Dental Assisting	3
DA R011 Beginning Radiology	3
DA R012 Dental Materials for the Dental Assisting	3
DA R013 Occupational Health for the Dental Assisting	1
DA R014 Introduction to Chairside Dental Assisting	2
DA R015 Dental Specialties	2
DA R020 Advanced Dental Assisting	2
DA R021 Practice Management for the Dental Assisting	3
DA R022 Clinical Dental Experiences	3
DA R023 Ethics and Jurisprudence for the Dental Assisting	1
DA R024 Dental Assisting Seminar	2
DA R025 Dental Health Education	2
Total Required Units	27

See General Education Degree Requirements

Dental Assisting Courses

DA R010—Introduction to Dental Assisting 3 units
Prerequisites: Admittance to Dental Assisting program per application process.
3 hours lecture weekly
 This course is an introduction to the dental assistant, dental terminology, basic anatomy of the oral cavity, dental anatomy and physiology, oral embryology, tooth morphology, classifications of restorations, preliminary oral inspection, charting existing conditions of the hard and soft tissues, taking and recording vitals signs and the introduction to systemic conditions which may affect dental care. Materials fee is required. Field trips will be required. Course may be taken two times.

DA R011—Beginning Radiology 3 units

Prerequisites: Admittance to Dental Assisting program per application process.

2 hours lecture, 3 hours lab weekly

This is a course to teach the fundamentals of radiation safety and the operation of dental radiology equipment. Student will learn clinical application of procedures involved in exposing, processing, mounting and interpreting dental radiographs. Materials fee is required.

DA R012—Dental Materials for the Dental Assisting 3 units

Prerequisites: Admittance to Dental Assisting program per application process.

2 hours lecture, 3 hours lab weekly

This course teaches the composition and use of restorative materials, impressions materials, pouring dental impressions, the procedural steps in composite resin material, temporary restorative materials used in dentistry and the role of the dental team in the various procedures performed. Materials fee is required.

DA R013—Occupational Health for the Dental Assisting 1 unit

Prerequisites: Admittance to Dental Assisting program per application process.

1 hour lecture weekly

This course teaches the dental assistant the rules and regulations in a dental office that are required by the federal, state and local regulations concerning the handling of hazardous chemicals, employee safety and waste management.

DA R014—Introduction to Chairside Dental Assisting 2 units

Prerequisites: Admittance to Dental Assisting program per application process.

6 hours lab weekly

This course is an introduction to the chairside dental assistant's responsibilities, which include: preparing the patient for dental treatment; and positioning of the patient, operator, and assistant for four-handed and six-handed dentistry; obtaining patient health history and vital signs for treatment planning and data gathering; proper instrument grasp/transfer, triplex syringe use, oral evacuation and retraction; identification and use of hand instruments; equipment maintenance; and tub, tray and cassette set-ups of the basic general dental procedures. Materials fee is required. Field trips may be required.

DA R015—Dental Specialties 2 units

Prerequisites: Admittance to Dental Assisting program per application process.

1 hour lecture, 3 hours lab weekly

This course is an instruction to assisting and instrumentation for the following specialties in dentistry: orthodontics, endodontics, periodontics, removable prosthodontics, pediatric dentistry and oral maxillofacial surgery, and assisting in the administration of nitrous oxide. Field trips may be required.

DA R020—Advanced Dental Assisting 2 units

Prerequisites: Admittance to Dental Assisting program per application process.

1 hour lecture, 3 hours lab weekly

This is a course to teach the development of pre-clinical skills required for the registered dental assistant. Students are required to meet standards of competency for each registered dental assistant task. Preparations for the practical component of the California Registered Dental Assistant examination will be covered. Mannequins will be used for instruction and demonstration. Materials fee is required.

DA R021—Practice Management for the Dental Assisting 3 units

Prerequisites: Admittance to Dental Assisting program per application process.

2 hours lecture, 3 hours lab weekly

This course is an instruction to the non-clinical functions which dental assistants are required to perform. Emphasis is on: financial arrangements, collection techniques, completing insurance forms, and maintaining current insurance records, office mail, dental office computer systems, group practice, inventory, marketing, purchasing, payroll, tax records, disbursements, and petty cash. Students will learn the soft dent integrated record system.

DA R022—Clinical Dental Experiences 3 units

Prerequisites: Admittance to Dental Assisting program per application process.

1 hour lecture, 6 hours lab weekly

This course provides the student practical experience working in a private practice in all fields of dentistry. Experiences in chairside and office management techniques, with emphasis on performance of the Registered Dental Assistant tasks, will be provided. Students will attend bi-weekly seminars to evaluate and review the clinical applications they have experienced. Written reports identifying the experiences will be required. (1)

DA R023—Ethics and Jurisprudence for the Dental Assisting 1 unit

Prerequisites: Admittance to Dental Assisting program per application process.

1 hour lecture weekly

This course is the study of the fundamental factors necessary to be employed in a dental office. Practice within the ethical and legal framework of the State Dental Practice Act, and the Code of Ethics of the American Dental Association is provided.

DA R024—Dental Assisting Seminar 2 units

Prerequisites: Admittance to Dental Assisting program per application process.

2 hours lecture

Preparation for the Dental Assisting Certificate Examination.

DA R025—Dental Health Education 2 units

Prerequisites: Admittance to Dental Assisting program per application process.

2 hours lecture

This course teaches the principles and practices of prevention and control of dental diseases with emphasis on nutrition, plaque control, motivation, and chairside patient education.



An OC Dental Hygiene student performs a teeth cleaning.

DENTAL HYGIENE

The Dental Hygiene Program prepares students to become a Registered Dental Hygienist (RDH). Dental hygienists are a licensed professionals who work as part of the dental care team, performing such services as oral examination, oral prophylaxis (scaling, root planing, soft tissue curettage and coronal polishing), exposing and processing dental radiographs, administering local anesthesia and nitrous oxide sedation for pain control, applying preventive substances such as topical fluoride and dental sealants along with instructing patients in oral disease control and nutrition.

This program offers an Associate in Science degree with academic and clinical skills curriculum taught within an on-campus clinic. The dental hygiene student is prepared for eligibility to take the National Board Dental Hygiene Examination (written) and the California state licensure examination (practical) in order to become a RDH following graduation.

For more information, contact:

Dr. Christina Tafoya, ctafoya@vcccd.edu
(805) 986-5823

Faculty

Full-Time	Part-Time
Christina Tafoya, DDS	Elaine Siebers, RDH
Richard Enriquez, DDS	Patricia Goldman, RDH
Margaret Newville, RDH	Susan McDonald, RDH
	Diane Goldenring, RDH
	Edward Cainglit, JD, RDH
	Keith Johnson, DDS
	Carinne Hawley, RDH
	Flora Stay, DDS
	Missy Mattox, RDH
	Glen Dewar, RDH

◆ Dental Hygiene

Associate in Science Degree

Upon completion of the two-year degree program, graduates are eligible to take the National Dental Hygiene Written Board and the California Dental Hygiene Clinical Licensing Board.

Program Recommendations		Units
MATH R011	Elementary Algebra	3
BIOL R101	General Biology*	3
BIOL R100L	General Biology Lab*	1
CIS R020A	Intro to Microcomputers*	3
*or equivalent		
Program Prerequisite Courses		
MICR R100	Principles of Microbiology	3
MICR R100L	Principles of Microbiology Lab	2
ANAT R100	General Human Anatomy	2
ANAT R100L	General Human Anatomy Lab	2
PHSO R100	Human Physiology	3
PHSO R100L	Human Physiology Lab	2
CHEM R110	Elementary Chemistry	5
CHEM R112	Elementary Organic and Biological Chemistry	5
ENGL R101	College Composition	4
PSY R101	General Psychology	3
SPCH R101	Introduction to Oral Communication	3
SOC R101	Introduction to Sociology	3
Total Prerequisites		37

The courses listed above are not necessarily entry-level. Oxnard College offers courses to prepare students to succeed in these prerequisites. See a counselor for more information.

PROGRAM ADMISSION

Upon completion of the prerequisites, students must apply for admission to the Dental Hygiene Program. All science prerequisites must have been completed no more than 5 years prior to application to the Dental Hygiene Program and must have been completed with a 3.0 GPA. Contact the program director at 986-5823 for details on the selection process.

The program requires full-time enrollment.

Required Dental Hygiene Courses		Units
DH R010	Oral Biology	3
DH R011	Oral Radiology	3
DH R012	Head and Neck Anatomy	2
DH R013	Dental Health Education Seminar	1
DH R014	Introduction to Dental Hygiene Practice	3
DH R015	Introduction to Pre-Clinic/Clinic	2
DH R020	Local Anesthesia and Nitrous Oxide	2
DH R021	General and Oral Pathology	4
DH R022	Pharmacology	2
DH R023	Clinical Practice I	3
DH R024	Clinic I Seminar	3
DH R025	Periodontics I	2
DH R030	Special Patients/Geriatrics	1
DH R031	Nutrition in Dentistry	1
DH R032	Dental Materials	2
DH R033	Clinic II Seminar	2
DH R034	Clinical Practice II	4
DH R035	Periodontics II	2
DH R036	Community Oral Health I	2
DH R040	Advanced Clinical Topics	2
DH R041	Practice Management	1
DH R042	Clinic III Seminar	2
DH R043	Clinical Practice III	4
DH R044	Community Oral Health II	1
DH R045	Ethics and Jurisprudence	2
Total Dental Hygiene Required Courses		56

Dental Hygiene Courses

DH R001—Pre-Dental Hygiene 1 unit

1 hours lecture weekly

This course is an introduction to the field of dentistry with a specific focus on the basics of dental hygiene. Emphasis will be placed on dental terminology, communication, critical thinking skills, along with some of the basic clinical techniques required for the practice of dental hygiene. A materials fee is required. Field trips may be required.

DH R010—Oral Biology 3 units

Prerequisites: Completion of program prerequisites as stipulated by the American Dental Association.

3 hours lecture, 1 hour lab weekly

This class focuses on the study of oral structural formation (dental embryology and histology), clinical recognition of normal oral structures, the physiological and structural functions of teeth and supporting tissues, and oral anatomy as related to dental hygiene procedures. Field trips may be required.

DH R011—Oral Radiology 3 units

Prerequisites: Completion of program prerequisites as stipulated by the American Dental Association.

2 hours lecture, 3 hours lab weekly

This course teaches the fundamentals of radiation safety and the operation of dental radiology equipment, along with the clinical application of procedures involved in exposing, processing, mounting and interpreting dental radiographs. This course presents the opportunity to gain certification to legally take dental radiographs. Field trips may be required.

DH R012—Head and Neck Anatomy 2 units

Prerequisites: Completion of program prerequisites as stipulated by the American Dental Association.

2 hours lecture, 1 hour lab weekly

This course studies the anatomical structures of the head and neck regions and relates these structures to the clinical practice of dental hygiene. Field trips may be required.

DH R013—Dental Health Education Seminar 1 unit

Prerequisites: Completion of program prerequisites as stipulated by the American Dental Association.

1 hour lecture weekly

This course teaches the principles and practices of prevention and control of dental diseases with emphasis on nutrition, plaque control, motivation, and chairside patient education. Field trips may be required.

DH R014—Introduction to Dental Hygiene Practice 3 units

Prerequisites: Completion of program prerequisites as stipulated by the American Dental Association.

3 hours lecture weekly

This course is an introduction to all theoretical and didactic components of the practice of dental hygiene, including disease transmission and prevention, universal precautions, record keeping documentation and protocol, and dental hygiene instrumentation for scaling and root planing. Field trips may be required.

DH R015—Introduction to PreClinic/Clinic 2 units

Prerequisites: Completion of program prerequisites as stipulated by the American Dental Association.

6 hours lab weekly

This course is an introduction to all clinical procedures, such as maintaining the chain of asepsis, and skills, like identifying plaque and calculus, needed for the dental hygiene practice. Materials fee is required. Field trips may be required.

DH R020—Local Anesthesia and Nitrous Oxide 2 units

Prerequisites: Successful completion of all first semester Dental Hygiene Program courses as stipulated by the American Dental Association.

1 hour lecture, 3 hours lab weekly

DH R020 is a course to teach pharmacology, physiology, and proper use of local anesthetic agents. The course also teaches the anatomy of the trigeminal nerve, physiology of nerve conduction, how anesthesia works, and prevention and management of emergencies.

DH R021—General and Oral Pathology 4 units

Prerequisites: Successful completion of all first semester Dental Hygiene Program courses as stipulated by the American Dental Association.

4 hours lecture weekly

This is a study of the pathological processes of inflammation, immunology defense, degeneration, neoplasm, developmental disorders, and healing and repair. This class focuses on the recognition of abnormalities in the human body with a special emphasis on normal and abnormal conditions in the oral cavity.

DH R022—Pharmacology 2 units

Prerequisites: Successful completion of all first semester Dental Hygiene Program courses as stipulated by the American Dental Association.

2 hours lecture weekly

This course focuses on the classification and study of drugs according to origin, physical and chemical properties, therapeutic effect and values, particularly of drugs used in dentistry.

DH R023—Clinical Practice I 3 units

Prerequisites: Successful completion of all first semester Dental Hygiene Program courses as stipulated by the American Dental Association.

9 hours lab weekly

This course provides beginning clinical experience in the treatment of adult and child patients. Various clinical procedures utilizing scaling and polishing techniques, extraoral and intraoral inspections, cancer screening, dental and periodontal charting, plaque control instructions and topical fluoride application will be put into supervised practice. Materials fee is required. Field trips may be required.

DH R024—Clinic Dental Hygiene Seminar I 3 units

Prerequisites: Successful completion of all first semester Dental Hygiene Program courses as stipulated by the American Dental Association.

3 hours lecture weekly.

This course is designed to provide additional didactic material for clinical procedures that students apply in clinical situations. Information presented in previous clinic/patient treatment-related courses is reviewed. Clinical issues and cases are reviewed and discussed. Field trips may be required.

DH R025—Periodontics I 2 units

Prerequisites: Successful completion of all first semester Dental Hygiene Program courses as stipulated by the American Dental Association.

2 hours lecture weekly

This course in periodontics provides identification of the normal periodontium and recognition of deviations from norm. The etiology and principles of periodontal diseases, examination procedures, treatment and preventive measures are also examined. Field trips may be required.

DH R030—Special Patients/Geriatrics 1 unit

Prerequisites: Successful completion of all second semester Dental Hygiene Program courses as stipulated by the American Dental Association.

1 hour lecture weekly

This course teaches characteristics and alternative management techniques of individual patients with special needs, including providing motivation and honing interpersonal communication for these patients. The treatment of the compromised patient and myofunctional therapy is presented. Field trips may be required.

DH R031—Nutrition in Dentistry 1 unit

Prerequisites: Successful completion of all second semester Dental Hygiene Program courses as stipulated by the American Dental Association.

1 hour lecture weekly

This course provides the basic principles of nutrition and its relationship to oral health and well-being. The students perform dietary surveys on clinic patients and plan nutritional dietary programs. Field trips may be required.

DH R032—Dental Materials 2 units

Prerequisites: Successful completion of all second semester Dental Hygiene Program courses as stipulated by the American Dental Association.

1 hour lecture, 3 hours lab weekly

This course teaches the composition and application of various materials used in dental procedures. The fundamentals of chairside assisting while using dental materials are taught and the roles of the entire dental team in working with various dental materials in the care of oral dentition are covered. Materials fee is required. Field trips may be required.

DH R033—Clinic II Seminar 2 units

Prerequisites: Successful completion of all second semester Dental Hygiene Program courses as stipulated by the American Dental Association.

2 hours lecture weekly

This course expands knowledge of comprehensive dental hygiene care through lecture and group discussions. Didactic material from other courses is reviewed and supplemented. Clinical issues and cases are also covered. Field trips may be required.

DH R034—Clinical Practice II 4 units

Prerequisites: Successful completion of all second semester Dental Hygiene Program courses as stipulated by the American Dental Association.

12 hours lab weekly

This course provides intermediate experience in the treatment of dental hygiene patients to expand on the procedures and techniques and provides additional experience on more difficult patient cases. Materials fee is required. Field trips may be required.

DH R035—Periodontics II **2 units**

Prerequisites: Successful completion of all second semester Dental Hygiene Program courses as stipulated by the American Dental Association.
2 hours lecture weekly

This course enhances assessment skills applicable to the treatment of patients with advanced periodontal disease. This course teaches the dental hygienist ethical and clinical responsibility in periodontal disorders and the relationship of the specialty practice of periodontics within the broad scope of dentistry and legal ramifications thereof. Field trips may be required.

DH R036—Community Oral Health I **2 units**

Prerequisites: Successful completion of all second semester Dental Hygiene Program courses as stipulated by the American Dental Association.
2 hours lecture weekly

This course introduces students to the principles and practices of dental public health. The emphasis is placed on the role of the dental hygienist as an innovator of and educator in community health programs. Public health issues will be introduced and discussed. Field trips may be required.

DH R040—Advanced Clinical Topics **2 units**

Prerequisites: Successful completion of all third semester Dental Hygiene Program courses as stipulated by the American Dental Association.
1 hour lecture, 3 hours lab weekly

This course emphasizes advanced dental hygiene skills and procedures, state board patient selection, ways to minimize occupational hazards common to dental practice, and interactional skill development for the dental practice. Materials fee is required. Field trips may be required.

DH R041—Practice Management **1 unit**

Prerequisites: Successful completion of all third semester Dental Hygiene Program courses as stipulated by the American Dental Association.
1 hour lecture weekly

This course presents office practice management; ethical and legal aspects of dentistry and dental hygiene, and business matters relating to dental hygiene practice. Field trips may be required.

DH R042—Clinic III Seminar **2 units**

Prerequisites: Successful completion of all third semester Dental Hygiene Program courses as stipulated by the American Dental Association.
2 hours lecture weekly

This course emphasizes advanced treatment planning and treatment of advanced periodontal patients and State Board review and preparation. Field trips may be required.

DH R043—Clinical Practice III **4 units**

Prerequisites: Successful completion of all third semester Dental Hygiene Program courses as stipulated by the American Dental Association.
12 hours lab weekly

This course provides advanced clinical experiences in the treatment of adult patients. Various clinical procedures utilizing advanced scaling and root planing, polishing techniques, extraoral and intraoral inspections, cancer screening, dental and periodontal charting, plaque control instructions, nutritional counseling, and topical fluoride will be put into supervised practice. Materials fee is required. Field trips may be required.

DH R044—Community Oral Health II **1 unit**

Prerequisites: Successful completion of all third semester Dental Hygiene Program courses as stipulated by the American Dental Association.
3 hours lab weekly

This class is the laboratory portion of the community oral health courses (the lecture portion is Community Oral Health I, DH R036). It uses community settings as the forum to relay the principles of dental public health as they relate to both children and adult populations. Field trips may be required.

DH R045—Ethics and Jurisprudence **1 unit**

Prerequisites: Successful completion of all third semester Dental Hygiene Program courses as stipulated by the American Dental Association.
1 hour lecture weekly

This course examines the fundamental factors necessary to be employed and practiced within the ethical and legal framework of the state dental practice act and the code of ethics of the American Dental Association. Field trips may be required.

DH R050—Clinical Practice IV **1 unit**

Prerequisites: Successful completion of all fourth semester Dental Hygiene Program courses as stipulated by the American Dental Association.
3 hours lab weekly

This course provides clinical practice for students as they prepare to take the state dental hygiene licensure examination. Materials fee is required. Field trips may be required. Not applicable for degree credit. (1)

DH R051—Clinical Skills Review **½ unit**

Prerequisites: Successful completion of the Oxnard College Dental Hygiene Program.
1½ hours lab weekly

This course provides the opportunity for additional instruction in dental hygiene clinical skills and related studies. Materials fee is required. Field trips may be required. Not applicable for degree credit. Course may be taken two times, as space and availability permit. (1)

DH R098—Short Courses in Dental Hygiene **½-10 units**

Lecture and/or lab hours as required by unit formula

The course covers specialized topics designed to inform or update interested persons in various disciplines within the dental hygiene field. The length of course determines unit credit. A materials fee and field trips may be required.

DISABILITY STUDIES

Students are encouraged to seek guidance and support services through the Educational Assistance Center. The courses below have been designed to meet the special instructional needs of students with disabilities and to prepare the students for certificate and degree programs in line with the mission of the College.

Faculty

Full-Time	Counselor
Carole Frick	Judy McArthur

Disability Studies Courses

DST R002—Introduction to Learning Disability **1 unit**

1 hour lecture weekly

The course will introduce basic legal aspects, definition of learning disabilities, and adult characteristics regarding learning disabilities. The student will study the effect of learning disabilities on the individual, the family, employment, and social interaction. Not applicable for degree credit. Course may be taken two times. (2)

DST R003—Learning Disability Testing **½ unit**

1½ hours lab weekly

This course is designed to provide information regarding students' academic achievement, modality strengths and weaknesses, and learning styles. Eligibility to receive educational support services as a learning disabled student, as defined by the Chancellor's Office of the California Community Colleges, may result from completion of this course. Not applicable for degree credit. Course may be taken two times. (1)

DST R098—Topics in Disability **½-10 units**

Lecture and/or lab hours as required by unit formula

Special topics in Special Education designed to meet the needs of handicapped students. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (2)

ECONOMICS

Economics teaches analytical reasoning, offers an explanation of the working of economies in a global context, and enables us to understand how consumers and sellers make decisions in a market environment. An undergraduate degree in economics opens the door to many different areas of specialization that lead to numerous and often lucrative careers in business, government and academia.

For more information, contact:
Ishita Edwards, Lead Faculty, iedwards@vcccd.edu
805-986-5800, ext. 1961

Career Opportunities

Cost Accountant	Entrepreneur
Econometrician	High School Teacher
Investment Analyst	Professor
Public Financial Analyst	Statistical Analyst
International Business (Manager or Analyst)	
Budget Analyst at Government or Corporate Level	
Economic Development Planner (City)	
Economist with Government Agencies and Private Corporations	
Financial Analyst or Consultant in a Private Corporation	
Managerial positions in Banks and Corporations	
Economist in International Agencies, (United Nations, IMF, World Bank, USAID)	

Faculty

Full-Time	Part-Time
Ishita Edwards	Dustin Duran Basil Ibegulam Paul Olmstead

◆ Economics

Associate in Arts Degree

Required Courses:	Units
ECON R100 The American Economy	3
ECON R101 Principles of Macroeconomics	3
ECON R102 Principles of Microeconomics	3
ECON R199 Directed Studies in Economics (Research Project)	3
	12

Elective Courses: Units

In addition, majors shall take six units from the following:

ANTH R102 Cultural Anthropology	3
BIOL R106 The Human Environment	3
BUS R101A Accounting Principles I	3
BUS R101B Accounting Principles II	3
HIST R104 History of California	3
HIST R105 Introduction to Western Civilization I	3
HIST R106 Introduction to Western Civilization II	3
MATH R105 Introductory Statistics	4
MATH R106 Mathematics for Business Applications	5
MATH R136 Computer Programming, BASIC	3
PHIL R111 Critical Thinking	3
POLS R100 Introduction to Politics	3
POLS R101 Government of the United States: Institutions/Politics	3
POLS R102 Government of the United States: Institutions/Laws	3
POLS R104 International Relations	3
POLS R105 Current Issues in Domestic and Foreign Politics	3
POLS R106 Political Aspects of Economic Problems	3

Total Required Units 18

Economics Courses

ECON R100—Modern American Economy 3 units

3 hours lecture weekly

This course examines a variety of current economic issues pertaining to the U.S. economy in the domestic and international context, their historical origins, and how they relate to policy decisions at the Federal and State levels. Emerging complexities involving globalization, outsourcing, challenges of new demographic patterns, international trade agreements, and labor-cost differentials, are some sample areas of interest. Field trips may be required. Course may be taken four times. (2)

Transfer credit: UC, CSU

ECON R101—Introduction to the Principles of Macroeconomics 3 units

Advisory: MATH R011.

3 hours lecture weekly

This course introduces the student to the functioning of the national economy in a global environment, its economic institutions, and to the issues of economic policy related to levels of employment, prices, economic growth, national income accounting and international trade and exchange rates. It examines alternate economic systems, the interplay between the government and the private sector, and the determination of public policy. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: ECON 2)

ECON R102—Introduction to the Principles of Microeconomics 3 units

Advisory: MATH R011.

3 hours lecture weekly

This course introduces the student to the functioning of the market mechanism, its strengths and weaknesses, and to the role of the consumer and the producer in the modern global economy. This course also examines the behavior of the consumer, and that of the profit-maximizing firm in regard to cost, price and output, within varying levels of competition, and government regulations. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: ECON 4)

ECON R199—Directed Studies in Economics 1-3 units

Prerequisites: At least one course in lower division Economics.

Lecture and/or lab hours as required by unit formula

This course is designed to prepare students for further studies in Economics, and to teach the curious and motivated student, who already has some background in the study of Economic theory, how to systematically conduct independent research on an economic topic of interest, and, on completion, be able to present major findings in the form of an organized report. Field trips may be required.

Transfer credit: CSU

EDUCATION

Faculty

Full-Time

Marie Butler

Education Courses

EDU R122—Intro. to Education 3 units

3 hours lecture weekly

This introductory course is designed to provide students with the fundamental knowledge of the American educational system, using a multicultural approach to analyze urban schools. Concepts and methods selected from sociology and related disciplines (including sociology, anthropology, economics and philosophy) are used to understand and analyze current conditions in American Schools, and to evaluate models for reform. A minimum of 30 hours of observation in a multicultural school and/or community setting is required. This course is designed for students considering teaching as a profession, for paraprofessionals, and for volunteers working in the public school system. Field trips may be required. (Same as SOC R122)

Transfer credit: CSU

EMPLOYMENT PREPARATION

Employment Preparation Courses

EMP R001—Personal Development **3 units** 3 hours lecture weekly

This course provides an opportunity for persons with disabilities to move beyond the traditional educational setting in making plans for their lives. Small group and lecture formats are used as students review goal-setting, decision-making, disability-related law, problem-solving and personal advocacy. Course may be taken four times. Formerly LS R009. (2)

EMP R004—Pre-Employment Skills **2 units** 2 hours lecture weekly

This class will help students with disabilities who have no or very little work experience. This introduction to the world of work will include the vocabulary of employment, social skills, personal presentation, identification of strengths and needs in an employment setting. Not applicable for degree credit. Course may be taken four times. Formerly SE R031. (2)

EMP R005—Job Seeking Strategies **2 units** 2 hours lecture weekly

This course is for students with disabilities who wish to improve their job-seeking skills and will help students become better acquainted with their rights and obligations as employees. Topics will include decision-making, interview techniques, strategies for completing applications, and employer/employee responsibilities. Not applicable for degree credit. Course may be taken four times. Formerly SE R032. (2)

EMP R006—Career Exploration **2 units** 2 hours lecture weekly

This course is designed to give students with disabilities an overview of occupational choices in light of interests, abilities, education, experience and research of employment trends. Legal protections and requirements will be examined in regard to current legislation. Assignments will include job shadowing, job try-out, and Internet job search. Job coaching will be available, if required. Field trips may be required. Course may be taken four times. Formerly SE R033. (2)

ENGINEERING

Faculty

Full-Time	Part-Time
Alex Lynch	Jess Sandoval

Engineering Courses

ENGR R100—Introduction to Engineering **2 units** 1 hour lecture, 3 hours lab weekly

Study of engineering, including the professions's requirements, opportunities, and responsibilities. Through lab assignments, students will be introduced to some of the computer skills needed in the engineering profession, such as word processing, spreadsheets, computer-aided design using the Internet and e-mail communications.

Transfer credit: UC, CSU

ENGR R105—Introduction to Engineering Design **3 units** 1 hour lecture, 6 hours lab weekly

Course designed to further students' understanding of the engineering profession by means of lecture/laboratory on systematic design techniques of engineering graphics, such as views, projections, sections, intersections developments, symbols used in mechanical and electrical drawings, materials and parts specifications, dimensioning, fits and tolerances. Freehand sketching and computer-aided design and drafting (CADD) systems are used.

Transfer credit: UC, CSU

ENGR R110—Engineering Materials **3 units**

Prerequisites: CHEM R120.

3 hours lecture weekly

This introductory course on engineering properties of materials applies basic principles of atomic and crystal structure of solids to the study of properties, and to selection and use of engineering materials.

Transfer credit: UC, CSU

ENGR R115—Engineering Statics and Strength of Materials **4 units**

Prerequisites: MATH R121, ENGR R110.

4 hours lecture weekly

Course covers equivalent force systems, free body diagrams and equilibrium, structural mechanics, behavior of deformable solids, stress and strain, tension, compression, flexure, torsion, beams, columns, statically indeterminate problems, multi-axial stresses, theories of strength. Course uses vector analysis and calculus.

Transfer credit: UC, CSU

ENGINEERING TECHNOLOGY

The Engineering Technology program prepares students for excellent career opportunities that are in strong demand such as electrical engineering, computer networking, and information technology. The program is also articulated with many 4-year Universities, which gives students the option of completing a course of study that leads to a Bachelors Degree. The program is part of a consortium of community colleges and area high technology industries funded by the National Science Foundation called Project CREATE which helps to ensure that our curriculum is current and approved by Industry.

The program is also the only college in the Ventura County Community College District that offers courses and training in Programming Logic Controllers. In addition, many individual courses prepare students for certification exams such as the California Electronics Technician, Cisco Certified Networking Associate, CompTIA A+, CompTIA Network +, CompTIA Security +, and Microsoft Certified Professional. The program is a Cisco Networking Associate Regional Academy and a CompTIA Education to Career partner.

For more information, contact:

Alex Lynch, alynch@vcccd.edu

805-986-5840

Career Opportunities

Cisco Certified Networking Associate (CCNA)
Microsoft Certified Professional (MCP)
Certified Electronics Technician (CET)
Information Technology Specialist
Programming Logic Controllers Technician

Faculty

Full-Time	Part-Time
Alex Lynch	Richard Carmichael
	Jess Sandoval
	Dirk DeKreek
	Albert Wolfkie

◆ Computer Networking

Associate in Science Degree

Required Courses		Units
ENGT R120	First Half of CCNA Prep	4
ENGT R121	Second Half of CCNA Prep	4
ENGT R127	Cisco Wireless Fundamentals	3
ENGT R142	A+ Certification Preparation	4

Total Units **15**

Electives		Units
Select at least 11 units from the following electives		
ENGT R110	Direct Current Engineering	4
ENGT R111	Alternating Current Engineering	4
ENGT R130	Administering Microsoft Windows Professional	3
ENGT R131	Administering Microsoft Windows Server	3
ENGT R144	Network+ Certification Preparation	4
ENGT R145	CompTIA Security+ Certification Preparation	3
Electives		11
Total Units		26

Engineering Technology Option

Associate in Science Degree

Required Courses		Units
ENGT R110	Direct Current Engineering	4
ENGT R111	Alternating Current Engineering	4
ENGT R112	Digital Engineering	4
ENGT R113	Circuits Engineering	4
ENGT R114	Introduction to Programmable Logic Controllers	4
ENGT R115	Advanced Programmable Logic Controllers	4

Total Required Units **24**

Electives		Units
Select at least 6 units from the following electives		
ENGT R120	First Half of CCNA Prep	4
ENGT R121	Second Half of CCNA Prep	4
ENGT R127	Cisco Wireless Fundamentals	3
ENGT R130	Administering Microsoft Windows Professional	3
ENGT R131	Administering Microsoft Windows Server	3
ENGT R142	A+ Certification Preparation	4
ENGT R144	Network+ Certification Preparation	4
Electives		6
Total Units		30

Engineering Technology Courses

ENGT R098—Short Courses in Engineering Technology $\frac{1}{2}$ -10 units

Lecture/lab hours depending on unit formula.

Specialized topics designed to inform or update interested persons in various disciplines within the engineering technology industry. Length of course determines unit credit. Field trips may be required. Course may be taken four times. (2)

ENGT R110—Direct Current Engineering 4 units

2 hours lecture, 6 hours lab weekly

Students use various engineering techniques to design, draft, construct, test, and evaluate direct current circuits. This is a core course in the Engineering Technology Degree sequence and helps those seeking employment as technicians. Field trips may be required.

Transfer credit: CSU

ENGT R111—Alternating Current Engineering 4 units

Prerequisites: ENGT R110.

2 hours lecture, 6 hours lab weekly

This course helps prepare students for the more rigorous study of alternating current engineering found at four-year engineering schools. Students use various engineering techniques to design, draft, construct, test, and evaluate direct current circuits. Field trips may be required.

Transfer credit: CSU

ENGT R112—Digital Engineering 4 units

2 hours lecture, 6 hours lab weekly

This course helps prepare students for the more rigorous study of digital electronics found at four-year engineering schools. Students will use various engineering techniques to design, draft, construct, test, and evaluate digital circuits. This course also helps those seeking employment as electronic technicians. Field trips may be required.

Transfer credit: CSU

ENGT R113—Circuits Engineering 4 units

Prerequisites: ENGT R111.

2 hours lecture, 6 hours lab weekly

This course helps prepare the student for the more rigorous study of circuits engineering found at four-year engineering schools. Students will use various engineering techniques to design, draft, construct, test, and evaluate electronic circuits. The course also helps prepare those seeking employment as engineering technicians. Field trips may be required.

Transfer credit: CSU

ENGT R114—Introduction to Programmable Logic Controllers 4 units

Prerequisites: ENGT R111 or AC R021.

2 hours lecture, 6 hours lab weekly

A beginning course on the principles of how PLCs work. Course provides practical information about installing, programming, and maintaining PLC systems. Course is designed to help students acquire the necessary qualifications to work in the automation industry. Field trips may be required.

Transfer credit: CSU

ENGT R115—Advanced Programmable Logic Controllers 4 units

Prerequisites: ENGT R114.

2 hours lecture, 6 hours lab weekly

In this second course on Programmable Logic Controllers, emphasis is on advanced programming, editing, and troubleshooting. Course is designed to help students acquire the necessary qualifications to work in the automation industry. Field trips may be required.

Transfer credit: CSU

ENGT R120—First Half of CCNA Prep 4 units

3 hours lecture, 3 hours lab weekly

This course is offered by the Oxnard College Cisco Networking Academy. It provides instruction in computer basics, Local Area Networks (LANs), the 7-layer OSI model, cabling, and network topologies. This course also covers Wide Area Networks (WANs), router configuration, Cisco IOS images, TCP/IP Protocol Suite, Internet Protocol (IP) addressing, and routing protocols. This course along with ENGT R121 prepares students to take the Cisco Certified Networking Associate (CCNA) exam. ENGT R120 is a core course in the Computer Networking A.S. Degree track in the Engineering Technology Department. Field trips may be required.

Transfer credit: CSU

ENGT R121—Second Half of CCNA Prep 4 units

*Prerequisites: ENGT R120.
3 hours lecture, 3 hours lab weekly*

This course is offered by the Oxnard College Cisco Networking Academy. This course provides instruction in the Open System Interconnection reference model and routing, LAN switching, VLANs, routing protocols, access control lists, and network management. It will also cover WANs, point-to-point protocol, ISDN, frame relay, and network management. This course along with ENGT R120 prepares students to take the Cisco Certified Networking Associate (CCNA) exam. This is a core course in the Computer Networking A.S. Degree track in Engineering Technology. Field trips may be required.

Transfer credit: CSU

ENGT R127—Cisco Wireless Fundamentals 3 units

2½ hours lecture, 1½ hours lab weekly

This course is offered by the Oxnard College Cisco Networking Academy. This is an introductory course in wireless networking technology. At the completion of this course students will have the ability to design, implement, administer, and troubleshoot a Wireless Local Area Network (WLAN) by configuring client adapters, access points, and wireless bridges. This is a core course in the Computer Networking A.S. Degree track in the Engineering Technology Department. Field trips may be required.

Transfer credit: CSU

ENGT R130—Administering Microsoft Windows Professional 3 units

2½ hours lecture, 1½ hours lab weekly

This course provides in-depth, hands-on introduction to the latest Microsoft Windows Professional operating system administration including creating and administering user and group accounts, network resources security, network printer server set-up and administration, resources and events auditing, and backup procedures. This is one of the two required core courses to become a Microsoft Certified Professional (MCP) and prepares students for related Microsoft exam. This course is an elective in the Computer Networking A.S. Degree track in the Engineering Technology Department. Field trips may be required.

Transfer credit: CSU

ENGT R131—Administering Microsoft Windows Server 3 units

2½ hours lecture, 1½ hours lab weekly

This course provides in-depth, hands-on introduction to the latest Microsoft Windows Server operating system administration including configuring server roles, maintaining server availability with clusters, planning a TCP/IP network infrastructure, and deploying security features. This is one of the two required core courses to become a Microsoft Certified Professional (MCP) and prepares students for related Microsoft exam. This course is an elective in the Computer Networking A.S. Degree track in the Engineering Technology Department. Field trips may be required.

Transfer credit: CSU

ENGT R141—Electronic Soldering Techniques 4 units

2 hours lecture, 6 hours lab weekly

This course prepares the student to identify electronic components, read color codes, remove and insert electronic components, and repair printed circuit boards. All electronic technicians need these skills and this is a required course for the Engineering Technology (Electronics) Certificate and Degree Programs. Field trips may be required.

Transfer credit: CSU

ENGT R142—A+ Certification Preparation 4 units

2 hours lecture, 6 hours lab weekly

This course provides instruction in computer repair and upgrade. This course also helps prepare students to take the two required exams for the Computing Technology Industry Association (CompTIA) A+ certification. Field trips may be required.

Transfer credit: CSU

ENGT R143—Introduction to LINUX 4 units

2 hours lecture, 6 hours lab weekly

In recent years LINUX operating systems have become a low-cost alternative to the various Microsoft Windows operating systems. This introductory course teaches students to locate, install, and use LINUX operating systems. Field trips may be required.

Transfer credit: CSU

ENGT R144—Network+ Certification Preparation 4 units

2 hours lecture, 6 hours lab weekly

This course provides instruction in computer networking. This course also prepares students to take the CompTIA Network+ certification exam. Field trips may be required.

Transfer credit: CSU

ENGT R145—CompTIA Security+ Certification Preparation 3 units

2½ hours lecture, 1½ hours lab weekly

The Security+ course covers a wide variety of topics including communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security. This course prepares students to take a CompTIA Security+ Certification Exam that validates security knowledge. Field trips may be required.

Transfer credit: CSU

ENGT R198A-Z—Short Courses in Engineering Technology 1½-6 units

Lecture and/or lab hours as required by unit formula

Courses and/or workshops in selected areas of Engineering Technology are developed to meet specific needs of the industry as requested or required. Field trips may be required.

Transfer credit: CSU

ENGLISH

The English program offers a wide variety of courses in reading, writing, and literature, leading to the degree of Associate in Arts. Students can take the full range of literature survey courses required to transfer as an English major at our local public universities: CSUCI, UCSB, CSUN, UCLA. Students who want to study great literature in English, but who aren't English majors, have the option of parallel sections of the English and American literature survey courses. And we regularly schedule a variety of elective courses in creative writing, literature, and cinema.

The English program also offers multiple sections of transfer-level and developmental writing courses to give students the writing skills to succeed in college, to write in the workplace, and to meet university transfer requirements. We also have developmental and college-level reading and vocabulary courses, some of which can be completed at the student's own pace in the college Learning Center.

For more information, contact:

*James Merrill, Department Chair, jmerrill@vcccd.edu
805-986-5800, ext. 1949*

Career Opportunities

B.A. Level

(Most careers require a bachelors degree)

- | | |
|---------------|-------------|
| Copywriter | Copy Editor |
| Editor | Journalist |
| Lawyer | Proofreader |
| Novelist | Playwright |
| Report Writer | |

Faculty

Full-Time	Part-Time
Teresa Bonham	Elaine Alarcon-Totten
Gaylene Croker	Brent Beasley
Lynn Fauth	Betty Benson
Jeannette Redding	Eric Boys
Matilde Sánchez	Susan Brown
Vernon Simmen	Deborah DeVries
Evangeline Wilkes-Vacca	W. Kay Doyle
Elissa Caruth	Deborah Finch
Patricia Dozen	Kay Hawkins
James Merrill	Elizabeth Hermes
Anthony Rodriguez	Susan Jones
Shelley Savren	Sumita Lall
Karen Sutton	Margaret M
Beverly Young	Patrick Newton
	Patricia Scroggins
	Peggy Smith

◆ English

Associate in Arts Degree

Required Courses:	Units
ENGL R101 College Composition	4
ENGL R102 Critical Thinking: Composition	3
ENGL R104 English Literature I	3
ENGL R105 English Literature II	3
ENGL R107 American Literature I	3
OR	
ENGL R108 American Literature II	3
	16

Additional Required Courses:

Additional Required Courses:	Units
Complete six units from the following:	
SPCH R101 Introduction to Oral Communication	3
JOUR R101 News Writing and Reporting	3
Any other English course numbered 100 or above, exclusive of ENGL R140	3
	6
Total Required Units	22

English Courses

ENGL R030—English Skills $\frac{1}{2}$ -3 units

Lecture and/or lab hours as required by unit formula

Self-instructional modules in study and communication skills. Students may enroll at any time; units will be awarded on the basis of specific module selected, time devoted, work completed, and progress made. Not applicable for degree credit. Asterisked (*) modules may be repeated for credit up to maximum units shown. (1)

ENGL R030K—Individualized Study Skills $\frac{1}{2}$ unit

1.5 hours lab weekly

This course offers students the opportunity to work at their own pace to improve their study skills to promote college success, using a variety of materials in a laboratory setting. Course may be taken two times. (1)

ENGL R030R—Individualized Reading $\frac{1}{2}$ unit

1.5 hours lab weekly

This course is designed to enhance students' reading ability by assessing needs, prescribing appropriate learning materials, and assessing progress. Students will work at their own pace to improve their reading skills, using a variety of materials in a laboratory setting. Course may be taken two times. (1)

ENGL R030S—Individualized Spelling $\frac{1}{2}$ unit

1.5 hours lab weekly

This course is designed to improve students' spelling ability by assessing needs, prescribing appropriate learning materials, and assessing progress. Students will work at their own pace to improve their study skills, using a variety of materials in a laboratory setting. Course may be taken two times. (1)

ENGL R030T—Techniques of Tutoring 1 unit

1 hour lecture weekly

This course is designed to provide students with general strategies for tutoring in a variety of subject areas. Students will learn about interpersonal skills, study skills, learning styles, and basic principles of learning and memory. Techniques for group and individualized tutoring sessions will be discussed. This course meets certification guidelines of the College Reading and Learning Association. Field trips may be required. (2)

ENGL R030V—Individualized Vocabulary Development $\frac{1}{2}$ unit

1.5 hours lab weekly

This course offers students the opportunity to work at their own pace to develop their vocabularies, using a variety of materials in a laboratory setting.

ENGL R056—Reading Skills 4 3 units

Advisory: ESL R054.

3 hours lecture weekly

This course is designed for native English speakers and high intermediate English-as-a-second language students who want to prepare themselves for content-area reading and study skills. This course will introduce critical thinking through rhetorical patterns of reading. Other topics include inferential comprehension, study-reading techniques (SQ3R), time relationships (e.g. chronological order) and research techniques. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)

ENGL R066—Grammar and Writing 4 3 units

Prerequisites: ESL R064.

2 hours lecture, 3 hours lab weekly

This course is designed primarily to instruct the low-advanced ESL learner or the native speaker desiring instruction in the forms and usage of compound and complex sentences and other grammar points focusing on grammar, but applying it to writing, reading, speaking and listening. Field trips may be required. Not applicable for degree credit. Course may be taken two times. Formerly ENGL 010. (2)

ENGL R066A—Grammar and Writing 4 Part A 1 unit

Prerequisites: Placement as measured by the college assessment process.

Advisory: ESL R064.

$\frac{1}{2}$ hour lecture, 1 $\frac{1}{2}$ hours lab weekly

This course is designed primarily to instruct the low-advanced ESL learner or native speaker of English desiring instruction in the forms and beginning usage of compound and complex sentence structure and other grammar points. A student receiving credit in ENGL R066A, B, and/or C will not receive credit in ENGL R066. This course may be taken a maximum of two times and is not applicable for degree credit. The course is offered Pass/No Pass only.

ENGL R066B—Grammar and Writing 4 Part B 1 unit

Prerequisites: Placement as measured by the college assessment process.

Advisory: ESL R064; ENGL R066A.

$\frac{1}{2}$ hour lecture, 1 $\frac{1}{2}$ hours lab weekly

This course is designed primarily to instruct the low-advanced ESL learner or native speaker of English desiring instruction in the forms and usage of compound and complex sentence structure and other grammar points. The course includes an introduction to writing paragraphs. A student receiving credit in ENGL R066A, B, and/or C will not receive credit in ENGL R066. This course may be taken a maximum of two times and is not applicable for degree credit. The course is offered Pass/No Pass only.

ENGL R066C—Grammar and Writing 4 Part C 1 unit

Prerequisites: Placement as measured by the college assessment process.

Advisory: ESL R064; ENGL R066A & ENGL R066B.

½ hour lecture, 1½ hours lab weekly

This course is designed primarily to instruct the low-advanced ESL learner or native speaker of English desiring instruction in the forms and usage of compound and complex sentence structure and other grammar points. The course focuses on paragraph writing skills as well as introduces students to essay writing. A student receiving credit in ENGL R066A, B, and/or C will not receive credit in ENGL R066. This course may be taken a maximum of two times and is not applicable for degree credit. The course is offered Pass/No Pass only.

ENGL R068—Basic Composition 5 units

Prerequisites: Placement as measured by the college assessment process.

5 hours lecture weekly

In this course, students develop sentence skills by writing, analyzing, and rewriting sentence exercises and paragraphs. The course includes study of paragraph structure and various patterns of development. At the end of the semester, students will be prepared to begin writing short essays. Not applicable for degree credit. Course may be taken two times. Field trips may be required. Formerly ENGL 011.

ENGL R068A—Basic Composition Part A 2½ units

Prerequisites: Placement as measured by the college assessment process.

1 hour lecture, 4½ hours lab weekly

This course is designed to help students improve their paragraph writing skills and develop sentence skills. Students will write, analyze, and rewrite sentence exercises. At the end of the course, students will be prepared to write well-developed paragraphs. A student receiving credit in ENGL R068A, or B, will not receive credit for ENGL R068. This course may be taken a maximum of two times and is not applicable for degree credit. The course is offered Pass/No Pass only.

ENGL R068B—Basic Composition Part B 2½ units

Prerequisites: Placement as measured by the college assessment process.

Advisory: ENGL R068A.

1 hour lecture, 4½ hours lab weekly

This course is designed to help students improve their paragraph and essay writing skills. In this course, students will write, analyze, and rewrite sentence exercises and paragraphs. At the end of the course, students will be prepared to begin writing short essays. A student receiving credit in ENGL R068A and/or B will not receive credit in ENGL R068. This course may be taken a maximum of two times and is not applicable for degree credit. The course is offered Pass/No Pass only.

ENGL R080—Developmental Vocabulary 3 units

3 hours lecture weekly

This course provides skills in vocabulary improvement at a developmental level. Instruction ranges from learning words in context to analysis of word structures. Students learn to comprehend word meanings through exploring roots and increasing awareness of prefix clues. Selected word lists are studied in relationship to subject areas. Not applicable for degree credit. Course may be taken two times. Formerly ENGL 009. (2)

ENGL R084—Introductory Creative Writing 3 units

3 hours lecture weekly

This creative writing course at the beginning level is designed to enhance confidence in and enjoyment of writing. The course explores the writing process, the practice of writing in various creative forms, and presents analysis of factors contributing to effective writing. Not applicable for degree credit. Formerly ENGL 023. (2)

ENGL R090—College Vocabulary 3 units

3 hours lecture weekly

This degree-applicable course provides students with a variety of techniques for developing lifelong vocabulary building and enhancement skills. Formerly ENGL 015. (2)

ENGL R095—College Reading Skills 3 units

Advisory: Reading ability commensurate with high school level or ENGL R056.

3 hours lecture weekly

This course emphasizes college-level reading materials with training in reading for major details, main ideas, drawing inferences, and conclusions; considering the nature of evidence and knowledge; and interpreting author's tone and purpose. The course includes advanced vocabulary training, rapid reading techniques with adequate comprehension. Formal evaluation is used to individualize instruction. Other activities include a mini research project and study skills practice. Course may be taken two times. Formerly ENGL 017.

ENGL R096—Intermediate Composition 5 units

Prerequisites: ENGL R068.

5 hours lecture weekly

In this Associate Degree-level composition course, students review the principles of effective paragraphs and learn to plan, write and revise short expository themes. This course includes essay-exam taking skills and an introduction to library resources. Upon completion, students will be able to write effective short essays. Students will also be prepared for a successful transition to ENGL R101. Field trips may be required. Course may be taken two times. Formerly ENGL 014.

ENGL R098—Short Courses in English ½-10 units

Lecture and/or lab hours as required by unit formula

Specialized topics designed to inform or update interested persons in English.

ENGL R101—College Composition 4 units

Prerequisites: ENGL R096 or ENGL R140.

4 hours lecture weekly

This course provides development of skills in written expression, especially expository themes, including training in research techniques and preparation of a research paper. It is designed to develop critical thinking, analytical, and rhetorical skills. Field trips may be required.

Transfer credit: UC, CSU (CAN: ENGL 2; ENGL SEQ A (ENGL R101 + R102))

ENGL R102—Critical Thinking through Composition and Literature 3 units

Prerequisites: ENGL R101.

3 hours lecture weekly

This course provides study of literature combined with instruction in critical thinking and composition. The course emphasizes understanding and writing about literature using principles of logical analysis, criticism, advocacy of ideas, and inductive and deductive reasoning. Students will examine assumptions upon which conclusions are based and recognize common logical errors of language and thought. Instruction is offered in advanced elements of style and organization. Application of critical thinking skills and logical methodology to the various literary genres will achieve a disciplined understanding of the material. Field trips may be required.

Transfer credit: UC, CSU (CAN: ENGL SEQ A (ENGL R101+R102))

ENGL R103—Creative Writing 3 units

Prerequisites: ENGL R101.

3 hours lecture weekly

This course introduces students to three genres of creative writing: poetry, fiction and drama. Literature from each genre is analyzed critically. Students learn techniques for producing and revising their own creative writing, and their original works are critiqued in workshop settings. Field trips may be required. Course may be taken two times. (2)

Transfer credit: UC, CSU (CAN: ENGL 6)

- ENGL R104—English Literature I** **3 units**
Prerequisites: ENGL R101.
3 hours lecture weekly
 This sophomore-level course surveys English literature in its cultural framework from Anglo-Saxon times through the eighteenth century. It is not available for credit for students with credit in ENGL R151. (2)
Transfer credit: UC, CSU
- ENGL R105—Survey of English Literature II** **3 units**
Prerequisites: ENGL R101.
3 hours lecture weekly
 This course surveys the literature of the British Isles from the late eighteenth century to the late twentieth century, ranging from the early Romantic period to the Postmodern era. Works are studied within the political, historical, cultural, and scientific trends of the periods represented. This course complements studies in liberal education. It is not available for credit for students with credit in ENGL R152. Field trips may be required. (2)
Transfer credit: UC, CSU
- ENGL R107—American Literature I** **3 units**
Prerequisites: ENGL R101.
3 hours lecture weekly
 This course surveys the literatures of America from Native American oral tradition through the early 17th century to 1865, with emphasis on significant writers from diverse cultures within what is now the U.S.A. Works are examined within the political, cultural, and intellectual trends of the periods represented. The course complements studies in history, governments, and liberal education. It is not available for credit for students with credit in ENGL R153. Field trips may be required. (2)
Transfer credit: UC, CSU (CAN: ENGL SEQ C (ENGL R107 + R108))
- ENGL R108—American Literature II** **3 units**
Prerequisites: ENGL R101.
3 hours lecture weekly
 This course surveys the literatures of America from 1865 to the present, with emphasis on significant writers from diverse cultures within the U.S. Works are examined within the intrinsic political, social and intellectual trends of the periods they represent. The course complements studies in humanities. It is not available for credit for students with credit in ENGL R154. Field trips may be required. (2)
Transfer credit: UC, CSU (CAN: ENGL SEQ C (ENGL R107 + R108))
- ENGL R111—Shakespeare** **3 units**
Prerequisites: ENGL R101.
3 hours lecture weekly
 This course presents an introductory survey of Shakespeare's poetry and plays, including comedies, histories, tragedies, and romances. Field trips may be required. (2)
Transfer credit: UC, CSU
- ENGL R112—Literature by Women** **3 units**
Prerequisites: ENGL R101.
3 hours lecture weekly
 This course is a survey of literature by women reflecting women's changing roles and identities of women in society in various cultural settings. Works studied are drawn from the genres of poetry, fiction, drama, essays and journals. This course satisfies a women's studies requirement. Field trips may be required. (2)
Transfer credit: UC, CSU
- ENGL R130—Fundamentals of Screenwriting** **3 units**
Advisory: ENGL R096.
3 hours lecture weekly
 This course is required for Television Production majors and is an elective for the English major. This is a basic introductory course that trains students to write for film and electronic media, and to prepare scripts in proper formats. Students learn to plan and develop scripts utilizing professional standards and methods. Field trips may be required. Course may be taken two times. (Same as TV R105) (2)
Transfer credit: CSU
- ENGL R131—Cinema: A Literary View** **3 units**
Advisory: Eligibility for ENGL R096.
3 hours lecture weekly
 This course is a study of film as an art form. Students will learn to evaluate cinematic techniques and to interpret films from a literary perspective. A variety of U.S. movies as well as representative world films will be viewed. (2)
Transfer credit: UC, CSU
- ENGL R132—Cinema: History and Culture** **3 units**
Advisory: Eligibility for ENGL R096.
3 hours lecture weekly
 This course presents a study of American film as it interprets the past. It presents a visual perspective of society and events and how they are portrayed in cinema. (2)
Transfer credit: UC, CSU
- ENGL R140—Composition: ESL Emphasis** **5 units**
Prerequisites: ENGL R068.
5 hours lecture weekly
 This course focuses on reading and composition for students whose native language is other than English. The course is intended for students familiar with the structure and vocabulary of English and with paragraph development. The course will develop the student's ability to think critically about and organize information from reading and to write and revise expository essays. The course emphasizes basic writing processes, as well as focusing on grammar and syntax. Field trips may be required.
Transfer credit: UC, CSU
- ENGL R151—Major British Authors I** **3 units**
Advisory: ENGL R096 or ENGL R140.
3 hours lecture weekly
 Intended for non-English majors, this course offers a survey of works by major British authors up to the nineteenth century. The course will include works by authors such as Chaucer, Shakespeare, Donne, Milton, Swift, Pope, and Johnson. Students cannot receive credit in both ENGL R151 and ENGL R104. (2)
Transfer credit: UC, CSU
- ENGL R152—Major British Authors II** **3 units**
Advisory: Eligibility for ENGL R101.
3 hours lecture weekly
 Intended for non-English majors, this course surveys the major works of British authors from the late eighteenth century to the late twentieth century. The course will include works by authors such as Blake, Wordsworth, Keats, Tennyson, Dickens, Browning, Yeats, Eliot, and Heaney. This course complements studies in liberal education. Students cannot receive credit in both ENGL R152 and ENGL R105. Field trips may be required. (2)
Transfer credit: UC, CSU
- ENGL R153—Major American Authors I** **3 units**
Advisory: Eligibility for ENGL R101.
3 hours lecture weekly
 Intended for non-English majors, this course offers a survey of works by American authors up to 1865. The course examines literary works and their relation to historical, social, or cultural trends. Students cannot receive credit in both ENGL R153 and ENGL R107. Field trips may be required. (2)
Transfer credit: UC, CSU
- ENGL R154—Major American Authors II** **3 units**
Advisory: Eligibility for ENGL R101.
3 hours lecture weekly
 This course surveys major American authors from 1865 to present, with emphasis on significant writers from diverse cultures within the U.S. Works are examined within the intrinsic political, social and intellectual trends of the periods they represent. The course complements studies in humanities. It is not available for credit for students with credit in ENGL R108. Field trips may be required. (2)
Transfer credit: UC, CSU

ENGL R157—Introduction to Shakespeare for Non-majors **3 units**

*Advisory: Eligibility for ENGL R101.
3 hours lecture weekly*

This course offers an introduction to the plays and poetry of William Shakespeare, intended for students who are not English majors. A student receiving credit in ENGL R157 will not receive credit in ENGL R111. Field trips may be required. (2)

Transfer credit: CSU

ENGL R189—Topics in Literature **3 units**

*Advisory: Eligibility for ENGL R101 or ENGL R102.
3 hours lecture weekly*

In-depth study of a literary period, of a major author, or of a theme in literature. Reading, discussion, lecture focusing on forces contributing to creation, appreciation, and analysis of the material. May be repeated for credit. Courses developed to date include: The World of Mystery Fiction, Literature of Mysticism, Meditation and Madness.

Transfer credit: CSU

ENGL R198A-Z—Short Courses in English **½-3 units**

Lecture and/or lab hours as required by unit formula

Designed to meet specific needs of college and community as requested and required.

Transfer credit: CSU

ENGL R199—Directed Studies in English **1-3 units**

Prerequisites: ENGL R101.

Lecture and/or lab hours as required by unit formula

Designed for selected students interested in furthering their knowledge of English on an independent basis. Assigned problems will involve library, lab, and field work. Course may be taken two times.

Transfer credit: CSU

ESL R030F—ESL Vocabulary for School and Community **½ unit**

1½ hours lab weekly

This is one of the four self-paced vocabulary development courses for students learning English. Students study the vocabulary of community, transportation and areas of study individually, using mediated materials in the college's Learning Center. Not applicable for degree credit. Course may be taken two times. (1)

ESL R030G—ESL Vocabulary for Work and Play **½ unit**

1½ hours lab weekly

This is one of the four self-paced vocabulary development courses for students learning English. Students study the vocabulary of plants and animals, work and recreation individually, using mediated materials in the college's Learning Center. Not applicable for degree credit. Course may be taken two times. (1)

ESL R030H—Crossroads Café 1 **½ unit**

Advisory: ESL R042.

1½ hours lab weekly

This self-paced course in the college Learning Center for intermediate ESL learners is designed to develop, through the study of the first half of a series of nationally acclaimed videos, listening skills, a knowledge of U.S.A. culture, and an awareness of functional structures such as making apologies, offering suggestions, and dispatching orders. Not applicable for degree credit. Course may be taken two times. (1)

ESL R030J—Crossroads Café 2 **½ unit**

Advisory: ESL R030H.

1½ hours lab weekly

This self-paced course in the college Learning Center for intermediate ESL learners is designed to develop, through the study of the second half of a series of nationally acclaimed videos, listening skills, a knowledge of U.S.A. culture, and an awareness of functional structures such as giving advice, making complaints, and asking permission. Not applicable for degree credit. Course may be taken two times. (1)

ESL R040—English Conversation 1 **3 units**

2 hours lecture, 3 hours lab weekly

This course emphasizes communicating and listening skills. Activities include role playing, dialogues, and class discussions. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)

ESL R042—English Conversation 2 **3 units**

Advisory: ESL R040.

3 hours lecture weekly

This course is designed for non-native speakers of English to provide practice in English conversational patterns and to reinforce English grammar, syntax, and vocabulary at a high-beginning level. The course emphasizes developing listening/speaking skills and confidence in expressing oneself in English. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)

ESL R044—English Conversation 3 **3 units**

Advisory: ESL R042.

3 hours lecture weekly

This course is intended for non-native speakers of English who are able to hold a basic conversation in English. Providing additional knowledge of English grammar, vocabulary, and idiomatic usage, the course helps non-native speakers of English develop listening and speaking skills through practical, everyday conversation models. Students will also gain experience and confidence in making brief oral presentations. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)

ENGLISH AS A SECOND LANGUAGE (ESL)

Faculty

Full-Time	Part-Time
Patricia Dozen	Hector Betancourt
Jeannette Redding	Arturo Burciaga
Matilde Sánchez	Chin-ru Chan
Vernon Simmen	Pamela Culhane
James Merrill	Luis Fullante
	Robert Kornelsen
	Guadalupe Villalpando
	Peggy Smith
	María Villalpando

ESL Courses

ESL R030D—ESL Vocabulary for Daily Life **½ unit**

1½ hours lab weekly

This is one of the four self-paced vocabulary development courses for students learning English. Students study the vocabulary of everyday life, people and housing individually, using mediated materials in the college's Learning Center. Not applicable for degree credit. Course may be taken two times. (1)

ESL R030E—ESL Vocabulary for Shopping and Health **½ unit**

1½ hours lab weekly

This is one of the four self-paced vocabulary development courses for students learning English. Students study the vocabulary of food, clothing and health individually, using mediated materials in the college's Learning Center. Not applicable for degree credit. Course may be taken two times. (1)

ESL R046—ESL Oral/Listening Skills 3 units

*Advisory: ESL R044.
3 hours lecture weekly*

This course is intended for non-native advanced speakers of English who are able to hold conversations in English. Providing knowledge of English grammar, vocabulary, and idiomatic usage, the course helps non-native speakers of English prepare adequately documented public presentations so that they may thereby communicate more effectively in academic, professional, and social settings. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)

ESL R050—Reading Skills 1 3 units

2 hours lecture, 3 hours lab weekly

This is an introductory course designed for students learning English as a second language. Topics for the course include basic reading skills such as vocabulary development, spelling, phonics and word recognition skills, study skills and basic comprehension skills. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)

ESL R052—Reading Skills 2 3 units

Advisory: ESL R050.

3 hours lecture weekly

This course is designed for ESL students at the high-beginning reading level and will review the basics of reading skills and vocabulary development. This course also introduces more advanced concepts such as main idea and supporting details, meaning from context, syllabication, idiomatic expressions, summarizing, and basic study skills. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)

ESL R054—Reading Skills 3 3 units

Advisory: ESL R052.

2 hours lecture, 3 hours lab weekly

This is a low-intermediate level reading course for students learning English as a second language who need to develop reading and study skills. Topics included in the course are literal and inferential comprehension, critical thinking, vocabulary development, context clues, note taking, and outlining and basic library research skills. Field trips may be required. Not applicable for degree credit. (2)

ESL R060—Grammar and Writing 1 3 units

2 hours lecture, 3 hours lab weekly

This introductory course for low-beginning ESL learners presents basic grammar and writing at the sentence level in real-life situations. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)

ESL R062—Grammar and Writing 2 3 units

Prerequisites: ESL R060.

2 hours lecture, 3 hours lab weekly

This course for the high-beginning ESL student is step two in the ESL sequence of grammar and writing and further develops grammar and writing skills at the sentence level in real-life situations. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)

ESL R064—Grammar and Writing 3 3 units

Prerequisites: ESL R062.

2 hours lecture, 3 hours lab weekly

This is the level-three course in the ESL grammar and writing sequence. It instructs the low-intermediate ESL student in the forms and usage of all the verb tenses as well as other grammatical issues related to verbs. The course focuses on grammar but applies it to reading and writing. Not applicable for degree credit. Course may be taken two times. (2)

ESL R070—Pronunciation: Improving Spoken English 3 units

Advisory: ESL R042.

3 hours lecture weekly

This course helps learners master American English pronunciation. The course includes speech diagnosis, physiology of sound formation and instruction to raise awareness of common rhythm, stress, and intonation patterns found in American English pronunciation, as well as the development of an effective spoken language improvement plan. Field trips may be required. Not applicable for degree credit. Course may be taken two times. (2)

ESL R098—Short Courses in English ½-10 units

Lecture and/or lab hours as required by unit formula

This class offers courses in specialized topics designed to inform or update interested persons in various disciplines within the field of English as a second language. Unit credit is determined by length of course. Field trips may be required. Not applicable for degree credit. (2)

ENVIRONMENTAL TECHNOLOGY

This program will prepare students to enter the field of hazardous materials handling.

Career Opportunities

Site Remediation Specialist

Haz Mat Consultant

Faculty

Part-Time

Randy Ellis

Jan Schienle

Robert Montgomery

◆ Environmental Technology

This program not offered 2008 - 2009.

**Associate in Science Degree
Certificate of Achievement**

Required Courses:		Units
BIOL R101	General Biology	3
BIOL R101L	General Biology Laboratory	1
BIOL R106	The Human Environment	3
BIOL R106L	Human Environment Laboratory	1
CHEM R110	Elementary Chemistry	5
ET R100	Introduction to Environmental Technology	3
ET R101	Hazardous Waste Reduction/Treatment	3
ET R102	Health Effects of Hazardous Materials	3
ET R103	Hazardous Waste Management Applications	4
ET R104	Safety and Emergency Response	4
ET R105	Hazardous Materials Management Application	4
Total Required Units		34

FIRE TECHNOLOGY

The Fire Technology programs is to provide educational courses and programs that prepare students to enter the field of fire technology as a firefighter, as a specialist in fire prevention and hazardous materials, as an Emergency Medical Technician, Environmental technology specialist or other professions related to fire technology. The department maintains a Fire Academy Program allowing students to earn a California State Fire Marshal Firefighter I Certificate, a condition of employment for many fire agencies.

The program supports working partnerships with county and city fire departments forming a Regional Training Center, with shared use of facilities and equipment, giving students the opportunity to address the ever-changing needs of today's emergency services field through hands-on exercises and demonstrations by career personnel.

The department will provide students with foundational course requirements for certificate programs, two-year degrees and transfers to four-year schools.

For more information, contact:

Gary Morgan, gwmorgan@vcccd.edu
805-384-8102

Career Opportunities

A.S./Certificate Level

Firefighter	Administrative Assistant
Staff Assistant	Fire Protection Engineer

B.S. Level

Instructor	Fire Chief
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Faculty

Full-Time	Part-Time	Part-Time
Gary W. Morgan	Gary Aalberts	Mike LaPlant
James Petersen	Darwin Base	Nancy Merman
	Brad Ditto	Dana Sullivan
	Massoud Araghi	Bruce Hodge
	Tamara Crudo	Stephanie Huhn
	Ed Foster	David Kromka
	Robert Holaway	Luis Manzano
	Mike Ketaily	

◆ Fire Technology (Pre-Service)

Associate in Science Degree Certificate of Achievement

This program prepares students to enter the field of fire technology as a firefighter. Firefighters are required to carry out emergency duties such as fire suppression, rescue, first aid, hazardous materials clean up, and related incidents. Non-emergency duties include prevention, training, station maintenance, equipment maintenance, and other related tasks.

Required Courses:	Units
FT R151 Fire Protection Organization	3
FT R152 Fire Prevention Technology	3
FT R154 Fire Behavior and Combustion	3
FT R155 Fire Protection Equipment and Systems	3
FT R161 Building Construction	3

Total State Fire Marshal's CORE Required Units 15

Required Additional Courses:	Units
FT R153 Fundamentals of Personal Fire Safety and Emergency Actions	3
FT R156 Fundamentals of Fire Protection	3
FT R169A Emergency Medical Technician I	8

Total OC Required Units 29

Complete a minimum of one course from the following:

FT R157	Wildland Fire Control	3
FT R157L	Wildland Fire Control Lab	1½
FT R160	Fire Tactics and Strategy	3
FT R162	Related Codes and Ordinances	3
FT R163	Fire Hydraulics	3
FT R164	Fire Company Organization and Management	3
FT R165	Hazardous Materials	3
FT R167	Fire Apparatus and Equipment	3
FT R168	Fire Investigation	3
ET R100	Introduction to Environmental Technology	3
ET R101	Hazardous Waste Reduction/Treatment	3
ET R102*	Health Effects of Hazardous Materials	3
ET R103	Hazardous Waste Management Applications	4
ET R104	Safety and Emergency Response	4
ET R105	Hazardous Materials Management Application	4
Total Required Units		32 - 33

◆ Fire Technology (Administrative Fire Services)

Associate in Science Degree Certificate of Achievement

The administrative fire services degree is designed to prepare students for careers as administrative assistants to fire chiefs and as staff assistants to fire protection engineers and chief officers, to enable fire department secretaries to upgrade skills in the area of fire protection, and to give persons from other disciplines an opportunity to expand their knowledge of fire services. The program meets requirements of the California Fire Chief's Association Administrative Fire Services Division and college or university preparation.

Core Requirements:	Units
FT R151 Fire Protection Organization	3
CIS R100 Introduction to Computer Information Processing Systems	3
BUS R101A Principles of Accounting I	3
BUS R111A Business Law I	3
BUS R121 Introduction to Management	3
Total CORE Requirements	15

Students will select ONE of the following options and complete the courses listed:

Option I—Administration	Units
FT R166 Fire Services Records/Reports	3
Total CORE plus Option I Requirements	18*

*Plus one more course, to be determined by the department.

Option II—Law	Units
FT R152 Fire Prevention Technology	3
FT R162 Related Codes and Ordinances	3
Total CORE plus Option II Requirements	21
Option III—Communication	Units
BUS R140 Business Communications	3
BUS R141 Introduction to Public Relations	3
FT R084A Fire Instructor IA	2½
FT R084B Fire Instructor IB	2½
Total CORE plus Option III Requirements	26

◆ Fire Technology (In-Service)

Associate in Science Degree Certificate of Achievement

This program is designed for the person who is employed by a recognized fire service (i.e. county fire departments, city fire departments, forestry service). Students completing the following required State Fire Marshal courses will receive certificates of completion from the college and from the state.

Required Courses		Units
FT R080A	Fire Prevention IA	2½
FT R080B	Fire Prevention IB	2½
FT R080C	Fire Prevention IC	2½
FT R081A/B	Fire Investigation IA/B	2½-2½
FT R082	Fire Management I	2½
FT R083A	Fire Command IA	2½
FT R083B	Fire Command IB	2½
FT R084A	Fire Instructor IA	2½
FT R084B	Fire Instructor IB	2½
FT R165	Hazardous Materials	3
Total Required Units		28

Fire Technology Courses

FT R069B—Emergency Medical Technician I Refresher 1½ units

Prerequisites: EMT-1 Certification within the past two years and Health Care Provider or Professional Rescuer CPR certification.

1½ hours lecture weekly

This course is designed to meet the State requirements for maintaining EMT-1 certification. This course provides both skills competency verification and a twenty-four hour EMT-1 refresher. Emergency medical care for the sick and injured will be reviewed, including basic life support and the use of emergency medical equipment. Field trips may be required. Not applicable for degree credit. Course may be taken four times.

FT R070—Firefighter I Academy 16 units

Prerequisites: FT R169A & FT R151.

Advisory: FT R152, FT R154, FT R156 & FT R161.

10 hours lecture, 18 hours lab weekly

This class provides information about fire service employment opportunities. The following topics are also covered: Technical and manipulative training in basic concepts of fire department apparatus, tools and equipment; tactics and strategy; extinguishers and fire protection equipment; hazardous materials; petroleum fire control; fire service ladders and ladder evolutions; structural ventilation and salvage operations; wildland fire control; inspection and maintenance of fire department stations and equipment; fire characteristics; apparatus and equipment inspection; breathing apparatus; communication systems; and ropes, knots and hitches. All exams require an 80% for a passing grade for all academic and manipulative tests as per State Fire Marshal requirements. Materials fee is required. Field trips may be required. Course may be taken four times.

FT R070A—Firefighter I Academy A 8 units

Prerequisites: FT R169A and FT R151.

Advisory: FT R152, FT R154, FT R156 & FT R161.

5 hours lecture, 9 hours lab weekly

This class provides information about fire service employment opportunities. The following topics are also covered: technical and manipulative training in basic concepts of fire department apparatus, tools and equipment, hazardous materials, fire service ladders and ladder evolutions, salvage operations, inspection and maintenance of fire department stations, equipment operation, hose, nozzles, fittings, hose evolutions, breathing apparatus, ropes, knots and hitches. All exams require 80% for a passing grade for all academic and manipulative tests as per State Fire Marshal requirements. Materials fee is required. Field trips may be required. Course may be taken four times.

FT R070B—Firefighter I Academy B 8 units

Prerequisites: FT R070A.

5 hours lecture, 9 hours lab weekly

Class provides information about fire service employment opportunities. The following topics are also covered: tactics and strategy, extinguishers and fire protection equipment, petroleum fire control, structural ventilation, wildland fire control, fire characteristics, apparatus and equipment inspection, fire organization, fire control, salvage, breathing apparatus, communication systems. Materials fee is required. Field trips may be required. Course may be taken four times.

NOTE: The following courses are State Fire Marshal Courses that can lead to Fire Officer Certificate:

FT R080A—Fire Prevention 1A 2½ units

Advisory: FT R151.

2½ hours lecture weekly

This course reviews the general fire inspection practices, inspector's responsibilities, code interpretations and legal precedents, hazardous and toxic materials, hazardous processes, life safety and procedures for correcting fire and life hazards. Materials fee is required. Field trips may be required.

FT R080B—Fire Prevention 1B 2½ units

Prerequisites: FT R080A.

2½ hours lecture weekly

This course reviews building construction principles, occupancy classifications and fire protection systems as they relate to fire and life safety. The importance of detection, alarm systems, properly maintained ways of egress and emergency evacuation procedures are also stressed. Materials fee is required. Field trips may be required.

FT R080C—Fire Prevention IC 2½ units

Prerequisites: FT R080A and FT R080B.

2½ hours lecture weekly

This course reviews the use of the California Fire Code to address the outside storage and handling of bulk flammable liquids and gases, regulations and procedures for the installation of storage tanks and containers, regulations relative to the transportation of flammable liquids and gases, and procedures for controlling compressed and liquefied gas leaks. Key topics include physical properties of flammable liquids and compressed gases. Materials fee is required. Field trips may be required.

FT R081A—Fire Investigation 1A 2½ units

2½ hours lecture weekly

This course covers fire behavior; building construction, techniques required for incendiary, accidental, and fatal vehicle fires, also fire investigation of wildland, juvenile fires, report writing, evidence collection and proper custodial procedures for evidence. Materials fee is required. Field trips may be required.

FT R081B—Fire Investigation IB 2½ units

Prerequisites: FT R081A.

2½ hours lecture weekly

Provides advanced training in fire/explosion investigative techniques, evidence preservation, courtroom testimony, interview and interrogation techniques, and fire cause/origin determination. This course provides the necessary job and interpersonal skills necessary to successfully investigate fires, apprehend those responsible, and convict them. Materials fee is required. (2)

FT R082—Fire Management I 2½ units

Advisory: FT R151.

2½ hours lecture weekly

Fundamental course covers such topics as key concepts of supervision and management, decision-making for supervisors, leadership styles and techniques, development of policies and procedures, time management, stress management, and personnel appraisal and counseling guidelines. Materials fee is required. Field trips may be required.

FT R083A—Fire Command IA 2½ units
Advisory: FT R151.
2½ hours lecture weekly
Key topics in this course include: emergency scene management; fire behavior; initial ground resources; tactics and strategy; and fire ground simulation scenarios specifically designed for the first-in officer. Materials fee is required. Field trips may be required.

FT R083B—Fire Command IB 2½ units
Advisory: FT R083A.
2½ hours lecture weekly
This course provides instruction in first-in company level decision making and scene management principles for incidents involving chemicals and hazardous materials. Included are: scene safety procedures; evacuation considerations; and identification of materials by container size, shape and labeling. Materials fee is required. Field trips may be required.

FT R084A—Fire Instructor IA 2½ units
Advisory: FT R151.
2½ hours lecture weekly
Topics include occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, using lesson plans, the psychology of learning, evaluation of effectiveness, and student teaching demonstrations. Materials fee is required. Field trips may be required.

FT R084B—Fire Instructor IB 2½ units
Advisory: FT R084A.
2½ hours lecture weekly
Topics include preparing course outlines; establishing levels of instruction; constructing behavioral objectives and lesson plans; instructional aid development; fundamentals of testing and measurements; tests planning; evaluation techniques and tools; and student teaching demonstrations. Materials fee is required. Field trips may be required.

FT R086A—Hazardous Materials IA 2½ units
2½ hours lecture weekly
Course provides an intensive introduction to the nature and behavior of inorganic and organic chemicals. Various laws of chemistry are discussed as they apply to organic compounds, flammable liquids and gases and other types of hazardous materials. Fee required for certification. (2)

FT R086B—Hazardous Materials IB 2½ units
Prerequisites: FT R086A.
2½ hours lecture weekly
Course deals with the application of information learned in Module IA. Students will be introduced to field monitoring and detection devices, sample collection equipment, and field identification testing procedures for verifying, identifying and classifying unknown materials. Fee required for certification. (2)

FT R086C—Hazardous Materials IC 2½ units
Prerequisites: FT R086B.
2½ hours lecture weekly
Course provides an introduction to the Hazardous Materials Incident Command System and an in-depth look at protective equipment considerations, use of monitoring equipment and protective actions. Fee required for certification. (2)

FT R086D—Hazardous Materials ID 2½ units
Prerequisites: FT R086C.
2½ hours lecture weekly
Course provides the student with practical “hands on” training in tactical field operations with various tools and specialized equipment. Fee required for certification. (2)

FT R086E—Hazardous Materials IC/Scene Manager 2½ units
2½ hours lecture weekly

Course is designed to provide participants with an increased capability to assume the role of an Incident Commander/Scene Manager during hazardous materials events with specific emphasis on personnel safety and management of the Haz Mat scene. A field exercise emphasizes unified management of a typical Haz Mat incident. This course is targeted and helpful for anyone who may assume an ICS Command or general staff role on a Haz Mat incident. Fee required for certification. (2)

FT R093A—Fire Command 2A 2½ units
Prerequisites: FT R083A.
2½ hours lecture weekly

Course provides the participants with information on how to make the transition from supervisor to manager. It offers sound management principles in preparation for more intensified training in specific disciplines. Topics of discussion include internal and external influences, personality traits of firefighters, managing human relations, group dynamics, conflict solution and more. Materials fee is required. (2)

FT R094A—Fire Management IIA 2½ units
Advisory: FT R082.
2½ hours lecture weekly

This course provides the participants with information on how to make the transition from supervisor to manager. It offers sound management principles in preparation for more intensified training in specific disciplines. Topics of discussion include internal and external influences, personality traits of firefighters, managing human relations, group dynamics, conflict solution and more. Materials fee is required. Field trips may be required. Not applicable for degree credit.

FT R098—Short Courses in Fire Technology 1-10 units
Lecture and/or lab hours as required by unit formula

Specialized workshops designed to update fire fighting personnel as required for in-service training requirements in specific subject matter areas. Unit credit determined by length of instruction of the workshop as defined by current credit standards; total workshop credit limited to 10 units. (2)

*** Required courses for Associate of Science Degree or Fire Technology Certificate. FT R151 not required for those employed in the Fire Service, although the 32-unit college requirement must be met.**

FT R151—Fire Protection Organizations* 3 units
3 hours lecture weekly

Provides introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Field trips may be required.

Transfer credit: CSU

FT R152—Fire Prevention Technology* 3 units
Prerequisites: FT R151.
3 hours lecture weekly

Provides fundamental information regarding the history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use of codes; identification and correction of fire hazards; the relationship of fire prevention with fire safety education and detection and suppression systems. Field trips may be required.

Transfer credit: CSU

<p>FT R153—Fundamentals of Personal Fire Safety and Emergency Action* 3 units <i>Prerequisites: FT R151.</i> <i>3 hours lecture weekly</i> This course is designed to provide basic skills in assessing fire dangers, handling common fire situations in the home and/or industry, basic CPR, and standard first aid. Field trips may be required. <i>Transfer credit: CSU</i></p>	<p>FT R162—Related Codes and Ordinances 3 units <i>Prerequisites: FT R151.</i> <i>3 hours lecture weekly</i> Familiarization and interpretation of national, state, and local codes, ordinances, and laws which influence the field of fire prevention. <i>Transfer credit: CSU</i></p>
<p>FT R154—Fire Behavior and Combustion* 3 units <i>Prerequisites: FT R151.</i> <i>3 hours lecture weekly</i> This course covers the theory of how fires start, spread, and are controlled; the fundamentals of fire behavior in an open and closed environment; an in-depth study of fire chemistry and physics; burn characteristics of materials; techniques for controlling fires through the use of a variety of proven and newly developed extinguishing agents. Field trips may be required. <i>Transfer credit: CSU</i></p>	<p>FT R163—Fire Hydraulics 3 units <i>Prerequisites: FT R151.</i> <i>3 hours lecture weekly</i> This course reviews applied mathematics and hydraulic laws as they relate to the fire service. The application of formulas and mental calculation to hydraulics and water supply problems are also studied. Field trips may be required. <i>Transfer credit: CSU</i></p>
<p>FT R155—Fire Protection Equipment and Systems* 3 units <i>Prerequisites: FT R151.</i> <i>3 hours lecture weekly</i> Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. Field trips may be required. <i>Transfer credit: CSU</i></p>	<p>FT R164—Fire Company Organization and Management 3 units <i>Prerequisites: FT R151.</i> <i>3 hours lecture weekly</i> This course will review fire department organization at the state and local levels, planning, and supervision to meet the needs of fire department with emphasis on company officer's role. Field trips may be required. (2) <i>Transfer credit: CSU</i></p>
<p>FT R156—Fundamentals of Fire Protection* 3 units <i>Prerequisites: FT R151.</i> <i>3 hours lecture weekly</i> This course introduces the theory and fundamentals of fire protection including fire protection laws, water systems, and public fire protection systems, fire protection in buildings and fire protection in open areas. Field trips may be required. (2) <i>Transfer credit: CSU</i></p>	<p>FT R165—Hazardous Materials 3 units <i>Prerequisites: FT R151.</i> <i>3 hours lecture weekly</i> Introduction to basic fire chemistry and physics; problems of flammability as encountered by firefighters when dealing with fuels and oxidizers; elementary fire fighting practices pertaining to hazardous materials in storage and transit. <i>Transfer credit: CSU</i></p>
<p>FT R157—Wildland Fire Control 3 units <i>Prerequisites: FT R151.</i> <i>3 hours lecture weekly</i> This course is designed to provide the employed Firefighter or Fire Technology major with a fundamental knowledge of the factors affecting wildland fire behavior, fire prevention, and fire suppression techniques. Field trips may be required. (2) <i>Transfer credit: CSU</i></p>	<p>FT R167—Fire Apparatus and Equipment 3 units <i>Prerequisites: FT R151.</i> <i>3 hours lecture weekly</i> This course will introduce the student to concepts related to fire apparatus design, specifications, performance capabilities and effective utilization of apparatus in fire service emergencies. Field trips may be required. <i>Transfer credit: CSU</i></p>
<p>FT R157L—Wildland Fire Control Lab 1½ units <i>Corequisites: FT R157.</i> <i>1 hour lecture, 1½ hours lab weekly</i> Course covers the practical and hands-on skills required of a Firefighter I, seasonal employee with the California Department of Forestry. Successful completion of FT R157 and FT R157L will result in issuance of a FF-I certificate by C.D.F. <i>Transfer credit: CSU</i></p>	<p>FT R168—Fire Investigation 3 units <i>Prerequisites: FT R151.</i> <i>3 hours lecture weekly</i> This course covers types of fires; the methods used to determine and classify the cause of fires as accidental, suspicious or incendiary; an introduction to arson and related laws; the recognition and preservation of evidence; techniques for interviewing witnesses and suspects; arrest and detention procedures; court procedures and giving court testimony; and the importance of accurate and thorough documentation. This course is required for students who wish to complete the Pre-service Fire Prevention Technology A.S. Degree. Field trips may be required. <i>Transfer credit: CSU</i></p>
<p>FT R160—Fire Tactics and Strategies 3 units <i>Prerequisites: FT R151.</i> <i>3 hours lecture weekly</i> This course introduces the student to the principles of fire control through utilization of fire fighters, equipment, and extinguishing agents on the fire ground. Field trips may be required. <i>Transfer credit: CSU</i></p>	<p>FT R169A—Emergency Medical Technician Basic* 8 units <i>Prerequisites: CPR Certification: AHA "Healthcare Provider" or Red Cross "Professional Rescuer" or equivalent.</i> <i>8 hours lecture weekly</i> Course covers the skills necessary for the individual to provide emergency medical care with an ambulance service or other specialized service at the BLS level. This course is approved by the Ventura County Emergency Medical Services Agency and the California State Department of Emergency Services. Upon successful completion of the course and skills testing, the student will be eligible to sit for the written EMT-B certifying examination administered by the County of Ventura Emergency Medical Services. The student, upon successfully completing the skills examination (included in the course) and the certifying examination (not included in the course) will be eligible for EMT-B National Registry Certification. A non-credit 10 hour clinical component is required in addition to the classroom time. Materials fee is required. Field trips may be required. Course may be taken four times. <i>Transfer credit: CSU</i></p>
<p>FT R161—Building Construction for Fire Protection* 3 units <i>Prerequisites: FT R151.</i> <i>3 hours lecture weekly</i> This course covers the fundamentals of building construction as they relate to fire protection. It focuses on classification by occupancy and types of construction, with emphasis on fire protection features, including building equipment, facilities, fire resistive materials and high-rise considerations. Field trips may be required. <i>Transfer credit: CSU</i></p>	

GEOGRAPHY

Career Opportunities

B.A. Level

(All careers require a bachelors or advanced degree)

Conservationist	Demographer
Economic Geographer	G.I.S.
Land-Use Analyst	Urban Planner Climatologist

Faculty

Full-Time	Part-Time
Christiane Mainzer	James Craine
Thomas O'Neil	Jeff Hemphill

Geography Courses

GEOG R101—Elements of Physical Geography 3 units

3 hours lecture weekly

Physical geography as a spatial study investigates the “human/environment” interaction process incorporating the elements of the atmosphere, lithosphere, hydrosphere, and biosphere. Global environmental issues will also be reviewed. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: GEOG 2)

GEOG R101L—Physical Geography Lab 1 unit

Prerequisites: GEOG R101 or concurrent.

3 hours lab weekly

This course is the laboratory to accompany GEOG R101. Topics include introduction to earth/sun relationships, interpretation of area maps, applied methods of measurement, and descriptive analysis of the physical landscape, including landforms, climate, soils and vegetation. Field trips will be required. (2)

Transfer credit: UC, CSU

GEOG R102—World Regional Geography 3 units

3 hours lecture weekly

This course introduces the regional approach to the study of human geography and the world's major culture realms. Interpreting the cultural landscape employs the essential concepts in a geographic survey of the world in spatial terms, places and regions, the physical environment, and society and environment interaction. (2)

Transfer credit: UC, CSU (CAN: GEOG 4)

GEOG R103—Intro to Weather and Climate 3 units

3 hours lecture weekly

An introduction to the earth's atmosphere, the methods employed in analyzing and understanding weather phenomena are investigated. Global changes in climate patterns, human modification, and impact of weather systems are also examined. Field trips may be required. (2)

Transfer credit: UC, CSU

GEOG R104—Geography of California 3 units

3 hours lecture weekly

This course examines the physical and cultural environments of California's diverse landscapes, including landforms, climate, vegetation, natural resources, economic activities and historical settlement in the Golden State. Special emphasis is given to the cultural landscape of the Oxnard Plain. Field trips may be required. (2)

Transfer credit: UC, CSU

GEOLOGY

Career Opportunities

B.S. Level

Consulting Geologist	Field Geologist
Engineering Geologist	Laboratory Research Worker
Geological Technician	Petroleum Geologist
Environmental Geologist	Marine Geologist

Faculty

Full-Time	Part-Time
Thomas O'Neil	Sara Benjamin
	Joseph Saenz

Geology Courses

GEOL R101—Physical Geology 3 units

3 hours lecture weekly

This course is a survey of the earth and the processes that shape it. The course offers an overview of plate tectonics, volcanism, earthquakes, mountain building, weathering, erosion, soil, origin of minerals and rocks, and water and energy resources. Physical geology is for those students who wish to complete a general education physical science course to transfer to a university. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: GEOL 6; GEOL 2 (GEOL R101 + R101L))

GEOL R101L—Physical Geology Lab 1 unit

Prerequisites: GEOL R101 or concurrent.

3 hours lab weekly

This course is the laboratory to accompany GEOL R101. Topics include identification and interpretation of geologic features, interpretation of topographic maps and aerial photographs, identification of rocks and minerals. Field trips will be required. (2)

Transfer credit: UC, CSU (CAN: GEOL 2 (GEOL R101 + R101L))

GEOL R103—Introduction to Oceanography 3 units

3 hours lecture weekly

This course is a broad survey of the field of oceanography. Topics include geology and geography of ocean basins and coastlines, plate tectonics, waves, currents, tides, properties of seawater, methods of oceanographic exploration, and an introduction to Marine Biology. Physical oceanography is for those students who wish to complete a general education physical science course to transfer to a four-year university. Field trips may be required. (Same as MST R103) (2)

Transfer credit: UC, CSU

GEOL R103L—Intro to Oceanography Lab 1 unit

Prerequisites: GEOL R103, MST R103 or concurrent.

3 hours lab weekly

This course is the laboratory to accompany GEOL R103. Topics include introduction to ocean/atmosphere relationships, interpretation of bathymetric maps, applied methods of measurement, and descriptive analysis of the physical ocean, including beaches, ocean currents, waves, and water properties. Field trips will be required. (Same as MST R103L) (2)

Transfer credit: UC, CSU

GEOL R178—Geological Marine Resource Management 1 unit

Corequisites: MST R170 or BIOL R170.

3 hours lab weekly

Topics in marine geology are related to current resource management issues in this region. This course includes the study of requirements and applications of federal, state, and local laws and regulations related to marine resource management. Field trips will be to natural areas where geological, biological, and oceanographic interactions can be observed. Course may be taken four times. (Same as MST R178) (2)

Transfer credit: CSU

GENERAL STUDIES

See page 52-54 for Degree Requirements

HEALTH EDUCATION

Graduation Requirements for the Associate in Arts and Associate in Science Degrees: Health Science is not a requirement for enrollment in the college. However, students who wish to earn an Associate in Arts degree must successfully complete a minimum of one Health Education course and one Physical Education activity course, without exemption.

Summer school Health Education classes may count toward fulfilling requirements for an Associate in Arts degree.

Career Opportunities

Health Science Instructor
Nutritionist

Faculty

Full-Time	Part-Time
Graciella Casillas	Bill Becktel
Remy McCarthy	Marti Dibble
L.R. McClurkin	Marcia Greycloud
Jerry White	Joyce Jones
	Nancy Pierce

◆ Health Information Technology

Associate in Science Degree

This program prepares students for a career working in health care settings with computers and medical records. Health Information Technologists (also referred to as medical record technicians) perform technical and organizational activities with medical records.

Required Courses**	Units
BUS R021 Medical Terminology	3
CIS R020A Introduction to Microcomputers	2
BUS R121 Introduction to Management	3
HIT 100 Intro to Health Information Management	3
HIT 200 Clinical Classification Systems: ICD-9-CM	3
HIT 210 Clinical Classification Systems: CPT Procedural Coding	2
HIT 220 Statistical Applications in Health Care	2
HIT 230 Alternative Delivery Systems	2
HIT 240 Clinical Quality Assessment and Improvement	1
HIT 250 Data Quality and Reimbursement Methodologies	3
HIT 275 Professional Directed Practice	3
HS M17 Health Care Ethnicity	3
HS M21 Intro to the U.S. Health Care System	3
HS M23 Pharmacology for Allied Health	2
HSM25 Basic Pathophysiology	3
Total Core Requirements	38

**All HIT classes are with Santa Barbara City College and all HS classes are with Moorpark College, refer to their catalogs for full course information. These courses will be provided through distance learning.

Required General Education Courses	Units
ANAT R100 General Human Anatomy	2
ANAT R100L General Human Anatomy Lab	2
PHSO R100 Human Physiology	3
PHSO R100L Human Physiology Lab	2
SPCH R101 Introduction to Oral Communications	3
ENGL R101 College Composition	4
MATH R105 Introductory Statistics	4
PSY R101 General Psychology	3
OR	
PSY R102A Interpersonal Relations	3
General Education Elective Units	14
Total Required General Education	37
Total Required Units	75

Health Education Courses

HED R010—Cardiopulmonary Resuscitation ½ unit

½ hour lecture weekly
Training in the life-saving techniques, which combine artificial respiration and external chest compression. Class also covers obstructed airway management and pediatric resuscitation. Students who successfully complete the course receive certification from the American Heart Association or the American Red Cross. Materials fee is required. Not applicable for degree credit. Course may be taken four times.

HED R011—Fitness Assessment ½ unit

½ hour lecture weekly
Provides instruction which will aid the participant in utilizing the fitness data gathered concerning body composition, blood pressure, flexibility, heart rate, exercise pulse rate and recovery, diet, back, leg, and hand strength, and cardiovascular efficiency. Students will plan individualized fitness programs based on measurable data. Materials fee is required. Course may be taken four times. (1)

HED R098—Short Courses in Health Education ½-10 units

Lecture and/or lab hours as required by unit formula
Short courses or activities designed to inform and/or train interested persons in various disciplines within the scope of health education. Units/credit hours determined by course format. Field trips may be required. (2)

HED R101—Health and Society 2 units

2 hours lecture weekly
This course focuses on the nature and function of health in our society. An overview of major health concepts designed to contribute to the students' understanding of healthy living will be explored. Personal fitness, nutrition, mental health, personal relationships, harmful substances, environmental health, communicable diseases, chronic and degenerative disease, reproduction and contraception, and consumer health will also be included.
Transfer credit: UC, CSU

HED R102—Fitness/Nutrition/Health 3 units

3 hours lecture weekly
A study of the knowledge and skills required to make wise decisions about personal lifetime fitness, nutrition, and health life style. Topics include definition and importance of physical fitness components; health related physical fitness self-appraisal; nutrition for health and health and wellness; principles of exercise program design; designing an individualized physical fitness program; assessment of current personal life style and risk factor; health and fitness consumer awareness and decision making; exercise benefits and potential exercise risks; exercise options; AIDS and STD's.
Transfer credit: UC, CSU

HED R103—Women’s Health**3 units***3 hours lecture weekly*

This course considers the nature and function of women’s health in our society. The course offers an analysis of major female health problems; and is designed to contribute to students’ understanding of women’s roles both as individuals and as contributing members of the community’s efforts to implement advances in medicine and health sciences.

*Transfer credit: UC, CSU***HED R104—Family and Personal Health****3 units***3 hours lecture weekly*

This course is a broad study of the knowledge and skills necessary for family and personal health and wellness. It covers the prevention, assessment, and treatment of common health problems. Topics include health and wellness; communication; substance abuse; human sexuality, behavior, reproduction; sexually transmitted diseases; cardiovascular disease; cancer; stress and stress management; mental health; nutrition; fitness; weight control; aging, dying, death and health care; and environmental health. Field trips may be required.

*Transfer credit: UC, CSU***HED R105—First Aid and Personal Safety****3 units***3 hours lecture weekly*

This course develops safety awareness and positive reactions to emergency situations. It covers ways of reacting to persons suffering from traumatic shock as well as ways of interacting with and calming family members of injured persons. The course includes, but, is not limited to recognition and standard treatment procedures for four life threatening situations (unconsciousness, breathing, circulation-pulse, and severe bleeding), use of the Automated External Defibrillator (AED), care for poisoning, fractures, emergencies, shock, identification and prevention of sexually transmitted diseases, injury prevention and safety of infants, toddlers/preschoolers and young children, and preventative drug education. Students successfully completing the course receive an American Red Cross Standard First Aid Card, Adult and Child and Infant CPR Cards, and an Automated External Defibrillation (AED) Card. A material fee will be required. (2)

*Transfer credit: UC, CSU***HED R106—Introduction to Athletic****3 units****Training and Sports Medicine***3 hours lecture weekly*

This is an introductory course designed to present the basic concepts and skills involved in Athletic Training pursuant to the expanded field of Sports Medicine. Emphasis is placed on the basic concepts of the areas of prevention, evaluation, acute care, treatment and rehabilitation of athletic injuries. Introduction to training room activities and practices, and the utilization of techniques used in primary and secondary injury assessments for a variety of injuries are emphasized throughout the course. Field trips may be required. (2)

Transfer credit: UC, CSU

HISTORY

Career Opportunities

Archivist/Curator	Journalism
Genealogist	High School Teacher
International Business	College Professor
Public Administration	Tour Guide
Publishing Researcher/Book Editor	
Librarian/Learning Resource Development	

Faculty

Full-Time	Part-Time	Part-Time
Scott Corbett	Tomas Carrasco	Steve McHargue
Carolyn Dorrance	Susan Elliott	Gregory Kaapuni
Ishita Edwards	Robert Huttenback	
Tomas Salinas	Mark Scott	

◆ History**Associate in Arts Degree****Required Courses:****Units**

Complete a total of 12 units, one from each of the following groups:

A.	HIST R102	History of the United States I	3
	HIST R103	History of the United States II	3
B.	HIST R100A	History of World Civilizations I	3
	HIST R100B	History of World Civilizations II	3
C.	HIST R104	History of California	3
	HIST R107	History of the Mexican People in the US	3
	HIST R108	African-American History	3
	HIST R109	The History of Mexico	3
	HIST R117	History of American Women	3
	HIST R121	U.S. Multicultural/Migration	3
D.	HIST R110	History of the Middle East	3
	HIST R114	Modern Asia	3
	HIST R115	History of the Americas I	3
	HIST R116	History of the Americas II	3
	HIST R118	Modern Russia: An Introduction	3
			12

Required Additional Courses:

In addition, complete 6 units from any History courses not used to satisfy the 12-unit requirement above.

6**Total Required Units****18****History Courses****HIST R100A—History of World Civilizations I****3 units***3 hours lecture weekly*

This interdisciplinary survey will investigate the social, cultural, economic, and political characteristics of the ancient and classical civilizations that emerged in Asia, the Near East, Europe and the Americas before 1,500 C.E. The impact of cultural ideals, leadership, technology, migration, war and trade will be examined to identify and explain historical change and to understand the emergence of civilizations having global influence. Field trips may be required. (2)

*Transfer credit: UC, CSU***HIST R100B—History of World Civilizations II****3 units***3 hours lecture weekly*

This interdisciplinary survey will examine the social, cultural, economic and political factors influencing the modernization of classical civilizations established in Asia, the Near East, Europe, Africa and the Americas. The impact of industrialization, global trade, migration, urbanization, the nation-state model, war, colonization, and secular social and political ideals will be examined to identify and explain the process of modernization and global interdependence which has transformed human experience since 1500 C.E. Field trips may be required. (2)

*Transfer credit: UC, CSU***HIST R102—History of the United States I****3 units***3 hours lecture weekly*

This course surveys and seeks to explain the cultural, social, economic, political, military and diplomatic history of colonial North America and the United States from 1607 to 1877. Topics addressed as appropriate throughout this course include the contrasting worldviews of Native American, African American and European cultures converging in early colonial society eventually leading to the impulse for independence, early nation building, the spread of democracy, reform, sectionalism, expansion and the causes and consequences of the Civil War. This course satisfied degree requirements in American Institutions. (2)

Transfer credit: UC, CSU (CAN: HIST 8; HIST SEQ B (HIST R102 + R103))

HIST R103—History of the United States II **3 units**
3 hours lecture weekly

This course examines the social, cultural, economic, political, and military history of the United States from 1865 to the present. Significant historical events and issues that affect contemporary Americans will be surveyed and analyzed by examining significant individuals and groups. This course will cover such issues as events and westward expansion, industrial development, ethnic confrontations and contributions, religious toleration, social and political reform movements, and international involvements will be explored. The course satisfies degree requirements in American Institutions. (2)

Transfer credit: UC, CSU (CAN: HIST 10; HIST SEQ B (HIST R102 + R103))

NOTE: The year sequence of HIST R102-R103 is required for history majors and recommended for other students who want a thorough survey of the political and social development of the United States; either semester may be taken independently.

HIST R104—History of California **3 units**
3 hours lecture weekly

This course presents a survey of Native American, Spanish, Mexican and American periods of California while considering the political, social, and cultural evolution of the state. Field trips may be required. (2)

Transfer credit: UC, CSU

HIST R105—Introduction to Western Civilization I **3 units**
3 hours lecture weekly

A study, from prehistoric sources to the 17th century, of the evolution of Mediterranean and European civilizations. An interdisciplinary approach relates social and political developments with cultural trends in religion, philosophy, art, music, literature and sports. Appropriate comparisons are made to the legacy of civilizations in India, China, Japan, Africa and Meso-America. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: HIST 2; HIST SEQ A (HIST R105 + R106))

HIST R106—Introduction to Western Civilization II **3 units**
3 hours lecture weekly

An interdisciplinary survey of the development of modern European civilizations in relation to world history. Topics include the intellectual and political roots of the modern nation-state, the consequences of the industrial revolution, the emergence of bourgeois society, the impact of European colonialism on Asian and African civilizations and sources of war and revolution in the 20th century. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: HIST 4; HIST SEQ A (HIST R105 + R106))

HIST R107—History of the Mexican People in the United States **3 units**
3 hours lecture weekly

Historical survey of the Mexican/Chicano from pre-Columbian period to present. Course provides background for contemporary achievements, problems, possibilities, and prospects. Emphasis on Mexican settlement of the region and contributions of the Mexican/Chicano to development of the United States. Course satisfies degree requirements in American Institutions. (Same as CHST R107)

Transfer credit: UC, CSU

HIST R108—African-American History **3 units**
3 hours lecture weekly

This course provides an analysis of the history of African-Americans in the United States from their African origins to the present with special emphasis on contemporary implications of historical events. The course considers the major roles played and contributions made both collectively as a people and by specific individuals, in the development of the United States of America as well as the institutions, trends, movements, and problems affecting Black America. This course satisfies degree requirements in American Institutions. Field trips may be required. (2)

Transfer credit: UC, CSU

HIST R109—History of Mexico **3 units**
3 hours lecture weekly

This is a survey of Mexican history from the pre-Columbian era to the present. The course presents major historical developments and personalities shaping the nation of Mexico. The class focuses on Meso American culture and civilization, the Spanish colonial period from the 1500s to the 1800s, the Mexican independence years, and the problems of nationhood through the 1850s. The U.S. - Mexican War, and the relationship between Mexico and the United States in the 20th and 21st centuries are also reviewed. Mexico's role in the world community, both historical and contemporary, remains a key topic. Field trips may be required. (2)

Transfer credit: UC, CSU

HIST R110—History of the Middle East **3 units**
3 hours lecture weekly

Survey of historical developments in this strategic crossroad of the world's cultures. Religious, political, economic, and cultural patterns established in the name of Islam and the impact of Western European policies studied. Analysis of contemporary issues such as Arab-Israeli relations, petro-politics, and socialist revolutions offered. (2)

Transfer credit: UC, CSU

HIST R111—Science and Culture in the Western Tradition **3 units**
3 hours lecture weekly

A philosophical and cultural survey of the history of science and technology from classical Greece to 20th century physics. Examines the historical dynamics of scientific discovery and the social impact of technological innovation. Surveys all major periods of Western Civilization. (2)

Transfer credit: UC, CSU

HIST R112—Great American Women **3 units**
3 hours lecture weekly

A socio-historical analysis of great American women. Biographical data examined in an attempt to determine how the socio-historical milieu influenced the lives of these great women. (Same as SOC R112) (2)

Transfer credit: UC, CSU

HIST R113—Classical Asia **3 units**
3 hours lecture weekly

This course introduces students to the ancient social, cultural and political foundations of Asia by examining the evolution of the major Asian civilizations, including Indian, Chinese and Japanese civilizations, from their beginnings up to roughly the 16th century. (2)

Transfer credit: UC, CSU

HIST R114—Modern Asia **3 units**
3 hours lecture weekly

This course covers the historical developments and evolution of modern Asian societies including India, China and Japan since the 16th century. The course focuses on the dynamic relationship between Asia and the West and among the Asian culture themselves in generating the current mosaic of nation states in Asia today. Field trips may be required. (2)

Transfer credit: UC, CSU

HIST R115—History of the Americas I **3 units**
3 hours lecture weekly

Study of Spanish, Portuguese, French, and English conquest, exploration and colonization of the new world, and main developments in Colonial life in each area up to independence. (2)

Transfer credit: UC, CSU

HIST R116—History of the Americas II **3 units**
3 hours lecture weekly

Study of comparative development of the American nations since independence, considering their constitutions, leadership, religions, relations with each other, and their adjustment to the principle of democracy. (2)

Transfer credit: UC, CSU

HIST R117—History of American Women **3 units**
3 hours lecture weekly

This course offers a survey of the historical experience of women in North America including comparisons of Native-American, African-American, Latin-American, Asian-American and European cultures. Multiple ways of studying history are used to explain the impact of religion, culture, law, social class, economic roles and politics on the history of women. The tension between expanding work opportunities and traditional social roles is examined. Course fulfills ethnic/gender requirement and partially fulfills American Institutions requirement. (2)

Transfer credit: UC, CSU

HIST R118—Modern Russia: An Introduction **3 units**
3 hours lecture weekly

A survey of the history of Russia and the Soviet Union with an interdisciplinary focus on the religious, cultural, social, economic, political, military and diplomatic sources of change and continuity in Russia society. The causes of socialist revolution and the role of the Soviet Union in the world history of the 20th century will be examined. Perestroika and contemporary challenges will be viewed from an historical perspective. (2)

Transfer credit: UC, CSU

HIST R119—Modern Africa **3 units**
3 hours lecture weekly

Course is designed to trace some of the major themes of the historical development of African societies, cultures and the evolution of African nations from the early 15th century to the present. Major themes addressed include the effects of the construction of world economic systems on African cultures and civilizations, the evolution of imperialistic dominate systems that drew Africa into European imperial systems, the weakening of the system and the control Europe exercised over Africa and Africans, the development of African nations and their eventual independence, and the problems and issues facing individual African nations since independence and the inter- and intra-group relations on the continent in contemporary times. (2)

Transfer credit: UC, CSU

HIST R120—History of the American Indian **3 units**
3 hours lecture weekly

Surveys the history of the indigenous peoples of the Western Hemisphere from pre-Columbian times to the present and emphasizes the peoples and cultures of North America.

Transfer credit: UC, CSU

HIST R121—US Multicultural/Migration **3 units**
3 hours lecture weekly

A study of the processes that have stimulated immigration to the United States and the experiences of those immigrants from the 18th century to the present. It examines questions and issues of assimilation, multiculturalism, cultural blending, Nativism and xenophobia relating to particular groups and the interactions between different groups and the larger society and culture of the United States. (2)

Transfer credit: UC, CSU

HIST R199—Directed Studies in History **1-3 units**
Prerequisites: A course in the specific field.

Lecture and/or lab hours as required by unit formula

Designed for students interested in furthering their knowledge of history on an independent study basis. Assigned problems will involve library and field work. Course may be taken two times.

Transfer credit: CSU

HOTEL & RESTAURANT MANAGEMENT

See courses in Culinary Arts & Restaurant Management

INTERDISCIPLINARY STUDIES

Faculty

Full-Time	Full-Time
Marie Butler	Shelley Savren
Carolyn Dorrance	Linda Kamaila

Interdisciplinary Studies Courses

IDS R101A—History of Ideas and Evolution of Culture I **3 units**

Prerequisites: None. ENGL R101 or equivalent skills recommended.
3 hours lecture weekly

Course sequence provides opportunity of studying history and development of human thought and culture; interdisciplinary and cross-cultural in nature, looks at development of human thought from perspectives of art, music, philosophy, literature, science, language, religion, politics, mythology, technology, and social science in several cultures. Stages of civilization's development and possible parallels and causes examined and discussed. Although the two portions of course may be taken separately, it is recommended that they be taken in sequence to provide a more valuable learning experience. Course may be taken two times. (2)

Transfer credit: UC, CSU

IDS R101B—History of Ideas and Evolution of Culture II **3 units**

Prerequisites: None. ENGL R101 or equivalent skills recommended.
3 hours lecture weekly

Course sequence provides opportunity of studying history and development of human thought and culture; interdisciplinary and cross-cultural in nature, looks at development of human thought from perspectives of art, music, philosophy, literature, science, language, religion, politics, mythology, technology, and social science in several cultures. Stages of civilization's development and possible parallels and causes examined and discussed. Although the two portions of course may be taken separately, it is recommended that they be taken in sequence to provide a more valuable learning experience. Course may be taken two times. (2)

Transfer credit: UC, CSU

IDS R102—Science, Technology, and Human Values **3 units**

3 hours lecture weekly

Critical study of the historical and socio-cultural relationships between science, technology, and human values. Development of these relationships is traced from the advent of science and technology to the complexities of contemporary American society. (2)

Transfer credit: UC, CSU

IDS R110—Frontiers of Thought **3 units**

3 hours lecture weekly

This course offers in-depth examination and evaluation of ideas and research presented in pioneering works by contemporary scholars and thinkers. Selected texts from the fields of science, social science, mathematics, literature, the fine arts and public affairs will be discussed. A particular theme or fundamental question may shape the organization and selected readings for a particular section of the course. Field trips may be required. Course may be taken four times. (2)

Transfer credit: UC, CSU

IDS R150—Empowerment Skills for Family Workers, I **3 units**

3 hours lecture weekly

This course is the first of two parts of the curriculum for the Family Development Credential. This course provides both theoretical and applied activities and information to train family workers to empower their clients to better cope with crises and decision-making typical of families under stress. The student discovers the social and economic background influencing family life in today's society, and responds with skill intervention strategies enabling the family members to improve their communication and abilities to become self-sufficient within the state social welfare system. Field trips may be required.

Transfer credit: CSU

IDS R151—Empowerment Skills for Family Workers, II **3 units**

3 hours lecture weekly

This course is the second of two parts of the curriculum for the Family Development Credential. This course provides both theoretical and applied activities and information to train family workers to empower their clients to better cope with crises and decision-making typical of families under stress. The student discovers the social and economic background influencing family life in today's society, and responds with skill intervention strategies enabling the family members to improve their communication and abilities to become self-sufficient within the state social welfare system. Field trips may be required.

Transfer credit: CSU

IDS R189—Topics in Interdisciplinary Studies **½-10 units**

Lecture and/or lab hours as required by unit formula

Topics in selected areas of Interdisciplinary Studies to meet specific needs of community or college as required or requested by persons whose needs are not met by regular course offerings. Field trips may be required. Course may be taken four times.

Transfer credit: CSU

IDS R189C—Cross-Cultural Experiences with Migrant Children I **3 units**

3 hours lecture weekly

Analysis of migrant families in the United States with special emphasis on how their special needs are addressed in California. Course designed to acquaint students with cross-cultural experiences with migrant children. Ways of working with various age migrant children explored. Philosophies and types of available cross-cultural programs examined. Different aspects and issues considered each semester.

Transfer credit: CSU

IDS R189D—Cross-Cultural Experiences with Migrant Children II **3 units**

Prerequisites: IDS R189C.

3 hours lecture weekly

Analysis of migrant families in the United States with special emphasis on how their special needs are addressed in California. Course designed to acquaint students with cross-cultural experiences with migrant children. Ways of working with various age migrant children explored. Philosophies and types of available cross-cultural programs examined. Different aspects and issues considered each semester.

Transfer credit: CSU

IDS R189E—Cross-Cultural Experiences with Migrant Children III **3 units**

Prerequisites: IDS R189D.

3 hours lecture weekly

Analysis of migrant families in the United States with special emphasis on how their special needs are addressed in California. Course designed to acquaint students with cross-cultural experiences with migrant children. Ways of working with various age migrant children explored. Philosophies and types of available cross-cultural programs examined. Different aspects and issues considered each semester.

Transfer credit: CSU

IDS R198A-Z—Short Courses in Interdisciplinary Studies **½-10 units**

Lecture and/or lab hours as required by unit formula

Courses and/or workshops in selected areas of Interdisciplinary Studies to meet specific needs of college or community as requested or required. Field trips may be required. (2)

Transfer credit: CSU

IDS R199—Directed Studies in Interdisciplinary Studies **½-3 units**

Prerequisites: A course in the specific field.

Lecture and/or lab hours as required by unit formula

Designed for students interested in furthering their knowledge of Interdisciplinary Studies on an independent basis. Assigned problems will involve library, lab, and field work. Course may be taken two times.

Transfer credit: CSU

JAPANESE

Career Opportunities

B.A. Level

Editor	Foreign Clerk
Translator	Tutor
Foreign Service Officer	Foreign-Exchange Trader

Faculty

Part-Time

Setsumi Kojima

Japanese Courses

JAPN R001—Conversational Japanese 1 **3 units**

3 hours lecture weekly

This introductory basic conversational course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading, and writing. Students will be introduced to the culture, history, and geography of Japan. Course may be taken two times. (2)

JAPN R002—Conversational Japanese 2 **3 units**

Prerequisites: JAPN R001.

3 hours lecture weekly

The second semester course in basic conversational Japanese offers further development of pronunciation, listening, speaking, reading, and writing skills. Exploration of culture, customs, and history in addition to and as related to language. Course may be taken two times. (2)

JAPN R101A—Elementary Japanese IA **3 units**

3 hours lecture weekly

This course in Japanese presents the first half of the content of JAPN R101. Students receive an introduction to the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases and the ability to understand, speak, read and write basic colloquial Japanese, including basic Hiragana. Fundamental language acquisition develops through continued practice and is supplemented by study of culture and customs that influence language and behavior. A student receiving credit in JAPN R101A and/or B will not receive credit in JAPN R101. Field trips may be required. (2)

Transfer credit: CSU (UC pending)

JAPN R101B—Elementary Japanese IB **3 units**
Prerequisites: JAPN R101.
3 hours lecture weekly
 This course in Japanese presents the second half of the content of JAPN R101. Students continue the introduction to the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases and the ability to understand, speak, read and write basic colloquial Japanese, including basic Hiragana, Katakana, and Kanji. Fundamental language acquisition develops through continued practice and is supplemented by study of culture and customs that influence language and behavior. A student receiving credit in JAPN R101A and/or B will not receive credit in JAPN R101. Field trips may be required. (2)
Transfer credit: CSU (UC pending)

JAPN R101—Elementary Japanese I **5 units**
5 hours lecture weekly
 This course stresses the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases and the ability to understand, speak, read and write basic colloquial Japanese, including basic Hiragana, Katakana and Kanji. Fundamental language acquisition develops through continued practice and is supplemented by study of culture and customs that influence language and behavior. Field trips may be required. (2)
Transfer credit: UC, CSU

JAPN R102—Elementary Japanese II **5 units**
Prerequisites: JAPN R101.
5 hours lecture weekly
 This course offers a second semester of emphasis on the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases and the ability to understand, speak, read and write basic colloquial Japanese, including Hiragana, Katakana, and Kanji. Fundamental language acquisition develops through continual practice and is supplemented by study of culture and customs that influence language and behavior. Field trips may be required. (2)
Transfer credit: UC, CSU

JAPN R199—Directed Studies in Japanese **1-3 units**
Prerequisites: A course in the specific field.
Lecture and/or lab hours as required by unit formula
 Designed for selected students interested in furthering their knowledge of Japanese on an independent basis. Assigned work will involve library, lab, and/or field work. Course may be taken two times. (2)
Transfer credit: CSU

JOURNALISM

JOUR R133—Advertising **3 units**
3 hours lecture weekly
 This course is an introduction to advertising principles and techniques. The course includes the theory and role of advertising in our global economic system. The course includes principles of layout and copy, advertising production, and media selection. The course also focuses on integrated marketing communications and advertising on the World Wide Web. Field trips may be required. (Same as BUS R133) (2)
Transfer credit: CSU

JOUR R141—Introduction to Public Relations **3 units**
3 hours lecture weekly
 Introductory analysis and practical exploration of fundamental tools available to the public relations specialist: press releases, feature stories, broadcast media, institutional publications. An introduction to promotional staging, the slide show, and the five primary steps in the public relations process. (Same as BUS R141)
Transfer credit: CSU

JOUR R142—Public Relations Strategies **3 units**
3 hours lecture weekly
 Appraisal of essential processes involved in the public relations activity with concentration on aspects of promotion and staging, problem solving, and the role of public relations vis-a-vis various target audiences, including customers, management, employee relations, stockholders. Guest speakers, as appropriate. (Same as BUS R142)
Transfer credit: CSU

JOUR R186—International Mass Media **3 units**
3 hours lecture weekly
 Course examines both global and national media and evaluates such issues as government regulation, advocacy, and the impact of technology. The course also explores differences of print, broadcast, and other media around the world. (Same as BUS R186)
Transfer credit: UC, CSU

JOUR R190A—Internship in Public Relations **3 units**
Prerequisites: JOUR R100, R101, R102, R141, R142.
9 hours lab weekly
 Actual field work as an intern in a professional setting under the supervision of a trained public relations expert, as well as the instructor. Students will receive on-the-job exposure to all aspects of public relations, especially those studied in BUS R142/JOUR R142. (Same as BUS R190)
Transfer credit: CSU

LEARNING SKILLS

Students are encouraged to seek guidance and support services through the Educational Assistance Center. The courses below have been designed to meet the special instructional needs of students with disabilities and to prepare the students for certificate and degree programs in line with the mission of the College.

Faculty

Full-Time	Counselor
Carole Frick	Judy McArthur

Learning Skills Courses

LS R003—Study Skills/LD Students **3 units**
3 hour lecture weekly
 Course focuses upon fundamental principles of study skills, designed for students who need a specialized approach. Not applicable for degree credit. Course may be taken four times.

LS R006—Memory Strategies **3 units**
3 hours lecture weekly
 This course is designed to teach students with disabilities the practical and necessary memory skills required to retain large bodies of information, to assist them in developing a system for approaching any material that must be learned and to help in transferring acquired skills to different areas of learning. Not applicable for degree credit. Course may be taken four times. (2)

LS R008—Spelling Improvement **3 units**
3 hours lecture weekly
 Foundation course for Learning Disabled students to improve spelling efficiency. Special emphasis on developing spelling competence through individualized methods. Not applicable for degree credit. Course may be taken four times.

LS R010—Vocabulary Building **3 units**
3 hours lecture weekly
 This basic course focuses on specific vocabulary building techniques, independent study and individual as well as group exercises in vocabulary development. Not applicable for degree credit. Course may be taken four times. (2)

LA R016A—Fundamentals of Mathematics I **3 Units**
3 hours lecture weekly

This class is designed as a foundation course for students who have difficulty understanding and applying mathematical concepts. The course will cover basic mathematical skills and operations with whole numbers, money and money applications, factors, and beginning fractions. It will also include strategies for learning and recalling mathematical operations. Not applicable for degree credit. Course may be taken four times. (2)

LA R016B—Fundamentals of Mathematics II **3 Units**
3 hours lecture weekly

This course is designed to assist students in understanding and applying mathematical concepts. The course will cover fractions, decimals, ratio and proportion, percent, introduction to geometry, measurement, graphs, and an introduction to algebra. The class will also include test-taking, mnemonic, and memory strategies for learning and recalling basic mathematical operations. Not applicable for degree credit. Course may be taken four times. (2)

LS R017—Basic Reading Skills/LD **3 units**
3 hours lecture weekly

Course is designed for learning disabled students who require specialized instruction for reading. Included will be diagnostic/prescriptive programming for specific word attack strategies, reinforcement of sight vocabulary approaches, basic instructional language, word fluency and automaticity, and oral and written language comprehension. Not applicable for degree credit. Course may be taken four times. (2)

LS R018A—Improving Written Language Skills A **3 units**
3 hours lecture weekly

This course is intended for students with learning disabilities. It provides instruction in basic sentence writing skills including subject/verb identification, writing and recognizing simple, compound, complex, and compound-complex sentences, and the punctuation appropriate to each. Not applicable for degree credit. Course may be taken four times. (2)

LS R018B—Improving Written Language Skills B **3 units**

Advisory: LS R018A or demonstrated ability to write four types of sentences including: simple, compound, complex, and compound-complex sentences.

3 hours lecture weekly

This course is intended for students with learning disabilities or other written language difficulties. This course provides preparation and foundation in basic grammar, proofreading strategies, and paragraph development, including the use of topic sentence, supporting details, and closing sentences. It is intended to prepare students for Basic English Skills courses. Not applicable for degree credit. Course may be taken four times. (2)

LS R098—Topics in Learning Strategies **½-10 units**
Lecture and/or lab hours as required by unit formula

Selected topics in learning skills area designed to meet the needs of learning disabled students. Field trips may be required. Not applicable for degree credit. Course may be taken four times. (2)

LEGAL ASSISTING

This program prepares students to be a legal assistant (paralegal) with responsibility for assisting the attorney in preparation of cases for trial or arbitration, researching existing laws, and doing a moderate degree of investigation.

*For more information, call
805-986-5824*

Career Opportunities

Legal Assistant	Legal Office Manager
Paralegal	

Faculty

Part-Time	Part-Time
Nancy Johnson	Diana Needham
Michael Rodriquez	Mike Sment

◆ Legal Assisting

Associate in Science Degree Certificate of Achievement

Required Courses:		Units
LA R001	Legal Assisting Fundamentals	3
LA R002A	Torts	3
LA R002B	Contracts	3
LA R003	Legal Research and Drafting I	3
LA R005	Legal Research and Drafting II	3
LA R007	Civil Litigation	3
LA R009	Evidence for Legal Assistants	3
Total Core Units		21

Complete at least six (6) units from the following:

BUS R111A	Business Law I	3
CIS R041	Computer Applications for Legal Assistants	3
LA R008	Law Office Operations	1½
LA R010	Crimes and Criminal Procedures	3
LA R011	Real Estate Law	3
LA R012	Legal Assisting Ethics	2
LA R013	The Law of Sex Discrimination	3
LA R014	Immigration Law	3
LA R015	Family Law	3
LA R017	Probate	3
LA R018	Personal Injury Litigation	3
LA R019	Workers' Compensation Law	3
LA R020	Debtor-Creditor Relations	3
LA R022	Bankruptcy	3
LA R023	Internship in Legal Assisting	3
Total Required Units		27

Legal Assisting Courses

LA R001—Legal Assisting Fundamentals **3 units**
3 hours lecture weekly

Course covers paralegalism as a career and includes relationship of attorney and paralegal in decision-making and systems procedures, introduction to law, legal terminology, bibliography, and brief history of law. (2)

LA R002A—Torts **3 units**

Prerequisites: LA R001.

3 hours lecture weekly

Study of legal concepts of duty, breach, causation, and damages. Course explores traditional torts such as negligence and fraud and includes newer torts such as "wrongful life." Students expected to draft "complaints" and instructed on investigative techniques. (2)

LA R002B—Contracts <i>Prerequisites: LA R001.</i> <i>3 hours lecture weekly</i> Study of formation, interpretation, and breach of contracts, both written and oral. Students expected to draft “complaints” for breach of contract lawsuits. Class explores investigative techniques commonly used. (2)	3 units	LA R013—The Law of Sex Discrimination <i>3 hours lecture weekly</i> Course studies and evaluates the evolution of sex-based laws in the United States in terms of the preferences they reflect and the rationales used to justify them. (2)	3 units
LA R003—Legal Research and Drafting I <i>Prerequisites: LA R001, LA R002A or LA R002B.</i> <i>3 hours lecture weekly</i> General introduction to basic legal research and drafting tools and their use to accomplish research requirements of a legal practice. Concentration on legal writing is aimed to improve techniques. Students will learn to write technically in legal terms. (2)	3 units	LA R014—Immigration Law <i>Prerequisites: LA R001.</i> <i>3 hours lecture weekly</i> Course examines the rights of noncitizens of the United States (or “aliens”) to enter and remain in this country as temporary visitors and as immigrants. (2)	3 units
LA R005—Legal Research and Drafting II <i>Prerequisites: LA R003.</i> <i>3 hours lecture weekly</i> Continuation of coursework from LA R003. Students will spend time in legal library and will research and draft documents representative of those required for legal assistants. (2)	3 units	LA R015—Family Law <i>Advisory: LA R001.</i> <i>3 hours lecture weekly</i> A basic overview of community property law and an examination of the applicable forms and procedures in the area of marital dissolution including property settlements, child custody, support and temporary orders. Other areas may include adoption, co-habitation, rights of privacy, mediation as an alternate in dispute resolution, nullity and legal separation, and contested versus uncontested proceedings. (2)	3 units
LA R007—Civil Litigation <i>Prerequisites: LA R001, LA R002A or LA R002B, LA R003.</i> <i>3 hours lecture weekly</i> Deals with role of paralegals in preparation and filing of civil law suits. Subject includes determination of proper form and major Code of Civil Procedure sections, court rules, as well as general principles of pleading, joinder, discovery, and adjudication through trial. (2)	3 units	LA R017—Probate <i>Prerequisites: LA R001.</i> <i>3 hours lecture weekly</i> Overview of basic law of wills and trusts and community property including basic probate and summary procedures. All necessary forms and procedures examined and explained from client interview to closing of the estate. (2)	3 units
LA R008—Law Office Operations <i>Prerequisites: LA R007.</i> <i>1½ hours lecture weekly</i> Course is designed to provide the student with a working understanding of the day-to-day operations of a law office including the latest law office technology. Skills to be developed include general law office etiquette, interviewing techniques, telephone skills, file organization, calendar management and trial preparation, as well as an understanding of the attorney’s duty of client confidentiality, the attorney-client privilege, and other ethical considerations. (2)	1½ units	LA R018—Personal Injury Litigation <i>Prerequisites: LA R001, LA R002A, LA R003, LA R005.</i> <i>3 hours lecture weekly</i> Course covers responsibilities and duties of legal assistants dealing with personal injury cases. Students study steps for establishing files from plaintiff’s and defendant’s viewpoint, special statutes of limitations, pleadings, discovery, interrogatories, and requests for admission as well as other topics pertinent to this area of law. (2)	3 units
LA R009—Evidence for Legal Assistants <i>Prerequisites: LA R001, LA R002A or LA R002B, LA R003.</i> <i>3 hours lecture weekly</i> Examines rules of civil and criminal evidence. Emphasis on theory and principles of evidence as utilized and applied to the civil discovery process. (2)	3 units	LA R019—Workers’ Compensation Law <i>Prerequisites: LA R001, LA R002A.</i> <i>3 hours lecture weekly</i> Relevant statutory and case law, substantive and procedural issues including compensability, benefit structure, and tort law relationships of Workers’ Compensation. Students will learn to use technical procedures and forms through trial before the Workers’ Compensation Appeals Board. (2)	3 units
LA R010—Crimes and Criminal Procedures <i>Prerequisites: LA R001.</i> <i>3 hours lecture weekly</i> Basic course in substantive and procedural law covering crimes and public offenses. Major areas of criminal procedure commonly encountered in law practice covered, such as indictments and complaints, motions to dismiss, plea bargaining and trial in criminal cases. (2)	3 units	LA R020—Debtor-Creditor Relations <i>3 hours lecture weekly</i> An in-depth overview of laws and procedures relating to debtor rights and remedies including bankruptcy and creditor rights and remedies in debtor/creditor litigation. Subjects covered include judgments, liens, wage garnishment, collection of judgments, executions, and bankruptcy. (2)	3 units
LA R011—Real Estate Law <i>Prerequisites: LA R001, LA R002B.</i> <i>3 hours lecture weekly</i> Analysis of laws of real property, estates in land, landlord-tenant, leases, deeds, and contracts; identification of problems in real property transactions; recording and searching public documents.	3 units	LA R022—Bankruptcy <i>Advisory: LA R001.</i> <i>3 hours lecture weekly</i> Overview of principles of bankruptcy law. Examination of available types of bankruptcies, required filing procedures, appropriate pleadings and forms, and various problems resolved through a bankruptcy case. The bankruptcy court system, remedies available to creditors, and new developments will be discussed. (2)	3 units
LA R012—Legal Assisting Ethics <i>Prerequisites: LA R001.</i> <i>2 hours lecture weekly</i> This course is an introduction to the issues and rules that govern the legal profession, oriented to the paralegal or legal assistant. Students will gain an appreciation for the importance of ethics to the law, understand the major issues in ethics and the rules governing those issues and apply that developing ethical sensitivity and knowledge to a variety of situations. (2)	2 units	LA R023—Internship in Legal Assisting <i>Prerequisites: Successful completion of a minimum of 12 units of Legal Assisting classes to include LA R001 and LA R003.</i> <i>Advisory: LA R005 and LA R007.</i> <i>1 hour lecture, 6 hours lab weekly</i> Course is designed to assist legal assisting students bridge the gap between the classroom and the world of legal offices, corporations, public agencies, and organizations—the legal assistant’s “work world.”	3 units

LA R098—Short Courses in Legal Assisting ½-10 units
Lecture and/or lab hours as required by unit formula
 Specialized short courses to update legal assistants; content designed specifically for participants. Total short course credit is 10 units. (2)

MARINE STUDIES

Along with courses in Marine Biology, Oceanography and Aquaculture, entrepreneurial apprenticeship programs combining science, business and technology are offered through the Marine Studies department. A study with The White Abalone Project enables students to have a hands-on education experience with the endangered white abalone. The study of its larvae, juvenile and early adult stages provides insight into adaptations to physical and biological stresses in the ocean environment.

Learn about the ocean, study at a beautiful location and earn your science credits for CCs, CSU & UC at the new Marine Education Center at the Channel Islands Harbor. Classrooms, laboratories and an aquarium are developed at the Center; including touch tanks, a shark tank and display tanks holding local marine animals and plants.

For more information, contact:
 Tom O'Neil, toneil@vcccd.edu
 805-986-5800, ext. 1916

Career Opportunities

(Most careers require bachelors or graduate degree)

Environmental Science	Natural Resource Management
Marine Biologist	Oceanographer
Aquaculture	Science Teacher
Fisheries	Marine Geologist
Laboratory Technician	Seafood Industry

Faculty

Full-Time	Part-Time
Lorraine Buckley	Sara Benjamin
Shannon Newby	Joe Frantz
Thomas O'Neil	Joseph Saenz
	Michael Nicholson
	Neil Ziegler

◆ Marine Studies

Proficiency Award

(Awarded by the Department)

A certificate will be awarded to a student of any major that completes a curriculum including at least sixteen units in marine studies focused on research or entrepreneurship.

Required Courses:	Units
MST R100/R100L Marine Biology (formerly MST R116/R116L)	4
MST R103/R103L Introduction to Oceanography	4
MST R122/R122L Aquaculture	4
MST R160 Introduction to Research	1
MST R175 Marine Sampling Techniques and Field Studies	3
Total Required Units	16

Marine Studies Courses

MST R100—Marine Biology 3 units
3 hours lecture weekly
 This survey course includes an introduction to ecology, organism identification, anatomy, physiology, and conservation of marine organisms. Applications of the scientific method in marine biology are emphasized. Field trips may be required. Formerly MST R116. (Same as BIOL R100) (2)
Transfer credit: UC, CSU

MST R100L—Marine Biology Laboratory 1 unit
Prerequisites: MST R100 or concurrent enrollment.
3 hours lab weekly
 This survey course includes laboratory and field studies of marine organisms and their environment, the use of the scientific method, and basic biological skills. Optional field trips may be required. Formerly MST R116L. (Same as BIOL R100L) (2)
Transfer credit: UC, CSU

MST R103—Introduction to Oceanography 3 units
3 hours lecture weekly
 This course is a broad survey of the field of oceanography. Topics include geology and geography of ocean basins and coastlines, plate tectonics, waves, currents, tides, properties of seawater, methods of oceanographic exploration, and an introduction to Marine Biology. Physical oceanography is for those students who wish to complete a general education physical science course to transfer to a four-year university. Field trips may be required. (Same as GEOL R103) (2)
Transfer credit: UC, CSU

MST R103L—Introduction to Oceanography Lab 1 unit
Prerequisites: MST R103, GEOL R103 or concurrent.
3 hours lab weekly
 This course is the laboratory to accompany MST R103. Topics include introduction to ocean/atmosphere relationships, interpretation of bathymetric maps, applied methods of measurement, and descriptive analysis of the physical ocean, including beaches, ocean currents, waves, and water properties. Field trips will be required. (Same as GEOL R103L) (2)
Transfer credit: UC, CSU

MST R120—Basic SCUBA Diving 2 units
2 hours lecture weekly
 A basic course in skin and SCUBA diving that will cover the necessary knowledge for safe diving in Southern California. Topics will include the marine environment, equipment selection and maintenance, diving physics and physiology, and accident prevention. PADI SCUBA Diver Certification will be available to students who qualify after successful completion of both MST R120 and MST R120L. Fees will be required. Field trips may be required. Course may be taken four times. (2)
Transfer credit: CSU

MST R120L—Basic SCUBA Diving Laboratory 1 unit
Prerequisites: Ability to pass swim test, including underwater swimming recovering a ten-pound weight; medical history required of all students; parental release if student is under 18 years of age.
Corequisites: MST R120.
3 hours lab weekly
 An experimental course that will develop the necessary knowledge and skills for safe skin and SCUBA diving in Southern California. Equipment and transportation for off-campus lab sessions must be furnished by the student. Mask, snorkel, and fins required after third lesson. PADI SCUBA Diver Certification available to students who qualify after the successful completion of both MST R120 and MST R120L. Completion of or concurrent enrolment in MST R120 is required. Fees will be required. Field trips are required. Course may be taken four times. (2)
Transfer credit: CSU

MST R122—Aquaculture **4 units**
3 hours lecture, 3 hours lab weekly
 The principles of the rearing of organisms in aquatic habitats will be studied through lecture, reading, demonstrations, experimental laboratory exercises, and field trips. Biological and ecological concepts will be applied to the selection, planning, and design of aquaculture systems. Field trips will be required.
Transfer credit: UC, CSU

MST R160—Introduction to Research **1 unit**
3 hours lab weekly
 Students will learn basic concepts and procedures for scientific research including experimental design, data management, funding, and scientific reporting. Each student will design and conduct a scientific research project and report the results. Field trips may be required. Course may be taken four times. (2)
Transfer credit: CSU

MST R170—Biological Marine Resource Management **1 unit**
Corequisites: MST R178.
3 hours lab weekly
 Topics in related areas in marine biology related to current resource management issues in this region. Study of requirements and applications of federal, state, and local laws and regulations related to marine resource management. Field trips will be to natural areas where geological, biological, and oceanographic interactions can be observed. Course may be taken four times. (Same as BIOL R170) (2)
Transfer credit: CSU

MST R175—Marine Sampling Techniques and Field Studies **3 units**
3 hours lecture weekly
 This course is a study of ocean resources in natural settings aboard research vessels or in remote coastal locations. Oceanographic sampling and field techniques will be demonstrated. Travel off-campus is required. Some field trips will be extensive (more than two days). (2)
Transfer credit: CSU

MST R178—Geological Marine Resource Management **1 unit**
Corequisites: MST R170 or BIOL R170.
3 hours lab weekly
 Topics in marine geology are related to current resource management issues in this region. This course includes the study of requirements and applications of federal, state, and local laws and regulations related to marine resource management. Field trips will be to natural areas where geological, biological, and oceanographic interactions can be observed. Course may be taken four times. (Same as GEOL R178) (2)
Transfer credit: CSU

MST R190—Experiential Education in Marine Studies **1 unit**
3 hours lab weekly
 Students will learn about specific marine-related topics by working at the Oxnard College Marine Education Center assisting in the care and feeding of marine animals, guiding tours, developing exhibits, and/or maintaining the specimen collections. Field trips may be required. Course may be taken four times. (2)
Transfer credit: CSU

MST R195—Communicating Ocean Science **3 units**
3 hours lecture weekly
 Students will improve their ability to communicate their scientific knowledge for pre K—8th grade by receiving instruction and by practice teaching. Students will receive instruction in inquiry-based teaching methods and learning pedagogy. The course will end with supervised teaching experience in a local school classroom. Thus, students will practice communicating scientific knowledge and receive mentoring on how to improve their presentations. Field trips will be required. Course may be taken four times. (2)
Transfer credit: CSU

MST R198A-Z—Short Courses in Marine Studies **½-10 units**
Lecture and/or lab hours as required by unit formula
 This course is composed of classes in selected areas of Marine Studies to meet specific needs of community or college as required or requested by persons whose needs are not met by regular college offerings. Topics may include, but are not limited to: abbreviated introductory marine studies activities for teachers, planning for viewing a natural marine event, or classes on an oceanographic topic of special interest. Field trips may be required. (2)
Transfer credit: CSU

MST R199—Directed Studies in Marine-Related Topics **1-3 units**
Prerequisites: A course in the specific field.
Lecture and/or lab hours as required by unit formula
 Designed for students interested in furthering their knowledge of the marine environment and ocean resources on an independent study basis. All studies will require laboratory and library research, as well as written reports. Field trips may be required. Course may be taken two times.
Transfer credit: CSU

MATHEMATICS

The Mathematics Program at Oxnard College offers courses to meet the needs of a variety of students. Whether you wish to refresh basic math concepts, complete the requirements for your certificate, A.A., or A.S. degree, or transfer to a four-year institution, we have the right course for you!

Our standard courses range from Basic Mathematics through Algebra and Trigonometry, leading into Calculus and Differential Equations. Furthermore, courses such as Statistics, Business Calculus, and Math for Elementary Teachers give the student special tools for competing in specific careers or programs.

The Mathematics faculty at Oxnard College are committed to finding the right course for you, and for making your math experience the best possible!

For more information, contact:
 Mark Bates, mbates@vcccd.edu
 (805) 986-5800, ext. 2044

Career Opportunities

(Most careers require bachelors or advanced degrees)

Mathematician	Systems Analyst
Programmer	Operations Research Analyst
Statistician	Applied Science Programmer
Actuary	

Faculty

Full-Time	Part-Time
John Andrich	William Greason
Bret Black	John Norbutas
Hussein Fahs	Mattie Jones
David Magallanes	Mamerta Santiago
Mark Bates	Juan Zuniga
Marlene Dean	Hugo Viveros
Alan Hayashi	Pauline Pham
Maria Parker	Maricruz Hernandez
Lilia Zambrano	John Grenfell
Catalina Yang	Roland Handy
	Jared Hersh
	Gary Rigby

◆ Mathematics

Associate in Arts Degree

Required Courses:		Units
MATH R120	Calculus with Analytic Geometry I	5
MATH R121	Calculus with Analytic Geometry II	5
MATH R122	Calculus with Analytic Geometry III	5
MATH R125	Differential Equations with Linear Algebra	5
MATH R105	Introductory Statistics	4
		24

Additional Requirement:

Complete a minimum of one (1) course from the following:

PHYS R131	Physics for Scientists and Engineers 1	5
PHYS R132	Physics for Scientists and Engineers 2	5
PHYS R133	Physics for Scientists and Engineers 3	5
CHEM R120	General Chemistry I	5
Total Required Units		29

Mathematics Courses

MATH R009—Basic Mathematics **3 units**

3 hours lecture weekly

This course reviews basic mathematical skills and fundamental operations as applied to integers, common and decimal fractions, and percentages. Emphasis is placed on understanding of arithmetic and mathematical processes. Not applicable for degree credit. Course may be taken two times. (2)

MATH R009A—Basic Mathematics I **1 unit**

½ hour lecture, 1.5 hours lab weekly

This course is the first of a three-course sequence equivalent to MATH R009. In this course, students master basic mathematical skills and fundamental operations as applied to whole numbers. A student receiving credit in MATH R009A, B, and/or C will not receive credit in MATH R009. This course may be taken a maximum of two times and is not applicable for degree credit. (1).

MATH R009B—Basic Mathematics II **1 unit**

Advisory: MATH R009A

½ hour lecture, 1.5 hours lab weekly

This course is the second of a three-course sequence equivalent to MATH R009. In this course, students master basic mathematical skills and fundamental operations as applied to fractions and decimals. A student receiving credit in MATH R009A, B, and/or C will not receive credit in MATH R009. This course may be taken a maximum of two times and is not applicable for degree credit. (1).

MATH R009C—Basic Mathematics III **1 unit**

Advisory: MATH R009A

½ hour lecture, 1.5 hours lab weekly

This course is the third of a three-course sequence equivalent to MATH R009. In this course, students master basic mathematical skills involving ratio and proportions, percent, geometry and measurement. A student receiving credit in MATH R009A, B, and/or C will not receive credit in MATH R009. This course may be taken a maximum of two times and is not applicable for degree credit. (1).

MATH R010—Pre-Algebra **4 units**

Prerequisites: MATH R009.

4 hours lecture weekly

This course bridges the gap between arithmetic and elementary algebra. It reviews whole numbers, fractions, mixed numbers, decimals and integers, and examines proportions, unit analysis, and percent. It also introduces algebraic expressions, solving equations, graphing straight lines and interpreting other graphs. Proper notation, word problems, and study skills will be emphasized. Not applicable for degree credit. Course may be taken two times. (2)

MATH R010A—Pre-Algebra I **1 unit**

Prerequisites: MATH R009 or equivalent.

½ hour lecture, 1.5 hours lab weekly

This course is the first of a four-course sequence equivalent to MATH R010. This course helps bridge the gap between arithmetic and elementary algebra. It reviews whole numbers, decimals and fractions, along with using mental math. It also introduces integers, exponents, order of operations and averages. A student receiving credit in MATH R010A, B, C, and/or D will not receive credit for MATH R010. This course may be taken a maximum of two times and is not applicable for degree credit. (1).

MATH R010B—Pre-Algebra II **1 unit**

Prerequisites: MATH R009 or equivalent.

Advisory: MATH R010A.

½ hour lecture, 1.5 hours lab weekly

This course is the second of a four-course sequence equivalent to MATH R010. This course helps bridge the gap between arithmetic and elementary algebra. It provides an introduction to algebraic concepts through evaluating algebraic expressions, solving linear equations, working with proportions and performing operations on monomials and binomials. A student receiving credit in MATH R010A, B, C, and/or D will not receive credit for MATH R010. This course may be taken a maximum of two times and is not applicable for degree credit. (1).

MATH R010C—Pre-Algebra III **1 unit**

Prerequisites: MATH R009 or equivalent.

Advisory: MATH R010A and MATH R010B.

½ hour lecture, 1.5 hours lab weekly

This course is the third of a four-course sequence equivalent to MATH R010. This course helps bridge the gap between arithmetic and elementary algebra. It provides an introduction to graphing and analyzing linear functions. A student receiving credit in MATH R010A, B, C, and/or D will not receive credit for MATH R010. This course may be taken a maximum of two times and is not applicable for degree credit. (1).

MATH R010D—Pre-Algebra IV **1 unit**

Prerequisites: MATH R009 or equivalent.

Advisory: MATH R010A or equivalent

½ hour lecture, 1.5 hours lab weekly

This course is the fourth of a four-course sequence equivalent to MATH R010. This course helps bridge the gap between arithmetic and elementary algebra. It examines square roots, percents and applications. A student receiving credit in MATH R010A, B, C, and/or D will not receive credit for MATH R010. This course may be taken a maximum of two times and is not applicable for degree credit. (1).

MATH R011—Elementary Algebra **5 units**

Prerequisites: MATH R010.

5 hours lecture weekly

This is a first course in algebra. The topics include operations with real numbers, algebraic expressions, introduction to function notation, linear equations and inequalities, one and two dimensional graphing, systems of linear equations, exponents, operations on polynomials, factoring polynomials, application of the Zero Product Principle, rational expressions and equations, proportions, complex fractions, and related applications. Emphasis is on the use of proper terminology and written processes. (2)

MATH R011A—Elementary Algebra I **2½ units**

Prerequisites: MATH R010 or equivalent.

1 hour lecture, 5 hours lab weekly

This course is the first in a two-course sequence equivalent to MATH R011. This course will review operations on real numbers and begin the study of elementary algebra. Topics include operations with real numbers, algebraic expressions, introduction to functions, linear equations and inequalities, one and two-dimensional graphing, systems of linear equations, and exponents. A student receiving credit in MATH R011A and/or MATH R011B will not receive credit in MATH R011. This course may be taken a maximum of two times. (1)

MATH R011B—Elementary Algebra II 2½ units*Prerequisites: MATH R011A.**1 hour lecture, 5 hours lab weekly*

This course is the second in a two-course sequence equivalent to MATH R011. This course will continue the study of elementary algebra. Topics include operations on polynomials, factoring polynomials, application of the Zero Product Principle, rational expressions and equations, proportions, complex fractions and related application. A student receiving credit in MATH R011A and/or MATH R011B will not receive credit in MATH R011. This course may be taken a maximum of two times. (1)

MATH R014—Intermediate Algebra 5 units*Prerequisites: MATH R011.**5 hours lecture weekly*

This is a second course in algebra emphasizing applications of mathematics to scientific and logical problems. Students learn to analyze and interpret problems while developing inductive and deductive logic skills to apply to verbal and quantitative problems. The topics include operations with functions, variation, rational expressions and equations, compound and absolute value inequalities, systems of linear equations, an introduction to matrices and determinants, graphing linear and nonlinear functions, radical expressions and equations, complex numbers, solving equations of higher degree, exponential and logarithmic functions, conic sections, sequences and series, and the Binomial Theorem. (2)

MATH R023—Geometry 3 units*Prerequisites: MATH R011.**3 hours lecture weekly*

This course covers selected topics in Euclidean plane and solid geometry, including lines and planes, triangles, congruence, deductive reasoning, proof, geometric inequalities, parallel and perpendicular lines, polygons, similarity, circles, constructions, and measuring areas and volumes related to solids. This course may be used to satisfy the geometry course requirement of some teaching credential programs. (2)

MATH R093—Overcoming Math Anxiety 1 unit*1 hour lecture weekly*

This course is intended to help students overcome anxieties and fears of mathematics so they can achieve their personal goals in areas that require mathematics. Topics include discussion of common myths, self-awareness, setting realistic expectations, strategies to deal with and decrease anxieties, and applying reading and study skills unique to mathematics. Field trips may be required. Not applicable for degree credit. (2)

MATH R098—Short Courses in Mathematics ½-10 units*Lecture and/or lab hours as required by unit formula*

Short Courses in Mathematics provides courses in selected areas of mathematics to meet specific needs of the college or the community when those needs are not met by regular course offerings. The length of the course will determine the unit credit. Field trips may be required. (2)

MATH R101—Mathematics for the Liberal Arts Major 3 units*Prerequisites: MATH R014.**3 hours lecture weekly*

This course gives the Liberal Arts major a better understanding of the deductive process and the nature of mathematics. Topics include sequences and series, counting theory, an introduction to probability, statistics and mathematical inference, graphing functions and analyzing graphs of functions. The instructor may choose to include additional topics such as network theory, exponential growth and decay, voting and apportionment, or linear programming. Character and origin of various mathematics subject fields will be explored. Field trips may be required. (2)

*Transfer credit: UC credit limitations — see counselor, CSU***MATH R102—Math for Elementary Teachers** 4 units*Prerequisites: MATH R014.**3 hours lecture, 3 hours lab weekly*

This course is designed for candidates pursuing an elementary teaching credential. Topics include problem solving, language of sets, number systems, and numerical operations. Emphasis is on explanations for elementary school students. Field trips may be required.

*Transfer credit: UC, CSU***MATH R105—Introductory Statistics** 4 units*Prerequisites: MATH R014.**4 hours lecture weekly*

This course covers descriptive and inferential statistics for students of social sciences, science, education, business, and engineering. Included are discussions of graphing and interpreting graphs, measures of the center and variation, probability, normal curves, binomial tests, hypothesis testing, correlation and regression, chi-square tests, t-tests, and analysis of variance. (2)

*Transfer credit: UC, CSU (CAN: STAT 2)***MATH R105P—Introductory Statistics Problem Solving** 1 unit*Prerequisites: MATH R014.**Corequisites: MATH R105.**1 hour lecture weekly*

This course is a problem-solving session to accompany MATH R105, Introductory Statistics. It gives students a chance to gain greater mastery of the topics covered in MATH R105 by providing additional discussion and problem-solving activities. This course may also introduce the student to using computers' statistical programs. (2)

*Transfer credit: CSU***MATH R106—Mathematics for Business Applications** 5 units*Prerequisites: MATH R014.**5 hours lecture weekly*

Designed for students in business, economics, social and life sciences, this course includes the study of functions, limits, differentiation and curve sketching, related rates, maxima and minima, integration, and differential equations. It is not recommended for mathematics and physical science majors. (2)

*Transfer credit: UC, CSU (CAN: MATH 30)***MATH R115—College Algebra** 3 units*Prerequisites: MATH R014.**3 hours lecture weekly*

An advanced course in algebra, this course focuses on the study of functions and their graphs, techniques of solving equations and the recognition and creation of patterns. Students will analyze and graph functions (constant, linear, quadratic, absolute value, square root, cubic, polynomial, rational, exponential, and logarithmic). Topics also include inequalities, absolute values, analytic geometry of conic sections, systems of linear and nonlinear equations and inequalities, matrices, determinants, the binomial theorem, sequences, series, and mathematical induction. This course includes problem-solving strategies with applications to many areas including business and the social, biological, and physical sciences. (2)

*Transfer credit: UC, CSU***MATH R116—College Trigonometry** 3 units*Prerequisites: MATH R014.**3 hours lecture weekly*

This course is designed to give Calculus-bound students a solid foundation in trigonometric functions. Emphasis will be placed on the trigonometric functions and their graphs, radian measure, trigonometric identities and equations, inverse trigonometric functions, complex numbers in trigonometric form, and DeMoivre's Theorem. Special topics in trigonometry, such as solving right-triangle applications, law of sines, law of cosines, parametric equations, vectors, polar coordinates, and curves in polar form are also included. (2)

Transfer credit: CSU

MATH R120—Calculus with Analytic Geometry I 5 units*Prerequisites: MATH R118, or both MATH R115 and MATH R116.**5 hours lecture weekly*

The first course in the calculus sequence, this course combines elements of analytic geometry with calculus applications. It includes the study of functions, limits, the derivative, continuity, techniques and applications of differentiation, and an introduction to the anti-derivatives and integration. (2)

Transfer credit: UC, CSU (CAN: MATH 18; MATH SEQ C (MATH R120 + R121 + R122))

MATH R121—Calculus with Analytic Geometry II 5 units*Prerequisites: MATH R120.**5 hours lecture weekly*

As the second course in the calculus sequence, this course emphasizes Integral Calculus, techniques of integration, and applications of definite integrals. It also includes the study of infinite series, conic sections, and parametric equations. (2)

Transfer credit: UC, CSU (CAN: MATH 20; MATH SEQ C (MATH R120 + R121 + R122))

MATH R122—Calculus with Analytic Geometry III 5 units*Prerequisites: MATH R121.**5 hours lecture weekly*

As the third course in the calculus sequence, this course reviews the calculus of several variables and solid analytic geometry. It includes the study of vectors and surfaces in space, partial derivatives, multiple integrals, vector valued functions, cylindrical and spherical coordinate systems, line and surface integrals, vector fields, Green's Theorem, parametric surfaces, Jacobians, Lagrange Multipliers, Stoke's Theorem, and the Divergence Theorem. (2)

Transfer credit: UC, CSU (CAN: MATH 22; MATH SEQ C (MATH R120 + R121 + R122))

MATH R125—Differential Equations with Linear Algebra 5 units*Prerequisites: MATH R121.**5 hours lecture weekly*

This is an introductory course in differential equations with linear algebra for mathematics, physical science, computer science, and engineering major students who have completed at least a two-course sequence in calculus. Topics include vector spaces, matrices, determinants, linear transformations, eigenvectors and canonical forms, ordinary differential equations and systems of equations, Laplace transform techniques and step and impulse functions, power series solutions and Bessel's equation, Fourier series and introduction to partial differential equations. This course may also include opportunities to use a computer to assist in solving problems and in graphing solutions.

Transfer credit: UC, CSU

MATH R134—Linear Algebra 3 units*Prerequisites: MATH R120.**3 hours lecture weekly*

This is an introductory course in linear algebra for mathematics, physical science, computer science, and engineering major students who have completed a first course in calculus. The topics in this course include solutions of systems of linear equations, matrix operations, determinants, vector spaces, linear transformations, eigenvalues and eigenvectors, and orthogonal bases. This course may also include opportunities to use a computer to assist in solving problems and in graphing solutions. (2)

Transfer credit: UC, CSU (CAN: MATH 26)

MATH R143—Applied Differential Equations 3 units*Prerequisites: MATH R121.**3 hours lecture weekly*

This is an introductory course in solving equations that involve rates of change. It includes the study of first order ordinary differential equations, higher order linear differential equations, systems of differential equations, Laplace transform techniques and power series solutions. This course may also include opportunities to use a computer to assist in solving problems and in graphing solutions.

Transfer credit: UC, CSU (CAN: MATH 24)

MATH R198A-Z—Advanced Short Courses in Mathematics ½-10 units*Prerequisites: Minimum of MATH R014.**Lecture and/or lab hours as required by unit formula*

Advanced Short Courses in Mathematics provides courses in selected areas of mathematics to meet specific needs of the college or the community when those needs are not met by regular course offerings. The length of the course will determine the unit credit.

Field trips may be required. (2)

Transfer credit: CSU

MATH R199—Directed Studies in Math 1-3 units*Prerequisites: MATH R014.**Lecture and/or lab hours as required by unit formula*

This transfer-level course is designed for students interested in furthering their knowledge on an independent study basis. Topics will vary, depending on the individually designed plan of study and project(s), including a weekly consultation with the instructor. Field trips may be required. Course may be taken two times. (2)

Transfer credit: CSU

MICROBIOLOGY

See courses in Biological Sciences

MULTIMEDIA STUDIES

The Multimedia Studies program provides students with a strong foundation in the emerging multimedia industry. Specific training is provided in the use of both software and hardware, content development and industry practices associated with producing multimedia products. Students are provided hands-on experience in multimedia through work-experience programs, internships, and on-campus instructional support projects.

Career Opportunities

Graphic Artist	Animator
Game Designer	Writer
Programmer	Visual Designer
2D/3D Animator	Video Producer
Creative Director	Sound Designer

Faculty

Part-Time

Fundi Leohn
Jorge Sanchez-Perez

◆ Multimedia

Program under revision, see department.

Associate in Science Degree Certificate of Achievement

Required Core Courses:

		Units
MM R101	Multimedia: An Overview	2
MM R102	Multimedia Visual Design	3
MM R103	Audio and Motion Graphics	3
MM R104	Multimedia Design	3
MM R105	Multimedia Production	3
MM R106	Multimedia Portfolios	3

Total Required Units 17

SPECIALTY OPTIONS (select one)

Art/Graphics Option		Units
ART R104A	Beginning Color and Design	2
ART R104B	Intermediate Color and Design	2
ART R106A	Beginning Drawing	3
ART R130	Introduction to Commercial Art	2
PHOT R100	Introduction to Photography	3

12

Broadcast/Television Option		Units
TV R101	Broadcast Studio Operation	3
TV R102	Television Production Workshop	3
TV R103	Television Directing and Editing	3
TV R105	Television Writing	3
		12

Business Option		Units
BUS R111A	Business Law I	3
BUS R120	Introduction to Business	3
BUS R121	Introduction to Management	3
BUS R123	Small Business Management	3
BUS R132A	Marketing	3
BUS R133	Advertising	3
		18

Music Option		Units
MUS R101	Fundamentals of Music	3
MUS R103A	Music Appreciation I: Listening and Understanding	3
MUS R107A	Class Piano I	2
MUS R107B	Class Piano II	2
		10

Programming Option		Units
CIS R100	Introduction to Computer Information Processing Systems	3
CIS R101	Problem Principles and Design	3
CIS R114A/L	COBOL Programming I/Lab	3/1
		10*

*Plus one more course, to be determined by the department.

Web Design Option		Units
CIS R022A/L	Microsoft Office/Lab	3/1
CIS R025A/L	PowerPoint/Lab	2/1
CIS R028B/L	PageMaker/Lab	3/1
CIS R114A/L	COBOL Programming I/Lab	3/1
		15*

*Plus one more course, to be determined by the department.

Multimedia Courses

MM R101—Multimedia: An Overview **2 units** 2 hours lecture weekly

This course presents an overview of the multimedia industry, including the commercial, artistic, and technical aspects of development and production. Topics include: the composition of development teams, occupational opportunities, evaluating multimedia, visual literacy's influence on our culture, and writing for nonlinearity. Field trips may be required.
Transfer credit: CSU

MM R102—Multimedia Visual Design **3 units** 2 hours lecture, 3 hours lab weekly

Using traditional and computer art tools, students learn principles of design, including: line, shape/form, space, size/scale, texture/pattern, orientation, light, value, volume, perspective, typography, and color. These principles are explored in a series of progressive projects that help students produce media that are aesthetically rich and artistically sound. Field trips may be required.
Transfer credit: CSU

MM R103—Audio and Motion Graphics **3 units** 2 hours lecture, 3 hours lab weekly

The student will be introduced to audio and video production for multimedia. Topics include: creating, editing, or retooling preexisting sound and video files for multimedia projects; fundamentals of camera work, lighting, sound development, editing, and story boarding for interactive media. Field trips may be required.
Transfer credit: CSU

MM R104—Multimedia Design **3 units** 2 hours lecture, 3 hours lab weekly

Students work collaboratively to write, design, and produce a full-scale, multimedia product, such as an online tutorial, interactive game or informative kiosk program. Using skills acquired in prior courses, students learn how to put it all together in two successive courses, from concept formation to formative evaluation, while working as a team on teacher-guided, real-world projects. Students design their projects, ideas are generated, specification documents/story boards are constructed, prospectus reports and scripts are written, delivery platforms are considered, media requirements are identified, preexisting media are collected, interfaces are designed, and rapid prototypes are created. Field trips may be required.
Transfer credit: CSU

MM R105—Multimedia Production **3 units** 2 hours lecture, 3 hours lab weekly

Students work collaboratively to produce artifacts from designs and specifications (including created media). Students will write formative evaluations and documentation/instructional manuals. Field trips may be required.
Transfer credit: CSU

MM R106—Multimedia Portfolios **3 units** 2 hours lecture, 3 hours lab weekly

Students develop entrepreneurship skills to prepare for self-managed and flexible careers in multimedia. Topics to be covered include: how to contact and communicate with prospective employers in written and verbal format, how to design and develop an effective resume and online portfolio, and how to prevent work or project ideas. Field trips may be required.
Transfer credit: CSU

MUSIC

Whether it's the White Stripes or Mozart; the guitar or the piano; learning to play, listen to or compose music — students can experience all of it in the music department at Oxnard College.

In **MUSIC APPRECIATION (MUS R103A)** — Students will learn how much classical music has influenced so many popular and rock musicians.

In the **HISTORY OF ROCK MUSIC (MUS R116)** — Students will hear more styles of rock music than they probably ever knew existed.

In **MUSIC FUNDAMENTALS (MUS R101)** — Students learn to read music and develop the skills to compose their own original musical pieces.

In **CLASS PIANO (MUS R107)** — Students will receive instruction in piano and guitar, learn how to read music, explore the principles of scales, chords, time signatures, musical symbols and keyboard fingering.

In **INTRO TO GUITAR (MUS R118)** — Students will cover the fundamentals of guitar and related musicianship; basic techniques and repertoire (folk guitar) and chordal accompaniment. Students must furnish their own instruments.

Career Opportunities

Accompanist	Musicologist/Researcher
Arranger/Orchestrator	Music Business Administrator
Conductor/Music Director	Performer

Faculty

Full-Time	Part-Time	Part-Time
James Kenney	Michael Bonn	Carlos Gonzales
	Mona Decesare	Fundi Legohn
	Joel Druckman	Paul Murphy
	Bruce Edmiston	

Music Courses

MUS R101—Fundamentals of Music 3 units

3 hours lecture weekly

Fundamentals of Music is designed for students with little or no prior understanding of music who wish to learn to read music. The objective is to gain a basic understanding of scales, intervals, chords, key signatures, time signatures, musical symbols and the piano keyboard.

Transfer credit: UC, CSU

MUS R102A—Music Theory I 3 units

Prerequisites: MUS R101.

Corequisites: MUS R152A.

3 hours lecture weekly

This course is a study of diatonic tonal, "Common Practice" harmony from the 17th, 18th and 19th centuries. Topics will include an introduction of figured bass, harmonic progression, voice leading, non-chord tones and seventh chords. This course is required for all music majors.

Transfer credit: UC, CSU

MUS R102B—Music Theory II 3 units

Prerequisites: MUS R102A.

Corequisites: MUS R152B.

3 hours lecture weekly

This course is a further study of "Common Practice" harmony from the 17th, 18th and 19th centuries and includes an introduction to extended/altered tonality from the early 20th century. Topics will include secondary dominants, modulation and dissonant chords.

Transfer credit: UC, CSU

MUS R102C—Music Theory III 3 units

Prerequisites: MUS R102B.

Corequisites: MUS R152C.

3 hours lecture weekly

This course emphasizes the transition from tonal techniques of the "Common Practice" period to the experimental methods common to the 20th century. Particular attention is given to musical form and analysis.

Transfer credit: UC, CSU

MUS R102D—Music Theory IV 3 units

Prerequisites: MUS R102C.

Corequisites: MUS R152D.

3 hours lecture weekly

This course is a study of modal and tonal counterpoint, including the canon, motet, contrapuntal variation, invention and fugue.

Transfer credit: UC, CSU

MUS R103A—Music Appreciation I: Listening and Understanding 3 units

3 hours lecture weekly

This course is a survey of music history with an emphasis on Western music from the Medieval period to the present day. In addition, World music, Jazz, Rock music, Broadway and other styles will be examined, albeit briefly. Special emphasis is given to understanding and enjoying the listening experience. (2)

Transfer credit: UC, CSU

MUS R103B—Music Appreciation II: Masterpieces of Music Literature 3 units

Prerequisites: None. MUS R101 and/or MUS R103A recommended.

3 hours lecture weekly

Survey of important composers, genres, and works from various style periods; emphasis on late Baroque, Classical, Romantic, and 20th century periods.

Transfer credit: UC, CSU

MUS R104—Music History and Literature I 3 units

Prerequisites: MUS R101 and MUS R103 or equivalent.

3 hours lecture weekly

Traces style and technique of music composition from Gregorian Chant through such developments as medieval organum, secular song, and dance music of Middle Ages and Renaissance; polyphony and madrigals of the Renaissance; Baroque opera and instrumental music through 18th century contributions of Vivaldi, Handel, and Bach. Emphasis is on listening and analyzing for style characteristics and on correlation of musical developments with those in other arts of the time. Recommended for music majors and others with adequate musical background.

Transfer credit: UC, CSU

MUS R105—Music History and Literature II 3 units

Prerequisites: MUS R101 and MUS R103 or equivalent, MUS R104 recommended.

3 hours lecture weekly

Continuation of MUS R104. Study of changing styles, techniques, and forms of music from middle of 18th century to present. Recommended for music majors and others with adequate musical background.

Transfer credit: UC, CSU

MUS R106—College Choir 2 units

1 hour lecture, 3 hours lab weekly

Learning and performing choral music for all interested men and women; choir participates in musical events on campus and/or in the community. Course may be taken four times. (2)

Transfer credit: UC, CSU

MUS R107A—Class Piano I 2 units

1 hour lecture, 3 hours lab weekly

This course starts with fundamentals of piano playing. It continues through accompaniments, studies in piano literature, to reading choral scores, improvisation and harmonization of melodies. (2)

Transfer credit: UC, CSU

MUS R107B—Class Piano II 2 units

Prerequisites: MUS R107A.

1 hour lecture, 3 hours lab weekly

Studies continue with additional major scales, cadence chord progressions, damper pedal technique, and further introductory/intermediate literature. (2)

Transfer credit: UC, CSU

MUS R107C—Class Piano III 2 units

Prerequisites: MUS R107B.

1 hour lecture, 3 hours lab weekly

Studies continue with all remaining major scales, more intermediate piano literature, technique, improvisation, harmonization and sight-reading. (2)

Transfer credit: UC, CSU

MUS R107D—Class Piano IV 2 units

Prerequisites: MUS R107C.

1 hours lecture, 3 hours lab weekly

Studies continue in more advanced piano literature, technique, improvisation, harmonization and sight-reading. (2)

Transfer credit: UC, CSU

MUS R108—Applied Music Study—Keyboard 1 unit

Prerequisites: MUS R107 or equivalent, concurrent enrollment in a music activity course. MUS R102ABCD or concurrent enrollment recommended.

1 private lesson and 1 hour lecture weekly; daily practice required.

Private instruction and individual practice. Qualifying or final examinations by music staff. Course may be taken four times. (2)

Transfer credit: UC, CSU

MUS R110A—Voice I: Fundamentals of Vocal Techniques 3 units

2½ hours lecture, 1½ hours lab weekly

Designed to begin development of vocal potential, to lay a foundation for proper vocal production, and to correct faulty singing. Material consists of song literature sung in English and vocal exercises. Basically for non-music majors or persons with little singing experience. (2)

Transfer credit: UC, CSU

- MUS R110B—Voice II: Vocal Development and the Art of Song** **3 units**
Prerequisites: MUS R110A.
2½ hours lecture, 1½ hours lab weekly
 Continuation of MUS R110A in development of proper vocal production; English, Italian, French, and German art songs studied. Standards and jazz styling introduced. Recommended that singers with adequate vocal technique begin with MUS R110B. (2)
Transfer credit: UC, CSU
- MUS R110C—Voice III: Vocal Development and the Aria** **3 units**
Prerequisites: MUS R110B.
2½ hours lecture, 1½ hours lab weekly
 Continuation of vocal development through study of more challenging classical literature (e.g. Bach, Handel, Mozart). Songs by contemporary American composers and from musical theatre (e.g. Webber and Sondheim) may also be studied. (2)
Transfer credit: UC, CSU
- MUS R110D—Voice IV: Voice in Musical Theatre Workshop** **3 units**
Prerequisites: MUS R110C.
2½ hours lecture, 1½ hours lab weekly
 Study of song literature from opera and musical theatre; studying and performing operas and musical plays in excerpt. Designed for singers with proven ability and interest in drama. (2)
Transfer credit: UC, CSU
- MUS R111—Applied Music Study—Voice** **1 unit**
Prerequisites: MUS R110BC or equivalent and concurrent enrollment in one music activity course; MUS R102ABCD or concurrent enrollment recommended.
1 private lesson and 1 hour lecture weekly; daily practice required
 Private instruction and individual practice. Qualifying or final examinations by music staff. Course may be taken four times. (2)
Transfer credit: UC, CSU
- MUS R112—Applied Music Study—Instruments** **1 unit**
Prerequisites: Minimum ability (intermediate level) on an instrument and concurrent enrollment in one music activity course.
MUS R102ABCD or concurrent enrollment recommended.
1 private lesson and 1 hour lecture weekly; daily practice required
 Private instruction and individual practice. Qualifying or final examinations by music staff. Course may be taken four times. (2)
Transfer credit: UC, CSU
- MUS R114—Concert Band** **1 unit**
Prerequisites: Competency with a musical instrument appropriate to a concert band.
3 hours lab weekly
 Rehearsal and performance of representative band literature; public performances may be given on campus and in the community. Course may be taken four times. (2)
Transfer credit: UC, CSU
- MUS R115—Introduction to World Music** **3 units**
3 hours lecture weekly
 An introductory course focusing on the folk and classical music of non-western cultures, such as Indian, Oriental, African and Indonesian. (2)
Transfer credit: UC, CSU
- MUS R116—History of Rock Music** **3 units**
3 hours lecture weekly
 This course is a musical and cultural survey of popular music widely referred to as Rock and Roll. Musical trends are followed from influential traditions of early blues and jazz at the beginning of the twentieth century and include the emergence of Rock and Roll in the early 1950s, Motown, the “British Invasion,” Art Rock, Heavy Metal, Punk, Rap and Hip-Hop, Techno, Grunge, Electronica, Garage Rock and Modern Rock. (2)
Transfer credit: UC, CSU
- MUS R117—Stage Band** **1 unit**
Advisory: Ability to play a musical instrument commensurate with a stage band.
3 hours lab weekly
 This course provides practical experience in rehearsing and performing music in popular, jazz, and jazz-rock styles arranged for stage band. Public performances on campus and in the community are required. Course may be taken four times. (2)
Transfer credit: UC, CSU
- MUS R118—Introduction to Guitar** **1 unit**
3 hours lab weekly
 The course emphasizes the fundamentals of guitar and related musicianship; basic techniques and repertoire to the folk guitar, and chordal equipment to folk singing. Students furnish their own instruments. Field trips may be required. Course may be taken four times. (2)
Transfer credit: UC, CSU
- MUS R119—History of Jazz** **3 units**
3 hours lecture weekly
 Examination of musical elements as they apply to Jazz; historical survey of major jazz styles from origins to most recent trends. (2)
Transfer credit: UC, CSU
- MUS R120—Performance of Gospel Music** **1 unit**
3 hours lab weekly
 Study and performance of solo and choral literature from the Black gospel music tradition, open to interested men and women of all backgrounds. Public performances may be given. (2)
Transfer credit: UC, CSU
- MUS R121—Vocal Ensemble** **1 unit**
Prerequisites: Demonstrated ability in performing area.
3 hours rehearsal weekly
 Development of vocal chamber groups to study literature written for ensemble groups; to perfect and perform these compositions. (2)
Transfer credit: UC, CSU
- MUS R124—Choral Conducting** **3 units**
Prerequisites: Ability to read music score.
3 hours lecture weekly
 Basic conducting skills and rehearsal procedure. Exploration of choral literature suitable for school, church, and civic choirs-style, performance, and interpretation. (2)
Transfer credit: UC, CSU
- MUS R125—Musical Theatre Rehearsal and Performance** **2 units**
Prerequisites: Audition required.
1 hour lecture, 3 hours lab weekly
 Rehearsal and performance of college-sponsored musical theatre productions; experience in one or more aspects of a production: leading roles, chorus, dancing, dramatic techniques of musicals, backstage and technical work. Course may be taken two times. (2)
Transfer credit: UC, CSU
- MUS R152A—Ear Training I** **2 units**
Corequisites: MUS R102A.
1 hour lecture, 3 hours lab weekly
 MUS R152A is the laboratory component of MUS R102A. Aural skills will be developed through graded ear training exercises in note and rhythm reading, sightsinging, intervals, diatonic melodic dictation and rhythmic dictation. This course for music majors will include computer-aided instruction.
Transfer credit: CSU
- MUS R152B—Ear Training II** **2 units**
Corequisites: MUS R102B.
1 hour lecture, 3 hours lab weekly
 MUS R152B is the laboratory component of MUS R102B. Aural skills will be developed through graded ear training exercises in note and rhythm reading, sightsinging, intervals, diatonic and chromatic melodic dictation and rhythmic dictation. This course for music majors will include computer-aided instruction.
Transfer credit: CSU

MUS R152C—Ear Training III 2 units
Corequisites: MUS R102C.
1 hour lecture, 3 hours lab weekly
 MUS R152C is the laboratory component of MUS R102C. The student will encounter increasingly complex exercises in sight singing, note and rhythm reading and dictation. Chromaticism will be emphasized and atonality will be introduced. This course for music majors will include computer-aided instruction.
Transfer credit: CSU

MUS R152D—Ear Training IV 2 units
Corequisites: MUS R102D.
1 hour lecture, 3 hours lab weekly
 MUS R152D is the laboratory component of MUS R102D. The student will encounter advanced ear training drills and dictation. Topics will include two-voice melodic dictation, timed drills with melodic and harmonic intervals and chord qualities, more advanced chromaticism and the twelve-tone row. This course for music majors will include computer-aided instruction.
Transfer credit: CSU

MUS R189A—Black Experience in the Fine Arts 3 units
3 hours lecture weekly
 Designed for students wishing to increase their knowledge and understanding of music, art, poetry, dance, and theatre as they relate to contemporary Black society. (2)
Transfer credit: UC, CSU

MUS R198A-Z—Short Courses in Music ½-10 units
Lecture and/or lab hours as required by unit formula
 Short courses in selected areas of music to meet specific needs of college or community as required or requested by persons whose needs are not met by regular course offerings. Topics might include but are not limited to musical theatre, opera workshop, accompanying, piano teaching, conducting, church music, instrumental or choral techniques, master classes, diction, music education. (2)
Transfer credit: CSU

MUS R199—Directed Studies in Music 1-3 units
Prerequisites: A course in the specific field.
Lecture and/or lab hours as required by unit formula
 Designed for students interested in furthering their knowledge of music on an independent study basis; assigned problems will involve library, lab, and field work. Course may be taken two times.
Transfer credit: CSU

PERSONAL GROWTH/LEADERSHIP

The Personal Growth course offerings provide an assortment of courses which enable people to better understand themselves, institutions, and the work world, with a professional counselor as instructor, advisor, and/or facilitator.

Faculty

Full-Time/Counselor

Margarita Corral
 Emma Waits

Leadership Courses

LDR R100—Student Leadership 3 units
2 hours lecture, 3 hours lab weekly
 This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course prepares students to assume leadership positions in organizations and emphasizes team building, time management, conflict resolution, goal setting, decision-making skills, and effective communication styles. Contemporary readings on leadership are integrated into the classroom discussions. Field trips may be required. (2)
Transfer credit: CSU

Personal Growth Courses

PG R001—Orientation: All About Oxnard College ½ unit
½ hour lecture weekly
 Course offers information about academic counseling, study skills, college activities and clubs, student services, vocational programs, and basic survival hints. Not applicable for degree credit. Course may be taken two times. (1)

PG R002—Job Development ½ unit
½ hour lecture weekly
 Specialized workshops or services designed to upgrade student abilities in the area of job-seeking techniques, job resume preparation, and job interviewing methods; practical experiences in the actual resume writing process, as well as personal interviewing practice. Not applicable for degree credit. Course may be taken two times. (1)

PG R008—Student Success: Life Skills: Time Management 1 unit
1 hour lecture weekly
 This course is designed to provide students with appropriate skills in life by teaching them time management techniques: evaluation, priorities, keeping a daily journal, and projecting a five-year plan for them. Course may be taken two times. (1)

PG R009—Student Success: Life Skills: Goal Setting 1 unit
1 hour lecture weekly
 This course is designed to provide students with skills in life by teaching them to brainstorm their goals, sort their goals and then to create a step-by-step plan to achieve immediate goals as well as long-term goals. Course may be taken two times. (1)

PG R014—Student Success: Life Skills: Clarifying Your Values 1 unit
1 hour lecture weekly
 This course is designed to provide students with an avenue to look at the beliefs and values that they live and to support these more clearly or to take away the ones that create stumbling blocks toward their career and life goals. Course may be taken two times. (1)

PG R098—Short Courses in Personal Growth ½-1 unit
Lecture and/or lab hours as required by unit formula
 This course is designed to meet specific needs of our community and students in the area of personal growth topics. Not applicable for degree credit. Course may be taken two times. (1)

PG R100A—Student Success: EOPS 1 unit
1 hour lecture weekly
 This course is designed to provide students with college survival strategies: Learn what the Extended Opportunity Programs and Services (EOPS) are, tour the campus, use the college catalog, explore university websites, identify the requirements for graduation and transferring to a four year university, navigate the financial aid process and requirements, review academic policy, utilize career search services, identify additional support services, review available study skills and develop an educational plan. (1)
Transfer credit: CSU

PG R101A—Career Development and Life Planning I 3 units
3 hours lecture weekly
 This course assists students systematically to examine components of career choice; focuses on career awareness, personal awareness, and educational awareness as they relate to the process of career choice. Students will develop planning skills and self-assessment instruments will help identify tentative career possibilities. Field trips may be required.
Transfer credit: CSU

PG R102—College Success **3 units**
3 hours lecture weekly

This course provides the opportunity for students to learn and adopt principles, techniques, methods and strategies to be successful in college and in life. This will be accomplished by emphasizing three areas: (1) academic skills; (2) behavioral principles; and (3) relational skills. Field trips may be required. Course may be taken two times. (2)

Transfer credit: CSU

PG R198A-Z—Short Courses in Personal Growth **½-10 units**

Lecture and/or lab hours as required by unit formula

Course offerings in personal growth designed to meet specific needs of the college and community as required and/or requested by persons or organizations. Field trips may be required. Course may be taken two times. (2)

Transfer credit: CSU

PHILOSOPHY

The goal of the philosophy program is to introduce students to a broad range of philosophical topics and issues. The methods of careful reasoning, philosophical analysis and constructive dialogue are applied to questions that concern all who seek to understand themselves, the reality of the world, the meaning and purpose of life and the way to make wise and moral choices. The subject is taught primarily as a contribution to students' overall liberal arts education. Transfer-level curriculum is emphasized, as are interdisciplinary studies with other subject areas, particularly in the natural and social sciences.

Students who take philosophy courses in the program can expect to become better thinkers, more effective learners, more capable employees, wiser consumers and better citizens.

For more information, contact:

Chris Horrock, Lead Faculty, chorrock@vcccd.edu
 805-986-5800, ext. 1906

Career Opportunities

Attorney	Business Executive
Teacher/College Professor	Philosopher/Author
Human Resource Development	
Human Services/Probation Officer	
Human Services/Social Welfare	
Non-Profit Organization Management	
Public Service/Political Leadership	

Faculty

Full-Time	Part-Time
Carolyn Dorrance	Lee French
Christopher Horrock	Russell Sanders
	James Tepfer
	Douglas Thiel

◆ Philosophy

Associate in Arts Degree

Required Courses:	Units
PHIL R101 Introduction to Philosophy	3
PHIL R107 Logic	3
	6

Required Additional Courses: **Units**

Complete a minimum of 12 units from the following:

ANTH R189C	Magic, Religion, and Witchcraft	3
ECON R101	Principles of Macroeconomics	3
PHIL R102	Introduction to Ethics	3
PHIL R103	World Religions: East	3
PHIL R104	World Religions: West	3
PHIL R105	Great Philosophers I	3
PHIL R106	Great Philosophers II	3
PHIL R108	Mythology	3
PHIL R109	Modern Religious Movements in America	3
PHIL R110	Philosophy of Religion	3
PHIL R111	Critical Thinking	3
PHIL R112	Symbolic Logic and Set Theory	3
PHIL/SOC R114	Social Philosophy	3
PHIL R121	Thinking Critically	3
POLS R100	Introduction to Politics	3

Total Required Units **18**

Philosophy Courses

PHIL R100—Critical Thinking **3 units**

3 hours lecture weekly

This course is an introduction to critical thinking skills. The course will examine deductive and inductive reasoning techniques applied in arguments, natural and social science, social and cultural issues and everyday situations. Critical thinking skills to be developed include: identifying and evaluating arguments, recognizing informal fallacies, constructing effective arguments and assessing topics from multiple argumentative points of view. (Course credit is not available for students who have already taken PHIL R111). Formerly PHIL R121. (2)

Transfer credit: UC, CSU

PHIL R101—Introduction to Philosophy **3 units**

3 hours lecture weekly

This course is an introduction to the basic issues, questions, problems and methods in philosophy. Topics explored include: logic, reasoning, knowledge, truth, mind, self, identity, values, ethics, meaning, existence, reality, God, religion, politics and governance. An effort is made to relate philosophical issues to the experiences and concerns of undergraduate college students. This course concerns first- and second-year college students. (2)

Transfer credit: UC, CSU (CAN: PHIL 2)

PHIL R102—Introduction to Ethics **3 units**

3 hours lecture weekly

This course provides an introduction to ethical theory. Topics include: key ethical terminology, relativism, egoism, utilitarianism, duty theory, virtue ethics, feminist theory, religion and values. In addition, specific contemporary moral issues will be explored such as abortion, capital punishment, euthanasia, discrimination, environmental ethics, war and terrorism. Students will be encouraged to develop a better understanding of themselves as well as to develop a tolerance for differences in societies and culture. (2)

Transfer credit: UC, CSU

PHIL R103—Survey of World Religions: East **3 units**

3 hours lecture weekly

This course explores the origins, core concepts and philosophical development of the major religions of Asia. The religions studied include Hinduism, Buddhism, Jainism, Taoism, Confucianism, Shinto and Zen. Discussion of contemporary applications of the metaphysical, ethical and social ideas found in eastern religions is encouraged. Field trips may be required. (2)

Transfer credit: UC, CSU

PHIL R104—Survey of World Religions: West 3 units
3 hours lecture weekly

This course explores the origins, core concepts and philosophical development of the major religions of the Near East, Europe and North America. The religions studied include Zoroastrianism, Judaism, Christianity, Islam, Baha'i and post Colombian Native American religions. Discussion of contemporary applications of the metaphysical, ethical and social ideas found in western religions is encouraged. Field trips may be required. (2)
Transfer credit: UC, CSU

PHIL R105—The Great Philosophers I 3 units
3 hours lecture weekly

Introduction to philosophy from an historical perspective; considers ideas which have had a dominant impact on Western Civilization, their logical development, and their influence on contemporary society. Begins with the birth of science and philosophy in ancient Greece and continues to the development of Christian philosophy through the Middle Ages. Special emphasis given to Socrates, Plato, and Aristotle. (2)
Transfer credit: UC, CSU

PHIL R106—The Great Philosophers II 3 units
3 hours lecture weekly

Introduction to philosophy from an historical perspective; considers the ideas which have had a dominant impact on Western civilization, their logical development, and their influence on contemporary society. Begins with the birth of the modern mind and rise of science in the Renaissance and continues to present day. Special emphasis given to the schools of rationalism, empiricism, critical philosophy, and existentialism. (2)
Transfer credit: UC, CSU

PHIL R107—Introduction to Logic 3 units
3 hours lecture weekly

This course studies the elements, principles and methods of formal deductive reasoning. Topics include: basic analysis of arguments, traditional categorical logic, modern propositional logic, the sentential calculus, natural deduction, quantification theory, formal and informal fallacies. (2)
Transfer credit: UC, CSU

PHIL R108—World Mythology 3 units
3 hours lecture weekly

This course explores myth (traditional stories) as a vital part of human experience: individual and collective, past and present. Myths and legends from a wide range of cultures (including Native American, African, Asian, Middle Eastern and European) are examined in terms of their appearance in folklore, ritual, religion, literature and the arts. Mythic thematic content, beliefs and vaules are studied both individually as well as comparatively. (2)
Transfer credit: UC, CSU

PHIL R109—Modern Religious Movements in America 3 units

3 hours lecture weekly
This course surveys the development, doctrines and practices of religious movements arising in the United States since 1840. The intellectual impact of new scholarship in the social sciences upon orthodox beliefs is discussed along with the response of Fundamentalism. Asian and indigenous sources of religious pluralism are studied including the philosophical perspectives of spiritualism, Zen and Tibetan Buddhism, Vedanta, Transcendental Meditation, Wiccan religious practice, Evangelical and Four Square Gospel, Black Muslims, revivals of Native American religions, Naturopathic Medicine, Krishna Consciousness, Jews for Jesus, Charismatic Catholicism, Liberation Theology and Islamic Movements in America. Religious responses to war and social injustice are analyzed. Field trips may be required. (2)
Transfer credit: UC, CSU

PHIL R110—Philosophy of Religions 3 units
3 hours lecture weekly

The philosophy of religion investigates empirical, logical, and rational basis for proving existence of God, and understanding nature of God, God's relation to natural reality, and the impact of this philosophical study upon religions. (2)
Transfer credit: UC, CSU

PHIL R111—Thinking Critically and Analytic Writing 3 units

Prerequisites: ENGL R101.
3 hours lecture weekly

This course is an introduction to critical thinking skills with an emphasis on logical analysis through writing. The course will examine deductive and inductive reasoning techniques applied in arguments, natural and social science, social and cultural issues and everyday situations. Critical thinking skills to be developed include: identifying and evaluating arguments, recognizing informal fallacies, constructing effective arguments and assessing topics from multiple argumentative points of view. A total of 6,000 to 8,000 words will be required during the semester in a variety of written assignments. (Course credit is not available for students who have already taken PHIL R121.) (2)
Transfer credit: UC, CSU

PHIL R112—Symbolic Logic and Set Theory 3 units
3 hours lecture weekly

Introduction to symbolic logic and set theory; includes investigation of truth and validity, formal proof and symbolizing relations, truth sets, truth tables and Boolean algebra, and a description of axiomatic systems. (2)
Transfer credit: UC, CSU

PHIL R114—Social Philosophy 3 units
3 hours lecture weekly

Social philosophy studies man in society from the standpoint of metaphysical and ethical principles and presuppositions of human nature. Course highlights major historical and contemporary perspectives in the history of philosophy and takes one prominent social philosopher for detailed study. Questions concerning legal and social relationships, purpose in social order, and ethical values in human institutions explored. (Same as SOC R114) (2)
Transfer credit: UC, CSU

PHIL R189—Topics in Philosophy ½-3 units

Lecture hours as required by unit formula
Topics in selected areas of philosophy to meet specific needs of community or college as required or requested by persons whose needs are not met by regular course offerings. (2)
Transfer credit: CSU

PHIL R199—Directed Studies in Philosophy 1-3 units

Lecture hours as required by unit formula
Designed for students interested in furthering their knowledge of philosophy on an independent study basis; assignments will include library research, written work, and discussion with instructor. Course may be taken two times. (2)
Transfer credit: CSU

PHYSICAL EDUCATION

Graduation Requirements for the Associate in Arts and Associate in Science degrees: Physical Education is not a requirement for enrollment in the college. However, students who wish to earn an Associate in Arts Degree must successfully complete a minimum of one Health Education course and one Physical Education activity course, without exemption.

Summer school Physical Education classes may count toward fulfilling requirements for an Associate in Arts degree.

Uniform Requirements—The uniform or costume appropriate for the course is required of all students.

Career Opportunities

Pre-Athletic Trainer Pre-Physical Therapy
Physical Education Instructor

Faculty

Full-Time	Part-Time	Part-Time
Graciela Casillas	Bill Becketl	Ron Cook
Remy McCarthy	Pam Cohen	Ross Greaney
Ron McClurkin	Marti Dibble	Brandt Jackson
Jerry White	Marcia Greycloud	John Larson
	Joyce Jones	Mike Scanlon
	George Peraza	Cameron West
	Jorge Brescia	

A General Note on Transferability of Physical Education Courses.

An Associate Degree requires one or more PE activity classes for a minimum of 1.5 units total. Students planning to take more than 4 units of Physical Education activity courses should consult a counselor.

The California State University (CSU) system accepts all PE courses for comparable semester credit, but the University of California (UC) system will only accept a total of four (4) units of credit. This UC transfer-status limitation is indicated below by the asterisk* (+ eight (8) units of credit).

Physical Education Courses

PE R098—Short Courses in Physical Education ½-10 units

Lecture and/or lab hours as required by unit formula
Short courses or activities designed to inform and/or train interested persons in various disciplines within the scope of Physical Education. Unit credit/hours determined by course format. (2)

DANCE

PE R115—Rhythmic Dance/Athletes 1½ units

Prerequisites: Recommended for students with advanced physical skills and/or participation in a varsity sport.
1 hour lecture, 2 hours lab weekly

Analysis and use of rhythmic dance to enhance the physical and athletic capabilities of participants. Emphasis on flexibility, coordination, balance, rhythm, speed, agility and expressive movement. Incorporation of these factors in personal fitness and athletic performance. Course may be taken four times. (2)
Transfer credit: UC, CSU*

PE R116A—Modern Dance I 1½ units

1 hour lecture, 2 hours lab weekly
Development of proficiency in modern dance techniques with emphasis upon combination of basic skills. Study of the dance phrase integrating elements of rhythm, design, dynamics, and motivation change. Course may be taken two times. (2)
Transfer credit: UC, CSU

PE R116B—Modern Dance II 2 units

Prerequisites: PE R116A or equivalent.
1 hour lecture, 3 hours lab weekly
Continuing study of modern dance techniques with emphasis upon combination of basic skills. Study of the dance phrase integrating elements of rhythm, design, dynamics, and motivation change. Course may be taken two times. (2)
Transfer credit: UC, CSU

PE R119A—Modern Jazz I 1½ units

1 hour lecture, 2 hours lab weekly
Development of proficiency in jazz technique and skills and development of an understanding and appreciation of jazz as a dance form. Course may be taken two times. (2)
Transfer credit: UC, CSU

PE R119B—Modern Jazz II 2 units

Prerequisites: PE R119A or equivalent.
1 hour lecture, 3 hours lab weekly
Continuing study of Modern Jazz dance with technique emphasis upon combination of basic skills. Study of integrating elements of jazz dance, combining techniques, rhythm, design, and level change in dance form. Course may be taken two times. (2)
Transfer credit: UC, CSU

PE R124—Mexican Folklorico Dance 1½ units

1 hour lecture, 2 hours lab weekly
The roots of Mexican folklorico dance date back to the Aztec and Mayan civilizations that later blended with the cultural influences brought from Spain. This course is designed to develop dance skills for various regional dance styles from Veracruz, Jalisco, Michoacan, Chihuahua, and others. Emphasis is placed on the historical and cultural factors that have influenced Mexican dance. Students will learn the principals of body alignment, strength, and coordination as it relates to dance and performance. Course may be taken three times. (2)
Transfer credit: UC, CSU

INDIVIDUAL AND DUAL ACTIVITIES

PE R130—Martial Arts—Jujitsu 1½ units

1 hour lecture, 2 hours lab weekly
The feudal Samurai warrior class once used jujitsu, one of the oldest Japanese martial arts practiced. It is an unarmed self-defence system incorporating various methods of defensive tactics. Emphasis is on break falling, kicking, punching, and blocking effectively as well as the application and defense of joint locks, nerve manipulation, chokes, take down and control techniques. Course may be taken three times. (2)
Transfer credit: UC, CSU*

PE R131A—KOFIT/Aerobic Kickboxing I 1½ units

1 hour lecture, 2 hours lab weekly
KOFIT/Aerobic Kickboxing I is designed to burn more fat than the average aerobic class. Body conditioning and weight loss are emphasized. Training equipment including focus mitts and kicking shields will be used in class. Course may be taken two times. (2)
Transfer credit: UC, CSU*

PE R132A—Self Defense I 1½ units

1 hour lecture, 2 hours lab weekly
This course is a hands-on course, which addresses issues of physical assault and self-defense. Students will learn basic self-defense skills that increase their chances of surviving an assault situation. The psychological and mental aspects of self-defense will also be explored. Course may be taken two times. (2)
Transfer credit: CSU

PE R133A—Boxing for Fitness I 1½ units

1 hour lecture, 2 hours lab weekly
This course is designed to develop cardiovascular conditioning and body sculpturing through the use of boxing techniques. Students will learn how professional boxers train in order to attain a high level of physical fitness. How to increase muscle tone and definition along with weight loss will be emphasized. Course may be taken two times. (2)
Transfer credit: UC, CSU*

PE R134A—Escrima/Filipino Martial Arts 1½ units
1 hour lecture, 2 hours lab weekly

Escrima is an ancient martial art system which evolved in the Philippines around the 9th century during the T'ang dynasty. It was outlawed during the Spanish conquest in the 16th century, yet preserved by the Filipinos who hid the art in dance. Today, Escrima continues to be the most popular martial arts in the Philippines. Escrima employs empty-hand techniques as well as traditional weapons such as rattan sticks, swords and daggers. The course will focus on the artistic aspect of the art as well as its application in contemporary self-defense situations. Course may be taken two times. (2)

Transfer credit: CSU

PE R141A—Tennis I 1½ units
1 hour lecture, 2 hours lab weekly

Development of skill in playing tennis, including beginning skills, etiquette, rules, and techniques of play. Course may be taken two times. (2)

Transfer credit: UC, CSU*

PE R141B—Tennis II 2 units

Prerequisites: PE R141A or equivalent.

1 hour lecture, 3 hours lab weekly

Development of higher proficiency and performance of tennis skills with special emphasis on game strategy and techniques. Course may be taken two times. (2)

Transfer credit: UC, CSU*

PE R143—Running for Fitness 1½ units
1 hour lecture, 2 hours lab weekly

Exercise program of relaxed walking and running to improve fitness level of nearly everyone at any age level. Course may be taken four times. (2)

Transfer credit: UC, CSU*

PE R146A—Walking for Fitness I 1½ units
1 hour lecture, 2 hours lab weekly

Course designed to provide exercise and fitness training for the sedentary student population. Emphasis on cardiovascular conditioning and muscle tone. Individualized; meets most rehabilitation needs. Designed to prepare students for more strenuous physical activity. This course also includes two complete physical fitness evaluations in the college's Human Performance Lab to insure a more knowledgeable starting point and continuing evaluation. Course may be taken two times. (2)

Transfer credit: UC, CSU*

PE R146B—Walking for Fitness II 1½ units

Prerequisites: PE R146A.

1 hour lecture, 2 hours lab weekly

Course designed to provide exercise and fitness training for the walking student population. Emphasis on individualized cardiovascular conditioning, muscle strength, and endurance related specifically to walking and power walking. Designed for students to participate in and achieve a more strenuous physical activity program. Course may be taken two times. (2)

Transfer credit: UC, CSU*

PE R148—Women's Conditioning 1½ units
1 hour lecture, 2 hours lab weekly

This course is designed to improve student's cardiovascular conditioning, and appearance of the body. Class sessions will include the use training equipment useful in shaping and toning the body. Emphasis will be placed on weight loss and fitness. The course will also cover how to develop a personal training routine designed to meet individual needs. Field trips may be required. Course may be taken four times. (2)

Transfer credit: UC, CSU*

PE R149—Circuit Training 1½ units
1 hour lecture, 2 hours lab weekly

Circuit training is a system of exercises designed in a particular sequence to meet a fitness goal. Students move from exercise station to station completing the circuit in a specific amount of time. A variety of circuits are used throughout the semester to meet a variety of fitness goals. Limited lecture/discussion on strength, development, flexibility maintenance, body composition, weight loss, diet/cholesterol, heart disease risk factor and other parameters of fitness. Course may be taken four times. (2)

Transfer credit: UC, CSU*

PE R150—Weight Training/Conditioning 1½ units
1 hour lecture, 2 hours lab weekly

Basic techniques, skills and principles of fitness and development and maintenance of a high level of efficiency. Course may be taken four times. (2)

Transfer credit: UC, CSU*

PE R151A—Beginning Lifetime Fitness ½-1 units

Lab hours as required by unit formula

This course is designed to improve physical fitness by promoting the five components of fitness: flexibility, cardiovascular fitness, muscle strength, muscle endurance, and body composition. Individual health and fitness assessments will be conducted during the semester. Nutritional awareness and wellness techniques will be included. Course may be taken 3 times. (2)

Transfer credit: CSU

ADAPTIVES

PE R154—Adapted Body Conditioning 1½ units
1 hour lecture, 2 hours lab weekly

This is a special course designed to meet the needs of students unable to participate in non-adaptive PE R150 Weight Training and Body Conditioning classes. Techniques, skills and principles of weight training and body conditioning are related to physical fitness for the maintenance and development of a high level of body efficiency. Course may be taken four times. (2)

Transfer credit: UC, CSU*

TEAM ACTIVITIES

PE R155A—Basketball I 1½ units
1 hour lecture, 2 hours lab weekly

Development of basic skills in playing basketball, including rules and techniques. Course may be taken two times. (2)

Transfer credit: UC, CSU*

PE R155B—Basketball II 1½ units

Prerequisites: PE R155A or equivalent.

1 hour lecture, 2 hours lab weekly

For those students who want to become proficient in basketball. Previous experience in basketball is not necessary. A continuing development of a high degree of skill is emphasized. Course may be taken two times. (2)

Transfer credit: UC, CSU*

PE R156A—Baseball I 1½ units
1 hour lecture, 2 hours lab weekly

This course focuses on the development of basic skills in baseball. Students will learn proper rules, techniques, and game strategy. Course may be taken two times. (2)

Transfer credit: UC, CSU*

PE R156B—Baseball II 2 units

1 hour lecture, 3 hours lab weekly

Development of higher proficiency and performance of baseball skills with special emphasis on game strategy and techniques. Course may be taken two times. (2)

Transfer credit: UC, CSU*

PE R159A—Soccer I 1½ units
1 hour lecture, 2 hours lab weekly

Development of skills in playing soccer, including rules, techniques, and strategy. Course may be taken two times. (2)

Transfer credit: UC, CSU*

PE R159B—Soccer II 1½ units
Prerequisites: PE R159A or equivalent.
1 hour lecture, 2 hours lab weekly
 Advanced techniques and skills in the game of soccer. Course may be taken two times. (2)
Transfer credit: UC, CSU*

PE R160—Co-Educational Softball 1½ units
1 hour lecture, 2 hours lab weekly
 This course is co-educational course which covers intermediate skills and strategy of slow pitch softball. Field trips may be required. Course may be taken four times. (2)
Transfer credit: UC, CSU*

PE R161A—Volleyball I 1½ units
1 hour lecture, 2 hours lab weekly
 Development of basic skills in playing volleyball including rules, techniques of playing power volleyball. Course may be taken two times. (2)
Transfer credit: UC, CSU*

PE R161B—Volleyball II 1½ units
Prerequisites: PE R161A or equivalent.
1 hour lecture, 2 hours lab weekly
 Advanced techniques and strategies in playing power volleyball at the six, four, and two person levels; continuing development of high skills emphasized. Course may be taken two times. (2)
Transfer credit: UC, CSU*

PE R165—Conditioning for Athletes ½-2 units
1½ - 6 hours lab weekly
 This course is designed to properly prepare and condition prospective athletes. Varsity athletics require an advanced degree of skill. Athletes engaged in varsity athletics need additional preparation to ensure optimal opportunity to perform to the best of their abilities. This off-season conditioning course should allow each athlete to have a more injury-free athletic experience. Course may be taken four times.
Transfer credit: UC, CSU*

VARSITY ACTIVITIES

PE R166	Varsity X-Country/Men	3 units
PE R167	Varsity X-Country/Women	3 units
PE R168	Varsity Volleyball	3 units
PE R169	Varsity Soccer	3 units
PE R170	Varsity Basketball/Men	3 units
PE R171	Varsity Basketball/Women	3 units
PE R172	Varsity Baseball	3 units
PE R174	Varsity Track & Field/Men	3 units
PE R175	Varsity Track & Field/Women	3 units

1 hour lecture, 9 hours lab weekly
 Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Varsity sports meet the PE activity requirement. Each varsity course may be taken four times. (2)
Transfer credit: UC, CSU*

PE R177—Intercollegiate Women's Softball 3 units
1 hour lecture, 9 hours lab weekly
 Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in intercollegiate sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Intercollegiate sports meet the Physical Education activity requirement. Field trips will be required. Course may be taken four times. (2)
Transfer credit: UC, CSU*

PROFESSIONAL COURSES

PE R185A—Basketball Theory 2 units
Prerequisites: Advanced basketball ability.
1 hour lecture, 3 hours lab weekly
 Development of advanced skills in basketball and theory behind different styles of play; includes study films, drills, rules, and technique of coaching. Course may be taken two times. (2)
Transfer credit: UC+, CSU

PE R185C—Baseball Theory 2 units
Prerequisites: Advanced baseball ability.
1 hour lecture, 3 hours lab weekly
 Development of advanced skills in baseball and theory behind methods and styles of play. Class members will participate in lab assignments and will have weekly lectures including films and guest lecturers to facilitate instruction. Course may be taken two times. (2)
Transfer credit: UC+, CSU

PE R198A-Z—Short Courses in Physical Education ½ -10 units
Lecture/lab to be determined according to unit formula.
 Courses and/or workshops in selected areas of physical education to meet specific needs of the college or community as requested or required by persons whose needs are not met by regular course offerings. Field trips may be required. (2)
Transfer credit: UC+, CSU

PE R199—Directed Studies in Physical Education 1-3 units
Lecture and/or lab hours as required by unit formula
 This course is designed for selected students interested in furthering their knowledge of physical education on an independent study basis; assigned problems will involve library, lab, and field work. Course may be taken two times. (2)
Transfer credit: CSU

PHYSICAL SCIENCE

Faculty

Part-Time

Dale Synnes

Physical Science Courses

PHSC R170—Concepts in Physical Science 4 units
Prerequisites: MATH R014.
3 hours lecture, 3 hours lab weekly

This introductory course focuses on principles, laws, and concepts in physics, chemistry, and earth and space science. Students model scientific reasoning and experimentation processes: questioning, forming hypotheses, testing hypotheses experimentally, and performing analysis and additional questioning that lead to further experimentation. Lab activities are closely sequenced with the lecture topics, which include measurements and data analysis; fundamentals of classical mechanics; sources and transformations of energy; thermodynamics; waves; electricity and magnetism; light; atomic and nuclear theory; the periodic table; reactions; solutions; fundamentals of organic chemistry; geological processes, with a brief study of rocks and minerals; and the history and structure of the Earth, solar system, and universe. The course incorporates current knowledge of science teaching and concept development. It is aimed at current and prospective teachers, or anyone desiring to acquire basic literacy in physical science. Field trips may be required. (2)
Transfer credit: UC, CSU

PHYSICS

Career Opportunities

(Post-bachelors degree necessary in most cases)	
Astronaut	Highway Designer
Astronomer	Laser Specialist
Atmospheric Scientist	Low-Temperature Physicist
Biomedical Engineer	Manufacturing Engineer
Chemical Physicist	Medical Technologist
Electro-Optic Engineer	Meteorologist
Fusion Engineer	Nuclear Physicist
Geochemist	Physical Chemist
Geophysicist	Space Scientist

Faculty

Part-Time

Paul Ahad
Caroline Hess

Physics Courses

PHYS R101—College Physics 1 4 units

Prerequisites: MATH R116, MATH R118, or MATH R118A.
4 hours lecture weekly

This course is an introduction to classical mechanics and thermal physics that is appropriate for non-majors. It assumes a prior knowledge of mathematics through algebra/trigonometry. Central topics include kinematics, vectors, forces, energy, rotational motion, heat, fluids, waves, and sound. The course is designed to meet the needs of students majoring in the biological sciences and science-allied fields such as architecture. Biology majors should consult with a counselor to determine whether to take this course or PHYS R121. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: PHYS 2 (PHYS R101+R101L); PHYS SEQ A (PHYS R101+R101L+R102+R102L))

PHYS R101L—College Physics 1 Laboratory 1 unit

Prerequisites: PHYS R101 (may be taken concurrently).
3 hours lab weekly

This course is the laboratory that complements PHYS R101, which may be taken either previously or concurrently. It provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in that course. It also introduces students to methods of computer-assisted data analysis. This course satisfies the CSU-GE and UC Lab Experience requirements. (2)

Transfer credit: UC credit limitations — see counselor; CSU (CAN: PHYS 2 (PHYS R101+R101L); PHYS SEQ A (PHYS R101+R101L+R102+R102L))

PHYS R102—College Physics 2 4 units

Prerequisites: PHYS R101.
4 hours lecture weekly

This course is an introduction to electromagnetic theory, optics, and modern physics that is appropriate for non-majors. It assumes a prior knowledge of mathematics through algebra/trigonometry, and of the fundamentals of classical mechanics. Central topics include electricity, magnetism, optics, quantum ideas, atomic and nuclear physics, and special relativity. The course is designed to meet the needs of students majoring in the biological sciences and science-allied fields such as architecture. Biology majors should consult with a counselor to determine whether to take this course or PHYS R122. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: PHYS 4 (PHYS R102+R102L); PHYS SEQ A (PHYS R101+R101L+R102+R102L))

PHYS R102L—College Physics 2 Laboratory 1 unit

Prerequisites: PHYS R102 (may be taken concurrently).
3 hours lab weekly

This course is the laboratory that complements PHYS R102, which may be taken either previously or concurrently. It provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in that course. It also introduces students to methods of computer-assisted data analysis. This course satisfies the CSU-GE and UC Lab Experience requirements. (2)

Transfer credit: UC credit limitations — see counselor; CSU

(CAN: PHYS 4 (PHYS R102 + R102L); PHYS SEQ A (PHYS R101 + R101L + R102 + R102L))

PHYS R121—Physics with Calculus 1 5 units

Prerequisites: MATH R120.

4 hours lecture, 3 hours lab weekly

This course is an introduction to classical mechanics and thermal physics. Topics include vectors, motion, force, energy, heat, fluids, waves, and sound. The laboratory provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in lecture. It also introduces students to methods of computer-assisted data analysis. The course is designed to meet the needs of students majoring in the biological sciences, although it may also be suitable for students in certain other majors. It is not appropriate for students planning to major in fields such as engineering, mathematics, the physical sciences, or computer science. Field trips may be required.

Transfer credit: UC, CSU

PHYS R122—Physics with Calculus 2 5 units

Prerequisites: PHYS R121.

4 hours lecture, 3 hours lab weekly

This course is an introduction to electromagnetic theory, optics, and modern physics. Topics include electricity, magnetism, optics, quantum ideas, atomic and nuclear physics, and special relativity. The laboratory provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in lecture. It also provides students with additional exposure to methods of computer-assisted data analysis. The course is designed to meet the needs of students majoring in the biological sciences, although it may also be suitable for students in certain other majors. It is not appropriate for students planning to major in fields such as engineering, mathematics, the physical sciences, or computer science. Field trips may be required.

Transfer credit: UC, CSU

PHYS R131—Physics for Scientists and Engineers 15 units

Prerequisites: MATH R120.

4 hours lecture, 3 hours lab weekly

This course is an introduction to the statics and dynamics of rigid bodies and ideal fluids. Central topics include Newton's laws; conservation of energy, linear momentum, and angular momentum; equilibrium of rigid bodies; and oscillatory motion. Although the course emphasizes conceptual understanding, students also learn to apply mathematical techniques such as vector algebra, differential and integral calculus, Taylor series, and linear differential equations to the solution of problems. The laboratory provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in lecture. The course is appropriate for students majoring in the physical sciences, engineering, mathematics, computer science, and related fields. Field trips may be required. Formerly PH 111.

Transfer credit: UC, CSU

PHYS R132—Physics for Scientists and Engineers **25 units**

*Prerequisites: PHYS R131 and MATH R121.
4 hours lecture, 3 hours lab weekly*

A continuation of PHYS R131, this course is an introduction to electricity and magnetism, with emphasis on understanding field theory and the behavior of simple electrical circuits. Central topics include gravitational, electric and magnetic fields; the laws of Coulomb, Gauss, Ohm, Kirchhoff, Ampere, Biot-Savart, and Faraday; simple circuit analysis; and the Maxwell equations. Although the course emphasizes conceptual understanding, students also learn to apply mathematical techniques such as vector algebra, vector differentiation and integration, binomial approximations, and linear differential equations to the solution of problems. The laboratory provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in lecture. The course is appropriate for students majoring in the physical sciences, engineering, mathematics, computer science, and related fields. Field trips may be required. Formerly PH 112.

Transfer credit: UC, CSU

PHYS R133—Physics for Scientists and Engineers **35 units**

*Prerequisites: PHYS R132 and MATH R122.
4 hours lecture, 3 hours lab weekly*

A continuation of PHYS R132, this course is an introduction to wave motion (with emphasis placed on the study of sound and electromagnetic wave phenomena), geometrical and wave optics, thermodynamics, and selected elementary topics on special relativity and quantum mechanics. Central topics include mechanical and electromagnetic waves; heat, entropy, and the thermodynamic laws; geometric optics; interference and diffraction; relativistic kinematics and dynamics; and elementary quantum theory with atomic structure. Although the course emphasizes conceptual understanding, students also learn to apply mathematical techniques such as vector calculus, Fourier analysis, numerical approximations, and multi-variable integration to the solution of problems. The laboratory provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in lecture. The course is appropriate for students majoring in the physical sciences, engineering, mathematics, computer science, and related fields. Field trips may be required. Formerly PH 113.

Transfer credit: UC, CSU

PHYSIOLOGY

See courses in Biological Sciences



Students in a microbiology class.

POLITICAL SCIENCE

Political Science courses offer research into and analysis of the institutions and politics of government. Topics include the interpretation and use of constitutions, the politics of the legislative process, elections and campaigns, the impact of money and lobbying on public policy decisions, the role of political parties, interactions between national, state and local government, the role of executive leadership including the United States President, the impact of bureaucracies on public and personal life, the judicial process and the criminal justice system, comparative government, international relations and a wide range of issues that affect the lives of citizens. Development of skills in research, critical thinking, persuasive argument in debate, and analytical writing are primary goals of instruction in political science. All courses provide a stimulating foundation for the life of an educated citizen. Four political courses offer partial fulfillment of the American Institutions requirement. The requirements for a political science major and the great variety of career options served by a major are listed below.

For more information, contact:

*Gloria Guevara, Lead Faculty, gguevara@vcccd.edu
805-986-5800, ext. 1917*

Career Opportunities

Armed Services	Attorney/Legal Assistant
Judicial Officer/Judge	High School Teacher
College Professor	Political Consultant
Police Services	Political Scientist/Researcher
Elected Public Official	Community Activist
Journalism/Book Author	Intelligence Agencies/CIA/FBI
Foreign Service/U.S. State Department	
Custom Officer/Import-Export Agent	
Public Relations/Travel Consultant	
International Civil Service/Public Institutions	
Non-Profit Organization Management	
Public Administration/Civil Service	
Human Services/Social Welfare	
Human Services/Criminal Justice System	
Human Services/Child Protective & Domestic Relations	
Human Services/Juvenile Services	

Faculty

Full-Time	Part-Time
Carolyn Dorrance	Timothy Flynn
Gloria Guevara	Philip Grant
	Steve McHargue

◆ Political Science

Associate in Arts Degree

Required Courses:	Units
POLS R100 Introduction to Politics	3
POLS R101 Government of the United States: Institutions/Politics	3
POLS R102 Government of the United States: Institutions/Laws	3
POLS R104 International Relations	3
POLS R108 Comparative Politics	3
	15

Required Additional Courses:	Units
Select six units from the following:	
ANTH R102 Cultural Anthropology	3
BIOL R106 The Human Environment	3
ECON R100 The Modern American Economy	3
OR	
ECON R101 Principles of Macroeconomics	3
GEOG R102 World Cultural Geography	3
HIST R100A History of World Civilizations I	3
HIST R100B History of World Civilizations II	3
HIST R107 The History of the Mexican People in the US	3
OR	
HIST R116 History of the Americas II	3
HIST R110 History of the Middle East	3
HIST R114 Modern Asia	3
HIST R119 Modern Africa	3
HIST R121 US Multicultural/Migration	3
IDS R101A History of Ideas and Evolution of Culture I	3
IDS R102 Science, Technology, and Human Values	3
PHIL R111 Thinking Critically and Analytic Writing	3
PHIL/SOC R114 Social Philosophy	3
Any POLS course not used to satisfy the core requirement	
PSY R103 Beginning Statistics for Behavioral Science	3
SOC R103 Racial and Ethnic Group Relations	3
SOC R109 Futurology	3
	6
Total Required Units	21

Political Science Courses

POLS R010—Introduction to United States Government **3 units**

3 hours lecture weekly

An introduction to the institutions and political processes of government in the United States. Federalism and the institutions of Congress, the Presidency and the Supreme Court are studied from the perspective of constitutional democracy and the theory of checks and balances. The roles of political parties, interest groups, public opinion and the media are discussed in a way that broadens understanding of political process and citizen participation. Special attention is given to improving student study skills including vocabulary building, research, analytical writing and articulation of political ideas. Field trips may be required. (2)

POLS R100—Introduction to Politics **3 units**

3 hours lecture weekly

Course introduces students to the ideas and institutions of politics at the local, state and Federal levels. Concepts of law, justice, democracy, social welfare and liberty will be discussed in relation to contemporary institutions of government. Includes study of California Government. Fulfills state requirements in American Institutions. Field trips may be required. (2)

Transfer credit: UC, CSU

POLS R101—Government of the United States I: Institutions and Politics **3 units**

3 hours lecture weekly

This course provides a study of the Constitutional principles, institutions and politics of American Government with special attention to the dynamics of representative government evident in voting, campaigns, political party politics, legislative process, presidential leadership and the public policy process. The California Constitution and government will be examined. This course partially fulfills graduation and Title V requirements for the study of American Institutions. Field trips may be required.

Transfer credit: UC, CSU

POLS R102—Government of the United States: Institutions/Laws **3 units**

3 hours lecture weekly

This course offers an introduction to the study of principles, institutions and procedures characteristic of government in the United States, national, state and local. Special attention is given in this course to the judicial process and judicial interpretations of constitutional principles regarding federal state relations, legislative authority, presidential authority, civil liberties and civil rights. This course includes study of the California Constitution and analysis of the criminal justice system. Issues of police authority, juvenile crime, due process in court proceedings and punishment policies are debated. Partially fulfills a state requirement in American Institutions. Field trips may be required.

Transfer credit: UC, CSU

POLS R104—International Relations **3 units**

3 hours lecture weekly

Course explores official and unofficial connections between governments and peoples of the world and traditions, policies, and institutions which bind them together or hold them apart, with particular reference to problems of war, peace, and change. (2)

Transfer credit: UC, CSU

POLS R105—Current Issues in Domestic and Foreign Politics **3 units**

3 hours lecture weekly

This course blends elements of political theory with the world of political problems and action at individual, state, national and international levels. Each semester the issues selected for examination will be revised. Field trips may be required. (2)

Transfer credit: UC, CSU

POLS R106—Political Aspects of Economic Problems **3 units**

3 hours lecture weekly

Course surveys areas where the impact of economics upon political life is considerable, so that students may better understand the political world. (2)

Transfer credit: UC, CSU

POLS R107—Politics and Administration of State and Local Government **3 units**

3 hours lecture weekly

Course presents the main principles, concepts, theories, and processes of governmental institutions of the states, counties, cities, and special districts. The social, economic and political dynamics within the institutional context will be studied. Also, Federal institutions will be analyzed to understand the main characteristics, principles, structures, and processes of the American system of government and their impact on the other levels of government. The impact of federal taxation and expenditure policies on state and local government will be studied with specific examples. Fulfills state requirements in American Institutions. (2)

Transfer credit: CSU

POLS R108—Comparative Politics **3 units**

3 hours lecture weekly

Course examines political life and institutions of a number of foreign countries to identify both similarities and differences in people's attempts to grapple with government problems throughout the world. (2)

Transfer credit: UC, CSU

POLS R189—Topics in Political Science **½-3 units**

Lecture and/or lab hours as required by unit formula

Courses considering specific and current topics in Political Science which are not covered in the general Political Science offerings. Course may be taken four times. (2)

Transfer credit: CSU

POLS R189A—Great Debates and Elections **3 units**

3 hours lecture weekly

Course surveys history of elections and great political debates. Impact of elections on development of democracy in modern society studied. Special attention given to process of electing presidents in United States history. Course may be taken two times. (2)

Transfer credit: UC, CSU

POLS R199—Directed Studies in Political Science 1-3 units

Lecture and/or lab hours as required by unit formula

Designed for selected students interested in furthering their knowledge of political science on an independent study basis; assigned problems will involve library, lab, and field work. Course may be taken two times. (2)

Transfer credit: CSU

PSYCHOLOGY

The Department of Psychology at Oxnard College studies mental processes and human behavior. It offers 21 courses exploring different aspects of people's behavior and thinking. Students interested in the major and general education will find several courses addressing their specific interests, as well as those with Workforce and Continuing Education needs.

The major is designed to prepare the student for higher level studies at California State University as well as The University of California. Possible jobs for which studies in Psychology prepare the student include advertising, human resources, criminal justice, vocational counseling, Social work, community organizations psychologist, public relations and others.

For more information, contact:

Linda Chaparro, Lead Faculty, lchaparro@vcccd.edu
805-986-5800, ext. 1919

Career Opportunities

Advertising Manager	Efficiency Engineer
Job Analyst	Personnel Manager
Police Officer	Psychologist
Vocational Counselor	Public Relations
Social/Welfare Work	Statistician
Pathologist/Audiologist	Probation/Parole Officer
Community Organization Director	

Faculty

Full-Time	Part-Time
Marie Butler	Karen Lehner
Linda Chaparro	Daniel McDermott
	George Rodriguez
	Oliver Williams

◆ Psychology

Associate in Arts Degree

Required Courses:	Units
PSY R101 General Psychology	3
PSY R103 Beginning Statistics for Behavioral Science	3
OR	
MATH R105 Introductory Statistics	4
PSY R104 Intro to Experimental Psychology	3
OR	
PSY R105 Intro to Physiological Psychology	3
PSY R102A Interpersonal Relations	3
	12 - 13

Required Additional Courses:

Complete one of the following courses:

PHIL R101	Introduction to Philosophy	3
PSY R104	Intro to Experimental Psychology	3
PSY R105	Intro to Physiological Psychology	3
PSY R108	Developmental Psychology	3
PSY R189A-Z	Current Topics in Psychology	3
SOC R106	Contemporary Family in American Society	3
Plus one of the following:		
PSY R107/	Sex Roles	3
SOC R104		
PSY R110	Human Sexuality	3
PSY R111/	The Exceptional Child	3
CD R108		
PSY R112/		
CD R130	Parent/Child Interaction	3
		6

Total Required Units

18-19

Psychology Courses

PSY R098—Short Courses in Psychology ½-10 units

Lecture and/or lab hours as required by unit formula

Specialized topics designed to inform or update interested persons in the various disciplines within Psychology.

PSY R101—General Psychology 3 units

3 hours lecture weekly

This course fulfills both transfer and general education requirements. It is required for the psychology major. It is the study of mental processes and human behavior and factors that influence them. The scientific bases of psychology are examined in addition to the Scientific Method. Theories involving biological, sensory and perceptual determinants of behavior are examined in addition to development, motivation, learning, intelligence, personality, mental disorders and treatment. Specific disciplines in the field such as Social Psychology and Health Psychology are explored.

Transfer credit: UC, CSU (CAN: PSY 2)

PSY R102A—Interpersonal Relations I 3 units

3 hours lecture weekly

The class provides an exploration of personal awareness and interaction. Students will learn to apply psychological principles of human behavior, explore ways of knowing themselves, and learn how they are perceived by others. A combination of experimental and theoretical approaches is used to increase awareness, clarify values, and aid in decision-making. Field trips may be required. The course is to be taught by way of lecture, demonstration and complementary small group problem solving and/or application exercises.

Transfer credit: CSU

PSY R103—Beginning Statistics for Behavioral Science 3 units

Prerequisites: MATH R014, PSY R101.

3 hours lecture weekly

This course is designed for students majoring in psychology, sociology, and anthropology. The emphasis is on the use of statistics in behavioral science research. Topics discussed include procedures in hypothesis testing, descriptive, inferential and correlational statistics.

Transfer credit: UC, CSU

PSY R104—Introduction to Experimental Psychology 3 units

Prerequisites: PSY R101, PSY R103.

3 hours lecture weekly

This course is designed for prospective psychology majors or minors; the emphasis is on designing, conducting, and writing experimental research in human and animal behavior. It is recommended as a third course for psychology majors.

Transfer credit: UC, CSU (CAN: PSY 8)

PSY R105—Introduction to Physiological Psychology **3 units**

3 hours lecture weekly
 The course provides exploration of physiological basis of behavior. Some topics are neural impulses and sensory processes, neural basis of reinforcement, electrical stimulation of the brain, memory, learning, emotion, biofeedback, split-brain studies, and research on right and left hemispheres. Emphasis is on current research findings and philosophical-moral implications.
Transfer credit: UC, CSU

PSY R107—Sex Roles **3 units**

3 hours lecture weekly
 Class explores sex role development and how roles can be changed, role conflicts, common stereotypes of males and females, women as a minority group, aspects of sexuality, and psycho-social implications of the liberation movement; psycho-social aspects of both sex roles are emphasized. (Same as SOC R104)
Transfer credit: UC, CSU

PSY R108—Developmental Psychology **3 units**

Prerequisites: PSY R101.
3 hours lecture weekly
 Course explores path of human development from beginning of life through adolescence; emphasis placed on normal developmental patterns using current information; child-rearing practices and their efforts on later development critically examined.
Transfer credit: UC, CSU

PSY R110—Human Sexuality **3 units**

3 hours lecture weekly
 Biological, psychological, and sociological aspects of sexuality. Emphasis is placed on the individual's personal sexuality in the present time; past and future trends are also considered.
Transfer credit: UC, CSU

PSY R111—The Exceptional Child **3 units**

3 hours lecture weekly
 Characteristics and problems of the developmentally delayed, socially handicapped, and those with emotional problems, as well as the mentally gifted child, will be covered. The class will cover study of issues, and research encountered in these specific areas. Also covered will be resources and techniques for living and working with these children. (Same as CD R108) (2)
Transfer credit: CSU

PSY R112—Parent/Child Interaction **3 units**

3 hours lecture weekly
 Explores the challenging role of being a parent. Focuses on a variety of approaches to effective parenting, identifying typical problem areas and dealing with them by prevention or coping strategies, and promoting positive interactions between parent and child. Field trips may be required. (Same as CD R130)
Transfer credit: CSU

PSY R114—Psychological Issues of the Mexican People in the Southwest **3 units**

3 hours lecture weekly
 Course analyzes experiences of people of Mexican descent living in the Southwest from a psychological perspective. Examines nature of individual and group conflict, explores problems of social participation in a dominant culture and its psychological implications. Course describes emergence of distinctive identities of people of Mexican descent. (Same as CHST R114.)
Transfer credit: UC, CSU

PSY R131—Abnormal Psychology **3 units**

3 hours lecture weekly
 Class surveys the various definitions, causes, and treatment methods relative to abnormal behavior. This course covers both psychological and biological theories of abnormal behavior. Topics include diagnosis of abnormal behavior, the clinical syndromes, and the various forms of intervention.
Transfer credit: UC, CSU

PSY R135 Learning and Cognition **3 units**

3 hours lecture weekly
 This course presents an overview of the theories of learning, cognition, and human development. Major theories of learning and of psychological, emotional, ethical, and physical development will be covered with emphasis on the application of these theories to real life settings such as schools and other organizations such as alternative schools of education, and the criminal justice system. Field trips may be required. Transfer credit: CSU

PSY R189—Current Topics in Psychology **½-3 units**

Prerequisites: A previous course in Psychology.
Lecture and/or lab hours as required by unit formula
 Courses considering specialized, specific topics in psychology which are not covered in great detail in the general psychology course offerings. Topics to be offered include adolescence, abnormal psychology, aging, parapsychology, mental retardation, modern therapies, human sexuality, behavior modification, hypnosis, humanistic psychology, sex roles and socialization, death and dying, biological feedback, aggression and violence, childhood disorders.
Transfer credit: CSU

PSY R198A-Z—Short Courses in Psychology **½-10 units**

Lecture and/or lab hours as required by unit formula
 Courses and/or workshops in selected areas of psychology to meet specific needs of college or community as requested or required. Field trips may be required. (2)
Transfer credit: CSU

PSY R199—Directed Studies in Psychology **1-3 units**

Lecture and/or lab hours as required by unit formula
 Designed for students interested in furthering their knowledge of psychology on an independent study basis; assigned problems will involve library, lab, and field work. Course may be taken two times.
Transfer credit: CSU

SOCIOLOGY

Sociology is the study of social relations in groups. Topics include socialization, social stratification, sex roles, race and ethnic relations, social philosophy, the family, population trends and the dynamics of social change. Sociology majors are prepared to transfer to four year colleges and universities so that they may prepare for careers as counselors, teachers, police officers, social workers and human service workers.

For more information, contact:
 Marie Butler, Lead Faculty, mbutler@vcccd.edu
 805-986-5800, ext. 1941

Career Opportunities

Counselor	Police Officer
Probation/Parole Officer	Public Health Educator
Public Survey Worker	Recreation Director
Statistician	Correctional Officer
Social/Welfare Worker	Private Detective
Social and Human Service Assistant	
Sociologist (Criminologist, Penologist, Industrial, Social Ecologist)	

Faculty

Full-Time	Part-Time	Part-Time
Marie Butler	Joan Evans	Jan Shear
Linda Chaparro	Elaine Martinez	Martin Sugarman

◆ Sociology

Associate in Arts Degree

Required Courses:		Units
SOC R101	Introduction to Sociology	3
SOC R102	Social Problems	3
SOC R111	Sociological Analysis: Introduction to Social Research	3
Plus one of the following:		
SOC R103	Racial and Ethnic Group Relations	3
SOC R107	Sociology of the Black Community	3
SOC R108	Sociology of the Chicano Community	3
		12

Required Additional Courses:

		Units
Complete one of the following courses:		
SOC R104/ PSY R107	Sex Roles	3
SOC R105	Aging in the United States	3
SOC R106	Contemporary Family in American Society	3
SOC R109	Futurology	3
SOC R112	Great American Women	3
SOC R113	Social Psychology	3
SOC R114	Social Philosophy	3
SOC R115	Sociology of Religion	3
Plus one of the following:		
ANTH R110	People and Cultures of the World	3
HIST R107	History of the Mexican People in the US	3
HIST R108	African-American History	3
SOC R112	Great American Women	3
SOC R116	Crime and Society	3
SOC R118	Introduction to Human Services	3
Total Required Units		18

◆ Sociology: Human Services Option

Associate in Science Degree

The option in Human Services provides the student with an academic background for entry-level positions in various human services agencies such as providers of health care, vocational training, welfare services, probation supervision, and pre-professional counseling. It also prepares the student for upper-division programs in human services, behavioral sciences, social sciences and education.

Required Courses:		Units
SOC R101	Introduction to Sociology	3
SOC R102	Social Problems	3
SOC R103	Racial and Ethnic Group Relations	3
SOC R104/ PSY R107	Sex Roles	3
SOC R110	Introduction to Field Studies in Sociology	3
SOC R118	Introduction to Human Services	3
Elective Courses:		
Students are encouraged to take at least one of the following courses:		
SOC R105	Aging in the United States	3
SOC R106	Contemporary Family in American Society	3
SOC R107	Sociology of the Black Community	3
SOC R108	Sociology of the Chicano Community	3
SOC R114	Social Philosophy	3
SOC R116	Crime and Society	3
ANTH R105	Women, Culture and Society	3
CD R106	Child, Family, and Community	3
HIST R103	History of the United States II	3
POLS R102	Government of the United States: Institutions/Laws	3
Total Required Units		18

Sociology Courses

SOC R101—Introduction to Sociology 3 units

3 hours lecture weekly

This course provides students with the ability to perform analysis of historical development of sociology and recent trends in society and the field of study. Students encounter topics such as the relationship between social systems and human behaviors, emphasis upon socialization, culture, social class, race, ethnicity, age and gender in a context of social change. Field trips may be required. This course may be offered as a telecourse or online as an Internet class.

Transfer credit: UC, CSU (CAN: SOC 2)

SOC R102—Social Problems 3 units

3 hours lecture weekly

This class is a study of contemporary social problems from a theoretical framework, emphasizing social conditions causing social problems, and examining existing programs aimed at their solution. This course is a CAN course, articulates with both UC and CSU and is a requirement for sociology majors. Field trips may be required. This class may be taught using the Internet.

Transfer credit: UC, CSU

SOC R103—Race and Ethnic Relations 3 units

3 hours lecture weekly

This course covers topics including analysis of racism and prejudice in U.S., similarities and differences in racial and ethnic group experiences; with emphasis on majority-minority relations among major racial and cultural groups. Field trips may be required. This course may be offered as an online course.

Transfer credit: UC, CSU

SOC R104—Sex Roles 3 units

3 hours lecture weekly

Class explores sex role development and how roles can be changed, role conflicts, common stereotypes of males and females, women as a minority group, aspects of sexuality, and psycho-social implications of the liberation movement; psycho-social aspects of both sex roles are emphasized. (Same as PSY R107)

Transfer credit: UC, CSU

SOC R105—Aging in the United States 3 units

3 hours lecture weekly

This course is an introduction to gerontology, including a survey of cultural values and social organization that affect the status and treatment of aging people in the U.S. There is an emphasis upon interrelationships between social attitudes, economic system, and political system on lifestyle of the aged, using cross-cultural comparisons.

Transfer credit: UC, CSU

SOC R106—Contemporary Family in American Society 3 units

3 hours lecture weekly

Sociological analysis of the American family, including historical and recent changes, present nature and sociocultural forces shaping these conditions.

Transfer credit: UC, CSU

SOC R107—Sociology of the Black Community 3 units

3 hours lecture weekly

Analysis of values, mores, norms, and interaction patterns within the Black community; emphasis on socialization process of community members and effects of racism within the community. Role of family, political, economic, religious, and educational institutions will be analyzed.

Transfer credit: UC, CSU

SOC R108—Sociology of the Chicano Community 3 units

3 hours lecture weekly

Socio-cultural analysis of familial, political, economic, religious, and educational institutions within Chicano community; emphasis on social stratification and socialization process of community members. Specific consideration given to the concept of colonialism and its effects on the Chicano community. (Same as CHST R108) (2)

Transfer credit: UC, CSU

SOC R110—Analyzing Social Welfare Services 3 units
3 hours lecture weekly

This course is for students who seek knowledge and experience gained through both classroom and research of governmental and/or social agencies in the community. Students learn to identify and evaluate theories of field research methods within a social welfare context, studying the operations and ethics of community organizations. Instruction includes lectures on the social welfare organizations, analysis of problems, field research methods, and the goals of community based organizations. Field observation in a non-profit agency is required. Field trips may be required.

Transfer credit: CSU

SOC R111—Introduction to Social Research 3 units
3 hours lecture weekly

Students examine fundamental elements of empirical research and the ways sociologists think critically. The course includes attention to the nature of theory, hypothesis, and variables, as well as application of qualitative and quantitative analytical tools including survey, observation, experimental, case study, comparative, and historical research methods. In addition, computer applications are included. The final project includes an analysis of research data, using computer simulation, and literature review. Presentations are given in report form and in-class presentations are optional.

Transfer credit: UC, CSU

SOC R114—Social Philosophy 3 units
3 hours lecture weekly

Social philosophy studies man in society from the standpoint of metaphysical and ethical principles and presuppositions of human nature. Course highlights major historical and contemporary perspectives in the history of philosophy and focuses on a prominent social philosopher for detailed study. Questions concerning legal and social relationships, purpose in social order, and ethical values in human institutions explored. (Same as PHIL R114) (2)

Transfer credit: UC, CSU

SOC R116—Crime and Society 3 units
3 hours lecture weekly

This introductory course is designed to provide students with the fundamental knowledge of the fields of criminology and criminal justice, and examines crime and deviance within a socio-legal context. Students evaluate theories of criminology and treatment of both adult and juvenile offenders. Topics covered include corporate deviance, conventional and violent crime, social institutions, criminal control systems and contemporary laws used by the criminal justice system to determine incarceration and/or rehabilitation. Field trips may be required.

Transfer credit: UC, CSU

SOC R118—Introduction to Human Services 3 units
3 hours lecture weekly

This course includes a survey of helping institutions and social issues concerning human services; identifying target populations, the historical perspective of human services in the U.S., theoretical perspectives of human services, survey of human services occupations and careers, and economics of helping professions. Other topics include the development of social policy and current controversies concerning field of human services, and a brief overview of intervention strategies in social service work.

Transfer credit: CSU

SOC R122—Introduction to Education 3 units
3 hours lecture weekly

This introductory course is designed to provide students with the fundamental knowledge of the American educational system, using a multicultural approach to analyze urban schools. Concepts and methods selected from sociology and related disciplines (including sociology, anthropology, economics and philosophy) are used to understand and analyze current conditions in American Schools, and to evaluate models for reform. A minimum of 30 hours of observation in a multicultural school and/or community setting is required. This course is designed for students considering teaching as a profession, for paraprofessionals, and for volunteers working in the public school system. Field trips may be required. (Same as EDU R122)

Transfer credit: CSU

SPANISH

Oxnard College offers the Center of Excellence for Spanish Studies, a full two-year sequence of courses in Spanish that includes five semesters of college-level language learning. Students can also take courses in literature, culture, and Spanish-language cinema. There are courses for beginners and courses for those who have learned Spanish in the home.

Beginning-level courses can be taken entirely in the classroom, or you can take a class partially on-line. Also, you can decide whether to take the first level course in one semester or over two semesters, for a less intensive pace. ¡Español es suave!

For more information, contact:

James Merrill, Department Chair, jmerrill@ycccd.edu
805-986-5800, ext. 1949

Career Opportunities

B.A. Level

Interpreter	Translator
Foreign Clerk	Foreign Service Officer
Foreign-Exchange	Trader

Faculty

Full-Time	Part-Time
Carmen Eblen	Rene Centeno
Cecilia Milan	Sara Harding-Castillo
	Dora Madrigal
	Marta Garza-Laird
	Sandra Kornuc
	George Peraza

◆ Spanish

Associate in Arts Degree

Required Courses:	Units
SPAN R103 Intermediate Spanish I	5
SPAN R104 Intermediate Spanish II	5

10

Required Additional Courses: Units

Complete a minimum of 9 units from the following:

SPAN R101 Elementary Spanish I	5*
SPAN R101A Elementary Spanish 1A	3*
SPAN R101B Elementary Spanish 1B	3*
SPAN R102 Elementary Spanish II	5*
SPAN R102A Elementary Spanish 2A	3*
SPAN R102B Elementary Spanish 2B	3*
SPAN R105 Native Spanish Speaker 1	5*
SPAN R106 Native Spanish Speaker 2	5*
SPAN R107 Hispanic American Culture	3
SPAN R108 Composition in Spanish	3
SPAN R117 Hispanic-American Literature	3
SPAN R118 Cinema Hispanoamericano	3

9 - 11

Total Required Units 19 - 21

*No more than 5 units of SPAN R101-R106 can be applied to the major.

Spanish Courses

SPAN R098—Short Courses in Spanish ½-10 units

Lecture and/or lab hours as required by unit formula

Special topics designed to inform or update interested persons in the various disciplines within Spanish. (2)

SPAN R101A—Elementary Spanish 1A **3 units**
3 hours lecture weekly

This is a first semester Spanish course for non-native speakers. It provides an introduction to the language and culture of the Spanish-speaking world. This course emphasizes oral communication and vocabulary development through reading and writing. This course equals the first half of Spanish R101. Field trips may be required. (2)

Transfer credit: UC, CSU

SPAN R101B—Elementary Spanish 1B **3 units**
3 hours lecture weekly

Prerequisites: SPAN R101A or equivalent.

Second semester Spanish for non-native speakers. Introduction to language and culture of the Spanish-speaking world, designed for students who have had no formal training in Spanish, emphasis on oral communication and on reading and writing. Basic vocabulary and grammar are studied, as well as various aspects of the Spanish Culture. This course is equal to the second half of SPAN R101. (2)

Transfer credit: UC, CSU

SPAN R101—Elementary Spanish I **5 units**
5 hours lecture weekly

First year (first semester) Spanish for non-native speakers. Introduction to language and culture of the Spanish-speaking world, designed for students who have had no formal training in Spanish; emphasis on oral communication and on reading and writing. Basic vocabulary and grammar are studied as well as various aspects of the Spanish culture. (2)

Transfer credit: UC, CSU (CAN: SPAN SEQ A (SPAN R101 + R102))

SPAN R102—Elementary Spanish 2 **5 units**
5 hours lecture weekly

Prerequisites: SPAN R101.

This is a first year, second semester Spanish course for non-native speakers. It provides an introduction to the language and culture of the Spanish-speaking world. The course emphasizes oral communication and vocabulary development through reading and writing. Students study basic vocabulary and grammar, as well as various aspects of the Spanish culture. Field trips may be required. (2)

Transfer credit: UC, CSU (CAN: SPAN SEQ A (SPAN R101 + R102))

SPAN R103—Intermediate Spanish I **5 units**
5 hours lecture weekly

Prerequisites: SPAN R102 or equivalent.

Second year (third semester) Spanish for non-native speakers. Further study of language and culture through reading and listening to a variety of works; discussion of these works and other topics will give continued practice and development of oral skills. Vocabulary growth stressed as well as review and refinement of grammar principles. (2)

Transfer credit: UC, CSU (CAN: SPAN 8)

SPAN R104—Intermediate Spanish II **5 units**
5 hours lecture weekly

Prerequisites: SPAN R103 or equivalent.

Second year (fourth semester) Spanish for non-native speakers. Further study of language and culture through reading and listening to a variety of works; discussion of these works and other topics will give continued practice and development of oral skills. Vocabulary growth stressed as well as review and refinement of grammar principles. (2)

Transfer credit: UC, CSU

SPAN R105—Native Spanish Speaker I **5 units**
5 hours lecture weekly

This is a first semester Spanish course for native Spanish speakers. Emphasis is on vocabulary expansion and correct usage in speaking and writing; study of basic principles of grammar is also included. The comparison of Spanish and English grammar is addressed, as well as the contrast between standard Spanish and borrowings from English. Cultural readings are used to promote reading, writing and conversation. Field trips may be required. (2)

Transfer credit: UC, CSU

SPAN R106—Native Spanish Speaker II **5 units**
5 hours lecture weekly

This is a language course for native Spanish speakers. The emphasis in this course is on correct language usage, both in speaking and writing, vocabulary expansion, and the study of more advanced grammatical forms such as the perfect tenses of the indicative, the passive voice and the subjunctive. Cultural readings, short stories and short novels are used to promote reading, writing and discussion. Field trips may be required. (2)

Transfer credit: UC, CSU

SPAN R107—Hispanic American Culture **3 units**
3 hours lecture weekly

Prerequisites: SPAN R101.

Broaden understanding of Hispanic-American culture and civilizations through art, history, music, customs and traditions, politics, and economics. Course is designed to maintain and enhance communicative skills. Course is taught in Spanish. Field trips may be required. (2)

Transfer credit: UC, CSU

SPAN R117—Hispanic American Literature **3 units**
3 hours lecture weekly

Advisory: Advanced knowledge of Spanish reading and writing; SPAN R104, SPAN R108, or the equivalent is highly recommended.

This course provides a survey of Hispanic American Literature from Pre-Columbian times to the present. It includes representative writers from each of the major literary periods, as well as a discussion of literary genres such as poetry, short story, essay and novel. Readings, written assignments and class discussions will be in Spanish. Field trips may be required. (2)

Transfer credit: UC, CSU

SPAN R118—Cine en Español **3 units**
3 hours lecture weekly

Advisory: Students should be able to follow lectures and participate in class discussions in Spanish; all films are in Spanish with English subtitles. SPAN R103 is highly recommended.

Through films from prominent Latin American and Spanish directors, this course explores cultural identity, historical and political events, and life in Spanish-speaking countries. Students view films, participate in group discussions, compare film techniques and artistic styles, and analyze recurrent themes presented by the films. The class is conducted in Spanish; the films have English subtitles. Field trips to local theaters may be required. (2)

Transfer credit: UC, CSU

SPAN R199—Directed Studies in Spanish **1-3 units**
3 hours lecture weekly

Prerequisites: A course in the specific field.

Lecture and/or lab hours as required by unit formula

Designed for students interested in furthering their knowledge of Spanish on an independent study basis; assigned problems may involve library and field work with consultation and review in Spanish with the supervising instructor. Course may be taken two times.

Transfer credit: CSU

SPECIAL EDUCATION

Students are encouraged to seek guidance and support services through the Educational Assistance Center. The courses below have been designed to meet the special instructional needs of students with disabilities and to prepare the students for certificate and degree programs in line with the mission of the College.

Special Education Courses

SPED R001—Survey of Disabilities **3 units**
3 hours lecture weekly

Overview of historical, social, medical, recreational, and educational implications of various physical and learning disabilities. Practical experience in simulated situations to provide insights in the area of disabilities. Designed for the disabled student or anyone interested in working with the disabled. Not applicable for degree credit.

SPED R004—Language Development **1 unit**
1 hour lecture weekly

Course designed for students experiencing difficulty with their speech including lisping, stuttering, and other related speech problems. Not applicable for degree credit. Course may be taken four times.

SPED R012—Issues for Deaf Students **3 units**
Prerequisites: Verification of disability.
3 hours lecture weekly

Designed to teach deaf students fundamentals of mass media and news reporting with emphasis on discussion and understanding contemporary issues. Media such as television, radio, newspapers, and magazines studied regarding information organization, advertisements, news articles, job opportunities, and news commentaries. Instruction presented in American Sign Language. Not applicable for degree credit. Course may be taken four times.

SPED R030—Career Evaluation **1 unit**
½ hour lecture, 1½ hours lab weekly

Course designed to assist students in exploring present vocational interests and abilities. Each student will have an individual evaluation of his/her aptitude for occupations based upon exploration of various job-related tasks regardless of work history or past work skills. Not applicable for degree credit.

SPEECH

Career Opportunities

(Post-bachelors degree necessary)

Lawyer	Management Trainee
Lecturer	Politician
Linguist	Speech Therapist

Faculty

Full-Time	Part-Time	Part-Time
Amy London	Gary Amar	Leslie Radford
	Monica Conway	Roland Glover

Speech Courses

SPCH R101—Introduction to Oral Communication **3 units**

Advisory: ENGL R101.
3 hours lecture weekly

This course provides training and practice in basic principles of effective oral communication through participation in public speaking, group discussion, and oral reading. It emphasizes being at ease in front of, and with, a group, and developing constructive attitudes, organized thinking, proper use of voice and body, and discriminative listening. Field trips may be required.
Transfer credit: UC, CSU (CAN: SPCH 4)

SPCH R105—Oral Interpretation of Literature **3 units**
3 hours lecture weekly

This course is a study of the principles and techniques of oral reading of drama, prose and poetry with understanding and appreciation. Students will practice evaluation of the literature selected for reading. Field trips may be required. (2)
Transfer credit: UC, CSU

SPCH R107—Argumentation and Debate **3 units**
3 hours lecture weekly

This course introduces argumentation methodology, communication theory, rhetorical theory, critical listening, and critical thinking. It will include training in persuasive analysis, cross-examination, and delivery. Emphasis will be placed on research, using evidence, and detecting fallacies. Practice debates on class-selected topics will take place throughout the course of the semester.
Transfer credit: UC, CSU

SPCH R108—ESL Academic Oral Communication **3 units**

Advisory: ESL R046.

3 hours lecture, 1 hour lab weekly

This course is designed to help advanced non-native speakers of English communicate well in academic, professional, and social settings through practice in basic principles of oral communication (with an emphasis on most effective use of voice and body). Students will engage in group discussion, public speeches, and oral reading. Field trips may be required. (2)
Transfer credit: CSU

SPCH R109—Readers' Theatre **3 units**
3 hours lecture weekly

The course will include concepts and techniques of cooperative group work in oral interpretation of literature, including children's stories, poetry, prose and plays. Performance of Readers' Theatre selections before community and college audiences will be required. Field trips may be required. (Same as THA R109)
Transfer credit: UC, CSU

SPCH R110—Small Group Communication **3 units**
3 hours lecture weekly

This course focuses on the principles and methods of communication in a small group setting. Group interactions such as problem solving, leadership, and decision-making will be analyzed. Students will develop individual and group communication skills to prepare for the workplace and other group communication situations. Ultimately, students will learn group communication competence. Field trips may be required. (2)
Transfer credit: UC, CSU

SPCH R111—Interpersonal Communication **3 units**
3 hours lecture weekly

This course provides an introduction to the dynamics of communication in one-to-one relationships. Communication experiences, behaviors, and rules governing interpersonal contexts are explored. Specific relationships such as friendship, family, and co-workers are the highlights of the course. Topics include language, perception, non-verbal cues, and listening. This course will help students effectively communicate in interpersonal encounters. Field trips may be required. (2)
Transfer credit: UC, CSU

SPCH R113—Intercultural Communication **3 units**
3 hours lecture weekly

This course provides an introduction to intercultural communication principles and processes. It aids a greater appreciation of other cultures through increased awareness of, and sensitivity to, different cultural viewpoints. Topics include language, verbal and nonverbal communication, perception, and technology. This course allows students to examine and improve their intercultural communication competence. Field trips may be required. (2)
Transfer credit: UC, CSU

SPCH R199—Directed Studies in Speech **1-3 units**
Prerequisites: A course in the speech field.
1 - 3 hours lecture weekly

This course is designed for selected students interested in furthering their knowledge of speech communication on an independent basis. Assigned work will involve library, lab, and/or field work. A maximum of three units can be earned. More specific details will be arranged with the instructor. Field trips may be required. (2)
Transfer credit: CSU

TELEVISION

The Television Production program at Oxnard College offers courses to develop skills in all aspects of digital film and video production — whether you plan to earn an AA degree, transfer to a four-year program or want to get into a career right away. The program includes courses in screenwriting, video production, digital editing, and critical studies. It also covers directing, lighting and audio production.

You get hands-on experience creating digital video, and the chance to see your work on the campus' channel, OCTV.

Students who have completed this program have transferred to USC, UCLA and CSUN among other schools. Alumni are working in the industry for ABC affiliates, E TV, Fox Sports West, and Warner Brothers.

For more information, contact:

Andres Orozco, Lead Faculty, Television Production
aorozco@vcccd.edu

Kitty Merrill, Adjunct Faculty, Television Production
kmerrill@vcccd.edu

OCTV Channel 15 805-986-5817

Career Opportunities

Broadcast Television	Industrial Video Production
Cable Industry	Independent Video Production
Producer	Director
Script Writer	Camera Operator
Video Editor	Stage Manager
Master Control	Video Operator

Faculty

Full-Time	Part-Time
Andres Orozco	Katharine B. Merrill

◆ Communications —Radio, Motion Picture and Television

Associate in Arts Degree

TELEVISION PRODUCTION OPTION

Required Courses:		Units
TV R100	Electronic Media Studies	3
TV R101	Introduction to Digital Film and Video Production	3
TV R102	Digital Video Production Workshop	3
TV R103	Digital Filmmaking	3
TV R104	Advanced Digital Video Production Workshop	3
TV R105/ ENGL R130	Fundamentals of Screenwriting	3
		18
Required Additional Courses:		Units
Complete a minimum of six units from the following:		
ENGL R131	Cinema: Literary Views	3
OR		
ENGL R132	Cinema: History, Culture	3
SPCH R101	Introduction to Oral Communication	3
OR		
SPCH R104	Voice and Diction	3
TV R117	The Use of the Ethnic Minority in Film and Television	3
TV R190	Internship in Digital Video Production	3
TV R198	Short Courses in Digital Video	3
		6
Total Required Units		24

Television Courses

TV R100—Electronic Media Studies 3 units

3 hours lecture weekly

This course is a survey of electronic media including television, film, radio and multimedia and their impact on culture and society. Topics covered include technological development, programming; ratings; social, legal and economic aspects of broadcasting in America; and cross-cultural, international comparisons. Field trips may be required. (2)

Transfer credit: CSU

TV R101—Introduction to Digital Film and Video Production 3 units

2 hours lecture, 3 hours lab weekly

This class offers a basic introduction to digital video studio and field production. Students in this entry class for the major learn aesthetic principles and get hands-on experience in the operation of cameras, lenses, lighting equipment, microphones, audio recorders and switching, as well as set design and non-linear editing. Field trips may be required. (2)

Transfer credit: CSU

TV R102—Digital Video Production Workshop 3 units

Prerequisites: TV R101.

2 hours lecture, 3 hours lab weekly

This course expands student skills in digital video production and filmmaking techniques and is required for the Television Production track of the Communications major. Through a series of practica, it provides hands-on instruction in pre-production (conceptual development, scripting, planning of video projects), production (recording of the project with attention to camera use, lighting, and sound) and post-production (video and audio editing). Content development for OCTV is emphasized. Field trips may be required. (2)

Transfer credit: CSU

TV R103—Digital Filmmaking 3 units

Prerequisites: TV R101.

Advisory: TV R102.

2 hours lecture, 3 hours lab weekly

This course gives students skills needed for directing and editing digital video projects. In addition, they will refine their video production skills and work to enhance their creative vision. Instruction in advanced camera operation, lighting and editing is provided. The class is required for the TV Production major. Field trips may be required. (2)

Transfer credit: CSU

TV R104—Advanced Digital Video Production Workshop 3 units

Prerequisites: TV R101.

Advisory: TV R103.

2 hours lecture, 3 hours lab weekly

This is an advanced course in digital filmmaking and video production and is required for the Television Production track of the Communications major. Students will continue to develop their production skills while creating videos in a variety of forms. Through a series of practica, students' continue to refine their aesthetic vision and technical skills in pre-production, production and post-production. Content development for OCTV and the campus is emphasized. Field trips may be required. Course may be taken four times.

Transfer credit: CSU

TV R105—Fundamentals of Screenwriting 3 units

Advisory: ENGL R096.

3 hours lecture weekly

This course is required for Television Production majors and is an elective for the English major. This is a basic introductory course that trains students to write for film and electronic media, and to prepare scripts in proper formats. Students learn to plan and develop scripts utilizing professional standards and methods. Field trips may be required. Course may be taken two times. (Same as ENGL R130) (2)

Transfer credit: CSU

TV R117—Race, Class, Gender, and Sexuality in Film and Television 3 units

*Advisory: ENGL R096.
3 hours lecture weekly*

This course will cover how films and television programs represent race, gender, and sexuality. It will examine the evolution of film and television and the dominant ideologies that have shaped and continue to shape how films are made. The course will also examine alternative films and television programs that are redefining how race, class, gender, and sexuality are viewed and interpreted. Field trips may be required. (2)

Transfer credit: CSU

TV R190—Internship in Digital Video Production ½-6 units

Corequisites: TV R101 or TV R102 or TV R103 or TV R104 or concurrent enrollment.

Lecture and/or lab hours as required by unit formula

This course internship provides an opportunity for students to intern in specific areas of digital video, film, or television, under the supervision of a professional, as well as the instructor. Students receive on-the-job exposure to professional practices in production, pre-production, post-production or television station operations. Internship may be scheduled at Oxnard College Television, or at another location as arranged by the student. A maximum of six units are transferable to CSU; for UC, credits are determined after admission. Field trips may be required. (2)

Transfer credit: CSU

TV R198A-Z—Short Courses in Digital Video ½-3 units

Lecture and/or lab hours as required by unit formula

Courses and/or workshops in selected areas of video production are developed to meet specific needs of the college community as requested or required. Field trips may be required. (2)

Transfer credit: CSU

**OCTV
Celebrating Over 20 Years
on the Air**

Since 1986 Oxnard College has provided students and the community with educational and entertainment programming on Oxnard College Television on Adelphia throughout Oxnard and Port Hueneme. Programming includes shows produced by television production students, credit telecourses and other entertainment programming.

Oxnard College Television produces college and community programming on-location and in its well-equipped television production studio. Students create original programming as part of their lab work in television production courses.

Telecourses shown on OCTV offer students a chance to earn transferrable college credit in subjects such as History, Political Science, Child Development, Health, Sociology and Business Law, with limited attendance on campus.



Instructor Amy London with some of the winners of a campus speech tournament.

Appendices

Appendix I

Student Conduct Code

Standards of Student Conduct

In joining the academic community, the student enjoys the right and shares the responsibility in exercising the freedom to learn. Like other members of the academic community, the students are expected to conduct themselves in accordance with standards of the college that are designed to perpetuate its educational purposes. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state, and nation. A charge of misconduct may be imposed upon a student for violating provisions of college regulations and the State Education and Administrative Codes. Where a student is subject to a charge of misconduct, such charge shall be processed in accordance with the following policies and procedures.

Disciplinary action may be imposed upon a student by an instructor, an administrator, or the governing Board for proven misconduct or actual violation of specified college rules and regulations. Instructors and administrators may place students on probation or temporary exclusion with respect to actions in a classroom, on campus, or at a college-sponsored activity within the procedures specified in this document. The Vice President of Student Services shall have the power to impose suspension and to recommend expulsion.

Students are subject to charges of misconduct for any of the following acts on college-owned or controlled property or at a college-sponsored activity:

1. Willful disobedience to directions of college officials acting in performance of their duties.
2. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.
3. Dishonesty, such as cheating, or knowingly furnishing false information to the college.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration, or misuse of college documents, records, or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
7. Theft of or damage to property or possession of stolen property belonging to the college, a member of the college community, or a campus visitor.
8. Disorderly, lewd, indecent, or offensive conduct.
9. Obscene, libelous or slanderous expression, or expression which so incites students as to create a clear and present danger of the commission of unlawful acts on the college's campus, the violation of lawful college regulations or the substantial disruption of the college's orderly operation.
10. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
11. Use, possession, distribution of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs; or presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs, except as expressly permitted by law.
12. Possession, while on the college campus or at an on- or off-campus college-sponsored function, of any of the following weapons (except persons given permission by the college President or his/her designated representatives or member of the law enforcement agencies, as police officers): any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub, sandbag, metal knuckles; any dirk, dagger, firearm (loaded or unloaded) as pistol, revolver, rifle, etc.; any knife having a blade longer than five inches, any switchblade longer than two inches; any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item to threaten bodily harm.

Student Conduct—Disciplinary Action

Student conduct must conform to the Student Rules of Conduct established by the Governing Board of Trustees of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. The Ventura County Community College District has established due process for the administration of the penalties enumerated here. Penalties are listed in degrees of severity. College authorities will determine the appropriate penalty(ies):

Warning*—notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

Reprimand*—Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college.

A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in a formal action against the student.

*Warnings and reprimands may be appealed directly to the President. They are not subject to a student conduct hearing.

Disciplinary Probation—Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or the president of the student organization involved.

Restitution—Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service or repair or otherwise compensate for damage.

Summary Suspension—A summary suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community.

Summary suspension is limited to that period of time necessary to ensure that the purpose of the summary suspension is accomplished and in any case, no more than a maximum of five school days. Summary suspension is a type of suspension other than that ordinarily invoked by the instructor for disciplinary reasons in the classroom.

The college President, Vice President of Student Services, or other staff member designated by the President may summarily suspend a student when he deems it necessary for the safety and welfare of the college.

Disciplinary Suspension—Disciplinary suspension follows a hearing based on due process. It shall be invoked by the college President, appropriate administrator, or other staff member designated by the President, upon the student for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

Expulsion—An expulsion is a long-term or permanent denial of class attendance including all campus privileges. The Governing Board may expel a student who has been convicted of a crime arising out of a campus disturbance, or who, after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus.

Student Conduct—Due Process

A. Preliminary Action

1. The Vice President of Student Services or their designee shall receive and may issue any charge of alleged misconduct made against a student by another student, faculty member, administrator, or classified personnel. Such person shall sign and submit a written statement specifying the time(s), place(s), and nature of the alleged misconduct.
2. The Vice President of Student Services or their designee shall confer with the student to advise of the charge, possible sanctions upon him/her, and his/her rights under college regulations and state and federal laws.
3. The Vice President of Student Services or their designee may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Vice President of Student Services or their designee shall assess, or cause to have assessed, damage to property and injury to persons or other forms of misconduct.
4. At this point, the Vice President of Student Services or their designee may take any of the following actions:
 - a. Dismiss the charge for lack of merit.
 - b. Issue a warning or a letter of reprimand.
 - c. Place the student on disciplinary probation, require restitution, place on summary or disciplinary suspension.
 - d. Recommend expulsion,
 - e. Remand the case to a Student Conduct Hearing.
5. At this point, if the student does not accept the decision of the Vice President of Student Services, the Vice President of Student Services shall arrange for a meeting of the Student Conduct Hearing Committee, following the procedures outlined in Sections B and C of this document.

B. Composition of Student Conduct Hearing Committee

1. The Student Conduct Hearing Committee, hereafter referred to as the Hearing Committee, shall be set up as follows:
 - a. One student, one faculty member, and one administrator (other than the Vice President of Student Services and his/her immediate staff). These persons are appointed by the college President.
 - b. The President shall designate the chairperson of the Hearing Committee.
 - c. A minimum of one Hearing Committee shall be selected annually.
 - d. Upon notification of the Hearing Committee composition, each party is allowed one peremptory challenge, excluding the chairperson.
 - e. A quorum shall consist of all three members of the Hearing Committee.
 - f. The chairperson will allow any proposed member of the Hearing Committee to decline participation in the hearing.

C. Formal Hearing Procedures

1. A hearing will be called by the chairperson within 15 working days of receipt of the Vice President of Student Service's request.
2. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
3. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses, and receive all evidence pertaining to the charge.
4. Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
5. The accused person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled witnesses and the Hearing Committee members shall be present.
6. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
7. The Hearing Committee shall judge the relevancy and weight of testimony and evidence. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
8. The Hearing Committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
 - a. Concur with the Hearing Committee's recommendation.
 - b. Not concur with the Hearing Committee's recommendation.
 - c. Take alternative action.
 - d. The college President shall state in writing the reasons for the action taken on the Hearing Committee's recommendations. The President shall act within 10 working days.

9. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District; if he/she is still dissatisfied with the decision, an appeal may be made to the Governing Board, who shall render the final decision.

Student Conduct—Student Grievance

Purpose

Students are encouraged to pursue academic studies and other college-sponsored activities in order to promote intellectual growth and personal development. In seeking these ends, students should be free from improper interference by other members of the college community.

A grievance may be initiated by a student whenever the student believes that he/she has been subject to unjust actions or denied normal student rights as stipulated in college regulations and in the State Education and Administrative Codes. A grievance may be initiated by a student against any other student or any employee of the college.

Definition

A grievance is an allegation of unjust action or denial of student rights. A grievance exists only when a specific educational wrong has occurred to a single student. This wrong must involve an unjust action or denial of student rights as defined in a specified college, college district, or superior legal covenant or judgment. A grievance exists only when such an error or offense has some demonstrably correctable result. The outcome of a grievance must produce a tangible benefit to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error.

Procedures

A. Informal Processes: When a student believes that a personal injustice has been sustained, an attempt should first be made to resolve the concern by informal means. Consultation should be made with the student, faculty member, administrator, or classified person involved in order to seek direct resolution. If this process fails or, for some reason, cannot be accomplished, the aggrieved student should confer with the direct supervisor of the person allegedly causing the problem. If both of these steps are unsuccessful, the aggrieved student should discuss the problem with the Vice President of Student Services.

B. Formal Processes: If the aggrieved student believes that the informal consultation processes mentioned in Section A have failed, the procedures and rules described below must be followed by both the student and the college. This process represents the formal grievance procedure of the college. However, the entire formal grievance process shall be discontinued at any time the parties can informally agree on a mutually satisfactory result. All formal records will be destroyed in this instance.

Resolution of grievances may not abrogate state or federal laws and applicable Board of Trustee rules and policies.

1. A college Grievance Committee shall be established by the college President at the opening of each academic year. This committee will be composed of one faculty member, one enrolled student, and one administrator. The chairperson will be designated by the President. Committee members are appointed by and serve at the pleasure of the President.

If, in the judgment of either participant in a formal grievance or the President, a conflict of interest or bias exists with any committee member, that member will be excused and a substitute appointed for the case in question only.

A formal grievance must be filed with the Vice President of Student Services within 90 calendar days of the final event in a sequence of events, if any. The 90-day period shall commence on the day of the event or on the day of first knowledge of the event by the complaining party. Proof of the latter delayed date is the responsibility of the complaining party.

2. A formal grievance exists when the Vice President of Student Services receives a signed written charge specifying the time, place, and nature of the injury from the aggrieved student. This written charge should be dated and must be on behalf of an individual student only. Group or class action grievances are not permitted. This charge must also clearly specify the informal consultation attempts made and described in Section A.
3. The Vice President of Student Services will verify the completeness of the written charge and present the charge to the Grievance Committee within 10 working days of receipt.
4. The Grievance Committee will review the charges made in Section B2 within five working days and request a response in writing from the person accused. This person must reply within 10 working days. Upon receipt of this response, the committee shall meet and recommend to the President that (a) the case be dismissed, or (b) that reasonable cause for a hearing exists. This action must take place within five working days.
5. The President will then either dismiss the case with the reasons set out in writing to both parties or request that the Grievance Committee hold a formal hearing. The President must take this action within five working days of receipt from the committee (Section B4).
6. Formal hearing procedures:
 - a. A hearing will be called by the chairperson within 15 working days of receipt of the President's request (Section B5).
 - b. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
 - c. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses, and receive all evidence pertaining to the charge.
 - d. Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
 - e. The accused person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled single witnesses and the Grievance Committee members shall be present.
 - f. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.

- g. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit its investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
- h. The committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
 - (1) Concur with the committee's recommendation.
 - (2) Not concur with the committee's recommendation.
 - (3) Take alternative action.
 - (4) The college President shall state in writing the reasons for the action taken on the committee's recommendation. The President shall act within 10 working days.
- i. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District; if he/she is still dissatisfied with the decision, an appeal may be made to the Board of Trustees which shall render the final decision. Appeals of the decision of the Chancellor must be made within 15 days of receipt of the result. Appeals to the Governing Board may be made only when all other steps in the procedure have been completed and when there is an identifiable remedy for the grievance. Appeals to the Governing Board shall be made in writing and shall specify exactly why the student feels the Governing Board should review the decision. If it is felt that the proper procedures were not followed, then the appeal should specify what procedures were not properly followed and how the alleged errors affected the outcome. The Governing Board shall review the written records of the proceedings and any related materials. The Board may, after reviewing all materials, allow individuals to make statements to the Board or may request clarification of facts from the President or clarification regarding the committee's deliberations from the Grievance Committee chairperson.
- j. Records of all proceedings will be maintained by the college President in accordance with rules of confidentiality and board/state/federal laws, rules, regulations, and contracts. Insertion of information regarding a case in an employee's personnel record will only be made in compliance with board/state/federal laws, rules, regulations, and contracts.

Appendix II

Matriculation: Student Rights and Responsibilities

Student Responsibilities

- A. Express at least a broad educational intent upon admission.
- B. Declare a specific educational goal no later than the term after which you complete 15 semester units of degree applicable credit course work.
- C. Diligently attend class and complete assigned course work.
- D. Complete courses and maintain progress toward an educational goal; and
- E. Cooperate in the development of a student educational plan with the assistance of a counselor.

Student Rights

- A. Prerequisites or corequisites: Your rights entitle you to file a prerequisite/corequisite petition in the Counseling Office (LRC 22) to challenge any prerequisite or corequisite if you believe one of the following:
 - 1. You will be subject to undue delay in attaining the goal of your educational plan because the prerequisite or corequisite has not been made reasonably available.
 - 2. The prerequisite or corequisite is not valid because it is not necessary for success in the course for which it is required.
 - 3. The prerequisite or corequisite is unlawfully discriminatory or it is being applied in an unlawfully discriminatory manner.
 - 4. You have the knowledge or ability to succeed in the course despite not meeting the prerequisite or corequisite.
- B. Matriculation Procedure: You may also file a matriculation petition regarding the matriculation process in the Counseling Office (LRC 22). Grounds for that challenge include:
 - 1. Challenge any violation of the matriculation provisions which you believe has occurred.
 - 2. File a complaint if you believe that any matriculation practice has the purpose or effect of subjecting any person to unlawful discrimination.

In addition to the previous information, you have the right to discuss your placement recommendation. To review an English placement, meet with an advisor from the English department. To review a Math placement, meet with an advisor from the Math department.

Resolution of Complaints

Once a petition is received, the Matriculation Coordinator will convene a committee consisting of the Matriculation Coordinator and two members of the College Matriculation Committee. The committee will review the petition and provide written notification of any action to be taken to the student within five (5) working days. Students wishing to appeal the decision of this committee may do so by meeting with the Vice President of Student Services.

Appendix III

Probation, Dismissal, and Readmission of Students

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

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

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

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

Notification of Probation: Each college in this district shall notify a student who is placed on probation at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester. The student grade report, provided for each enrolled student at the end of each term, specifies the student status for both academic and progress categories as either good standing or probation. A student placed on probation is, as a condition of continuing enrollment, to receive individual counseling, including the regulation of his or her academic program. Each student shall also receive any other support services to help the student overcome any academic difficulties.

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

A student on **progress probation** because of an excess of units for which entries of “W,” “I,” and “NC/NP” are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

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

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

Notification of Dismissal: Each college in the Ventura County Community College District shall notify a student who is dismissed at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester. The student grade report, issued for each student at the end of each term, specifies the student status for both academic and progress categories as either good standing or dismissed. A student who is dismissed has the right of appeal.

An exception to academic dismissal may be made only in the event of extreme and unusual medical and/or legal circumstances that can be supported by evidence provided by the student, or in the event of improved scholarship.

The petition for this purpose, petition for continued enrollment or readmission, is available in the Counseling Office.

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

Cheating or Plagiarism: Oxnard College takes academic honesty very seriously, since ethical behavior and integrity are vital components of ensuring mutual respect across campus. Instructors, accordingly, have the responsibility and authority for dealing with instances of cheating or plagiarism that may occur in their classes. Such activities could include stealing tests, using “cheat sheets,” copying off another’s test, or turning in someone else’s work as his/her own. Further, instructors have the responsibility to report instances of cheating to their Deans in that cheating in any form is a violation of the Oxnard College Student Code of Conduct and as such is subject to investigation, charges of misconduct, and disciplinary consequences.

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

Upon completion of the repeated course, the previous grade earned shall be omitted from the computation of the cumulative grade point average, an “E” appears on the permanent record. The permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

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

Academic Renewal without Course Repetition: Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the Ventura County Community College District. Academic renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate.

Appendix V

Course Repetition Policy

In accordance with Section 58162 of Title 5, Ventura County Community College District will permit students to take certain identified courses up to a maximum of four times under the following conditions:

1. The Governing Board has approved the number of times the course may be repeated.
2. The course is designated in the catalog as repeatable.
3. The course outline is such that the course content is different each time it is offered.
4. Students gain an expanded educational experience for one of the two following experiences:
 - a. Skills or proficiencies are enhanced by supervised repetition and practice within class periods, or
 - b. Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.
5. Skill areas and courses within that skill have been identified by faculty within the discipline and approved by the campus curriculum committees. Final approval of skill areas will be by the Ventura County Community College District Chancellor's Cabinet.
6. The college will insure that each skill area is identified and the courses contained therein properly "clustered" in the computer so that students will not be able to repeat courses in that skill area more times than permitted.
7. Each college will at appropriate times, utilizing the software developed for that purpose, further monitor course repetition by running a list of those who are enrolled in a course for which they have used all allowable repetitions. The college shall then take appropriate action to remove any such students from those courses.
8. In the event that an ineligible enrollment is discovered after census data, the college will take steps to insure that no attendance is reported to the state for ADA purposes. Furthermore, no positive attendance is to be reported for ineligible enrollments.

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

(1) Disregard a maximum of 15 semester units of any courses with less than a C or equivalent grade taken during any two terms, not necessarily consecutively; or (2) Disregard all courses from two consecutive semesters (one summer or inter-session may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.

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

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

Appendix IV

Auditing Policy

In accordance with Section 72252.3 of the Education Code, students enrolled in classes to receive ten or more semester units shall be allowed to audit three or fewer semester units with a fee for auditing of \$15.00 per unit per semester. As required by section (d), priority in class enrollment shall be given to students desiring to take the course for credit towards a certificate or degree. Therefore, a student wishing to audit may register for classes in audit status by special petition only in the last two days of the add/drop period. This petition requires permission of the instructor. Laboratory classes are not normally available for audit. In accordance with this section (c) of this statute, no student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

Student auditing a course are not permitted to take exams in class, nor are they permitted to challenge the course at a later date. Instructors are under no obligation to grade assignments of students auditing a course. Attendance requirements for student auditing courses are the same as for all other students as stated in the college catalogs.



The atrium in the Letters and Science classroom wing.

Appendix VI

International Students

(F-1 visa—suspended program)

Educational Testing Service
P. O. Box 6151
Princeton, NJ 08541-6151 or
email: toefl@ets.org or
website: <http://www.toefl.org> or <http://www.ets.org>.

I. Definitions

- A. An international student is a person enrolled at one of the District colleges who is a permanent resident of another country and is in the U.S. on a visa. People with B-2 visitor's visas are not considered to be international students, and cannot take classes unless they apply to change their visa status to F-1 (which can be done with the assistance of the Admissions & Records Office). They can only take classes after their F-1 Visa is approved.
- B. People who have other types of visas may be eligible for admission as regular students, resident or nonresident, depending on their visa types.
 1. People having the following visa types may establish residency:
 - A-1 to A-3
 - E-1, E-2
 - G-1 to G-3
 - H-1 (also known as H-1B), H-4
 - I
 - K-1, K-2
 - L-1, L-2
 - O-1, O-3
 - R
 - TC
 2. Aliens holding any visa types other than those above are precluded from establishing residency in the United States.
 3. Those holding Resident Immigrant visas are not considered to be international students. They are residents with all the privileges and responsibilities of other residents.
- C. International students enrolled with F-1 student visas are required to be full-time students (12 units).

II. Limitations on Enrollments (F-1 visa only)

- A. Due to the district's limited financial resources and space, and due to the special educational needs of international students, the Ventura County Community College District reserves the right to limit the number of international students (F-1 visa) admitted each year.
- B. In order to foster cultural exchange, the district encourages ethnic and national diversity among the international students admitted.

III. Admission Requirements (F-1 visa only)

Prior to the completion of the registration process, international students must follow the procedure outlined below:

- A. Submit a completed International Student Application form, along with the required \$50 processing fee. International students must declare a major course of study.
- B. Provide evidence of adequate proficiency in the use of English. Where English was not the language in which their education was earned, a TOEFL score (Test of English as a Foreign Language) of 450/133 or more must be submitted or other satisfactory evidence of English level. For information regarding the TOEFL test, students are advised to write to:

- C. Submit a bank statement that verifies financial capability for the costs of attending college.
- D. Before registration is validated, international students must pay the entire nonresident tuition fee and the state enrollment fees for the semester.
- E. Provide officially-translated transcripts, in English, from high schools and colleges previously attended. In general, it is expected that applicants will have completed high school with a satisfactory academic record.
- F. Submit proof of freedom from tuberculosis in the form of either a negative Mantoux skin test or results of an X-ray which show freedom from tuberculosis, along with a signed health report verifying you are free from communicable disease and in general good health as well as your immunization record.
- G. International students are required to provide proof of major medical insurance coverage. If needed, the college can provide information on policies available to them.

IV. Permission to Work

According to Immigration policy, international students may not work during their first nine months of study (or two regular semesters), other than 20 hours per week on campus. After the first nine months of study, under certain conditions, they may apply for work through the International Student Office.

This Office will prepare the forms and submit them to Immigration. At no time, other than vacation periods, is a student allowed to work more than 20 hours per week either on or off campus, except through special emergency measures enacted from time to time by Immigration & Naturalization or at the end of their program of study if they apply for Optional Practical Training.

Appendix VII

Student Health Services

The Governing Board hereby establishes a program of student health supervision and services. This action is taken pursuant to California Code of Regulations, Title 5, Sections 54702 through 54742. The program provides for the operation of student health centers wherein enrolled students of the district's colleges and other persons expressly authorized by the Governing Board may be diagnosed and treated. The Governing Board will annually determine the amount of the fee to be assessed for such services.

A plan for student health services in the Ventura County Community College District follows (in compliance with CAC, Title 5, Section 54710). This plan is facilitated on each campus through the Vice President of Student Services and the coordinator of Student Health Services. The district may also employ health aides, physicians, and other health workers as provided by law, budget and need.

Student Campus Accident Procedures

If you have an accident on campus, it is your responsibility to fill out an Accident Report immediately. This report is available in the Health Center, Campus Police Office, and the Evening Program Office in the mailroom. The Health Center has to be notified that you have had an accident so that we can inform you about your Student Accident Policy. In the event of an accident that requires you to seek outside medical attention, there is a \$50 deductible per accident. There is a \$100 deductible for athletes per accident. To have all of your additional medical expenses covered you need to see a Health Care Provider that is on the list. This list can be obtained in the Health Center. For further information contact: Student Health Center at (805) 986-5832.

Student Health Services Plan

Statement of Purpose

To strengthen the educational process through the maintenance and improvement of the health status of students in accordance with state mandates and district policies. The major focus of student Health Services is the prevention of illness and disability and the early detection and correction of health problems.

Health Coordinator

The Health Coordinator is especially prepared and uniquely qualified in preventive health, health assessment, and referral procedures. (Education Code 49426, school nurses; qualifications and services.)

Diligent Care

The Health Coordinator is responsible for the implementation of all campus medical emergency and first aid procedures and the rendering of first aid in case of accident or illness.

Health Guidance

The Health Coordinator provides leadership which directs and guides the course of action for the total college student health program. The coordinator assists students in obtaining and maintaining a high level of wellness via workshops, appropriate referrals, and other supportive services including individual health counseling.

Health Protection and Environmental Health and Safety

The Health Coordinator works toward the prevention of illness, protects the college environment from diseases, and attempts to avoid costly remedial medical interventions. Health hazards as they appear on accident reports or by observation are reported for corrective action. Immunizations (e.g., tetanus, flu) are administered. Coordination with County Public Health Department is on a regular basis. TB testing is routinely done.

Appraisal and Limited Treatment

The Student Health Center provides quality on-campus outpatient services to all registered students and other persons expressly authorized by the Governing Board. Health education and health counseling is a constant theme which extends throughout the system. A college physician and nurse practitioner may be employed for a limited number of weekly hours. Certain laboratory tests and prescription medicines are available on campus at a reduced cost, while blood tests are sent out to a laboratory for analysis. X-rays and mammograms are handled by referral.

Referrals

The Health Coordinator provides liaison between students, college, and community health resources and continually seeks to improve channels of communication.

Health and Accident Insurance Plans

The Student Health Fee provides for low-cost, yet significant, student accident insurance for all students at no cost to the district. The Health Center reports and maintains accident records of all student injuries and attempts to advise and eliminate casual conditions, whenever possible.

Psychological Counseling

The Student Health Center offers psychological counseling and referral to external agencies. They offer mental health appointments to facilitate normal psychological growth, and to maximize academic functioning and consistent school attendance.

Dissemination of Information

The presence of the Student Health Center and its functions is published through brochures, classroom presentations, and schedule of classes.

Emergency Disaster Plan

The Student Health Center is designated to act as first aid station. The disaster plan is actually the responsibility of the college administration since it involves total college staff, management, faculty, and facilities in the event of fire, earthquake, nuclear fallout, mudslides, and other natural disasters.

The Student Health Centers are maintained through the assessment of a student health fee.

Appendix VIII

Privacy Rights Governing Student Records

Pursuant to the Federal Educational Rights and Privacy Act, the California Education Code, and the California Code of Regulations Title V, the colleges in this district establish and maintain information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct, and shall maintain such information required by law.

The college is not authorized to permit access to student records to any person without the written consent of the student or under judicial order except to college officials and employees with legitimate educational interest.

Right of Access

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

Requests for access shall be in writing, addressed to the Vice President of Student Services at the college of attendance. Requests by students to inspect and review records shall be granted no later than 15 days following the date of request. The inspections and review shall occur during regular school hours. The Vice President of Student Services shall notify the student of the location of all official records which have been requested and provide personnel to interpret records where appropriate.

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

Access to student records may be permitted to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. Information concerning a student shall be furnished in compliance with a court order. The college shall make a reasonable effort to notify the student in advance of such compliance if lawfully possible within the requirements of the judicial order.

Students may request copies of records for review. A fee of one dollar (\$1) will be charged per page per copy.

Directory Information

Oxnard College regards the following as “Directory Information” which can be released to the public: student’s name, current enrollment status, dates of attendance, major field of study, degrees and awards received from the College, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent public or private school attended by the student.

If you desire to withhold “Directory Information,” you must file a written request with the Admissions and Records Office prior to the first day of the semester that you are attending.

In accordance with the Family Education Rights and Privacy Act of 1974, all other student information, excluding that designated as Directory Information, cannot be released to a third party without written permission submitted to the college by the student. This law applies to all students attending Oxnard College, regardless of the student’s age.

Challenge

Any student may file a written request with the President of the college or the designee to remove student records which the student alleges to be: (1) inaccurate, (2) an unsubstantiated conclusion or inference, (3) a conclusion or inference outside the observers’ areas of competence, (4) not based on personal observations of the named person with the time and place of the observation noted. Allegations which are sustained shall be expunged and the record removed and destroyed.

Students filing a written request shall be provided a hearing and receive, in writing, a decision either sustaining or denying the allegations.

Allegations which have been denied by the college may be further appealed to the Chancellor of the Ventura County Community College District and his or her designee. Allegations which have been denied by the Chancellor may be further appealed to the Governing Board of the Ventura County Community College District who shall meet with the student, within 30 days of receipt of such appeal, to determine whether to sustain or deny the allegations. All decisions of the Governing Board shall be final.

Statement of Nondiscrimination

The Ventura County Community Colleges are committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment regardless of race, color, religion, sex, national origin, handicap, age, marital status or Vietnam veteran status, in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978 and the Americans with Disabilities Act of 1992.

The Ventura County Community College District has a policy of nondiscrimination regarding persons with disabilities and a process for resolving allegations of discrimination. If you feel that you have been discriminated against because of a disability, you should first contact the program coordinator at (805) 986-5830 or the Dean at (805) 986-5847.

Appendix IX

Complaint Procedure for Harassment/Discrimination

Members of a college community—students, faculty, administrators, staff, and visitors—must be able to study and work in an atmosphere of mutual respect and trust. Ventura County Community College District is actively committed to creating and maintaining an environment which respects the dignity of individuals and groups.

The goal of Ventura County Community College District is to be sensitive to the needs of students, staff and those who interact with the college community, while preserving the rights of those against whom allegations have been made.

Employees or students of the District who feel that they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability have the right to file a complaint. The procedures outlined govern the process for all discrimination complaints filed by employees or students, including sexual harassment. Complaints may be filed student against student, student against employee, employee against student, employee against employee, visitor against employee, employee against visitor, etc.

Complaints must be filed with the District within one year of the alleged harassment or discrimination or within one year of the date on which the Complainant knew or should have known of the facts of the alleged incident.

District employees involved in any aspect of investigating or resolving a complaint of harassment or discrimination will have received training from a qualified source in advance of their service.

Non-retaliation for filing—no individual will suffer retaliation as a result of filing a claim or being a witness in regard to harassment/discrimination allegations. Persons engaging in retaliation are subject to disciplinary action.

Definitions

Complainant: An individual who believes that he/she has been the victim of harassment or discrimination.

Respondent: An individual against whom a claim of harassment or discrimination is made.

Complaint: A written allegation that a student, staff member, or other individual who interacts with VCCCD has subjected someone to harassment or discrimination.

Responsible District Officer: The person at the District who is responsible for coordinating the investigations of all harassment and discrimination complaints.

Intake Facilitator: The person on the campus or at the District Service Center who is responsible for conducting the informal and/or formal investigation of all harassment/discrimination complaints.

The District has established the following procedures to resolve charges of harassment or discrimination.

Informal Process

An individual who has reason to believe that he or she has been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, veteran status, or physical or mental disability may resolve the matter through an informal process under this procedure. Participation in the informal process is optional and not a prerequisite to filing a formal complaint.

1. A person who believes that he or she has personally suffered harassment or discrimination should contact the appropriate Intake Facilitator at their location to directly discuss his or her concerns.
2. The Intake Facilitator may inform the Respondent of the possible complaint and shall meet with the Complainant to:
 - a. understand the nature of the concern;
 - b. give to Complainant a copy of the District's Sexual Harassment Policy brochure and this "Complaint Procedure for Harassment/Discrimination" document;
 - c. inform Complainant of his or her rights under this complaint procedure;
 - d. assist the Complainant in any way advisable.
3. If the Complainant and the Respondent agree to a proposed resolution, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process, the Complainant may initiate a formal complaint.
4. The Intake Facilitator shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the Complainant initiates a formal complaint. If the parties reach a tentative agreement upon resolution of the complaint, a letter summarizing the resolution shall be sent to the Complainant and the Respondent. A copy of this letter shall be sent to Human Resources for approval.
5. Once a complaint is put in writing and signed by the Complainant, the Complaint is considered to be formal and the formal complaint procedures should be followed.

Formal Process

1. A person who alleges that he or she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability shall complete and sign the District's Harassment/Discrimination Complaint Form within one year of the alleged incident or within one year of the date on which the Complainant knew or should have known of the facts of the harassment or discrimination incident.
2. On the complaint form, the Complainant shall describe in detail such alleged harassment or discrimination and the action the Complainant requests to resolve the matter. All written complaints shall be signed and dated by the Complainant, and shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue and a detailed description of the actions constituting the alleged harassment or discrimination. Names, addresses and phone numbers of witnesses or potential witnesses should also be included, when possible.
3. The Intake Facilitator will review the complaint to determine whether it describes the kind of harassment or discrimination which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. If the complaint does not describe the kind of prohibited conduct the District investigates under the procedures, the Complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the Complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.
4. After a proper complaint is received, the Intake Facilitator shall investigate the charges as stated in the complaint. The Intake Facilitator shall send a copy of the complaint to the Responsible District Officer, who, after consultation with the Vice Chancellor of Human Resources and the District Chancellor, shall send a copy to the State Chancellor of the California Community College System. A summary of the complaint and procedures shall also be sent to the Respondent. A copy of the complaint will be maintained in the Office of Human Resources at the District Service Center.
5. The Intake Facilitator shall meet with the Complainant to review the nature of the complaint and identify the scope and nature of the investigation. If the Complainant fails to meet with the Intake Facilitator within a reasonable time (usually 10 working days), the Intake Facilitator will continue the investigation to the best of his/her abilities based on the written formal complaint. After meeting with the Complainant, the Intake Facilitator shall give the Respondent an opportunity to meet with him/her to receive the Respondent's answer to the complaint and to review with Respondent the scope and nature of the investigation. Complainant and Respondent may inform the Intake Facilitator of witnesses to contact and may present documents in support of their positions.

6. Prior to completing the investigation, the Intake Facilitator shall meet again with the Complainant and the Respondent separately, to give an overview of the steps taken during the investigation, to ask Complainant and Respondent for the names of any other individuals the Intake Facilitator might speak with to request any additional information.
7. The Responsible District Officer shall determine whether harassment or discrimination did or did not occur with respect to each allegation in the complaint. The findings shall take into consideration the severity of the conduct, the pervasiveness of the conduct, the pertinent background, and other relevant District policies.

If disciplinary action is recommended, appropriate contractual due process and statutory processes will be invoked. If the Responsible District Officer finds there is no evidence to sustain the allegation, the record shall be kept confidential, except to the extent that disclosure may be required by law. The records will be destroyed to the extent the law allows.

After completion of the investigation, the Intake Facilitator shall meet with the Responsible District Officer who shall be responsible for reviewing the Intake Facilitator's report, making factual determinations, reaching a conclusion regarding the charges, and recommending appropriate action, if any.

8. In the event the complaint is against the Responsible District Officer, the Vice Chancellor of Human Resources shall appoint an investigator to review the complaint. In the event the complaint is against the Vice Chancellor of Human Resources, the District Chancellor or designee shall appoint an investigator to hear the complaint, receive the report, and make a determination on any final action.
9. The District shall complete its investigation and forward to the Complainant and Respondent within 90 calendar days of receiving a complaint, and the Chancellor of the California Community College System within 150 calendar days of receiving a complaint, all of the following:
 - a. A summary of the investigative report;
 - b. A written notice setting forth:
 - (1) the findings of the District investigator and District Chancellor as to whether harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability did or did not occur with respect to each allegation in the complaint;
 - (2) a description of actions to be taken, if any, to remedy any discrimination or harassment that occurred and to prevent similar problems from occurring in the future;
 - (3) the proposed resolution of the complaint;
 - (4) the Complainant's right to appeal to the District Chancellor, then the State Chancellor of the California Community College System; and
 - (5) In the event disciplinary action is recommended for the Respondent, he/she shall be entitled to all due process procedures provided by statute and/or the employee collective bargaining agreement.

Appeal Rights

If the Complainant is not satisfied with the results of the formal level administrative determination, the Complainant may appeal the determination by submitting objections to the District Chancellor within fifteen calendar days of the receipt of the determination. Within forty-five calendar days of receiving the Complainant's appeal, a copy of the final District decision rendered by the District Chancellor shall be forwarded to the Complainant, the State Chancellor of the California Community College System, and, if appropriate, the Respondent. If the District Chancellor does not act within forty-five calendar days, the administrative determination shall be deemed approved and shall become the final District decision in the matter.

Complainant shall have the right to file a written appeal with the State Chancellor of the California Community College System within thirty calendar days after the District Chancellor has issued the final District decision or permits the administrative determination to become final.

How to File a Harassment or Discrimination Complaint

1. A copy of these procedures and the Ventura County Community College District's Harassment/Discrimination Complaint forms are available in the Office of Human Resources, the offices of the Intake Facilitators on each campus, and in the Vice President of Student Services' Office on each campus.
2. Completed complaint forms may either be mailed or delivered to the Ventura County Community College District, Assistant Vice Chancellor of Human Resources, 255 W. Stanley Ave., Suite 150, Ventura, CA 93001, or to one of the Intake Facilitators on each campus.
3. Complaints must be filed with the District within one year of the alleged unlawful harassment or discrimination or within one year of the date on which the Complainant knew or should have known of the facts of the alleged incident.
4. A person who alleges that he or she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability, or one who has learned of such unlawful harassment or discrimination, shall invoke the procedures described above.
5. An individual may also file a complaint of unlawful discrimination with the Equal Employment Opportunity Commission, 2014 "T" Street, Suite 210, Sacramento, CA 98514, the United States Department of Education, Office of Civil Rights, 50 United Nations Plaza, Room 239, San Francisco, CA 94102, or the Department of Fair Employment and Housing may be called at 1-408-291-7352. These additional procedures may be used at the time of filing a complaint, during, or after use of the District harassment or discrimination complaint process. Filing deadlines for the aforementioned offices may vary. Note that the filing deadlines and procedures for each agency may differ.
6. Non-retaliation for filing—no individual will suffer retaliation as a result of filing a claim or being a witness in regard to harassment/discrimination allegations. Persons engaging in retaliation are subject to disciplinary action.

Dissemination

The District will disseminate the information regarding District policies and appropriate procedures on harassment and discrimination to all employees and students by announcing its existence in prominent places throughout the District including, but not limited to, the college catalog and schedule of classes, appropriate employee and/or student publications, on official District and Union bulletin boards, and by direct communication to District employees.

**Appendix X
Smoking Policy**

VCCCD Smoking Policy

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

Oxnard College No Smoking Regulations

Oxnard College is a Smoke Free Campus. Smoking is prohibited in all college buildings, vehicles, indoor and outdoor facilities, interior bus stops, designated campus entrances and all open areas. Smoking is permitted only in campus parking lots. All smoking materials including cigarettes, cigars, pipes, and other apparatus used to smoke organic and non-organic materials must be extinguished and/or properly disposed of in the designated receptacles located in the parking lots before entering our smoke free campus.

*Smoking Cessation Counseling and Patches are available free at the Student Health Center.

****Enforcement:**

- first time offenders will be informed of the new regulation
- repeat offenders who are students—the Vice President of Student Services will be notified
- repeat offenders who are employees—the Dean of their division will be notified

Campus Safety Statistics

The Crime Awareness and Campus Security Act of 1990 requires institutions to report data for certain criminal acts that occur on campus. The Ventura County Community College District Police Department office reported the following crimes on the Oxnard College campus for the reporting period January 1, 2007 to December 31, 2007:

Criminal Homicide.....	0
Forcible & attempted sexual assault.....	0
Robbery	0
Aggravated Assault.....	0
Burglary.....	4
Theft	20
Motor Vehicle Theft	6
Arson	4
Misdemeanor Assault.....	1
Drug Violations	6
Alcohol Violations.....	0
Vandalism.....	18
Bomb Threats.....	0
Fraud/Embezzlement	0
Weapons Violation.....	1
Stolen Property (Buy/Receive/Possess)	0
Battery	2
Sex Crimes.....	0
Felony Arrest.....	0
Misdemeanor Arrest (Traffic Related Included).....	60
Restraining Order.....	0
Hate Crimes	0
Stalking.....	2
DUI Arrest	4
Annoying Phone Calls	2
Criminal Threats	2
Disturbing the Peace	4
Computer Crime.....	0
Traffic Accidents.....	6
Miscellaneous	12



Students work on engines in the Oxnard College Auto Technology Program

Administration, Faculty, and Staff

Ventura County Community College District Board of Trustees

Larry O. Miller, Ph.D., Chair
Robert O. Huber, Vice Chair
Cheryl Heitmann, Trustee
Arturo D. Hernández, Trustee
Stephen P. Blum, Esq., Trustee
Donna Valle, Student Trustee

District Administration

James M. Meznik, Ph.D., Chancellor
Sue Johnson, Vice Chancellor, Business & Administrative Services
Patricia Parham, Associate Vice Chancellor, Human Resources
Dave Fuhrmann, Chief Technology Officer

Oxnard College Administration

Richard Durán, Ed.D., President

Business Services

John Al-Amin, Vice President of Business Services
Will Deits, Director of Facilities, Maintenance & Operations
Nathan Tharp, Director College Technology Services

Instruction

Jaime Casillas, Ed.D., Interim Vice President of Instruction
(vacant), Dean, Economic Development & Innovation
Carmen Guerrero, Dean, Career & Technical Education
Carolyn Inouye, Ph.D., Dean, Educational Services & Research
Gwendolyn K. Lewis Huddleston, Dean, Liberal Studies
Floyd Martin, Dean, Math/Science/Health/PE/Fine & Performing Arts

Student Services

Eleanor Brown, Ph.D., Interim Vice President of Student Services
(vacant), Dean, Categorical Programs

Full-Time Faculty/Administrators

(Date) indicates year of employment at Oxnard College

Abram, Michael W., Associate Professor (2004)
Biology. B.A., University of California, Santa Barbara; DCM, Chiropractic College, Cleveland

Andrich, John J., Professor (1984)
Mathematics/Physics. B.S., California State Polytechnic University, Pomona; M.S., West Coast University

Barth, Thomas G., Professor (1990)
Adaptive Computer Technology/Learning Disabilities Specialist. B.S., University of Northern Colorado; M.S., University of Wisconsin

Bassey, Ed-Rissa K., Professor (1988)
Accounting. B.S., Morgan State University; M.B.A., University of Baltimore; J.D., University of San Francisco

Bates, Mark, Professor (2000)
Mathematics. B.A., M.A., University of California, Santa Barbara

Black, Bret S., Professor (2001)
Mathematics. B.A., University of California, Santa Barbara; M.S., California State University, Fullerton

Bonham, Teresa, Associate Professor (2006)
English. B.A., M.F.A., St. Mary's College of California; M.A., California State University, East Bay

Bouma, Hank, Professor (1999)
Information Processing Systems. A.A., Phoenix College; B.S., California State University, Long Beach; M.A., Webster University Missouri

Buckley, Lorraine Madsen, Professor (1992)
Biology, B.A., University of Tennessee; M.S., Louisiana State University; M.A., Ph.D., City University of New York

Butler, Marie, Professor (1990)
Sociology. B.A., University of Illinois, Champaign-Urbana; M.Ed., Georgia State University, Atlanta; M.A., Ph.D., University of California, Davis

Cabral, Robert, Professor (2004)
Business. B.A., University of California, Santa Barbara; M.A.O.M., Antioch University; D.B.A., Huizenga School of Business & Entrepreneurship

Caruth, Elissa, S., Professor (2000)
English. B.A., M.A., California State University, Northridge

Casillas, Jaime, Interim Vice President (1999)
Instruction. B.A., University of California, Santa Barbara; M.S., California Lutheran University; Ed.D., Nova Southeastern University

Casillas, Graciela, Professor (2001)
Physical Education. B.A., University of California, Santa Barbara; M.S., California Lutheran University; M.S., Azusa Pacific University

Cawelti, Andrew E., Associate Professor (2005)
Automotive Technology. A.A., Moorpark College; B.A., Fresno State

Chaparro, Linda, Professor (1987)
Psychology. B.A., California State University, Northridge; M.S.W., University of California, Berkeley; Ph.D., University of Michigan

Corbett, P. Scott, Professor (1996)
History. B.A., M.A., Kent State University; M.Ph., Ph.D., University of Kansas

Corral, Margarita, Counselor (1981)
B.A., M.A., California State University, Northridge

Crockett, Luanne Stevenson, Professor (1990)
Chemistry. B.A., Humboldt State University; M.S., San Diego State University

Croker, Gaylene, Professor (1992)
English. B.S., Kansas State University; M.A., California State University, Sacramento

Dean, Marlene, Associate Professor (2005)
Math. B.S., Albertson College of Idaho; M.S., California State University, Northridge

Deits, Will, Director (2002)
Facilities, Maintenance & Operations. B.S., MEBA Engineering

Dorrance, Carolyn, Professor (1975)
History/Political Science. B.A., Mount Holyoke College; M.A., Columbia University; Ph.D., University of California, Santa Barbara

Dozen, Patricia E., Professor (2005)
English/ESL. B.A., M.A., California State University, Long Beach

Durán, Richard, President (2007)
B.A., M.A., Adams State College, Alamosa, Colorado; Ed.D., University of Northern Colorado

Eberhardy, Diane, Professor (2000)
Computer Information Systems. B.A., University of California, Santa Barbara; M.B.A., California Lutheran University

Eblen, Carmen P., Professor (1994)
Spanish. B.A., Catholic University, Valparaiso, Chile; M.A., St. University of New York, Cortland

Edwards, Ishita M., Professor (1991)
Economics/Interdisciplinary Studies. B.A., Delhi University; M.A., University of Jammu & Kashmir; Ph.D., University of Poona, India

Enriquez, Richard P., Professor (2000)
Dental Hygiene. D.D.S., University of Southern California School of Dentistry

- Espinoza-Lopez, Gloria, Counselor (1999)**
EOPS/Outreach. B.A., California State University, Northridge; M.S., California Lutheran University
- Fahs, Hussein, G., Professor (2004)**
Mathematics. B.S., M.S., California State University, Northridge
- Fauth, Lynn, Professor (1986)**
English. A.A., Santa Monica College; B.A., United States International University; A.M., Indiana University; M.A., California State University, Los Angeles; Ph.D., Indiana University
- Fontes, Ross, Counselor (2002)**
EOPS. A.A., Ventura College; B.A., University of California, Santa Barbara; M.A., California State University, Northridge
- Frick, Carole A., Professor (1980)**
Special Education. B.A., Sonoma State College; M.A., California Lutheran College
- Goicoechea, Daniel, Counselor (2005)**
D.C., Cleveland College of Chiropractic; B.S., Southwest Missouri State; M.A., Drake University
- Guerrero, M. Carmen, Dean (1992)**
Career & Technical Education. A.A., Moorpark College; B.S., M.S., University of La Verne
- Guevara, Gloria Y., Professor (2001)**
Political Science. B.A., University of California, San Diego; M.A., University of Southern California, Los Angeles; M.A., California State University, Northridge
- Hall, Steven C., Professor (1996)**
Mathematics. B.A., M.S., San Diego State University; Ed.D., Pepperdine University
- Haro, Lucia, Director (2004)**
Workplace Learning Resource Center and Training Institute. B.A., M.S., California Lutheran University
- Harrison, Timothy, Athletic Director (2007)**
B.A., University of California, Santa Barbara; M.A., St. Mary's College, Moraga, California
- Hayashi, Alan, Professor (1991)**
Mathematics. B.S.C., B.A., University of California, Riverside
- Haywood, Frank W., Professor (1985)**
Hotel & Restaurant Management. A.A., Santa Barbara City College
- Hernandez, Juan, Counselor (1975)**
B.A., San Diego State College; M.A., Azusa Pacific College; M.S., California Lutheran College
- Horrock, Christopher, Professor (1992)**
Philosophy. B.A., Connecticut College; M.A., University of Washington
- Inouye, Carolyn, Dean (2007)**
Educational Services & Research. B.A., M.A., Ph.D., University of California, Los Angeles
- Jones, Mary J., Coordinator (1995)**
Student Health Services. B.S., Salve Regina College; M.A., University of California, Los Angeles
- Kamaila, Linda L., Professor (1990)**
Anthropology. B.A., M.A., Ph.D., Stanford University
- Karkos, Kimberly A., Director/Coordinator (2002)**
Child Development Center. B.A., University of Connecticut; M.A., St. Joseph College
- Kenney, James, Professor (1981)**
Music/Voice. B.A., M.A., University of California, Santa Barbara; Artist's Diploma, Guildhall School of Music, London; Academie Maurice Ravel, France; Music Academy of the West
- Lewis Huddleston, Gwendolyn K., Dean (2007)**
Liberal Studies. B.A., California State University, Fresno; M.A., California State University, Sacramento; M.F.A., University of California, Davis; Ed.D. (in progress), Argosy University
- London, Amy F., Professor (2004)**
Speech. B.A., M.A., California State University, Northridge
- Lopez, David, Coordinator (2000)**
Matriculation. B.A., M.A., Loyola Marymount University; M.S. San Diego State University
- Lovejoy, Julie, Professor (2000)**
American Sign Language/Interpretation. A.A., Moorpark College; B.A., California State University, Northridge; M.S., Western Maryland College
- Lynch, Alex E., Professor (2004)**
Engineering Technology. B.A., Washington State University; M.A., Azusa Pacific University
- Ma, Yong Chun, Professor (1996)**
Chemistry. B.S., Fudan University, China; M.S., University of Mississippi
- Mainzer, Christiane, M., Professor (2004)**
Geography. A.A., Los Angeles Pierce College; B.A., University of California, Los Angeles; M.A., California State University, Northridge
- Martin, Floyd, Dean (2007)**
Mathematics, Science, Fine and Performing Arts, Health, & Athletics. B.S., M.S., Arizona State University
- McArthur, Judith, Counselor (2005)**
Educational Assistance Center (EAC). B.A., California Lutheran University; M.A., California State University, Northridge
- McClurkin, Lawrence Ronald, Professor (1996)**
Physical Education. A.A., El Camino College; B.A., M.A., California State University, Dominguez Hills
- Menchaca, Olivia, Coordinator (1999)**
Transfer Center. B.A., California State University, Northridge; M.S., California Lutheran University
- Mendez-Angeles, Patricia, Professor (2001)**
Child Development. M.A., B.A., California State University, Northridge
- Merrill, James A., Professor (1985)**
English. A.A., Oxnard College; B.A., M.A., University of California, Los Angeles
- Milan, Cecilia, Professor (2004)**
Spanish. M.A., University of Oregon
- Morgan, Gary W., Professor (1999)**
Fire Technology. A.A., Moorpark College
- Morla, Christine J., Professor (2004)**
Art. B.A., Loyola Marymount University; M.F.A., Claremont Graduate University
- Newby, Shannon, Professor (2005)**
Biology. B.S., University of Washington; Ph.D., State University of New Jersey, Rutgers
- O'Neil, Thomas J., Professor (1976)**
Geology/Oceanography. B.S., Roanoke College; M.S., Louisiana State University
- Orange, Leo, Coordinator (2001)**
Educational Assistance Center (EAC). M.S., B.S., California State University, Los Angeles
- Ordonez, Shannon, Counselor (Articulation)(2007)**
B.A., M.S., California Lutheran University
- Orozco, Andres, Professor (2001)**
Television. B.A., M.A., University of Utah
- Ortega, José, Professor (1991)**
Auto Body Repair/Painting
- Parker, Maria, Professor (1992)**
Mathematics. B.S., M.S., Purdue University
- Petersen, James, Associate Professor (2005)**
Fire Technology
- Pinto-Casillas, Mary, Professor (1995)**
Office Automation. A.A., Oxnard College; B.S., M.S., University of LaVerne;
- Redding, Jeannette E., Professor (2001)**
Basic English/ESL. B.A., M.A., University of California, Los Angeles
- Rivera, Elvia, Professor (2000)**
Child Development. B.A., California State University, Northridge; M.A., University of California, Santa Barbara
- Rivera, Everardo, Counselor (2005)**
EOPS/CARE. A.A., Oxnard College; B.A., University of California, Los Angeles; M.S., California Lutheran University
- Rodriguez, Anthony, Professor (1998)**
English. B.A., M.A., Pepperdine University; M.A., California State University, Dominguez Hills
- Salinas, Tomás, Professor (1990)**
History. B.A., M.A., Ph.D., University of California, Santa Barbara
- Sanchez, Matilde, Professor (1989)**
English/ESL. B.A., M.A., University of California, Santa Barbara
- Savren, Shelley, Professor (1992)**
English. B.A., Ohio State University; M.A., Central Michigan University

Simmen, Vernon S., Professor (1998)
English/ESL. B.A., St. Patrick's College; Certificate in Teaching English as a Second Language, University of California, Santa Barbara; M.A., California State University, Los Angeles

Smith, Ralph E., Counselor (1975)
B.A., M.Ed., University of California, Santa Barbara

Stough, Thomas, Librarian (2000)
B.A., Wichita State University; M.S., University of Oklahoma

Sutton, Karen, Coordinator/Professor (2001)
PACE. A.A., Oxnard College; B.A., California Lutheran University; M.S., California State University, Los Angeles

Tharp, Nathan, Director (2008)
College Technology Services
B.M., Berklee College of Music; M.M., California State Los Angeles

Valle, Ana Maria, Coordinator (1998)
EOPS. B.A., California State University, Northridge; M.S., California Lutheran University

Vega, Jose, Counselor (1997)
EOPS. A.A., Oxnard College; B.A., California State University, Northridge; M.S. California Lutheran University

Waits, Emma N., Counselor (1990)
B.S., Lincoln University, Missouri; M.A., University of California, Santa Barbara; Ed.D., Nova University, Florida

Wilkes-Vacca, Evangeline, Professor (1991)
English. B.A., San José State University; M.A., United States International University; Ph.D., World University; J.D., Ventura College of Law

Young, Beverley J., Professor (1976)
English/Reading. B.A., New York City University; M.A., Sonoma State University

Zambrano, Lilia, V.R., Professor (2004)
Mathematics. A.A., Oxnard College; B.A., M.Ed., University of California, Santa Barbara

Emeritus Full-Time Faculty/Administrators

Archuleta, Teresa (Deceased)
EOPS Coordinator

Arvizu, Steven F.
President

Ayala, Bill Sr. (Deceased)
Welding Technology/Agriculture Heavy Equipment

Bailey, Kenneth R.
Vice President, Business Services

Bowers, Stanley L.
Dean, Student Services

Brinkman, Gary
Counselor

Castro, Frank
Automotive Technology

Chatenever, Robert A.
Air Conditioning/Refrigeration

Clements, William
Landscape Maintenance

Corley, Helene
Business Management/Marketing

Dell, John W.
Fire Technology

Derr, Harold
Agriculture/Heavy Vehicles

Dever, Mark L. (Deceased)
Journalism

Diaz, Carlos M. (Deceased)
English

Dodds, John W. Jr.
Counselor

Eckels, Calvin (Deceased)
Industrial Mechanics

Emory, Jesse R.
Fire Technology

Estes, Earl
Mathematics

Eustice, Carole A.
Computer Information Systems

Flocco, Vincent R.
Art

Flowers, Delois J.
Dean, Library & Learning Resource Center

Ford, Bernie
Diesel Mechanics

French, Edward
Environmental Technology/Fire Technology/Industrial Safety

Garza, Marta C.
Spanish

Higby, John N.
Fire Technology Coordinator

Hughes, Patrick R. (Deceased)
Philosophy/Psychology

Hoyt, Raymond L.
Sign Language

Jackson, Ronald (Deceased)
Counselor

Jarvaize, James
Art

Jones, Desmond
Political Science/Economics

Kazmark, Mary Ellen
Theatre Arts/Speech

Keaster, Shirley
Student Health Services Coordinator

Kueller, Glenn B.
Business

Lawson, Clara
Early Childhood Education

Lawson, William H.
Dean, Continuing Education

Lynch, Edward J.
Electronics/Engineering/Engineering Technology

MacConnaire, Lyn
Interim Executive Vice President, Student Learning

Magallanes, David
Mathematics

Marziani, Alex
Counselor

Morgan, Gary
Journalism/English/History

Moses, Jesse D. (Deceased)
Dean, Continuing Education/Outreach

Parkel, Joyce M.
Health Education

Peters, Irene
Mathematics

Ramirez, Gilbert
Counselor

Rapose, Joel E.
Automotive Technology

Raptis, Anthony A.
Counselor

Reynolds, Robert
Speech

Rios, Daniel
Vocational Education/Technology

Robings, Edward W. (Deceased)
President

Robinson, Leroy
Television/Multimedia

Rodriguez, Rene
Vice President, College Services

Ryan, Colleen
Chemistry/Mathematics

Sahota, Betty
Counselor/Coordinator

Sanchez, Salvatore
EOPS Counselor

Sarafian, Winston (Deceased)
History/Associate Librarian

Schneider, Elise
President

Sharp, Nicholas K.
Information Processing Systems

Shearer, Cheryl (Deceased)
Dean, Business, Technology, Public Services, and Health Occupations

Shilley, William L.
Addictive Disorders Studies

Silva, Lourdes
Office Automation

Smith, James N.
Fire Technology

Stallings, Richard A.
Agriculture

Ventura, Donato
Counselor

Wall, Sinclair
Reading/English/Speech/ESL

White, Gerald R.,
Director, Athletics

Ziegler, H. O'Neil
Biology

Zitnik, Louise A.
Biology

Classified Staff

- Acosta, Reinaldo (2001)**
Library Technician
- Aguilar, Micaela (2002)**
Clerical Assistant I
- Allen, Sandra D. (1979)**
Instructional Lab Technician/Learning Ctr
- Allen, Veronica A. (2001)**
Disabled Student Services Technician
- Almazan, Jorge (2008)**
Custodian
- Amaro, Ruby M. (2000)**
Accounting Clerk I
- Anderson, Edythe (2006)**
Instructional Lab Technician II/Sciences
- Anderson, Jay (2005)**
Fire Academy Equipment Technician
- Arias, Antonia (2006)**
Admissions & Records Technician
- Avina-Cervantes, Rocio (2004)**
Financial Aid Technician
- Ayala, Adrian (2000)**
Student Health Center Assistant
- Balderrama, Robert S. (1982)**
Instructional Lab Technician/Automotive
- Banales-Mendoza, Patricia (2006)**
Clerical Assistant II/Bilingual
- Banks, Karla (2006)**
Executive Assistant to the President
- Barrios, Blanca (2008)**
Administrative Assistant II
- Brenner, Gina M. (1986)**
Bookstore Operations Assistant
- Bryan, Guy N. (1983)**
Grounds Maintenance Worker
- Cabral, Susan (1999)**
Registrar
- Callaway, Linda C. (1998)**
Administrative Assistant I
- Campos, Consuelo (2007)**
Administrative Assistant II
- Carabajal, Joe B. (1998)**
Instructional Lab Technician/Hotel and Restaurant Management
- Carnahan, Rick (2002)**
Assistive Computer Tech/Media Spec.
- Casey, Dan (2006)**
Accounting Technician I
- Cervantes, Maria R. (1995)**
Financial Aid Specialist/Bilingual
- Changaris, Jill (2005)**
College Trainer
- Clark, Sally (2000)**
Food Services Worker
- Cline, Kathy S. (2002)**
Financial Aid Specialist
- Cornelio, Jose L. (2000)**
Tutorial Services Specialist/Bilingual
- Cortez, Jeannette A. (1987)**
Counselor Assistant
- Coupart, Noel (2007)**
Business Office Assistant
- Cronin, Debra L. (1999)**
Computer Specialist
- Dagum, Jesus V. (1997)**
Custodian
- Dalsome, Olivia (2001)**
Clerical Assistant II
- De La O, Rudy (2000)**
Custodian
- De la Torre, Teresa (1998)**
Child Development Associate/Bilingual
- Diaz, Joel (2003)**
Assistant Registrar
- Drew, Robin (2001)**
Administrative Assistant I
- Duvall-Seney, Rae (2008)**
Switchboard
- Faasua, Linda (2005)**
Financial Aid Officer
- Fielding, Paul D. (2002)**
Fire Academy Equipment Technician
- Flores, Maria de la luz (2008)**
Student Outreach Specialist
- Fredette, Terrence N. (2000)**
Custodian
- Galicia, Blanca M. (2000)**
Child Development Assistant
- Garcia, Stella (2006)**
Child Development Associate
- Gardner, David A. (1996)**
Maintenance Worker II/Welder
- Garnica, Catherine L. (1993)**
Public Relations and Marketing Specialist
- Gonzalez, Marisa C. (2001)**
Clerical Assistant I/Bilingual
- Goyeneche, Jack F. (1999)**
Custodian
- Gratner, Shirley (2004)**
Accounting Technician I
- Gullekson, Cynthia (2008)**
Accounting Tech I/Payroll
- Hiben, Jeffrey J. (1999)**
Instructional Assistant/Technology
- Hill, Carl (2008)**
Grounds Maintenance/Welder/Mechanic
- Hopper, Lisa (2008)**
Research Analyst
- Hough, Betty (2003)**
Administrative Assistant IV
- Joe, Grace (2003)**
Supervisor Fiscal Services/SBO
- Kleiner, Judith L. (1995)**
Clerical Assistant I
- La Coste, Randolph (1998)**
Bookstore Stock Assistant
- Lashkari, Masoomah (2001)**
Accounting Technician II
- Ledesma, Denise (2007)**
Accounting Technician I
- Lee, Valerie E. (2000)**
Student Services Specialist
- Lewis, Frances (1999)**
Administrative Assistant II
- Lopez, Victor R. (2001)**
Grounds Maintenance Worker
- Luna, Toña (2007)**
Child Development Associate
- Mariscal, Michael (2001)**
Grounds Maintenance Worker
- Marletti, Dennis L. (2001)**
Placement Project Specialist
- Matzenger, George T. (2000)**
Custodian
- Mendoza, Bertha (1999)**
Child Development Assistant
- Merrill, Katharine B. (1986)**
Television/Radio Production Specialist
- Montanez, Steve (2007)**
Grounds Maintenance Supervisor
- Morales, Violet J. (1998)**
Admission and Records Assistant II (Seasonal)
- Moses, Stephanie (2000)**
Bookstore Cashier
- Nava, Elizabeth U. (1977)**
Administrative Assistant II/Bilingual
- Ornese, Julian (1996)**
Custodial Supervisor II
- Ostrander, John A. (1998)**
Electrician
- Owens, Connie L. (1999)**
Community Development and Institutional Advancement Specialist
- Padilla, Denise (2001, 2007)**
Financial Aid Technician
- Padron-Garcia, Gloria (2003)**
Clerical Assistant I/Bilingual
- Paez, Lucila R. (1999)**
Student Services Assistant I/Bilingual
- Partee, Barbara A. (1998)**
Student Services Assistant II
- Pena, Zenaida A. (2000)**
Clerical Assistant I
- Quintero, Rocio (2007)**
Clerical Assistant I
- Raguini, Hilario A. (2000)**
Custodian
- Rangel, Yolanda (2008)**
Learning Disabilities Technician
- Reyna, Daniel E. (1993)**
Instructional Lab Technician II/Sciences
- Rieger, Brandi (2004)**
Counselor Assistant
- Rivera, Jim A. (1989)**
Custodian
- Robison, Danny J. (1980)**
Warehouse Operator II
- Ruiz, Hilda (2008)**
Administrative Assistant II
- Scholle, Yvonne (2007)**
Administrative Assistant III
- Singleton, Doug (2004, 2008)**
Counselor Assistant/DSS/Interpreter
- Sotelo, Manuel M. (1997)**
Custodian
- Soto, Melvin (1997)**
HVAC and R Technician
- Straka, Janice M. (1997)**
Instructional Lab Technician II/Sciences
- Sweetland, Alice J. (1995)**
Grounds Maintenance Worker
- Talili, Deborah (1989, 2005)**
Administrative Assistant I
- Talili, Reginald T. (1998)**
Career Resources Specialist I
- Tannehill, Caroline (2003)**
Administrative Assistant II
- Torres, Liway (1993)**
Food Services Operator
- Torres, Vanessa M. (2002)**
Child Development Assistant
- Trout, David (2003)**
Grounds Maintenance Worker
- Tyson, Deborah (2005)**
Admissions & Records Technician
- Valenzuela, Rosalina (2007)**
Business Office Assistant I/Bilingual
- Vera, Sonia Y. (1999)**
Bookstore Cashier (Seasonal)
- Villegas, Al (1993)**
Maintenance Supervisor
- Wiley, Danielle J. (1999)**
Dental Hygiene Administrative Assistant
- Williams, Sherry O. (1982)**
Media Services Specialist I
- Williams, Suzette R. (1994)**
Matriculation Specialist I
- Willis, Geoff A. (2001)**
Computer/Communications Technician
- Wilson, Brenda (2000, 2007)**
Accounting Technician I
- Wilson, Colleen M. (1999)**
Library Assistant

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Oxnard College Campus Map

