

2012/13 GENERAL CATALOG



OXNARD
COLLEGE
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ACADEMIC CALENDAR 2012-2013

Oxnard College provides two primary semesters of instruction – Fall and Spring – as well as a Summer intersession. Course times and delivery modes are noted in each semester’s online Schedule of Classes, available at www.oxnardcollege.edu about five weeks before each semester begins. The online schedule has continuous updates and will have the most up-to-date and accurate course information.

The special deadlines for semester-length classes are listed below for each primary semester; however, the specific length of each course dictates its deadlines (enrollment, drop, refund, etc.). Check online by clicking on the specific Course Record Number (CRN) for such particulars. Contact Registration for further assistance. Detailed registration information is readily available at www.oxnardcollege.edu.

FALL SEMESTER, 2012 - August 16 - December 17, 2012

- August 16** First day of semester-length traditional classes. First day of late registration.
- August 18/19** First day of semester-length Saturday/Sunday classes
- August 29** Last day to add semester-length classes. Last day to drop a class and apply for enrollment, health and parking fee refunds. Last day account credited if dropping classes.
No refunds or credits after this date for semester-length classes.
- August 31** Last day to drop semester-length classes without a transcript entry.
- September 1 - 3** No Classes - Labor Day.
- September 20** Last day to declare P/NP (formerly CR/NC) grading option for semester-length classes.
- November 8** Last day to apply for Fall 2012 Associate Degree or Certificate of Achievement
- November 10-11** Saturday/Sunday classes held
- November 12** No Classes - Veteran’s Day.
- November 16** Last day to drop semester-length classes with a “W.”
- November 22-25** No Classes - Thanksgiving Holiday.
- December 11-17** Final Exam Week for Fall 2012

SPRING SEMESTER, 2013 - January 14 - May 21, 2013

- January 12/13** First day of semester-length Saturday/Sunday classes.
- January 14** First day of semester-length traditional classes First day of late registration.
- January 19-21** No Classes - Martin Luther King Jr. Day.
- January 25** Last day to add semester-length classes. Last day to drop a class and apply for enrollment, health and parking fee refunds. Last day account credited if dropping classes.
No refunds or credits after this date for semester-length classes.
- January 25** Last day to drop semester-length classes without a transcript entry.
- February 1** Last day to declare P/NP (formerly CR/NC) grading option for semester-length classes.
- February 12** No Classes – President’s Birthday Holiday.
- February 16-18** No Classes – President’s Birthday Holiday.
- March 9/10** Saturday/Sunday Classes Held.
- March 11 - 15** No Classes - Spring Break.
- March 21** Last day to apply for Spring 2013 Associate Degree or Certificate of Achievement.
- April 19** Last day to drop semester-length classes with a “W.”
- May 15-21** Final Exam Week for Spring 2013
- May 22** GRADUATION

SUMMER INTERSESSION, 2013*

College typically offers classes in the summer that meet anywhere from four to eight weeks with classes starting in June and July. The goal is to maximize offerings at times most helpful for all students, including returning students, graduating high school seniors and students home for the summer from four-year colleges. The summer Schedule of Classes is available online at www.oxnardcollege.edu.



**2012 • 2013
GENERAL CATALOG
and Announcement of Courses**

OXNARD COLLEGE

4000 S. Rose Avenue
Oxnard, CA 93033-6699
805-986-5800
805-654-6370
805-656-0546

oxnardcollege.edu

Oxnard College has made every reasonable effort to ensure that the information provided in this general Catalog is accurate and current. However, this document should not be considered an irrevocable contract between the student and Oxnard College. The content is subject to change. The College reserves the right to make additions, revisions, or deletions as may be necessary due to changes in governmental regulations, district policy, or college policy, procedures, or curriculum. The College will make every reasonable effort to inform students of significant changes that occur after publication of this document.

President's Message



Welcome to Oxnard College!

On behalf of Oxnard College faculty, staff and administrators, welcome to Oxnard College. I 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 maintains articulation agreements with UC and CSU campuses, allowing students to complete pre-major and general education coursework prior to transfer. 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.

Oxnard College is expanding our facilities as a result of a voter-approved bond measure in 2002. As a result, numerous infrastructure improvements have been made as well as new buildings being added to the campus. The Student Services & Administration building was completed in Summer 2009. The Performing Arts Center opened in Spring 2011 and the new Library/Learning Resource Center was added in 2012. All of this growth is to support the mission of the college and promote student success thanks to the voters of Ventura County.

As we are all aware, the economy has wreaked havoc nationally and locally. As a result, many Ventura County residents are seeking new career paths or upgrading existing skills in order to be competitive in fields needing prepared employees. Oxnard College is committed to making available programs and services that meet the needs of the community.

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*



ADMINISTRATIVE OFFICES

President	986-5808
Executive Vice President of Student Learning.....	986-5814
Vice President of Business Services	986-5813

INSTRUCTIONAL DIVISIONS AND SERVICES

Career & Technical Education, Dean	986-5824
Fire Technology, Director	384-8102
Mathematics/Science/Health/ Physical Education/Athletics, Dean.....	986-5803
Liberal Studies, Dean.....	986-5804
Student Services, Dean.....	986-5847



IMPORTANT CAMPUS PHONE NUMBERS

Area Code	(805)
General Information.....	986-5800
Addictive Disorders Studies	986-5800 ext. 1946
Admissions & Records	986-5810
Assessment/Orientation	986-5864
Athletics/Physical Education	986-5825
Bookstore.....	986-5826
CalWORKs Services.....	986-5887
Career & Technical Education.....	986-5824
Career Center/Job Placement	986-7366
CARE	986-5827
Child Development Center	986-5801
Counseling	986-5816
Dental Hygiene Program	986-5823
Disabled Students Program/ Educational Assistance Center	986-5830
EOPS	986-5827
Facility Use.....	986-5822
Financial Aid.....	986-5828
Fine & Performing Arts	986-5804
Fire Academy/Technology.....	384-8110
Health Center	986-5832
Instruction	986-5814
Learning Center.....	986-5839
Library	986-5819
Marine Center	985-9801
Matriculation.....	986-5864
Math/Science/Health/PE/Athletics	986-5803
Outreach and Recruitment.....	986-5907
Registrar	986-5843
Scholarships.....	986-5889
Social Sciences & Letters	986-5804
Student Activities	986-5907
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

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VCCCD VISION, MISSION, VALUES AND GOALS

District Vision Statement

The Ventura County Community College District will become the leader in the development of high quality, innovative educational programs and services. Keeping in mind that students come first, we will model best practice in instructional and service delivery, student access, community involvement, and accountability.

District 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.

District Mission Statement

The Ventura County Community College District (VCCCD) is committed to assisting students in the attainment of its primary mission as a system of state supported two-year colleges.

The primary mission of the District is to produce student learning in lower division level academic transfer and career/vocational degree and certificate programs. Effective, efficient student support services are offered to assist in the accomplishment of the District's primary mission based on need and available resources.

Ventura County Community College District works to enhance state, regional, and local economic growth and global competitiveness within the pursuit of its primary mission. Additionally, workforce and economic development activities and services are offered based on need and available resources.

English as a Second Language instruction, remedial, adult education, and supplemental learning services that contribute to student success are offered and operated based on need and available resources.

Ventura County Community College District improves the quality of community life by offering not-for-credit, recreational, vocational, cultural, and civic programming based on community demand and available resources.

All District programs, services, and activities operate within a framework of integrated planning and budgeting. Ongoing, student learning outcome assessment and systematic program review are used to ensure District-wide excellence through sustainable, continuous quality improvement in compliance with its mission.

VCCCD Board of Trustees

Mr. Stephen P. Blum, Esq., Chair

Ms. Dianne McKay, Trustee

Dr. Larry O. Miller, Trustee

Mr. Bernardo M. Perez, Trustee

Mr. Arturo D. Hernández, Vice-Chair

Arthur "AJ" Valenzuela, Jr., Student Trustee

District Administrators

Dr. Jamillah Moore, Chancellor

Ms. Susan Johnson, Vice Chancellor,
Business & Administrative Services

Ms. Patricia Parham, Vice Chancellor,
Human Resources

College Presidents

President, Moorpark College, **Dr. Pam Eddinger**

President, Oxnard College, **Dr. Richard Durán**

President, Ventura College, **Dr. Robin Calote**



Back row, left to right: **Mr. Stephen P. Blum, Esq.**, Chair; **Mr. Arturo D. Hernández**, Vice-Chair
Front row, left to right: **Ms. Dianne McKay**, Trustee; **Dr. Larry O. Miller**, Trustee; **Mr. Bernardo M. Perez**, Trustee

HISTORY OF OXNARD COLLEGE

History of Oxnard 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 of the Ventura County Community College District when the district was initially founded in 1962. A 118-acre site of farmland located in south Oxnard was purchased in 1968, and by the next year classes were offered by the "Oxnard Center" at Ramona School in Oxnard. In 1969 the architectural firms of Fisher and Wilde of Ventura, and Austin, Field and Fry of Los Angeles were chosen to design the Oxnard College campus. The Oxnard Center program expanded in the fall of 1973 with the Oxnard Education Center at Ninth and B streets in Oxnard. By February 1974, a Camarillo Center opened as a satellite of Moorpark College. With community support led by Ventura County Community College District trustee Dr. William Simpson and based on data from the "2000 A.D. Educational Master Plan" report, the Governing Board of the Ventura County Community College District voted on March 26, 1974 to build Oxnard College.

In April 1975, Dr. Arthur J. Schechter was named president. Oxnard College officially opened its doors in June, 1975 for its first summer session, utilizing the Oxnard and Camarillo centers begun by Ventura and Moorpark colleges. Classes were added at a variety of other sites throughout Oxnard and by mid-Fall 1975 Oxnard College reported 4,400 students enrolled and growing. During the spring semester the number of student enrollments continued to climb, in all likelihood setting a record for first-year community colleges in California.

During its early years, Oxnard College classes operated out of borrowed facilities in churches, K-12 schools, military bases, firehouses, public athletic facilities and two storefront centers. In 1976, the college's first Child Care Center opened and the Oxnard College seal – featuring a condor atop a stack of textbooks – was introduced with the words "Truth, Knowledge, Wisdom." In June, the college's first commencement exercises were held at the Oxnard Civic Auditorium with student C.J. Wood receiving the first OC diploma. In September, the North Hall and South Hall modular buildings were moved to campus. In 1977 there was a groundbreaking for permanent classroom buildings and later that year administration offices moved onto campus. In fall of 1979, the first two permanent building were occupied on the Oxnard College campus: the Liberal Arts (LA) building housing 20 classrooms, including science and business laboratories and faculty office wings; and a Library/Learning Resource Center (LRC) that included the College Library, Learning Center, and general classrooms.

In 1986 the Occupational Education complex of buildings was completed and classes were offered for computer information systems, air conditioning and refrigeration, culinary arts and engineering technology programs. A new Child Development Center opened in early 1992 and a new Physical Education Complex with basketball and racquetball courts, dance studio and weight training facilities officially opened in Fall 1994. The new Letters and Science complex with labs, lecture halls and faculty and administrative offices opened in 1997.

Additional programs established in 1997 were the Oxnard College Dental Hygiene program, with classroom and clinic facilities opened on campus and the Oxnard College Regional Firefighter Academy, which was established during the 1997-1998 academic year with portable classroom and training facilities at the Camarillo Airport. Other campus buildings include an automotive technology shop and automotive painting booth, a student services center with student lounge, a food services facility and an off-campus Marine Education Center in the Channel Islands Harbor commercial center.

In 1999, the Ventura County Community College District and Oxnard College entered into an agreement with the County of Ventura to construct and house a Job and Career Center on campus. The Center provides local residents with career training and social services to support their career and educational goals in partnership with Oxnard College. In 2003 the Community Student Services Center was opened and the Extended Opportunity Programs and Services (EOPS) offices moved into the facility's ground floor.

As a result of the passage of the Measure S bond in 2002, a \$356 million bond project for the colleges of the Ventura County Community College District included \$129 million designated for new buildings and major renovation projects at Oxnard College. A new Performing Arts Building opened in spring 2011 and the renovated Library/Learning Resource Center building opened in summer 2012. There is also a new Maintenance and Operations warehouse that also serves as a designated Emergency Operations facility and the North Campus parking lot with more than 900 parking spaces. Remodeling projects included the expansion of classrooms in the Child Development Center, the renovation and expansion of athletic facilities, including a new track/soccer stadium with bleacher seating for 2,500, a new softball field and upgraded baseball facilities. The Fire Sheriff's Training Academy (FSTA) building is located at the Camarillo Airport and is occupied by Oxnard College Fire Technology Programs, Ventura County Fire Department Training Offices, and Ventura County Sheriff's Department Training Facility.

Oxnard College is committed to maintaining a comprehensive educational experience with state-of-the-art facilities for the students in its service area.



Accreditation

Oxnard College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

COLLEGE VISION, MISSION, VALUES AND GOALS

Vision

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

Mission

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 empowers and inspires students to succeed in their personal and educational goals.

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

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

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.

Institutional Student Learning Outcomes

Institutional Student Learning Outcomes/Core Competencies for Oxnard College

Throughout your education at Oxnard College, you will hear about Student Learning Outcomes, or what the faculty of Oxnard College believes you should have achieved before you graduate with a degree or certificate. Below, you will find the institution-level SLOs, and those have been mapped to program-level SLOs which you will find later in the catalog where program requirements are listed. All courses have SLOs which can be found in individual course syllabi.

- I. **Subject Knowledge:** Understands the discipline's basic content, principles, methodologies, and perspectives.
- II. **Communication:** Exhibits the ability to communicate clearly and effectively.
- III. **Critical Thinking and Analytic Reasoning:** Applies critical thinking skills and reasoning to demonstrate continuous inquiry, problem solving, and learning.
- IV. **Quantitative Reasoning:** Applies quantitative and symbolic reasoning to obtain objective solutions to problems and equations.
- V. **Creative Expression:** Expresses originality, imagination and innovation.
- VI. **Information Retrieval and Technological Competency:** Demonstrates the ability to find, organize, understand, critically examine and use information from various sources using a variety of technologies.
- VII. **Global Perspectives and/or Multicultural Awareness:** Demonstrates global awareness to look at issues from multiple perspectives and uses skills for participating in global and local societies.
- VIII. **Community Involvement, Leadership and Social Responsibility:** Understands the complexities of ethical judgment, leadership, social and/or civil responsibility as applied to social and ethical issues.
- IX. **Lifelong Learning and Life Skills:** Demonstrates effective self-management and interpersonal skills and the skills for career, transfer, lifelong learning, health and/or self-improvement.
- X. **Interdisciplinary Studies:** Applies more than one discipline's approach to a topic, problem or method.

Accepted by the Academic Senate November 2010

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.

CAMPUS PROFILE

Oxnard College Student Profile

Fall 2011 Enrollment:

Full-time	28.8%
Part-time	71.2%
TOTAL	7,440

Gender:

Female.....	55.0%
Male.....	45.0%

Age:

19 or Less	24.7%
20-24	36.0%
25-29	13.8%
30-34	7.2%
35-39	4.6%
40-49	8.1%
50 or more.....	5.6%

Ethnicity:

African American/Black.....	4.0%
Asian/Filipino/Pacific Islander.....	8.1%
Hispanic	64.1%
Multi-Racial	4.2%
Native American	0.7%
White.....	18.7%
Unknown	0.2%

2010/2011 Financial Aid:

Total financial aid awarded.....	\$12,467,199
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ADMISSIONS AND REGISTRATION

Eligibility for Admission

The right of any person to attend any college in the Ventura County Community College District is conditioned by certain admission and residency qualifications as provided by state and federal law.

Admission to the colleges of the Ventura County Community College District is open to any California resident who is a high school graduate, or who possesses a high school certificate of proficiency or GED, or who is 18 years of age or older and capable of benefitting from instruction offered. Admission is also open to any California resident who is an apprentice as defined in Section 3077 of the Labor Code.

Students' self-certification may serve as proof of high school attendance and graduation or its equivalent, except that home schooled students may be required to provide verification from an accredited high school district that the home school curriculum completed is deemed equivalent to graduation from an accredited high school.

Persons who are attending an accredited public or private K-12 school may be eligible for admission under special admission provisions noted elsewhere in this catalog. Persons who are attending a non-accredited K-12 school or home school may petition for admission under special admission provisions noted elsewhere in this catalog (see "Admission of Minors" on the next page). Special admission provisions apply to minors and to persons 18 years of age or older if they are still attending a K-12 educational institution as defined above.

Persons entering any of the public community colleges of California are subject to the residency requirements as determined by the state of California. Persons whose legal residence is determined to be in another state (non-residents) or in a foreign country (international students) may be admitted under conditions stipulated by the governing board on payment of specified tuition and fees. Additional information regarding residency requirements may be found under the "Residency Requirements" section in this Catalog, on the College website or by contacting the campus Records Office.

The right of a student to attend any community college in this District is conditioned by certain admission and residency qualifications as provided by law.

Further information is listed under the Residency Requirements section in this catalog.

General Admission Procedures

Students new to the Ventura County Community College District must complete an application for admission. The application for admission is available online at www.oxnardcollege.edu/apply. Printed copies of the application for admission can be downloaded from the college website. Consult the college website for application dates and deadlines. An admission application must be on file before students can register. There is no cost to apply.

A student who has not attended one of the VCCCD colleges in the last 3 years must reapply for admission at the college website provided above. Students will be prevented from registering and accessing the MyVCCCD student portal until an application for admission has been submitted.

Applications for admission to the colleges of the Ventura County Community College District are submitted under penalty of perjury, whether submitted online or in written form. Falsification of information provided therein may result in disciplinary measures up to and including dismissal, termination of eligibility for programs and/or services as appropriate, and/or the retroactive assessment of nonresident tuition charges if warranted. Falsification of information that results in fraud or other crimes may result in legal penalties.

Residency Requirements

The determination of legal California residence is a complex matter. Students will be required to present various kinds of documentation for purposes of the final determination. All questions as to legal residence and the exceptions allowed under California law shall be directed to the Records Office. The right of a student to attend any public community college in California is conditioned by certain residency qualifications set forth in the California Education Code. Residence determination is based on state and federal law, and is subject to change without prior notification.

California Residents

To qualify as a California resident, a student must have legally resided in California for one year and one day prior to the beginning of the semester he or she is planning to attend and must have taken actions that express intent to establish California residence.

Students who have lived in California for more than one year but less than two years will be asked to show proof of legal California residence. The burden of proof lies with the student, who must present documentation of both physical presence in the state for at least one year and one day, and intent to establish permanent California residence. Failure to present such proof will result in a non-resident classification for admission and tuition purposes. A list of acceptable documents is available from Records Office.

Students who are former residents of California and have been absent from the State, but who attended a California high school for three years and graduated from a California high school, may be eligible for exemption from the requirement to pay non-resident tuition fees while they reestablish their legal residence in the State.

U.S. citizens who are determined to be non-residents, but who submit verifiable documentation to certify that they meet the following criteria, will remain classified as a non-resident but may be exempted from payment of non-resident tuition pursuant to AB 540:

- High school attendance in California for three or more years, and
- Graduation from a California high school or attainment of the equivalent thereof
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation

Non-citizens holding immigrant and non-immigrant visas (other than F1 or M1) may be eligible for residency status upon presentation of their visa at the Records Office for verification and determination of residency status. Non-immigrant students who are determined to be eligible to establish California residency under the terms of their visa will initially be classified as nonresidents and required to submit additional documentation in support of their request for residency reclassification.

Nonresidents

A non-resident is a student who has not lived in California continuously for one year and one day prior to the beginning of the semester he or she is planning to attend, or who is unable to present proof of intent to establish permanent California residency, or who is not eligible to establish residency. Students classified as non-residents shall pay non-resident tuition fees in addition to mandatory enrollment and health fees. Conduct inconsistent with a claim for California residence includes but is not limited to:

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

Legal intent to establish residency in California requires that the student take actions that carry an expression of intent to make California their primary and permanent state of residence. Intent can be manifested in many ways, including but not limited to filing California taxes as a resident, being a registered California voter, registering vehicles in California, buying residential property in California (and living here).

Request for Reclassification may be denied if the student:

- is in California solely for educational purposes.
- possesses a driver's license or vehicle registration or voter registration or selective service registration from a state other than California; such items constitute maintaining residence in another state.
- is claimed as a dependent on out-of-state tax returns (e.g., by parents living in another state). Other regulations and restrictions apply that may affect the determination of residence status. Questions should be referred to the Records Office.

Non-citizens without lawful immigration status shall be classified as non-residents but may be exempted from payment of non-resident tuition pursuant to AB 540 provided they submit verifiable documentation to certify that they meet the following criteria:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof, and;
- Verifiable documentation including the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

Reclassification of Residence Status

Students who are admitted as nonresidents must petition for reclassification to California resident status. The petition process includes the completion of a Residence Reclassification Request form and the submission of acceptable documentation to support a claim that the student has met the requirements for physical presence and intent to establish legal residence in California. The physical presence requirement is one year of living in California. Students must show proof that California has been their primary state of residence, excluding vacations, for one year and one day prior to the beginning of the term for which reclassification is requested.

Military Personnel and Dependents

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

Admission of Minors

In accordance with the California Education Code, minors may be permitted to take college courses under very specific circumstances. The intent of Special Admissions is to provide minors who can benefit from advanced scholastic and vocational education the opportunity to take college-level courses that are not available through their primary school or other alternatives.

Students admitted as part-time special admission students may enroll in a maximum of six (6) units per semester or term, unless approved for additional units by the designated college administrator. Under no circumstances may a part-time special admission student enroll in more than eleven (11) units in a regular semester.

Enrollment fees are waived for Special Admission students who are enrolled in 11 units or less. All other fees apply.

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

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

All Special Admission forms are available online at the college website, at area high schools and at the college Records Office. Detailed information on prerequisites clearance is available on-line and in this catalog.

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

Parents and students applying for Special Full-time Admission status must contact the Registrar's Office. Petitions for Special Full-Time Admission will be considered only after the parent and student have exhausted all alternatives available through the secondary school district that the student would be attending. The decision to admit a minor as a special full-time admission student may be subject to the availability of classes. Special full-time admission students are required to complete at least 12 units in each primary term and to maintain continuous enrollment until reaching the age of 18.

Student ID Numbers

Student ID numbers (also called 900 numbers) are assigned to replace social security numbers as the student's primary identifier. The assigned ID number will appear once you log into your MyVCCCD account. 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.

Students are strongly encouraged to use only their Student ID numbers in all College related business as it provides them with additional security and confidentiality.

Oxnard College Matriculation

The primary goal of Matriculation is to assist all students in attaining academic success. It is a partnership which results in an agreement between the College and the student for the purposes of defining and realizing the student's educational goal. This agreement includes responsibilities for both the college and the individual student, who work together combining several activities and processes to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses necessary for you to achieve your academic goal. Within the Matriculation process both college and student responsibilities are defined.

The following matriculation activities should be completed before registration:

- an on-line (coming soon) and/or in-person orientation,
- assessment testing for math and English prerequisite clearance and course placement recommendations, and
- counseling advisement.

Additional requirements and exceptions apply. Consult the Appendices at the end of this catalog for full policy and procedures regarding Matriculation Services

Registration Procedures

Register online through the student portal (My.VCCCD.edu) for the earliest and best opportunity to enroll in classes. Registration appointments are posted approximately one week before registration begins. Registration calendars may be viewed through the portal or the college website.

Registration appointments are determined by student status as a continuing, returning or new student; and for continuing students, by the total number of degree applicable completed and in-progress units within the VCCCD. The calculation of total units includes units earned only at colleges within the Ventura County Community College District.

More information on Enrollment Priorities as approved by the Board of Trustees may be found in the Appendices of this catalog.

Students who are eligible for services through the EOPS, EAC (DSP&S), CalWorks, and foster Youth or former foster youth (through age 24) programs, or who are military veterans, are eligible for advanced priority registration one week before the continuing student registration begins.

Special admission students who are concurrently enrolled in K-12 schools must register in person on the dates specified each term in the registration calendar.

Late Registration and Program Adjustment begins on the first day of the semester or summer session, and on the first day of instruction in short-term classes.

Registration into a closed class/Waitlists may be accomplished through the use of waitlist options or add authorization codes. The waitlist option is available for most full semester classes through the end of the first week of the semester. Add authorization codes are available beginning the second week of the semester. Summer session procedures may differ.

Waitlisted students are captured in chronological order based on the date they register for the waitlist and are automatically registered into open seats in that order. Email notification is sent confirming the registration. Students who have not received a confirming email by the day of the first class meeting must attend class for further direction from the instructor.



Important details about Waitlists:

- All co-requisites or prerequisites must be met before a student will be placed on a waitlist. Students must have completed the prerequisite course at this college with a grade of A, B, C or P, or be currently enrolled in or obtained counselor approval for prerequisite clearance.
- The waitlist course cannot cause any time conflicts with a student's existing class schedule, or with other courses for which the student may be on the waitlist.
- Students may 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 Records Office.
- Students may not exceed the maximum allowable number of repeats for any class.
- Students will be informed if the waitlist is full.
- Fees will be assessed when a student is moved from the waitlist and registered in the class.
- If students wish to remove themselves from a waitlist they may do so by activating the drop code function on their MyVCCCD account.
- Students dropped from all enrolled courses due to nonpayment of fees will also be dropped from the priority waitlist.

Online Services @ My.VCCCD.edu

Your Gateway to Online Student Services

MyVCCCD is the gateway to online services, providing college and district information for current students. New applicants and reapplying returning students will be provided a link to the portal setup in their acceptance email from the college.

MyVCCCD provides access to the following online services and features:

- Registration appointments and calendars
- Registration, add and drop classes
- Pay fees, purchase parking permits and ASB cards
- Sign up for payment plan
- Track and manage financial aid awards
- Check progress toward a degree, certificate or transfer requirements
- Access online classes
- View/Print schedule • View/Print unofficial transcript • Print official enrollment verification
- Search for classes using the "searchable" schedule of classes (find drop deadlines, prerequisites, and more)
- Update personal information (address, phone, emergency contact numbers, major, program of study, educational goal)
- Forward college email to a personal email account
- Change password

Updating Student Records

Once a student application is on file, any necessary communication with the student is conducted through the contact information provided and through the VCCCD e-mail account given to all students, via phone call or text message to either the contact information or emergency numbers on file in the student's records, or through the MyVCCCD Student Portal. It is important that address, phone, and alternate e-mail address updates or corrections be recorded in student academic records. Students may update this information at any time by logging into the MyVCCCD Student Portal and selecting Personal Information. Name changes must be filed in-person at the Admissions and Records Office on campus, and they require that the student present a picture ID (driver's license or California ID card) and at least one other piece of identification bearing the new name. Name changes cannot be completed online.

Transcript Requirements

All new, continuing and returning students are encouraged to submit official transcripts from all high schools, colleges and universities they have attended. *EXCEPTION: Students do not need to submit transcripts from other VCCCD campuses.*

The transcripts should be directed to: Oxnard College Admissions and Records Office, 4000 S. Rose Avenue, Oxnard, CA 93033.

Students are encouraged to have their transcripts submitted to Oxnard College before enrolling for their first semester to prevent delays in processing their registration.

All transcripts submitted become the property of the college and copies cannot be forwarded elsewhere or released to the student. These transfer records may be used by authorized college personnel only.

Transcripts are **required** for verification that students have met degree, certificate, or prerequisite requirements with courses from other schools. Special programs with special requirements such as nursing, athletics and financial aid may require a student to file all high school and college transcripts to verify eligibility.

The College is not required to keep external transcripts. Therefore, students should be aware that records are periodically purged and external transcripts are destroyed.

Acceptance of Transfer Coursework

FROM REGIONALLY ACCREDITED COLLEGES AND UNIVERSITIES:

Coursework presented on official transcripts from regionally accredited colleges and universities will normally be granted lower division credit by Oxnard College. Exceptions may apply (see a counselor).

All transcripts submitted become the property of the College, and copies cannot be forwarded elsewhere or released to the student. These transfer records may be used by authorized College personnel only.

All transfer coursework is evaluated based upon the current information and practices specified in the Accredited Institutions of Postsecondary Education by the American Council on Education. Students transferring to colleges of the Ventura County Community College District are required to declare all previous college attendance. Failure to provide complete information may result in dismissal from the Ventura County Community Colleges.

FROM FOREIGN COLLEGES AND UNIVERSITIES:

Students transferring to the Ventura County Community Colleges from foreign colleges or universities must have their transcripts translated and evaluated by a qualified translation and evaluation agency. Contact the Counseling Office for more information regarding credential evaluation criteria.

Students must submit official transcripts to a qualified agency and request that the agency forward the official evaluation to the College. Completed coursework will be considered for lower division unit credit only. However, foreign coursework cannot be applied to IGETC (except Area 6) unless the foreign institution has U.S. regional accreditation; international or foreign coursework cannot be used in CSU GE certification. The individual CSU campus may opt to give students credit for foreign coursework, but community colleges do not have that prerogative. Requests for equivalent Oxnard College course credit are evaluated on an individual basis by a counselor. This review is based upon the recommendations of the transcript evaluation service and by the appropriate college discipline.

Credit for Military Service

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

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

Service personnel may be allowed full advanced standing credit for college level courses completed under the auspices of the Defense Activity for Nontraditional Education Support (DANTES) or the United States Armed Forces Institute (USAFI) as recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. Such credit will be treated in the same manner and under the same policies as allowing credit from regionally accredited colleges and universities.

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

Service personnel should be aware that other colleges and universities may have different policies concerning credit for military educational training. There is no assurance that the granting of these units by the colleges of this district will be accepted by other institutions of higher education. Students must submit an official transcript of military course work to the Admissions and Records Office for evaluation. Contact the Counseling Office for more information.

Fees:

ENROLLMENT FEES ARE SET BY THE STATE, ARE SUBJECT TO CHANGE WITHOUT NOTICE AND MAY BE RETROACTIVE. ALL OTHER FEES ARE SET BY THE VENTURA COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES AND ARE SUBJECT TO CHANGE BY BOARD ACTION. ALL FEES MUST BE PAID IMMEDIATELY (OR COMMITTED TO BE PAID) TO COMPLETE A STUDENT'S REGISTRATION. IF THE REGISTRATION PROCESS IS NOT COMPLETED, THE STUDENT WILL NOT BE ENROLLED IN CLASSES.

Enrollment Fee:	\$46.00 per unit
	23.00 per 1/2 unit
	11.50 per 1/4 unit
Health Fee (mandatory)	\$19.00 fall/spring
	16.00 summer

This health fee enables the College to provide you with a variety of health care services. In accordance with the California Education Code and Board policy, students are required to pay the health fee, regardless of the units taken, unless they meet one of the exemptions. See Health Fees section located on next page for more information. Waiver forms are available at the Admissions and Records Office.

Nonresident Tuition: Non-California resident and International students	\$250.00 per unit
International and Nonresident Domestic Student Surcharge	\$14.00 per unit
International Student Application Processing fee	\$50.00

Materials Fees	see Instructional Material Fee
Remote nonrefundable registration fee	\$2.00 per sem
	(Fee charged to any student using online registration)
Student Center Fee	\$1.00 per unit
	(maximum of \$10 per fiscal year)

Student Representation Fee (optional)	\$1.00 per term
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This student representation fee provides support for students or representatives who share positions and viewpoints before city, county, and district governments, and before offices and agencies of the state and federal governments. Authorized by Education Code, Section §76060.5, this fee may be waived for religious, political, financial, or moral reasons. Waiver forms are available at the Student Business Office.

Credit by Exam Fee	\$46.00 per unit
Audit Fee (non-refundable):	
Students enrolled in 10 or more credit units.	no charge
Students enrolled in fewer than 10 credit units.	\$15.00 per unit

Note: auditing students also pay the health fee.

ASG card (optional)	\$3.00 per sem
<i>Note: ASG card serves as Library Card</i>	

Students who owe outstanding fees may not register until their fees are paid and cleared from the computer system.

Fees / Obligations / Holds

CALIFORNIA RESIDENTS: California residents must pay the mandated enrollment fee. California residents meeting certain criteria may be eligible for a Board of Governor's Fee Waiver (BOGW) or other financial aid. Contact the Financial Aid Office.

NON-CALIFORNIA RESIDENTS: Non-California residents must pay nonresident tuition and the nonresident student surcharge, plus the enrollment fee, health fee, student center fee, and applicable material fees. You are a nonresident if you have lived in California for less than one year and one day prior to the first day of the semester, or you are unable to present sufficient documentation to prove that you have established California residency. See this Catalog for Residency information.

Instructional Materials 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.

A list of all instructional and other materials required in a course will be made available for students no later than the first class meeting each term. The list also will be available in the Division Office and the Bookstore. Fees charged by the College are subject to change at the discretion of the Governing Board.

Payment of Fees

All fees must be paid immediately (or committed to be paid) to complete a student's registration. If the registration process is not completed, the student will not be enrolled in classes.

Students must:

- pay all fees (including any past term fees), or
- enroll in a payment plan, or
- have been awarded financial aid.

Health Fees

This fee enables the College to provide you with a variety of health care services. In accordance with the California Education Code and Board policy, students are required to pay the health fee, regardless of the units taken, unless they meet one of the exemptions listed:

- students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. Documentary evidence of such an affiliation is required.
- students who are attending a community college under an approved apprenticeship training program (see Education Code §76355).

Health fee waivers are located in the Records office and the Health office.

Student Center Fee

Students of Oxnard College enacted a Student Center fee of \$1.00 per unit, up to a maximum of \$10.00 per student per fiscal year (July 1 to June 30), for the purpose of financing, constructing, expanding, remodeling, refurbishing and operating a Student Center. The money collected may only be used for this purpose. The fee shall not be charged to: a student enrolled in noncredit courses; a student who is a recipient of benefits under Aid to Families with Dependent Children (AFDC) program; a student on the Supplemental Security Income/State Supplementary Program (SSI/SSP); or a student on a General Assistance Program.

Transcript Fee

Official transcripts may be sent upon receipt of a signed written request. Students receive two non-rush transcripts free of charge. Students must show picture ID to receive transcripts.

Note: Transcripts cannot be released if a student has unpaid fees or obligations.

Costs: \$3.00 per non-rush transcript, processing time 10 -20 days
\$5.00 per rush transcript, processing time 3 – 5 days

Payment methods include cash, check, Visa, MasterCard, American Express and Discover. Contact the Student Business Office for credit card payments.

Additional information regarding requesting and sending transcripts may be found under the Requests for Transcript heading or on the College website.

Refund Policy

Enrollment Fee Refund Policy (Resident Students)

- Student must drop classes by the credit refund deadline as stated in the Academic/Registration Calendar to qualify for a credit or refund of enrollment fees.
- Application for refunds must be made to the Student Business Office after the class or classes have been dropped.
- Credits/refunds will NOT be authorized for drops or withdrawals occurring after the deadline date.
- Refund checks will be mailed by the VCCCD District Office after the application is received and processed at the Student Business Office.
- Enrollment fee refunds are subject, once a semester, to the withholding of a \$10 Administrative Fee.
- Resident students who drop a class or classes by the appropriate date may request a refund of the full enrollment fees paid for that class or classes, less the administrative fee; and the Health Center fee, any Instructional Materials fees, and the Student Center fee as set out in this policy.

The following schedule of refunds will be in effect for resident students who drop a class or classes or withdraw from college:

Full-semester Length Classes

- In first and second week 100% enrollment fee refund

Short-term Classes and Summer Session

- Withdraw within 10% of class sessions 100% enrollment fee refund

No refunds are authorized thereafter.

Tuition and Surcharge Refund Policy (Nonresident / International Students)

- Student must drop classes by the deadline set forth below to qualify for a credit or refund of tuition and surcharge.
- Application for refunds must be made to the Student Business Office after the class or classes have been dropped.
- Credits/refunds will NOT be authorized for drops or withdrawals occurring after the deadline date.
- Refund checks will be mailed by the VCCCD District Office after the application is received and processed at the Student Business Office.
- Enrollment fee or tuition and surcharge refunds are subject, once a semester, to the withholding of a \$10 Administrative Fee.
- Non-resident and international students who drop a class or classes prior to the date listed below may request a refund of their tuition and surcharge fees; and the Health Center fee, any Instructional Materials fees, and the Student Center fee as set out in this policy.

The following schedule of refunds will be in effect for nonresident/international students who drop a class or classes or withdraw from college:

Full-semester Length Classes

- In first and second week 100% tuition/surcharge refund
- In third and fourth week 50% tuition/surcharge refund

Short-term Classes and Summer Session

- Withdraw within 10% of class sessions 100% tuition/surcharge refund
- Withdraw within 20% of class sessions 50% tuition/surcharge refund

No refunds are authorized thereafter.

Other Refund Policy Fees

Audit Fees: are not refundable

Health Center Fee: is only refunded if all classes are dropped for the semester/session within the deadline, regardless of the residency status of the student.

Instructional Materials Fees: are refunded in full when a class requiring the fees is dropped within the stated deadline.

Non-mandatory Fees: are refunded in full when requested within the stated deadline.

Parking Fee: to qualify for a refund of parking fees, whether classes are dropped or not, return the original parking permit to the Student Business Office by the deadline.

Remote Registration Fee: there is no refund for the remote registration fee.

Student Center Fee: refunds may include a pro-rated refund of the Student Center fee. If all classes are dropped, a student may be entitled to a full refund of the Student Center fee, depending on enrollment in prior semesters for the academic year.

Associated Student Government (ASG) Card

\$3 per semester. Purchase of an ASG card entitles students to check out library books, free admission to home conference athletic events, and reduced rates to dramas, plays, various associated student-sponsored events, and discounts from local merchants.

Textbooks and Supplies

By state law, the College is prohibited from furnishing free textbooks or supplies to students. These items may be purchased in the College Bookstore. *Save Your Receipts! No Refunds After Late Registration!*

Non-mandatory Fees

Non-mandatory fees are the same whether the student takes day or evening classes, is full time or part time, or has resident, nonresident or international residency. Fees are paid at the Student Business Office.



Student Parking

- Parking permits are required when classes are in session for all vehicles including those with handicapped parking permits and for those attending athletic, theater, dance, music, and other college events.
- Daily parking permits may be purchased for \$2 from parking lot permit dispensers.
- All vehicles must park within a marked stall. (CVC 21113a)
- Head-in parking required in all diagonal stalls on campus.
- Ventura County Community College District is not responsible for any theft or loss of property while utilizing parking facilities.
- Students with a Department of Motor Vehicles disabled person's plate or placard, or with a current disabled parking decal issued by the Educational Assistance Center (EAC), may park in marked disabled stalls on campus. Drivers with disabilities are subject to the same parking fees as nondisabled drivers. Disabled parking decals may be obtained at the EAC.
- Unauthorized vehicles parked in designated handicapped spaces not displaying distinguishing placards or license plates for physically disabled persons may be towed away at owner's expense. Towed vehicles may be reclaimed by contacting the Campus Police office in CSSC building or by calling 805-986-5805. (CVC 22652)

Parking Fees: All students parking a vehicle on the campus must pay the parking fees listed below, regardless of the number of units for which they are enrolled.

There will be a strict enforcement of parking regulations requiring students to have parking permits the first day of the term; there is not a "grace period" for obtaining your permit.

**Parking fees are subject to change
at the discretion of the Governing Board.**

Automobile:	
regular sem / summer sem.....	\$50 / \$25
BOGW students:	
regular sem / summer sem.....	\$30 / \$25
Motorcycle:	
regular sem / summer sem.....	\$30 / \$25
Single Day	\$2

Purchasing Semester Permits: Semester permits are purchased on-line through the student web portal: MyVCCCD. Permits will be delivered by mail to the address provided at the time of purchase. Day use passes are \$2 and can be purchased at machines located in several parking lots on campus. Student semester parking permits are valid only in student lots and can be used on all three campuses. Parking is strictly enforced Monday through Thursday, 7:00am to midnight, and Friday, 7:00am to 5:00pm. Auto permits are static vinyl and must be affixed to the inside lower-left corner of the front windshield. Motorcycle permits are adhesive and must be affixed to the front fork of the motorcycle.

Financial Aid Students: Students who receive financial assistance pursuant to any of the programs described in subsection of Education Code §72252(g) shall be exempt from parking fees in excess of thirty dollars (\$30) per semester for one vehicle.

Requests for Transcripts & Transcript Fees

Two official non-rush transcripts are furnished to each student free of charge. A \$3.00 per copy fee is charged for each additional transcript requested thereafter. Normal processing time is 10-20 working days but may be longer at the end of the semester. All requests for transcripts must be in writing and include the student's signature and date of birth. Rush transcript (3-5 working days) service is available upon receipt of a signed student request and payment of the \$5.00 per copy rush transcript processing fee. No cost unofficial transcripts can be printed at My.vcccd.edu. Unofficial transcripts are available for \$1.00 from the Records Office.

IMPORTANT NOTE: Transcripts cannot be released if a student has any outstanding fees and/or obligations due the District. Students must present picture ID to receive transcripts.

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

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 appropriate Dean in addition to the counselor's approval.

Full-Time Student - A student is defined as full-time if carrying 12 or more units in a regular Fall or Spring 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.
- **Automobile insurance discounts and dependent medical insurance:** 12 units
- **Financial Aid**
 - Student Loan deferments:**
 - Half-time required 6 units or greater
 - Financial Aid Enrollment status:**
 - Full-time 12 units or greater
 - Three quarter time 9 -11.5 units
 - Half-time 6 - 8.5 units
 - Less than half-time 5.5 units or less
- **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, EAC, or EOPS or financial aid work study funds.

Selective Service Registration

The colleges of the Ventura County Community College District, 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.

Courses Open to Enrollment

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





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ACADEMIC POLICIES

Attendance

All students admitted to the colleges of the Ventura County Community College District 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 drop such student from the class and record a grade in accordance with the policy for dropping a course.

Grading System and 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.

Units of Credit

The Carnegie unit formula applies to all credit courses offered by the College, whether or not applicable to the associate degree. "One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work at colleges operating on the semester system."

The colleges of the Ventura County Community College District base their semester unit on one lecture class period of 50 minutes each week of a minimum 16-week semester. For practical purposes, the following terms are synonymous: unit, semester unit, semester hours, credit, credit hour.

For purposes of sections dealing with standards for probation and dismissal, all units attempted means all units of credit for which the student was enrolled in any college or university, regardless of whether the student completed the courses or received any credit or grade.

Letter Grading Scale

Grades from a grading scale shall be averaged on the basis of the point equivalence to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive no point, using the following evaluative symbols:

Evaluative Symbols

A – Excellent (4 points per semester unit)

B – Good (3 points per semester unit)

C – Satisfactory (2 points per semester unit)

D – Passing, Less than satisfactory (1 point per semester unit)

F – Failing (0 point per semester unit)

P – Pass, At least satisfactory (units awarded not counted in GPA. Replaced CR effective Fall 2009)

NP – No Pass, Less than satisfactory, or failing (units not counted in GPA. Replaced NC effective Fall 2009)

CRE – Credit by Exam (units awarded not counted in GPA)

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

Non-Evaluative Symbols

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

I - INCOMPLETE

Students who are at the end of a term and have failed to complete the required academic work of a course because of an unforeseeable, emergency, and justifiable reasons may receive a symbol "I" (Incomplete) on their records.

The conditions for receiving a letter grade and for the removal of the "I" must be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the "I." This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the "I" is made up) or the time limit is passed.

A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term for which it was assigned. The "I" symbol shall not be used in calculating units attempted or for grade point averages.

IP – IN PROGRESS

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative grade symbol in accordance with the academic record symbols to be recorded on the student's permanent record for the course.

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 first seventy-five percent (75%) of a class (see calendar in Schedule of Classes). 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 a student who withdraws during the first three weeks or sixteen percent (16%) of a term, whichever is less.

Withdrawal after the end of the third week and the last day of the fourteenth week of instruction for full-semester classes or through seventy-five percent (75%) of a class less than a semester in length shall be recorded as W on the student's record.

LIMITATIONS ON WITHDRAWAL EXIST. See section on "Withdrawal from Class" in this catalog.

MW - MILITARY WITHDRAWAL: This option is intended to accommodate students who are recalled to active military duty at any time during a semester. A student may petition for military withdrawal by submitting a written request and copy of military orders to the Admissions and Records Office. Military withdrawal will result in a MW notation on the transcript unless the drop occurs within the first 16% of class meetings. The notation will not be counted in evaluation of satisfactory progress for purposes of determining academic standing, probation or dismissal.

Scholastic Standing and Achievement

Scholastic standing is based on a student's work measured quantitatively in semester units and qualitatively in letter grades. This relationship is expressed as a numerical grade point average.

To illustrate the calculation of a grade point average, a student who earns a grade of A in three units, B in three units, C in three units, D in three units, F in two units, and CR in two units, would have a grade point average of 2.14. The computation is shown below.

3 units A x 4	=	12 grade points
3 units B x 3	=	9 grade points
3 units C x 2	=	6 grade points
3 units D x 1	=	3 grade points
2 units F x 0	=	0 grade point
2 units CR x 0	=	0 grade point
<hr/>		
14 graded units		30 grade points
(+ 2 CR)		
30 ÷ 14	=	2.14 grade point average

In calculating a student's degree-applicable grade point average, grades earned in nondegree courses shall not be included.

Pass/No Pass Grading Option (formerly Credit/No Credit)

Pass/No Pass replaced Credit/No Credit effective Fall 2009.

Colleges of the Ventura County Community College District may offer courses in two pass/no pass ("P"/"NP") options: (1) courses which are offered on a pass/no pass basis only, and (2) courses in which students may elect the pass/no pass option.

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

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

The petition for this purpose, "Request for Pass/No Pass Grade" is available online at the college website and through the MyVCCCD student portal (see "college downloadable forms"). All units earned on a pass/no pass 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 pass/no pass option to an A.A. or A.S. degree or Certificate of Achievement. Pass ("P") is used to denote "passed with credit" when no letter grade is given. Credit is assigned for work of such quality as to warrant a letter grade of "C" or better. Units earned on a Pass/No Pass basis shall not be used to calculate grade point averages. However, units attempted for which "NP" 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 pass/no pass basis, especially for general education and major requirements; therefore, units of "Pass" should not be used to satisfy major requirements for A.A., A.S. degrees or transfer.

Remedial Coursework Limitations

The colleges of the Ventura County Community College District (VCCCD) offer courses which are defined as remedial. "Remedial coursework" refers to nondegree-applicable 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 proficiency awards, certificates of achievement, or associate degrees.

No students shall receive more than 30 semester units of credit for remedial coursework. This limitation of 30 units applies to all remedial coursework completed at any of the campuses of the college district (Moorpark, Oxnard and Ventura Colleges). It does not apply

to remedial coursework completed at colleges outside the District. Students transferring from other educational institutions outside VCCCD shall be permitted to begin with a "clean slate" with regard to the remedial limitation. The 30-unit limit applies to all remedial coursework attempted; however, in the event that some of these 30 units are substandard and a student successfully repeats one or more courses in which substandard grades were earned, then the 30-unit limit would be modified by the application of the Course Repetition Policy.

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 Readmission. 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.

Any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in college-level courses may qualify for a waiver of the unit limitation. Petitions for waiver can only be given for specified periods of time or for a specified number of units. The petition for this purpose, the Student Educational Plan, is available in the Counseling Office.

The Office of Student Learning shall maintain a list for each academic year of remedial courses limited by this policy. Remedial courses are identified as non-degree applicable in the course description section of this catalog.

Students should be aware that this policy applies to all students enrolled in remedial coursework. Students receiving financial aid may have more restrictive limitations due to federal regulations.

The federal rules specify a limitation of one year regardless of units, do not exempt learning skills, and do not provide for a waiver.

Final Examinations

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

Grade Changes

Grades are determined and assigned as a result of academic assessment made by the instructor of record of a course. Determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade, and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to California Education Code §76232, or by a compliant alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

Grade change petitions must be submitted by the instructor of record or appropriate substitute, or by the Executive Vice President.

Procedure requires that a student first request a grade change from the instructor. In cases where the student has filed a discrimination complaint, or if the instructor of record is not available, or where the district determines that there is a possibility of gross misconduct by the original instructor, provisions shall be made to allow another faculty member to substitute for the instructor of record.

Grade changes shall be requested by the student no more than three (3) years after the term in which the grade was awarded. Exceptions to the time limit may be made if it is determined that the grade was awarded as a result of mistake, fraud, bad faith or incompetence by the instructor. Students may be required to provide documentation to support the requested grade change that may include but is not limited to graded assignments and tests from the class in question or substantiation of verifiable extenuating circumstances.

In the case of fraud, bad faith, or incompetence, the final determination concerning the removal or change of grade will be made by the Executive Vice President. In all cases, where means exist and when at all possible, the instructor who first awarded the grade will be given notice of the change.

Pass/No Pass (P/NP), Credit/No Credit (C/NC) and Credit-by-Exam (CRE) grade designations, once applied to the transcript, cannot be changed to a letter grade.

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.

Availability of Semester Grades

Grades for each semester are generally available within 24 hours of each instructor submitting his/her grades. Students may access their grades through their portal at my.vcccd.edu. Students with outstanding fees and/or obligations will not be able to access their grades until they have cleared their fees/obligations.

Auditing Classes

Auditing enables a student to attend a class without taking exams, receiving a grade or earning unit credit. Students enrolled in ten units or more in Fall or Spring (or three or more units in Summer) may, with instructor consent, be allowed to audit one lecture class per term without a fee. Students enrolled in less than ten units may, with instructor consent, audit one lecture class per term for a non-refundable fee of fifteen dollars (\$15.00) per unit per semester. Audit students must also pay the health fee. Audit fees are nonrefundable. All fees are subject to change. Priority in class enrollment shall be given to students desiring to take the courses for credit toward a certificate, degree or transfer certification.

Petitions to Audit are accepted on or after the last two days of program adjustment as specified in the registration calendar. Laboratory and activity classes are not normally eligible for audit. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course, nor are they permitted to challenge the course at a later date. Students auditing a course are not permitted to take exams in class, nor are they permitted to challenge the course by exam 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 for all other students as stated in this Catalog. The Petition to Audit is available in the Records office.

Withdrawal from Class

It is a student's responsibility to withdraw from a class when the withdrawal is voluntary and desired on the part of the student. Withdrawals must be initiated by the student, and processed online through their portal (my.vcccd.edu), or in person at the Records Office. Deadlines apply, and students should consult the registration calendar to determine if a class can be dropped.

Students who withdraw by the end of the third week of a full-semester length class or by 16% of the total meetings in a short-term class will not receive a notation on their permanent academic record.

Students who withdraw after the third week of a full-semester length class or 16% of a short term class shall receive a W on their permanent academic records. W grades will be counted as one of the three enrollment attempts that students are allowed in order to achieve a standard (passing) grade of C/P or better in a course (see Course Repetition in this section). They will also be counted in the calculation of a student's academic progress to determine academic standing (e.g. good standing, probation or dismissal).

Withdrawal from a class after the fourteenth week or seventy-five percent (75%) deadline may be considered if a student provides documentation of verifiable extenuating circumstances. For purposes of this section, extenuating circumstances are generally defined as cases of accident, illness or other circumstances beyond the student's control. The petition for this purpose, Petition to Change a Grade to W, is available in the Records office, and must be accompanied by supporting documentation.

Students who, due to a severe illness or injury are unable to attend classes for a substantial length of time, should contact the Records Office regarding their eligibility for medical withdrawal. Verifiable documentation of circumstances will be required.

EXCEPTION: A graded course that has been used to satisfy degree, certificate or transfer requirements will not be changed to a W.

The W grade does not impact grade point average, but shall be counted as an enrollment attempt when determining whether a student may repeat a course, and as a factor in determining a student's academic standing. Excessive Ws will result in a student being placed on progress probation. Consult the appendices at the end of this catalog for full information regarding Probation, Dismissal and Readmission.

Military Withdrawal

Military withdrawal occurs when students who are members of an active or reserve United States military service receive orders compelling withdrawal from classes. Upon verification of orders, the appropriate withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made on the permanent academic record for withdrawals.

Students requesting military withdrawal must present a petition for withdrawal and a copy of the military orders, or other acceptable documentation, which verifies the dates and location of military assignment that compelled or compels withdrawal from classes. Military withdrawal may be requested at any time upon the student's return to college.

A grade of MW shall be recorded on the permanent academic record upon approval of petition for military withdrawal that occurs after the third week of full-semester length classes or 16% of total meetings of short-term classes. MW grades shall not be counted as one of the three enrollment attempts allowed to achieve a standard (passing) grade of C/P or better, or in the calculation of a student's academic progress for the determination of academic standing.

Withdrawal from College

It is the student's responsibility to formally withdraw from all classes, if he or she withdraws from college. A student who withdraws after the third week of a full-length class or sixteen percent (16%) of a short-term class shall have an entry made on his or her permanent record in accordance with the regulations specified in the withdrawal from class policy.

Course Repetition:

Limitation on Enrollments & Withdrawals

Consult the Appendices of this catalog for full policy and procedure information regarding course repetition.

A non-repeatable course in which a grade of C/P/CR or better is earned may not be repeated except as allowed under special circumstances. Students are permitted a total of three enrollment attempts to achieve a standard grade (defined as a passing grade of A, B, C, P or CR). This rule applies to courses taken at any regionally accredited college, in which the student received a substandard grade as defined above. Once a passing grade of C/P/CR or better is received, the course may not be taken again under this section. However, repetition may be allowable under special circumstances as defined in the appendices.

An enrollment attempt is defined as any enrollment in a course that results in an evaluative (A, B, C, D, F, P, NP, CR, NC) or non-evaluative (W) grade. All of these grades are counted as enrollment attempts when determining a student's eligibility to repeat a course.

Withdrawals may not exceed three (3) times in the same class. Students who have withdrawn from the same class the maximum number of times will be required to petition for a fourth enrollment attempt. The fourth attempt, if authorized, must reflect a grade other than W.

Petitions for Course Repetition are available in the Counseling Office.

Academic Renewal Without Course Repetition

Students may petition only one time 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.

Consult the Appendices of this catalog for full policy and procedure information regarding academic renewal.

Probation, Dismissal, and Readmission

Consult the appendices at the end of this catalog for full policy and procedures for Probation, Dismissal and Readmission practices.

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

It is the belief at Oxnard College that students share a responsibility with their instructors for assuring that their education is honestly attained. In keeping with this belief, every instructor has the responsibility and authority to deal with any instances of plagiarism, cheating and/or fabrication that occur in the classroom. Examples of academic dishonesty include (but are not limited to) the following:

Plagiarism: Plagiarism is the act of presenting someone else's work as one's own. Examples include:

- Copying and pasting text from websites or other electronic sources and presenting it in an assignment as your own original work.
- Copying and pasting text from printed sources (including books, magazines, encyclopedias or newspapers) and presenting it in an assignment as your own original work.
- Using another student's work and claiming it as your own original work (even if you have the permission of the other student).

Cheating: Cheating is the act of pretending (or helping others to pretend) to have mastered course material through misrepresentation. Examples include:

- Copying in whole or in part from another student's test or paper.
- Allowing another student to copy from your test or assignment.
- Using the textbook, course handouts, or notes during a test without instructor permission.
- Stealing, buying or otherwise obtaining all or part of a test before it is administered.
- Selling or giving away all or part of a test before it is administered.

- Having someone else attend a course or take a test in your place.
- Attending a course or taking a test for someone else.
- Failing to follow test-taking procedures, including talking during the test, ignoring starting and stopping times, or other disruptive activity.

Fabrication: Fabrication is the intentional use of invented information. Examples include:

- Signing a roll sheet for another student.
- Giving false information to college personnel.
- Answering verbal or written questions in an untruthful manner.
- Inventing data or sources of information for research papers or other assignments.

As members of the Oxnard College learning community, students are not to engage in any form of academic dishonesty. Any act of academic dishonesty will be considered a very serious offense that is subject to disciplinary action.

For additional information on Academic Honesty, please see oxnardcollege.edu.

Dean's List

Special recognition is accorded students who complete a program of twelve or more units of letter-graded coursework with a 3.50 grade point or higher during a semester. Pass/No Pass units are not considered in the twelve-unit requirement. These students are placed on the Dean's List and accorded appropriate recognition, including a letter of commendation for academic distinction.

Graduation with Honors

GRADUATION WITH HIGHEST HONORS

The highest honors designation is placed on the degree 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 an A.

GRADUATION WITH HIGH HONORS

The high honors designation is placed on the degree 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.

GRADUATION WITH HONORS

The honors designation is placed on the degree 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

State law in California prohibits the use by anyone in a classroom of any electronic listening or recording device without prior consent of the instructor and school administration. Any student who has need to use electronic aids must secure the consent of the instructor. Students who need to use recording devices as an authorized disability accommodation must receive verification through campus Educational Assistance Center and must provide this verification to the instructor prior to use.

Use of the Internet

PURPOSE OF THE INTERNET: The Internet access provided by Oxnard College is to be used to support the instructional process of students who are actively enrolled in a designated course. Non-educational, recreational and commercial uses of the Internet are prohibited on the Oxnard College network.

RULES FOR USING THE INTERNET: Each student is responsible for ensuring that he or she uses the College provided Internet access in an effective, efficient, ethical and lawful manner. To this end, students must comply with the following rules:

1. Observe other guidelines for acceptable use of networks or services.
2. Only attempt to gain access to resources for which he or she has authorization. Oxnard College will not assume financial responsibility for unauthorized Internet-related expenditures.
3. Do not make harassing or defamatory remarks using the Internet.
4. Do not create a personal link to any Oxnard College page, and do not represent Oxnard College on any personal page.
5. Do not install any software.
6. Do not use any unapproved software.
7. Do not violate any federal or state law, including copyright laws.
8. Download data from the Internet onto personal data storage units—any data found on a College-owned hard drive will be deleted.
9. Do not create any social networking page on behalf of Oxnard College or claiming to represent Oxnard College.

PRIVACY ON THE INTERNET: Please be aware that any electronic mail is not private since classes will be sharing a mailbox, and that the College reserves the right to access any such information on College-owned servers.

RESPONSIBILITY FOR INFORMATION ON THE INTERNET: Through the Internet, the College provides access to public and private outside networks which furnish electronic mail, information services, bulletin boards, conferences, etc. Please be advised that the College does not assume responsibility for the contents of any of these outside networks.

OBSCENE MATERIAL: District information resources should not be used for knowingly viewing, downloading, transmitting, or otherwise engaging in any communication which contains obscene, indecent, profane, lewd, or lascivious material or other material which explicitly or implicitly refers to sexual conduct. This policy does not prohibit the use of appropriate material for educational purposes, nor limit academic freedom. However, knowingly displaying sexually explicit or sexually harassing images or text in a private and/or public computer facility or location that can potentially be in view of other individuals is prohibited.



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STUDENT AND INSTRUCTIONAL SUPPORT SERVICES

Student Services

Students planning to take a class to increase knowledge, develop skills, obtain a certificate or degree, and/or transfer to a university will know the steps necessary to ensure the successful completion of their goal(s).

Student Services at Oxnard College exists to provide support services to current and potential students for educational access and success. Student Development Theory has been adopted as the Student Service model at Oxnard College to guide students toward the development of self-reliance and self-directed characteristics and encourage the acquisition of skill sets needed for academic and career success. In support of this philosophic model, Student Services evaluates student academic readiness and provides recommendations for appropriate courses, programs of study and strengthens retention and persistence through personal growth courses, financial resources, student activities, continuous follow-up and Early Alert activities. The following descriptive list of Student Service areas outlines student programs and services available.

CalWORKs

Students who participate in the CalWORKs program will identify their personal and educational goals, acquire life skills, and create an Individual Training Plan (ITP) that will prepare them to enter the job market.

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. These services include:

- 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.

Campus Police Services

Campus police officers, assisted by student police cadets, provide law enforcement and security services to the campus community. Anyone observing or having knowledge of possible criminal activity on or about the campus is asked to promptly report the facts of the situation to the on-duty campus police officer. The Campus Police Office phone number is (805) 986-5805 (from campus phones dial 5805). You can also reach the campus police office by dialing 986-5800. For emergencies, dial 9-911 from a cell or College phone. This will put you in touch with the California Highway Patrol (CHP). The CHP will then forward the info. to Oxnard Police and to the college Dispatch center. Detailed guidance on matters concerning student conduct and traffic regulations is provided in the appendices of this Catalog.

Child Development Center

Oxnard College's Child Development Center offers quality care and preschool education to children from two to five years of age. The program is open to community families as well as students, staff and faculty.

The children's program is well rounded and covers critical thinking, music and movement, art, science, social and emotional development and language arts and literacy activities. The fundamental goal of the Child Development Center's children's program is to provide an environment in which each child can grow to his or her fullest potential. Additionally, the program provides a quality model for students training to become preschool teachers and also for students from other disciplines who wish to observe normal growth and development of young children.

Tuition fees are paid on a monthly basis in advance of services. Registration materials are available at the Center. The Center is located at the north end of the campus and is open Monday through Friday during the fall and spring semesters from 7:00am to 5:30pm. For more information call (805) 986-5801.

Counseling Services

Students will know the importance of visiting an academic counselor to discuss their goal(s), establish an Education Plan and identify support services available to ensure their success.

The Counseling Department provides a comprehensive program of academic, career and personal counseling for the students of Oxnard College and is located upstairs in the Student Services & Administration building. The overall goal and purpose of the Counseling Department is to assist students, full and part time, in the process of determining their educational objective and developing a plan to achieve that goal. Numerous services are provided to achieve individual student educational goals including: academic, career, transfer, social and person counseling/advising. 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, interest, abilities and needs. The close cooperation of instructors and counselors is extremely important in aiding students in self-assessment, self-reliance and self-directed activities. Areas of services provided by the Counseling Center that support these needs are:

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 student.

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 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 (805) 986-5832.

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

Eligible students will know the accommodations available to them, and know how to advocate for the tutors, adaptive technology, alternative media services and counseling services they require.

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.

The 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. Classes are offered 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 Dean 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 Dean of Student Services.



Extended Opportunity Programs and Services (EOPS)

EOPS / CARE students will understand the processes / resources necessary to achieve their educational goals, and will improve their G.P.A. by following their Academic Success Agreement.

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 students. 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-PGR100A, 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

Students with a financial need will know about the grants, scholarships and fee waivers available to them, and how to access / apply for 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 - \$5,500 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 - \$600 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 \$137 - \$1473 per academic year.

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.

Community college student who meets the admissions requirements for California State University, is under 28 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: Community college student who meets the admissions requirements for an accredited four-year institution, is under 28 years old and meets other program requirements will receive a Cal Grant A or B to attend a four-year college. This became active in the academic year of 2002-2003.

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. Contact Oxnard College Foundation for specific scholarships information at (805) 986-5889.

Veteran's Services

Students eligible for veteran's services will have access to information about services available, their options and their responsibilities.

Military Veterans and Eligible Dependents

The Colleges of the Ventura County Community College District offer courses approved for V.A. benefits under Chapters 30,31,32,33,35, and 1606/1607 under Title 38 of the U.S. Code. All veterans and eligible dependents are required to see a counselor before enrolling. They are also responsible for notifying the V.A. Certifying Official on campus of any changes in their academic program, in their marital or dependent status, or to their address.

AB272: Registration priority is granted to any member or former member of the Armed Forces of the U.S. for any academic term attended within four years of leaving active duty.

Enrollment can only be certified to the Veterans Administration for benefits when a student has completed the following:

- Apply for College admission at oxnardcollege.edu/apply,
- Apply for your VA benefits online at gibill.va.gov,
- Make an appointment with a College counselor and completed an Educational Plan
- Submit official transcripts from all other colleges and universities you have attended, including SMART/AARTS military transcripts, to the campus Veteran's Benefits Specialist/Certifying Official.

IMPORTANT: VETERANS WHO HAVE ATTENDED OTHER COLLEGES: AN UNOFFICIAL TRANSCRIPT CAN BE USED FOR THE INITIAL COUNSELING APPOINTMENT. PLEASE SUBMIT AN OFFICIAL TRANSCRIPT TO THE ADMISSIONS OFFICE SHORTLY THEREAFTER.

The Oxnard College Veterans Benefit Specialist/Certifying Official is located in the Student Services and Administration Building, 805-986-5800 extension 7653 or 986-5844.

External Resources

- The California Department of Veteran Affairs can be reached directly at 1-800-952-5626 or cdva.ca.gov.
- The Department of Veteran Affairs can be reached at 1-888-442-4551 or gibill.va.gov

Veterans' Educational Benefits

The colleges of the Ventura County Community College District are approved to process claims for students who are eligible to receive educational benefits under various

Veteran's Administration Educational Assistance Programs. Students interested in filing benefits claims or receiving information should contact the Veteran's Benefits, located in the Records Office.

Students eligible for veteran's services will have access to information about services available, their options and their responsibilities.

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.

Enrollment and Rate of Pay

Only courses which meet requirements for the major and degree objective indicated on the veterans' Educational Plan will be certified for payment. If the educational objective is changed, the student must complete a new Educational Plan. Veterans must request enrollment certification each semester if they want to continue to receive benefits, it is not automatic.

V.A. educational benefits are paid based on the number of eligible units in which the student is enrolled:

Regular Semester

- 12 units = full-time pay
- 9 units = three-quarter time pay
- 6 units = one-half time pay

Summer Session

- 6 units = full-time for 8 week classes
- 4 units = full-time for 6 week classes
- (3/4 and half-time pay calculated accordingly)

The majority of V.A. Educational Assistance Programs do not pay a monthly allowance for less than half-time enrollment, although the veteran may be reimbursed for the cost of tuition and fees.

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 V.A. Certifying Official in the Records Office before repeating a course.

UNSATISFACTORY PROGRESS: 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.

For the purpose of certification for educational benefits, academic probation is defined as the failure to complete a minimum of 50% of the total units attempted, and/or to maintain a minimum 2.0 cumulative grade point average.

Unsatisfactory progress occurs when a veteran has been placed on academic probation for two consecutive semesters. Unsatisfactory progress must be reported to the Veteran's Administration, and the veteran may not be certified for future educational benefits. Any veteran placed on unsatisfactory progress must consult the campus V.A. Certifying Official and receive academic counseling before educational benefits can be reinstated.

For more information about Veteran Support Services at Oxnard College, please visit our website: www.oxnardcollege.edu/veterans or visit with our Veteran Counselor in the Counseling office.

Student Health Center

Students will know about the health and psychological support services available to ensure their holistic well-being.

The required Health Fee entitles you to ALL health programs at the Student Health Center. It also provides accident insurance coverage for an enrolled student.

GENERAL HEALTH SERVICES:

- Immunizations - Tetanus*, Flu Shots, TDAP, 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
- Smoking cessation program

SPECIALTY SERVICES:

- MD services available by appointment
- Women's Health (family planning, STD treatment, etc.)
- Provide Academic Physicals required for the following programs: Child Development, Dental Assisting, Dental Hygiene, and EMT
- Personal Counseling. An appointment can be arranged for students who have personal concerns which are interfering with achieving academic goals

Note: some services do require additional fees such as blood tests, immunizations, Academic physicals and Antibiotic prescriptions when prescribed by the physician.

The schedule for professional care varies each semester and includes some evening hours. Please refer to the Student Health Center web page at www.oxnardcollege.edu for hours of operation. For prompt attention, an appointment is suggested.

*Additional fee required.

Outreach and Recruitment

The local community and K-12 partners, will know how to get information about Oxnard College program offerings and services, and will know how to gain access to Oxnard College.

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 recruiting a diverse student population through college fairs, campus visits, presentations to local high schools and community organizations. The goal is to enhance collaboration with the community to increase enrollment at Oxnard College. A major focus for the 2012-2013 year is to provide effective services to local middle schools, high schools and the community.

Transfer Center

Students who plan to transfer to a four-year university will clearly understand the correct general education plan they need to follow and will know how to access transfer counseling and access to visiting University Representatives.

The Transfer Center offers activities, resources, and support services designed to facilitate the smooth transition of Oxnard College students to the four-year college or university of their choice. The Transfer Center is located in the Student Services & Administration building on the second floor.

Services provided by the Transfer Center include the following:

- One-on-one Transfer counseling and planning appointments
- CSU GE-Breadth and IGETC Certification
- Group Transfer planning workshops
- Scheduled visits by university admission and recruitment counselors
- CSU and UC application workshops
- Field trips to university campuses
- Library of college catalogs, transfer guides, articulation information and agreements, applications to four year colleges and universities, and related transfer information
- University Transfer Day

Career Center

Using the information and tools available through the career center, students will be able to learn about job opportunities available to them while attending college and after graduation.

The Career Center has research materials with career decision-making. On and off campus 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. For more information, please call (805) 986-7366.

WELCOME Center

The Welcome Center, located in the foyer of the Student Services and Administration Building, provides general information to new, potential and continuing students as well as the community regarding general College information, programs and services available at Oxnard College. Student Ambassadors are available to help students process admissions applications, register, add/ drop classes, apply for financial aid, review their grades and transcripts, change PIN numbers, update their student record online, assist with on-line Ed Plans, and explore Career Cafe. The Welcome Center provides campus tours for new students as well as middle and high-school students.



Library/Learning Resource Center

The Library/Learning Resource Center (LLRC) at Oxnard College is a brand new, beautifully crafted building that is home to Library Services, Learning Resource Services, Math Center, Writing Center, Tutoring Services and the Oxnard College Instructional Support team.

LIBRARY SERVICES

The Library/Learning Resource Center provides programs and services designed to enhance student learning, student success and faculty instruction and interaction. The library collection supports the Oxnard College curriculum holdings of approximately 40,000 books and media. The Library Learning Resource Center subscribes to 70 periodicals and newspapers with more than 13,000 titles available electronically.

- Self check systems are available in the LLRC. **Students IDs are now required** for all Oxnard College students to check-out reserve, circulation or digital media materials. ID cards for community members are still available.
- Computer lap-tops and Apple IPADs are also available for check-out.
- Library hours are 8:00 a.m. – 9:00 p.m. during fall and Spring Semesters (Monday through Friday) and 8:00 a.m. – 5:00 p.m. during Summer Semester (Monday through Thursday) unless otherwise stated. The LLRC is closed on Saturday and Sunday.
- Professional librarians and staff are available in the LLRC to assist you in all areas of the LLRC usage.

TUTORIAL SERVICES

The goal of tutorial services in the LLRC is to “help students to be better students” by providing services that will improve and strengthen academic performance and skills.

Tutorial Services in the LLRC are available to all enrolled Oxnard College Students that are in need of academic support in their courses. Tutoring is offered on a drop-in basis in the Writing and Tutorial Center as well as the Math Center. Comprehensive tutoring is available in the area of English and Writing for all subjects. Tutoring is available in most subjects. Tutoring is provided by peer tutors who have outstanding academic performance in their relative subject area. Para-professional tutoring is also available in selected subjects.

OPEN-ACCESS COMPUTER LAB AND STUDY ROOMS

The LLRC has an open access computer lab available for student and faculty use as well as 7 small group study rooms and desk space for individual or group student interaction.

LEARNING RESOURCE SERVICES

A variety of Learning Resource Services are available through a number of computer programs and other media offerings to Oxnard College students, faculty and staff to supplement classroom instruction across curricula and allow students the opportunity to learn at their own pace.

Library/Learning Resource Center Website:

http://www.oxnardcollege.edu/services_for_students/library/index.shtml

To contact the Library/Learning Resource Center by phone:

Circulation and Information Desk: (805) 986-5819

Library Reference Services: (805) 986-5820

Oxnard College students, faculty and staff are encouraged to utilize all programs and services available through the Library/Learning Resource Center.

Athletics

The Oxnard College Condors participate in six 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, cross-country and soccer. The Women's Athletic Program includes competition in, cross-country, soccer, and softball.

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 would like to participate in Intercollegiate Athletics can 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.

Student Organizations and Activities

Students will know about and have access to a variety of activities, events and leadership opportunities.

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, demanding and rewarding job.

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 ASG 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.





GRADUATION REQUIREMENTS

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PROGRAMS: Awards, Certificates, and Degrees

Planning Your Education

Counseling Office

Student Services and Administration Building
Room 254
(805) 986-5816

Counseling Faculty

Graciela Casillas-Tortorelli
Ross Fontes
Dr. Daniel Goicoechea
David Lopez
Gloria Lopez
Judy McArthur

Transfer Center Coordination and Counseling

Jose Vega

Counseling Center Support Staff

Marisa Gonzalez - Clerical Asst. I/Bilingual
Barbara McGinley - Administrative Assistant

Transfer Center

Student Services and Administration Building
Room 240
(805) 986-5837

Letty Mojica
Leo Orange
Everardo Rivera
Ralph Smith
Ana Maria Valle
Dr. Emma Waits

Dean of Student Services

Dr. Karen Engelsen

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 a four-year college or university 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 educational 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

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 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 accomplish at Oxnard College?

- Prepare to 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 a job placement or advancement through a Certificate of Achievement or Proficiency Award.
- Improve basic skills in reading, writing, and mathematics.

Choose an Educational Goal

Which Educational Program is the Right Fit For You?

The information 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 you choose your specific educational goals. A list of all courses, awards and degrees offered at Oxnard College can be found on 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. These awards are not memorialized on student transcripts. See page 41 for a complete list of requirements for earning a Proficiency Award.



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 prove more depth than a proficiency award. Completion of a Certificate of Achievement makes a student eligible to participate in the spring graduation ceremony and is reflected on the student's transcript. See page 41 for a complete list of requirements for earning a Certificate of Achievement.



Take an Associate Degree to work

In this economy, it is advantageous to have a college degree. Most Associate degree majors at the College are applicable to the local job market. An Associate degree requires the completion of 60 units including courses in general education and courses in the chosen major. Oxnard College also offers a General Studies degree that allows students to choose an area of emphasis from a group of disciplines rather than a specific major. See page 42 for a complete list of requirements for earning an Associate degree.



Transfer to Complete your Bachelor's Degree

Oxnard College offers students the opportunity to complete their Associate degree while completing courses that are required for transfer and apply toward their Bachelor's degree. The General Studies degrees, Pattern II and Pattern III allow students to complete the general education pattern recommended for their particular university and/or field of study, whether that is a UC, CSU, Independent or out-of-state institution. The Associate for Transfer degrees (AA- T and AS-T) offer guaranteed admission to a CSU campus and prepares students to transfer to the CSU with junior status, having completed their lower-division general education as well as their lower division major preparation for admission.



CURRICULUM: COURSES, DEGREES, CERTIFICATES, AND AWARDS

COURSES = C

ASSOCIATE DEGREE = AA/AS

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.

ASSOC. DEGREE FOR TRANSFER = AA/S-T

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

CERTIFICATE = COA

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

PROFICIENCY AWARD = PA

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

CURRICULUM	C	AA/AS	AA/S-T	COA	PA
ACCOUNTING	X				
ADDICTIVE DISORDERS STUDIES					
• ADDICTIVE DISORDERS STUDIES	X	X		X	
• *ADDICTIVE DISORDERS STUDIES FOR ALCOHOL/DRUG COUNSELORS	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	X	X			
AREA STUDIES	X				
ART					
• ART	X	X			
• ART TWO-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					
• BUSINESS	X	X			
• BUSINESS MANAGEMENT	X	X		X	
CHEMISTRY	X	X			
CHICANO STUDIES	X				
CHILD DEVELOPMENT	X	X		X	
COASTAL ENVIRONMENTAL STUDIES		X			
• COASTAL ENVIRONMENTAL STUDIES		X			
COMMUNICATION STUDIES	X		X		
COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES	X				
• ADMINISTRATIVE ASSISTANT		X		X	
• OFFICE OCCUPATIONS PREPARATION PROGRAM					X
COMPUTER INFORMATION SYSTEMS	X				
COMPUTER NETWORKING/IT		X		X	

CURRICULUM	C	AA/AS	AA/S-T	COA	PA
COOPERATIVE WORK EXPERIENCE	X				
CSU GENERAL EDUCATION - BREADTH	X			X	
CULINARY ARTS AND RESTAURANT MANAGEMENT	X				
• CULINARY ARTS		X		X	
• RESTAURANT MANAGEMENT		X		X	
DANCE	X				
DENTAL PROGRAMS					
• DENTAL ASSISTING	X			X	
• DENTAL HYGIENE	X	X			
DIGITAL MEDIA STUDIES	X				
DISABILITY STUDIES	X				
ECONOMICS	X	X			
EDUCATION	X				
EMERGENCY MEDICAL TECHNICIAN					
• EMERGENCY MEDICAL TECHNICIAN	X				X
• EMERGENCY MEDICAL TECHNICIAN - REFRESHER	X				X
ENGINEERING TECHNOLOGY	X	X		X	
ENGLISH	X	X			
ENGLISH AS A SECOND LANGUAGE	X				
ENVIRONMENTAL SCIENCE	X				
• COASTAL ENVIRONMENTAL STUDIES		X			
FIRE TECHNOLOGY					
• EXTENDED FIRE TECHNOLOGY EDUCATION	X				X
• FIRE TECHNOLOGY (PRE-SERVICE)	X	X		X	
GENERAL STUDIES: ARTS & HUMANITIES (PATTERNS 2/3)		X			
GENERAL STUDIES: HUMANITIES (PATTERN 1)		X			
GENERAL STUDIES: NATURAL SCIENCES (PATTERN 1)		X			
GENERAL STUDIES: NATURAL SCIENCE OR MATHEMATICS (PATTERNS 2/3)		X			
GENERAL STUDIES: SOCIAL & BEHAVIORAL SCIENCES (PATTERN 1)		X			
GENERAL STUDIES: SOCIAL & BEHAVIORAL SCIENCES (PATTERNS 2/3)		X			
GEOGRAPHY	X				
GEOLOGY	X				
HEALTH EDUCATION	X				
HISTORY	X	X			
IGETC	X			X	
INTERCOLLEGIATE ATHLETICS	X				
INTERDISCIPLINARY STUDIES	X				

CURRICULUM	C	AA/AS	AA/S-T	COA	PA
LEARNING SKILLS	X				
LEGAL ASSISTING/PARALEGAL STUDIES	X	X		X	
MARINE STUDIES	X				
MATHEMATICS	X	X			
MUSIC	X				
PERSONAL GROWTH	X				
PHILOSOPHY	X	X			
PHYSICAL EDUCATION	X				
PHYSICAL SCIENCE	X				
PHYSICS	X	X			
POLITICAL SCIENCE	X	X			
PSYCHOLOGY					
• COMMUNITY MENTAL HEALTH SERVICE	X				X
• PSYCHOLOGY	X	X	X		
SOCIOLOGY					
• HUMAN SERVICES	X	X		X	
• SOCIOLOGY	X	X	X		
SPANISH	X	X			
SPECIAL EDUCATION	X				
TELEVISION PRODUCTION	X	X			

* Pending State Chancellor's Office approval

Education Pathways 2012-2013

Earn a Proficiency Award or a Certificate of Achievement

Earn a Proficiency Award



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

1. **Select a Proficiency Award** from the College Catalog and complete all course requirements specified.
2. **Complete all applicable coursework** used for the Proficiency Award with a grade of "C" or better or a "P" in each course.
3. **Apply for your award** in the Counseling Office.

Note: Proficiency awards cannot be memorialized on a student transcript.

Proficiency Awards Available:

- Community Mental Health Service
- Emergency Medical Technician
- Emergency Medical Technician Refresher
- Extended Fire Technology Education
- Office Occupations Preparation

Earn a Certificate of Achievement



Certificates of Achievement are designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

1. **Select a Certificate of Achievement** from the College Catalog and complete all course requirements specified. For a Certificate of Achievement, a student must successfully complete a course of study that has been approved by the California Community College Chancellor's Office and that consists of 18 or more semester units of degree-applicable credit coursework. Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework). Oxnard College currently does not offer any Certificates of fewer than 18 semester units.

2. **Earn a cumulative grade point average of not less than 2.0** in all degree-applicable college and university coursework attempted.

3. **Courses used for the Certificate of Achievement** must be completed with a grade of "C" or better or a "P" in each course.

Note: Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.

4. **Complete at least 12 semester units in residence** at the college granting the certificate.

5. **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.

Certificates of Achievement Available:

Addictive Disorders Studies	CSU GE-Breadth
Addictive Disorders Studies for Alcohol/Drug Counselors*	Culinary Arts
Addictive Disorders Studies in the Criminal Justice System	Dental Assisting
Administrative Assistant	Fire Technology
Air Conditioning and Refrigeration	IGETC
Automotive Body and Fender Repair	Legal Assisting/Paralegal Studies
Automotive Technology	Restaurant Management
Business Management	Sociology: Human Services Option*
Child Development	
Computer Networking	

*Pending State Chancellor's Approval

Earn an Associate Degree

An Associate degree is an undergraduate academic degree consisting of a minimum of 60 degree-applicable semester units including general education requirements, major or emphasis requirements, and electives. Associate degrees may be earned in career technical areas or in the arts, mathematics, sciences, and humanities.

1. Choose from these three options and complete required **General Education and Major/Area of Emphasis** (18 units minimum):

- A.A. or A.S. in a specific major. See page 50.
- A.A. in General Studies, Patterns I, II, or III. See pages 51-53.
- AA-T or AS-T in a specific major. See page 54..

2. Complete a total of 60 degree-applicable semester units (General Studies Patterns II and III and all AA-T/AS-T degrees require all 60 units to be transferable units)

3. Earn a grade of "C" or better or "P" (Pass) in every course in the major or area of emphasis selected.

Note: Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.

4. Earn a cumulative grade point average of not less than 2.0 for all degree-applicable college and university work attempted.

5. **Competency:** Demonstrate competency in reading, written expression, and mathematics.

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

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

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

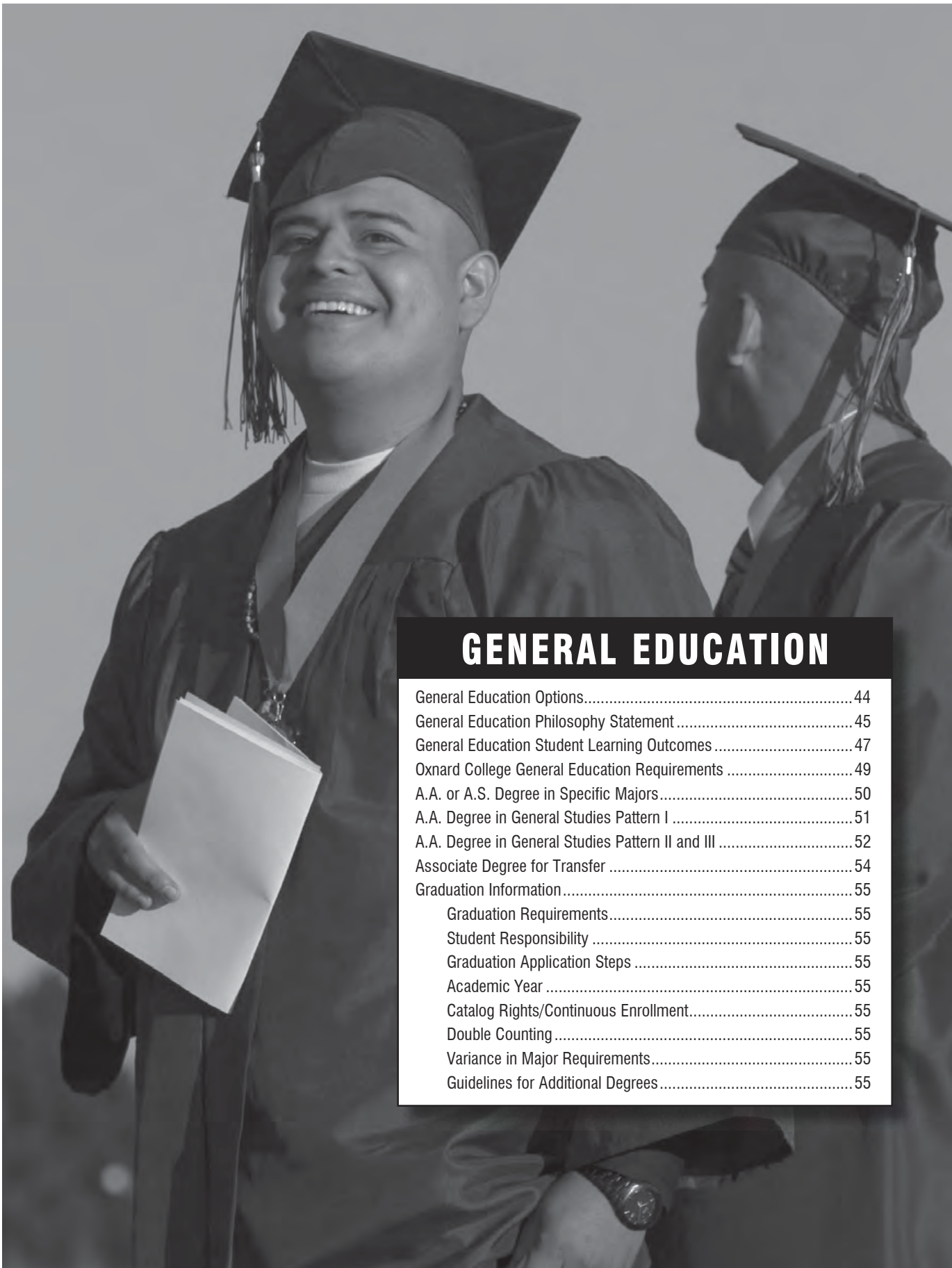
c. **Mathematics-** Minimum competency in mathematics is satisfied by one of the following:

- Successful completion (A, B, C, or P) of a college mathematics course in Intermediate Algebra; or
- Successful completion (A, B, C, or P) of a course offered by the college mathematics department with an Intermediate Algebra or higher prerequisite; or
- Successful completion (A, B, C, or P) of a course offered by a different department with an enforced prerequisite of Intermediate Algebra or higher; or
- A score of 3 or higher on the AP Calculus AB or Calculus BC exam; or
- A score of 3 or higher on the AP Statistics exam; or
- A score of 4 or higher on the IB Mathematics HL exam; or
- A score of 50 or higher on the CLEP College Mathematics or Precalculus exam; or
- Successful passing of the VCCCD math competency exam; or
- Successful completion (A, B, C, or P) of any course offered by the college's math department, or approved by the math department if offered by another department, which includes demonstrated ability in all of the following:
 - Simplify rational expressions and solve rational equations
 - Solve problems and applications involving systems of equations in three variables
 - Graph systems of inequalities in two variables
 - Simplify expressions involving positive, negative, and rational exponents
 - Perform mathematical operations on radical expressions and solve radical equations
 - Solve quadratic equations and their applications using multiple methods
 - Graph and evaluate elementary functions. Use definitions, domain and range, algebra and composition of functions on related applications.
 - Solve elementary exponential and logarithmic equations and related applications.



6. **Residency:** Completion of at least 12 semester units in residence at the college granting the degree. 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.

Reference: AP 4100 - Last reviewed and approved by the Board in May, 2012.



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GENERAL EDUCATION OPTIONS

General Education is one of the required components of all Associate (and Baccalaureate) degrees. At Oxnard College, there are 4 different General Education patterns available. The major and/or transfer path a student is pursuing will dictate the choices available to the student.

1. Oxnard College General Education (pg. 49)

Oxnard College's General Education plan is based on requirements in the California Educational Code (Title 5-Education) and District policy.

Majors at Oxnard College requiring students to complete Oxnard College's GE plan include:

- AA in General Studies Pattern I
- AA and AS Degrees in Specific Majors (from Addictive Disorders Studies through Television Production)

2. CSU GE-Breadth (pg.64)

Certified Completion of the CSU GE-Breadth pattern will fulfill the lower-division general education requirements of all CSU campuses in most majors. Note: There are some majors or colleges within CSU campuses for which CSU GE-Breadth is not the appropriate preparation. Refer to your intended campus and major on assist.org for guidance.

Majors at Oxnard College for which the CSU GE-Breadth is an option include:

- General Studies Pattern III
- AS-T in Business Administration
- AA-T in Communication Studies
- AA-T in Psychology
- AA-T in Sociology

Additional majors are being developed. Please see a counselor for more information

3. IGETC (pg. 71)

Certified completion of IGETC will fulfill the lower-division general education requirements of all UC campuses in most majors. Note: There are some majors or colleges within UC/CSU campuses for which IGETC is not the appropriate preparation. See IGETC Considerations on pg.72 and refer to your intended campus and major on assist.org for guidance.

Majors for which IGETC is an option include:

- General Studies Pattern III
- AS-T in Business Administration
- AA-T in Communication Studies
- AA-T in Psychology
- AA-T in Sociology

Additional majors are being developed. Please see a counselor for more information

4. General Education Pattern of the intended Transfer Institution (including meeting Minimum Title 5 requirements).

Students transferring to a four-year university in high-unit majors or where completion of the CSU GE-Breadth or IGETC is not appropriate or advisable may choose to instead follow the GE pattern of their intended institution. This may include students transferring to private universities, out-of-state universities, or UC/CSU campuses within majors that have their own specific GE requirements.

Major for which this GE plan is an option:

- General Studies Pattern II



Oxnard College General Education Philosophy Statement

(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 for 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.



Oxnard College General Education Student Learning Outcomes

Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding. (Title 5: section 55061)

Natural Sciences

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop and appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities.

Upon successful completion of the Natural Science General Education Requirement, the student will be able to:

- Utilize critical thinking skills in evaluating reports of scientific information regarding source, bias, and scientific method.
- Demonstrate an understanding and appreciation of the scientific method.
- Express an understanding of the relationships between science and other human activities which may include recognizing components of scientific decision making and apply personal and social values within the process of decision making in scientific endeavors.
- Apply appropriate quantitative and qualitative methods to interpret and analyze pertinent data.

Social and Behavioral Sciences

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate.

Upon successful completion of the Social Science general education requirement students will be able to:

- Demonstrate an understanding of human behavior, including social interaction and individual behavior in relation to social, cultural, political, psychological, economic, linguistic, biological, physical and other contexts and variables
- Articulate how societies, cultures and subcultures develop and change over time, and how they influence human behavior within specific contexts, including historic contexts
- Articulate how decisions are made in economic or political systems
- Demonstrate ability to utilize the research information technologies, reading abilities and theoretical frameworks that support lifelong learning about the study of human beings and their psychology, their behavior, their social interactions, their cultural diversity and the richness of their human heritages.
- Apply critical thinking and methods of inquiry, including qualitative and quantitative analysis, appropriate to social science disciplines

- Communicate clearly ideas and facts regarding the human condition and how humans respond, adapt and intentionally change those conditions
- Demonstrate an ability to consider the ethics of human behavior and the human impact on planetary conditions and cycles
- Demonstrate the ability to self-assess their learning regarding social science learning outcomes.

Humanities

Fine and Performing Arts

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments.

Upon successful completion of the Fine and Performing Arts general education requirement students will be able to:

- Demonstrate an appreciation of human expression through fine and performing arts.
- Demonstrate knowledge of the language and content of one or more artistic forms: visual arts, music, theatre, dance, film/television, writing, digital arts.
- Identify and discuss (in a way that demonstrates broad-based knowledge within one or more disciplines) at least two different individuals or movements from a list of historical and contemporary artists, musicians, dancers/choreographers, playwrights, and/or directors, media producers and script writers including Western and non-Western examples.
- Demonstrate an understanding of the arts and humanities, including historical context and interrelationships with other disciplines.
- Express understanding and appreciation of varieties of cultural and artistic expression.
- Explain how artistic (and literary) works from past and present civilizations are individual expressions of cultural, historical, and intellectual forces.
- Identify values of their culture and community as expressed through art.
- Understand the complex blend of personal vision, social-cultural background, ethical values and aesthetic judgment in their own artistic work.

Humanities

Upon successful completion of the Humanities general education requirement students will be able to:

- Demonstrate factual knowledge of the emergence and development of a set of ideas, an artistic form or medium, or a religious, philosophical, or artistic tradition.
- Apply a methodological approach to scholarly analysis and critical assessment of the artistic and intellectual creations of Western and non-western cultures, for academic disciplines in the humanities.
- Assess the effectiveness and value of a given cultural artifact using standards appropriate to the medium and cultural origin of the work.
- Make clear, well organized, and substantive written and oral presentations.
- Read, comprehend and communicate at the beginning or intermediate level of a target language.
- Participate in informed discourse on topics involving art, architecture, language, literature, politics and current events, history, ethnography, geography, religion, philosophy, music, or theater.

Language & Rationality

Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

English Composition:

Upon successful completion of the English Composition general education requirement students will be able to:

- Demonstrate effective expository and persuasive writing skills using the rules of standard written English in a written assignment of at least 1,000 words.
- Employ an academically recognized format (e.g., MLA, APA) in a research paper.
- Revise, proofread, and edit written work.

Communication and Analytical Thinking:

Upon successful completion of the Communication and Analytical Thinking general education requirement students will be able to:

- Demonstrate an understanding of the principles of clear and coherent communication.
- Use verbal and non-verbal languages in a clear and precise manner.
- Develop logical and rational thinking skills.
- Properly use relevant quantitative and qualitative symbolic expressions to evaluate and understand argumentation and/or problem solving.
- Distinguish the form of an argument from its content.

Health Education

Courses in health and physical activity help students develop the understanding and skills necessary to maintain a healthful life.

Upon successful completion of the Health Education requirement, students will be able to:

- Demonstrate an understanding of the basic principles and techniques for the restoration, maintenance and development of optimal health and fitness
- Utilize goal setting, time management, and personal planning to maximize success in the classroom.

Physical Education

1. At the successful completion of the Physical Education requirement, students will be able to:

- Demonstrate an appreciation and understanding of how to develop personal health and longevity through appropriate physical activity and theory courses.
- Understand the role physical fitness plays in achieving and maintaining a personal sense of well-being

And those that participated in Intercollegiate Athletics to meet this requirement will be able to:

- Demonstrate leadership roles both on campus and in the community
- Demonstrate an understanding and high level of competence in fitness, physical activity, and intercollegiate athletics.

Ethnic Studies/Women's Studies

Courses in ethnic and women's studies help students develop an awareness of the historical roots and an appreciation of the cultural contributions of diverse ethnic populations and women; lead to an understanding of the causes and consequences of socio-economic inequality based on race, sex or ethnicity; and explore ways for eliminating such inequalities.

Upon the successful completion of the Ethnic Studies/Women's Studies requirement students will be able to...

- Demonstrate an understanding of multicultural diversity and/or gender difference as they relate to social, cultural, political, economic and demographic changes occurring locally and globally
- Articulate how the concepts of class, age, nationality, ethnicity, and/or sexual identity influence interactions between cultures and societies, both historically and presently
- Demonstrate knowledge of the contributions of ethnic, racial and gendered groups to U.S. society and culture such that an appreciation is developed for diverse people and cultures
- Communicate clearly ideas and facts regarding various cultures/ethnicities and gender as expressed through the authentic voices and perspectives of those same cultures and the individuals who populate them
- Demonstrate ability to utilize research information technologies, reading abilities and theoretical frameworks to support lifelong learning that connects knowledge of self and society to larger cultural contexts
- Apply critical thinking, methodologies, theories and paradigms appropriate to gender, ethnic, and multicultural studies
- Develop clear, well-organized, and substantive written or oral presentations which demonstrate an awareness of examining one's own culture from a removed perspective

Oxnard College General Education Requirements

Applies to AA in General Studies Pattern I and all AA/AS Degrees in Specific Majors

All Students pursuing the **AA Degree in General Studies, Pattern I**, must complete this General Education plan in its entirety as part of their degree requirements. Students pursuing the AA in General Studies Patterns II and III have their own General Education patterns to complete. Students completing an AA or AS degree in a specific major listed on page 50 (for example: Anthropology or Child Development) must complete areas A-E below (but not F) of this General Education plan. Area F is only required for General Studies majors. A minimum of 60 units is required for the Associate Degree. See page 49 for all degree requirements.

A. **Natural Sciences** (a minimum of 6 semester units with ONE course from section 1 Biological Science & ONE course from section 2 Physical Science)

1. **BIOLOGICAL SCIENCE:** **ANAT** R101; **ANTH** R101; **BIOL** R100, R100L, R101, R101L, R120, R120L, R122, R122L, R170; **ESRM** R100; **MICR** R100, R100L; **MST** R100, R100L, R122, R175, R190, R195; **PHSO** R101; **PSY** R105
2. **PHYSICAL SCIENCE:** **AST** R101, R101L; **CHEM** R104, R110, R112, R120, R122, R130, R132; **ESRM** R160; **GEOG** R101, R101L, R103; **GEO** R101, R101L, R103, R103L; **MST** R103, R103L, R160; **PHSC** R170; **PHYS** R101, R101L, R102, R102L, R121, R122, R131, R132, R133

B. **Social & Behavioral Sciences** (a minimum of 6 semester units with ONE course from section 1 American History/Institutions and ONE course from section 2 Social and Behavioral Sciences)

1. **AMERICAN HISTORY/INSTITUTIONS:** **AAS** R101; **CHST** R107; **HIST** R102, R103, R107, R108, R117, R121; **POLS** R100, R101, R102
2. **SOCIAL AND BEHAVIORAL SCIENCES:** **AAS** R101; **AFAM** R101; **ANTH** R102, R103, R105, R106, R107, R110, R111, R113; **CD** R102, R103, R106, R108; **CHST** R101, R114; **ECON** R100, R101, R102; **EDU** R122; **GEOG** R102, R104; **HIST** R100A, R100B, R104, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R120, R121; **IDS** R102, R150, R151; **PHIL** R109, R110, R114; **POLS** R100, R101, R102, R104, R105, R108; **PSY** R101, R102A, R104, R107, R108, R110, R111, R112, R114, R131, R135; **SOC** R101, R102, R103, R104, R105, R106, R108, R110, R111, R114, R116, R118, R122; **TV** R100

C. **Humanities** (a minimum of 6 units with ONE course from section 1 and ONE course from section 2)

1. **FINE/PERFORMING ARTS:** **ART** R101, R102, R103, R104A, R104B, R106A, R106B, R150A, R152A, R152B, R170; **COMM** R109; **MUS** R101, R103A, R106, R107A, R107B, R107C, R107D, R110A, R116, R119; **TV** R102, R103, R104
2. **HUMANITIES:** **ASL** R101, R102, R103, R104; **COMM** R100, R101, R105; **ENGL** R103, R104, R105, R107, R108, R111, R112, R130, R151, R152, R153, R154, R157; **HIST** R100A, R100B, R109, R111, R117, R118; **IDS** R101A, R101B, R110; **PHIL** R101, R102, R103, R104, R105, R106, R108, R110; **SPAN** R101, R101A, R101B, R102, R103, R104, R117, R118, R140, R141; **TV** R100, R105

D. **Language & Rationality** (a minimum of 6 semester units with ONE course from section 1 English Composition and ONE course from section 2 Communication/Analytical Thinking)

1. **ENGLISH COMPOSITION:** **ENGL** R101 (also meets English Competency)
2. **COMMUNICATION/ANALYTICAL THINKING:** **ANTH** R115; **BUS** R140; **COMM** R100, R101, R105, R107, R110, R111, R113; **ENGL** R102, R130; **IDS** R110; **MATH** R014, R023, R101, R102, R105, R106, R115, R116, R118, R120, R121, R122, R125; **PG** R101, R102; **PHIL** R100, R107, R111, R112; **PSY** R103, R104; **SOC** R125; **TV** R105

E. **Health/Physical Education** (a minimum of ONE course from section 1 Health Education and ONE course from section 2 Physical Education. There is no unit minimum)

1. **HEALTH EDUCATION:** **HED** R101, R102, R103, R104, R105, R106, R107
2. **PHYSICAL EDUCATION:** **HED** R102L, R107L, any Dance (**DANC**) activity course, Physical Education (**PE**) activity course or Intercollegiate Athletics course (**ICA**).

F. **Ethnic/Women's Studies** (A minimum of three units.) For General Studies Majors ONLY (Patterns I, II, and III); NOT required for other degrees.

AAS R101; **AFAM** R101; **ANTH** R102, R105, R107; **ART** R170; **CD** R107; **CHST** R101, R107, R114; **ENGL** R112; **HED** R103; **HIST** R107, R108, R109, R112, R117, R120, R121; **PSY** R107, R110, R114; **SOC** R103, R104, R108; **SPAN** R117; **TV** R117

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

Associate in Arts (A.A) or Associate in Science (A.S.) Degrees in Specific Majors requirements

1. Complete Oxnard College's General Education Requirements (areas A-E) on page 49.

- A. Natural Sciences - a minimum of 6 semester units
 - Biological Science - one (1) course
 - Physical Science - one (1) course

- B. Social and Behavioral Sciences - a minimum of 6 semester units
 - American History and Institutions - one (1) course
 - Social and Behavioral Sciences - one (1) course

- C. Humanities -a minimum of 6 semester units
 - Fine or Performing Arts -one (1) course
 - Humanities - one (1) course

- D. Language and Rationality - a minimum of 6 semester units
 - English Composition - one (1) course
 - Communication and Analytical Thinking - one (1) course

- E. Health/Physical Education
 - Health Education – minimum of 2 units
 - Physical Education, Intercollegiate Athletics, and Dance activity - one (1) course

2. Choose and complete a major from the following list with a grade of “C” or better (or P) in each course:

Note: Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.

Addictive Disorders Studies	Business	Legal Assisting/Paralegal Studies
Addictive Disorders Studies in Criminal Justice System	Business Management	Mathematics
Addictive Disorders Studies for Alcohol/Drug Counselors*	Chemistry A.A.*	Philosophy
Administrative Assistant	Chemistry A.S.	Physics
Air Conditioning and Refrigeration	Child Development	Political Science
Anthropology	Coastal Environmental Studies	Psychology
Art	Computer Networking	Restaurant Management
Art: Two-Dimensional Studio	Culinary Arts	Sociology
Automotive Body and Fender Repair	Dental Hygiene	Sociology- Human Services
Automotive Technology	Economics	Spanish
Biology*	English	Television Production
	Fire Technology	
	History	

3. Complete a total of 60 degree-applicable semester units (including General Education and major)

4. Complete graduation requirements in competency in Math and English (see page42 for details)

5. Complete scholarship requirements (2.0 minimum cumulative degree-applicable GPA)

6. Complete requirements in residency (see page 42)

7. Apply for the A.A. or A.S. degree in the Counseling Office. All of your official transcripts and test scores (such as AP, IB, or CLEP) must be on file with the Registration and Records office. See graduation requirements on page 55

** Pending State Chancellor's Office approval*

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 Oxnard College's General Education requirements to include areas A-F (page 49)
2. Choose an area of emphasis from one of three categories listed below:
 - Natural Sciences Emphasis
 - Social and Behavioral Sciences Emphasis
 - Arts and Humanities Emphasis
3. Complete a minimum of **18 units in the chosen area of emphasis** with a grade of "C" or better (or a "P") in each of the courses selected within the chosen area. (**Note:** *Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.*) **Complete a minimum of 6 of the 18 units within a single discipline.** Courses in the area of emphasis may also be used to fulfill general education requirements but the units may count only once.
4. Complete a minimum of 60 degree-applicable units.
5. Complete the college's other graduation requirements in competency (Math and English), scholarship, and residency.
6. Apply for the A.A. degree in the Counseling Office

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

Areas of Emphasis

Natural Science 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 R101; **ANTH** R101; **AST** R101/L; **BIOL** R100/L, R101/L, R120/L, R122/L, R170; **CHEM** R104, R110, R112, R120, R122, R130, R132; **ESRM** R100, R160; **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** R101; **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; **CD** R102, R103, R106, R108; **CHST** R101, R107, 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, R120, R121; **IDS** R102, R150, R151; **PHIL** R109, R110, R114; **POLS** R100, R101, R102, R104, R105, R108; **PSY** R101, R102A, R104, R107, R108, R110, R111, R112, R114, R131, R135; **SOC** R101, R102, R103, R104, R105, R106, 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, R150A, R152A, R152B, R170; **ASL** R101, R102, R103, R104; **COMM** R100, R101, R109; **ENGL** R103, R104, R105, R107, R108, R111, R112, R130, R151, R152, R153, R154, R157; **HIST** R100A, R100B, R109, R111, R117, R118; **IDS** R101A, R101B, R110; **MUS** R101, R103A, R106, R107A, R107B, R107C, R107D, R110A, R115, R116, R119; **PHIL** R101, R102, R103, R104, R105, R106, R108, R110; **SPAN** R101, R101A and R101B, R102, R103, R104, R117, R118, R140, R141; **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-Breadth or IGETC is not appropriate or advisable. See www.assist.org for guidance. Independent or out-of-state universities may also fall in this category.

1. Select and complete courses from the general education 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 (UC or CSU) and plan to use the CSU GE or IGETC** to fulfill their lower division general education.

1. Complete CSU GE-Breadth (page 64) or IGETC (page 71)

NOTE: Students who complete CSU GE-Breadth or IGETC need to apply for GE certification in the Transfer Center or Counseling Office and may also apply for a Certificate of Achievement.

2. Complete local graduation requirements to include:

- **Health Education** (one course/no unit minimum): **HED** R101, R102, R103, R104, R105, R106, R107
- **Physical Education** (one course/no unit minimum): **HED** R102L, R107L, any Dance (**DANC**) activity course, Physical Education (**PE**) activity course (except **PE** R098), or Intercollegiate Athletics course (**ICA**).
- **Women's Studies/Ethnic Studies:** (A minimum of 3 units) **AAS** R101; **AFAM** R101; **ANTH** R102, R105, R107; **ART** R170; **CD** R107; **CHST** R101, R107, R114; **ENGL** R112; **HED** R103; **HIST** R107, R108, R109, R112, R117, R120, R121; **PSY** R107, R110, R114; **SOC** R103, R104, R108; **SPAN** R117; **TV** R117

3. **Choose an area of emphasis** from one of three categories listed below.

- Complete a minimum of **18 units in the chosen area of emphasis** with a grade of C or better (or a "P") in each of the courses selected. **Note:** *Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.*
- Complete a minimum of **6 of the 18 units within a single discipline.**
- Select courses that fulfill major preparation requirements for the chosen transfer institution. CSU and UC articulation can be found on www.assist.org. Other articulation can be found in the Transfer Center. If no articulation exists with the intended transfer institution, you may obtain guidance from recruitment counselors, the transfer institution's departmental advisors in your major, and their catalog/website.

4. **Complete a minimum of 60 transferable units.**

5. **Complete competency requirements in Math and English** (see page -- for options in meeting competencies).

NOTE: *Courses used to fulfill the CSU GE-breadth or IGETC requirements in Math and Written Communication or English Composition will fulfill this requirement.*

6. **Complete requirements in scholarship** (2.0 minimum cumulative degree-applicable GPA).

7. **Complete residency requirements.** *Students must complete at least 12 semester units in residence at Oxnard College in order to receive a degree from Oxnard College. The same policy applies to all colleges in the district: a minimum of 12 semester units must be completed at the college granting the degree.*

8. **Apply for the degree in the Counseling Office.**

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

Areas of Emphasis for Patterns II and III:

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 R101; **ANTH** R101; **AST** R101/L; **BIOL** R120, R122; **CHEM** R104, R110, R112, R120, R122, R130, R132; **ESRM** R100, R160; **GEOG** R101/L, R103; **GEOL** R101/L, R103/L; **MATH** R102, R105, R106, R115, R116, R118, R120, R121, R122, R125; **MICR** R100/L; **PHSO** R101; **PHYS** R101/L, R102/L, R121, R122, R131, R132, R133

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.

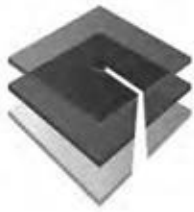
ANTH R102, R103; **ECON** R101, R102; **GEOG** R101, R101L, R102, R103; **HIST** R100A, R100B, R102, R103; **POLS** R100, R101, R102, R104, R105, R108; **PSY** R101, R103, R105, R108, R135; **SOC** R101, R102, R103, R111, R125

Arts and Humanities Emphasis

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

ART R102, R103, R104A, R104B, R106A, R106B, R108A, R126A; **ASL** R101, R102, R103, R104; **ENGL** R103, R104, R105, R107, R108, R111; **MUS** R107A - R107D; **PHIL** R102, R105, R106, R107, R111; **SPAN** R101, R101A and R101B, R102, R103, R104, R140, R141

Note: A single course may be used to fulfill a general education requirement, a graduation or competency requirement, and a requirement in an area of emphasis, but the units can only count once toward the 60 units required for the Associate degree and for transfer. A single course may not be used to fulfill more than one GE requirement nor more than one emphasis requirement.



Associate Degree for Transfer

A Degree with a Guarantee.SM

California Community Colleges are now offering associate degrees for transfer to the California State University (CSU). These may include Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees. These Transfer degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

Below is the list of Oxnard College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, go to www.sb1440.org/Counseling.aspx. Students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

At the time of catalog publication, a student may earn an AA-T or AS-T at Oxnard College in the following majors:

- Communication Studies (AA-T)
- Psychology (AA-T)
- Sociology (AA-T)

Additional majors are being developed. Please see a counselor for more information.

** Pending State Chancellor's Office approval*

Requirements

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult the assist.org website and/or with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Course and Program Descriptions section of the catalog. All courses in the major must be completed with a grade of C or better.
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 64 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 71 for more information).
5. Complete requirements in residency. For students in the Ventura County Community College District, a minimum of 12 units must be completed in residency at the college granting the degree.

OTHER GRADUATION INFORMATION

Graduation Requirements

As authorized by the California Code of Regulations, Title 5 (Education), 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 in the catalog, and who file with the appropriate college office an application for a degree and/or certificates. Graduation requirements for the Associate Degree are listed on page 42 of this catalog. Graduation requirements for Certificates of Achievement are listed on page 41.

Student Responsibility

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

Graduation Application Steps

- Students must file a petition for a degree, certificate, and/or proficiency award through the Counseling Office
- District Colleges offer three graduation dates: Summer term, Fall semester, and Spring semester
- Graduation ceremonies are conducted at the end of the Spring semester. Refer to the schedule of classes for specific date and time.
- Graduation petition deadline dates are locally announced at each District College.

Academic Year

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

Catalog Rights/Continuous Enrollment

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

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

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

Students should be made aware that other governing agencies may impose more restrictive limitations concern the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as Ws). Those affected by more restrictive guidelines include students receiving financial aid and alien students.

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, related but nonequivalent coursework taken outside of this college district, or circumstances beyond the control of the student. Under such circumstances, a student may file a "Petition for Substitution or Waiver" to seek approval from the appropriate college officials to substitute course(s) in designated major, an area of emphasis, or in general education. The petition forms are available in the Counseling Department.

Guidelines for Additional Degrees

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

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

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



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Transfer to Complete your Bachelor's Degree

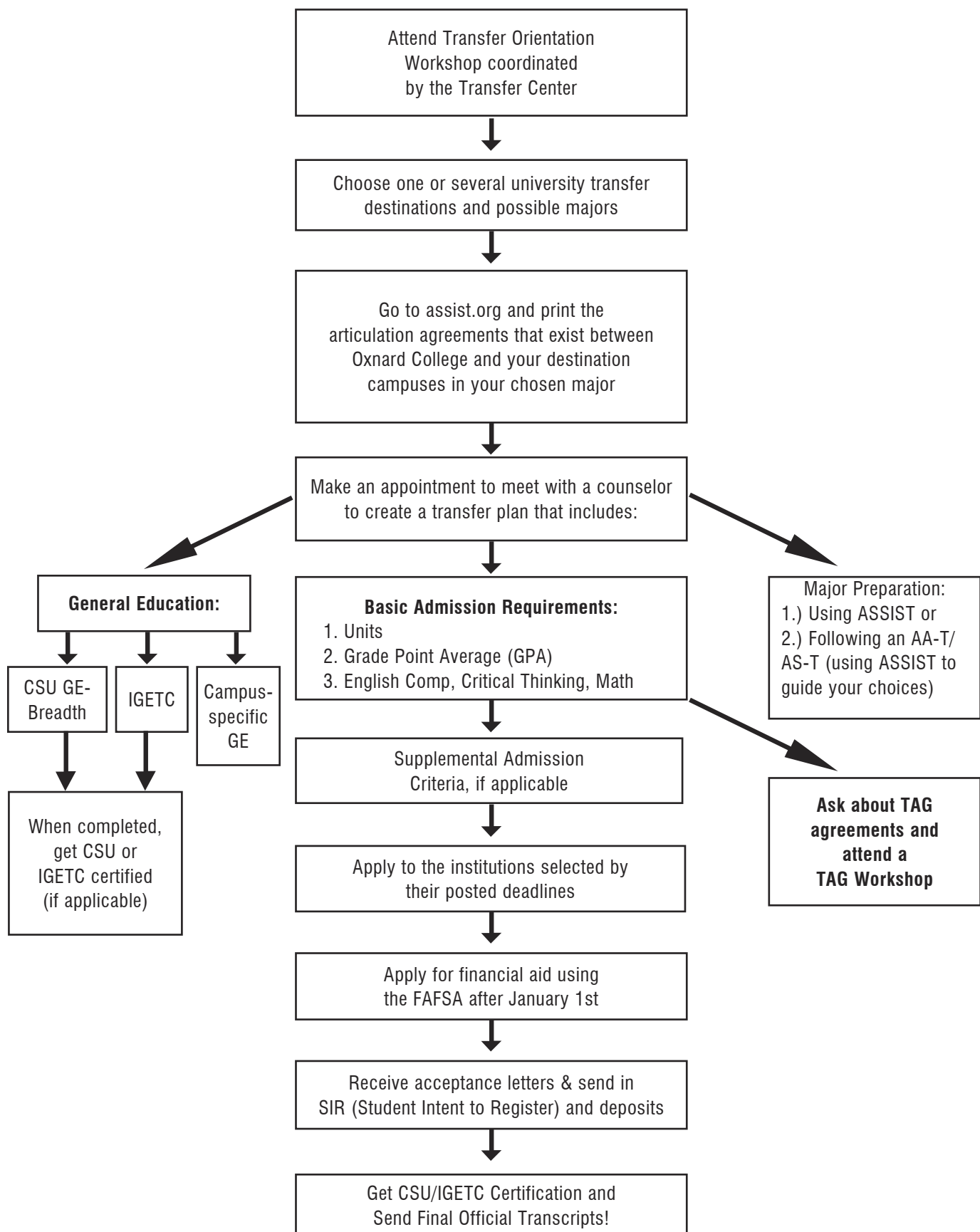
WHAT IS A BACHELOR'S DEGREE?

A Bachelor's degree, sometimes called a baccalaureate degree, generally requires 4-5 years of study at a university. A Bachelor's degree requires completion of both lower and upper division courses.

Community colleges offer lower division courses, providing students the opportunity to complete general education and lower division major or pre-major coursework prior to transferring to a university. Once a student transfers, they will complete mainly upper division coursework in their major at the university. The Bachelor of Arts (BA) and Bachelor of Science (BS) are the common baccalaureate degrees. BA degrees are most often awarded in the arts, humanities, and social sciences. The BS is more likely to be awarded in the sciences, math, engineering and for professional or technical fields of study. However, there are no absolute universal differences between these degrees and policies regarding the awarding of these degrees varies from college to college.

- 1) **Explore your major** options at websites such as assist.org, collegeboard.org, mymajors.com, collegeview.com and look at related career prospects at sites like www.bls.gov/oco, and labormarketinfo.edd.ca.gov
- 2) **Explore Transfer Opportunities:**
 - * California State University (CSU): 23 campuses see csumentor.edu and page 61 in this catalog
 - * University of California (UC): 9 campuses see universityofcalifornia.edu and page 65 in this catalog.
 - * Independent/Private Colleges and Universities: see californiacolleges.edu, and college websites.
 - * Out-of-State Colleges and Universities: see collegeboard.org or Petersons.com, and college websites.
- 3) **Schedule an appointment** with a counselor in the Transfer Center (986-5837) to develop a Transfer plan.
- 4) **Talk to a university representative** either in the Transfer Center, at the university campus, or by phone or email to refine your educational plan and/or get up to date information regarding your major, housing, and campus support services.
- 5) **Schedule a visit** and campus tour by calling the university's admission or outreach/recruitment office or sign-up for a scheduled field trip for fall or spring semester through the Transfer Center.
- 6) **Stay on-track:** Continue to follow your transfer plan, meeting with your counselor each semester to make adjustments as necessary. Updated major requirements can be found at assist.org for the UC and CSU.
- 7) **Apply to the institutions** you selected by their posted deadlines. The UC system accepts fall applications from Nov. 1st – Nov. 30th only. The CSU system accepts fall applications from Oct. 1st through Nov. 30th. Independent and out-of-state colleges have their own deadlines. Check with their admission offices and on their websites.
- 8) **Apply for financial aid** online at fafsa.ed.gov after January 1st and prior to March 2nd to be eligible for the Cal Grant and begin searching for outside scholarship opportunities online (examples: hsf.web.com, vccf.org, fastweb.com) and through community organizations
- 9) **Receive your acceptance letters** (and from some colleges you will also receive your financial aid award offers shortly after). Choose the campus that best suits your needs and commit to that campus by signing a letter of intent and paying any necessary deposits. Notify the other campuses that you will not be attending so that they may make room for other students. Student Intent to Register - SIR - deadline is typically May 1st.
- 10) **Get Certified:** Make an appointment in the Counseling Office to have your IGETC or CSU-GE certified and apply for your Certificate of Achievement in IGETC or CSU-GE. Universities will only consider your lower division GE complete if you have your community college certification completed and sent. Due to impaction, some universities will not admit students without GE certification?
- 11) **Don't Forget to Send Final Official Transcripts** after you have completed all coursework to the university. The importance of this cannot be stressed enough. You may have your admission revoked if you do not provide complete official transcripts by their deadline.

STEPS TO TRANSFER





ASSIST.ORG

The Key to Transferring to the UC and CSU

What is ASSIST?

ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web at www.assist.org. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California.

The ASSIST acronym stands for Articulation System Stimulating Interinstitutional Student Transfer

1. Go to www.assist.org. From the homepage, first select the CSU or UC campus you are planning to transfer to from the drop-down menu and the year of the agreement (pick the most current academic year available)

Selected institution and academic year:

California State University, Channel Islands

12-13

2. Next, select the community college where you are taking or have taken courses in your major

Agreements with Other Campuses:

From: Oxnard College

3. You will be given a choice of selecting an articulation agreement by major or by department. You always want to choose the option "By Major." Once you have selected a major from the drop-down menu, the most current articulation agreement that exists between the two institutions you have selected will appear. This agreement will list all lower-division major preparation courses required by the university and the courses at your community college that will be accepted in fulfillment of these requirements. Available substitutions and additional admission information that applies specifically to that major may also be listed here. For some university courses there will be no articulated courses.

4. If your course doesn't fulfill a requirement in your major, it may still satisfy General Education or at least count as elective units towards admission and graduation requirements. This information may be found on the lists appearing at the bottom of the page.

Oxnard College Courses Applicable for Transfer

- CSU Transferable Courses
- CSU GE-Breadth Certification Courses
- CSU US History, Constitution, and American Ideals Courses
- IGETC for UC and CSU
- UC Transferable Courses
- UC Transfer Admission Eligibility Courses

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example SOC R101, students at Oxnard College can be assured that it will be accepted in lieu of a course bearing the C-ID SOCI 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Below is the list of Oxnard College courses that have been approved by the C-ID program and given a C-ID designation.

<u>OC Course</u>	<u>C-ID Designation</u>
1. HED R105	KIN 101
2. MATH R120 + R121	MATH 900S
3. PSY R101	PSY 110
4. PSY R104	PSY 200
5. SOC R101	SOCI 110
6. SOC R102	SOCI 115
7. SOC R103	SOCI 150
8. SOC R104	SOCI 140
9. SOC R106	SOCI 130
10. SOC R111	SOCI 120
11. SOC R116	SOCI 160
12. SOC R125	SOCI 125

Note: Courses are approved periodically. Students should consult hppt://c-id.net for the most current information.



Transfer to the CSU California State University

The California State University (CSU) is now the largest university system in the country with the most diverse college student population. The CSU offers more than 1,800 bachelor's and master's degree programs in 375 subject areas, as well as teaching credential programs across its 23 campuses. 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 427,000 students are enrolled at the CSU each year with more than half of CSU Bachelor's degrees awarded to students who transferred to the CSU from community college. With proper program planning, students can 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 Center Transfer Center and on assist.org. Additional CSU information is also available at calstate.edu and csumentor.edu.

California State University System

Abbreviations for these campus names, used elsewhere in the Catalog, follow each campus name in parentheses:

- Cal Poly Pomona (POM)
- Cal Poly San Luis Obispo (SLO)
- California Maritime Academy (MA)
- CSU Bakersfield (BAK)
- CSU Channel Islands (CI)
- CSU Chico (CH)
- CSU Dominguez Hills (DH)
- CSU East Bay (EB)
- CSU Fresno (FRE)
- CSU Fullerton (FUL)
- CSU Long Beach (LB)
- CSU Los Angeles (LA)
- CSU Monterey Bay (MB)
- CSU Northridge (NOR)
- CSU Sacramento (SAC)
- CSU San Bernardino (SB)
- CSU San Marcos (SM)
- CSU Stanislaus (STA)
- Humboldt State (HUM)
- San Diego State (SD)
- San Francisco State (SF)
- San Jose State (SJ)
- Sonoma State (SON)



CSU Minimum Transfer Admission Requirements

An Oxnard College student who is planning to transfer to one of the campuses of the California State University (except the Maritime Academy) can satisfy the minimum admission criteria by meeting the following requirements:

1. LOWER DIVISION TRANSFERS: An applicant who completes fewer than 60 semester (90 quarter) units of college credit is considered a lower division student. Due to enrollment pressures, most CSU campuses do not admit lower-division transfer students.

2. UPPER DIVISION TRANSFERS: To qualify for admission as an upper division transfer, applicants must have met the following requirements:

- Completed 60 or more transferable semester units (or 90 quarter units)
- Completed at least 30 semester (45 quarter) units of general education courses with a grade of “C” or better in each course including all general education requirements in:
 - o Oral Communication (Area A1 of the CSU GE-Breadth)
 - o Written Communication (Area A2 of the CSU GE-Breadth)
 - o Critical Thinking (Area A3 of the CSU GE-Breadth)
 - o Mathematics (Area B4 of the CSU GE-Breadth)
- Have a grade point average of 2.0 or better (2.40 for non-California residents) in all transferable college units attempted.
- Are in good standing at the last college or university attended (i.e. eligible to re-enroll at that college or university)

3. TRANSFERING WITH AN ASSOCIATE IN ARTS/SCIENCE FOR TRANSFER DEGREE

Students who receive a newly designed California Community College associate degree for transfer (SB 1440/STAR Act) are eligible for admission with junior standing into the California State University (CSU) system. A California Community College student who has the Associates in Arts degree for Transfer (AA-T) or the Associate in Science degree for Transfer (AS-T) will be given priority admission consideration to the local CSU into a similar baccalaureate (BA) degree program with a guarantee of junior standing as long as the student meets all prescribed admission requirements. Once admitted, the student will only be required to complete 60 additional prescribed units to qualify for the similar baccalaureate degree.

To obtain an AA-T/AS-T degree, students must:

- Complete 60 semester units or 90 quarter units of coursework that would be eligible for transfer to the California State University, including General Education:
 - o IGETC (for CSU) or CSU GE Breadth
- Complete at least 18 units of coursework in a major or area of emphasis as defined by the CCC
- Earn a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework

For up-to-date information on the transfer associate degree, visit <http://www.calstate.edu/transfer/degrees/AssociateDegreeForTransfer.shtml> or visit the Counseling Department.

Note: SB 1440 does not guarantee a student admission for a specified major or campus, but requires the California State University to grant a student priority admission consideration to the local CSU campus and to a program or major that is similar to the transfer AA degree as determined by the California State University.

The best way to apply to the CSU is to go online to the CSUMentor website: www.csumentor.edu. In addition to the online application, CSUMentor has preadmission, financial aid, and admission information as well as campus-specific supplemental information.

Preparing to Transfer to the California State University

Students planning to transfer to one of the California State Universities must keep the following requirements in mind when selecting courses:

1. Completion and certification of General Education (GE) is strongly recommended: The CSU requires completion of 48 units of general education for graduation of which up to 39 units can be transferred and certified by a California Community College. It is strongly recommended that students complete the 39 units of GE-Breadth courses as part of their minimum 60 units requirement for transfer as an upper division student. Certification waives additional lower division general education requirements that otherwise each CSU campus requires. It is important that Students request certification prior to transfer. Certification is not automatic. Students can complete their GE by either of the following:

- A. Complete CSU GE-Breadth (pg. 64)
- B. Complete IGETC (pg. 71)

2. American Institutions Requirement: while not a part of GE, it is a graduation requirement at the CSU. The colleges of the VCCCD allow courses used to fulfill the American Institutions requirement to also satisfy requirements in area D of the CSU GE-Breadth or Area 4 of IGETC.

3. Prerequisite courses for the major: Some lower division courses in the student's major must be taken prior to transfer in order for the student to be admitted into a particular major. Some majors may also require concentration courses or additional support courses. For a complete list of major and supporting requirements at your CSU destination campus and their comparable courses at Oxnard College, go to www.assist.org.

4. Supplementary Admission Criteria/Impacted Majors: In the CSU, an undergraduate major or campus is designated as impacted when it receives more eligible applicants than either the campus or the major can accommodate. In such instances, the CSU campuses have been authorized to use supplemental admission criteria to screen applicants to these majors and/or campuses. Students interested in an impacted major or campus must apply for admission during the initial admission application filing period (Oct. 1 - Nov. 30 for fall admission) and should strive to make themselves as competitive as possible, both in course preparation and GPA. Assist.org will provide information about required coursework in impacted majors. For the most up-to-date information on campus impaction and impacted programs, please go to www.calstate.edu/impactioninfo.shtml

5. Transferability of courses: Only courses considered as appropriate for baccalaureate credit are transferable. In the VCCCD, these courses are indicated in their course descriptions by the notation "Transfer credit: CSU."

IMPORTANT NOTE: Final official transcripts from all colleges and universities attended must be submitted prior to CSU enrollment to verify that the student is eligible for admission. CSU campuses may rescind admission, delay admission, or not permit registration or attendance until receipt of final transcripts and admission eligibility has been verified.

*** Reference:** The CSU Admissions Handbook 2012-2013; www.calstate.edu

Note: These admission requirements are subject to change. Students should consult csumentor.edu to receive the most current transfer information.



California State University (CSU) 2012-2013 General Education-Breadth Certification Courses

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 CSU GE-Breadth plan below. Counselors can help students select courses that fulfill lower-division major requirements as well as general education. After students complete the CSU GE-Breadth pattern, they must meet with a counselor in the Counseling Office. **Certification is not automatic.** Without this "certification", students may have additional lower-division general education requirements to fulfill after transfer that vary from campus to campus in the CSU. Students who fully complete the CSU GE-Breadth for Oxnard College will also 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 on www.assist.org or your counselor for updated information.

Area A: English Language Communication and Critical Thinking

Complete one course from each group (A1, A2, A3). A total of 9 semester units (12 qtr. units) are required. All courses in Area A must be completed with a grade of "C" or better.

A1: Oral Communication: **COMM** R101, R107, R110, R111

A2: Written Communication: **ENGL** R101

A3: Critical Thinking: **COMM** R107; **ENGL** R102; **IDS** R110; **PHIL** R100, R107, R111, R112

Area B: Scientific Inquiry and Quantitative Reasoning:

Complete a minimum of 9 semester units (12 qtr. units) with at least one course from each group (B1, B2, B3, B4) to include one laboratory activity course corresponding to selected lecture course. Math requires a grade of "C" or better.

B1: Physical Science: **AST** R101; **CHEM** R104, R110, R112, R120, R122, R130, R132; **GEOG** R101, R103; **GEOL** R101, R103; **MST** R103; **PHSC** R170; **PHYS** R101, R102, R121, R122, R131, R133

B2: Life Science: **ANAT** R101; **ANTH** R101; **BIOL** R100, R101, R120, R122; **ESRM** R160; **MICR** R100; **MST** R100, R160; **PHSO** R101; **PSY** R105

B3: Laboratory Activity: **ANAT** R101; **AST** R101L; **BIOL** R100L, R101L, R120L, R122L; **CHEM** R104, R110, R112, R120, R122, R130, R132; **ESRM** R160; **GEOG** R101L; **GEOL** R101L, R103L; **MICR** R100L; **MST** R100L, R103L, R160; **PHSC** R170; **PHYS** R101L, R102L, R121, R122, R131, R133; **PHSO** R101

B4: Math: **MATH** R101, R102, R105, R106, R115, R116, R118, R120, R121, R122, R125; **PSY** R103; **SOC** R125

Area C: Arts and Humanities: Choose 9 units (12 qtr. units) with at least one course from area C1, one course from C2, and the third course from either C1 or C2.

C1: Arts (Art, Cinema, Dance, Music, Theater): **ART** R101, R102, R103, R170; **MUS** R101, R103A, R106, R110A, R116, R119; **SPAN** R118; **TV** R117

C2: Humanities (Literature, Philosophy, Languages other than English): **ART** R108A; **ASL** R101, R102, R103, R104; **COMM** R105; **ENGL** R102, R103, R104, R105, R107, R108, R111, R112, R151, R152, R153, R154, R157; **HIST** R100A, R100B, R108, R120; **PHIL** R101, R102, R103, R104, R105, R106, R108, R109, R110, R114; **PSY** R107; **SOC** R104, R114; **SPAN** R101, R101A, R101B, R102, R103, R104, R117, R140, R141.

Area D: Social Sciences: Choose 9 semester units (12 qtr. units) with courses selected from at least two subgroups and from at least two academic disciplines.

D0: Sociology & Criminology: **CD** R106; **HIST** R112; **PSY** R107; **SOC** R101, R102, R103, R104, R105, R106, R108, R111, R116, R118

D1: Anthropology and Archeology: **AFAM** R101; **ANTH** R102, R103, R105, R106, R107, R110, R111, R113

D2: Economics: **ECON** R100, R101, R102

D3: Ethnic Studies: **AAS** R101; **AFAM** R101; **ANTH** R107; **CD** R107; **CHST** R101, *R107, R114; **HIST** R107, *R108, R109, R121; **PSY** R114; **SOC** R103, R108

D4: Gender Studies: **ANTH** R105; **ART** R170; **HED** R103; **HIST** R112, R117; **PSY** R107, R110; **SOC** R104

D5: Geography: **GEOG** R102, R104

D6: History: **AAS** R101; **CHST** *R107; **HIST** R100A, R100B, *R102, *R103, R104, *R107, *R108, R109, R110, R111, R112, R113, R114, R115, R116, *R117, R118, R120, R121

D7: Interdisciplinary Social or Behavioral Science: **CD** R102; **COMM** R102, R113; **IDS** R101A, R101B, R102, R110; **SOC** R105, R108; **TV** R100

D8: Political Science, Government, and Legal Institutions: **POLS** *R100, *R101, *R102, R104, R105, R108

D9: Psychology : **CHST** R114; **PSY** R101, R104, R107, R108, R110, R114, R131, R135; **SOC** R104

Area E: Life Long Learning & Self-Development: complete 3 semester units (4 qtr. units) with no more than 1 unit of physical activity.

CD R102; **DANC** R102A, R102B, R104A, R104B, R110; **HED** R101, R102, R102L, R103, R104, R105, R107, R107L; **ICA** R110, R120, R122, R130A, R132, R140, R142, R150, R152, R160, R162, R170, R172, R180, R182, R190A, R192; **MUS** R107A, R110A, R117; **PE** R116A, R116B, R119A, R119B, R124, R130, R131A, R131B, R132, R133A, R133B, R134A, R141A, R141B, R143, R146, R148, R150, R151A, R155A, R155B, R156A, R156B, R159A, R159B, R160, R161; **PG** R101, R102; **PSY** R101, R102A, R107, R108, R112, R115; **SOC** R104, R105, R106

U.S. History, Constitution and American Ideals: **ONE** course from Group A and **ONE** course from Group B

* Courses may be double counted in Area D.

Group A: U.S. History: **CHST** R107; **HIST** R102, R103, R107, R108, R117

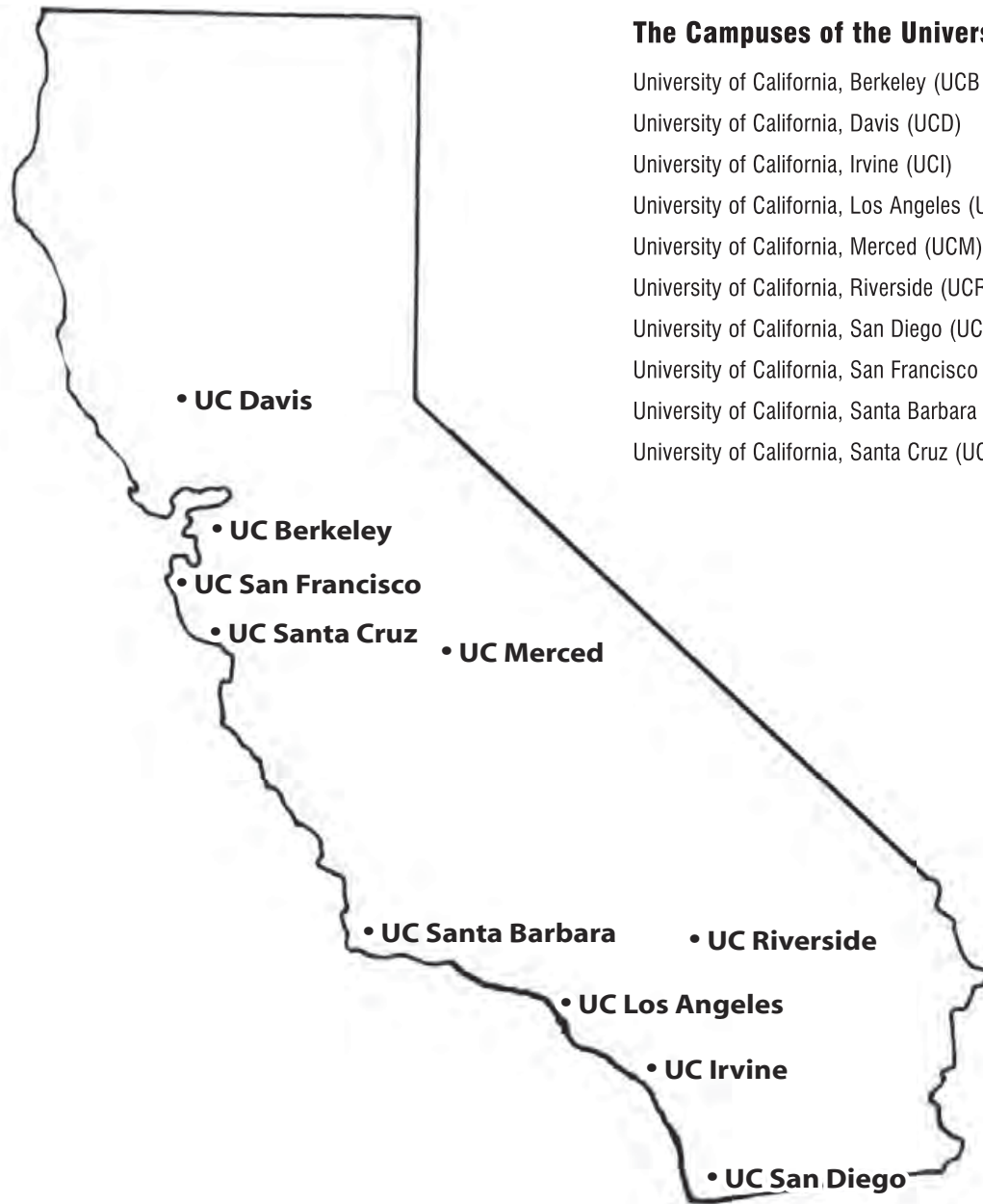
Group B: U.S. Government: **POLS** R100, R101, R102

NOTE: Certification is not automatic. Students must request certification after completion of the CSU GE-Breadth. Students completing CSU GE Breadth Certification may also apply for a Certificate of Achievement in CSU GE-Breadth. See your counselor.

UC Transfer Information

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. For more information, see universityofcalifornia.edu.



The Campuses of the University of California

- University of California, Berkeley (UCB or Cal)
- University of California, Davis (UCD)
- University of California, Irvine (UCI)
- University of California, Los Angeles (UCLA)
- University of California, Merced (UCM)
- University of California, Riverside (UCR)
- University of California, San Diego (UCSD)
- University of California, San Francisco (Health Sciences) (UCSF)
- University of California, Santa Barbara (UCSB)
- University of California, Santa Cruz (UCSC)

UC Transfer Information

Community college students can become eligible for admission to UC by meeting specific requirements. The requirements described below represent the minimum academic standards students must attain to be eligible for admission to the University. Meeting the minimum requirements does not guarantee admission to the University nor does it guarantee admission to a particular campus. Admission to the campus and program of choice often requires students to meet more demanding standards. (see Transfer Selection by Campus on the next page).

A transfer student, according to the University, is a student who has enrolled in a regular (fall, winter, or spring) session at a college or university following high school. A student who meets this definition cannot disregard his or her college record and apply as a freshman. A student who attends a college summer program immediately after graduating from high school or who has completed college work while in high school is still considered a freshman applicant.

Junior-level Transfer

The vast majority of transfer students come to the University at the junior level from California community colleges. To be eligible for admission as a junior transfer student, a student must fulfill both of the following criteria:

1. Complete 60 semester (90 quarter) units of UC transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). No more than 14 semester (21 quarter) units may be taken Pass/No Pass. **Note:** *In order to insure that all units are UC transferable, students should check the Transfer Course Agreement in this catalog and on [assist.org](http://www.assist.org) to make sure their courses are listed.*

2. Complete either:

a. IGETC (see pg. 71)

OR

b. the following course pattern requirements, earning a grade of C or better in each course and each course must be worth at least 3 semester units:

- Two UC transferable college courses (3 semester or 4-5 quarter units each) in English composition.
- One UC 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.

Lower-division Transfer

The University admits some transfer students before they reach junior standing if they have met specific requirements. Refer to the open/closed major status report at <http://www.universityofcalifornia.edu/admissions/how-to-apply/check-majors/index.html> to see which campuses will accept lower-division transfers for a particular term.

Other Transfers: from four-year or out-of-state two-year institutions or Intercampus transfers

The UC gives highest priority in transfer admission to California community college students. However, each year about 10 percent of all transfers enter UC from a four-year college or university. For admission requirements, visit <http://www.universityofcalifornia.edu/admissions/transfer/requirements/other/index.html>.

Preparation for Transfer

To transfer to the University, a student must take three steps:

1. Meet eligibility for admission (see Admission Requirements listed above).
2. Prepare for upper-division study in the chosen major – transfer students should select a major and take courses that meet major requirements. In most cases, completing at least a portion of the major requirements is essential to gain admission to the major.

Transfer Preparation Paths: The Transfer Preparation Paths, available at <http://www.universityofcalifornia.edu/admissions/transfer/preparation-paths/index.html>, outline the major preparation requirements at each UC campus for the most popular majors. They are particularly useful in helping students identify major-preparation coursework that will prepare them for multiple UC campuses and are intended to be used in conjunction with major preparation information in www.assist.org and with a counselor.

3. Complete an appropriate set of general education course requirements and electives.

Transfer students have two options for fulfilling GE preparation for the UC, depending on the campus and major selected:

- IGETC – accepted by both the UC and CSU, is most helpful for students who know they want to transfer but have not yet decided upon a particular institution, campus or major. Students who intend to transfer into majors that require extensive lower-division preparation, such as engineering and many of the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college screens for to determine eligibility for admission. See IGETC considerations (pg.72)

OR

- Campus-specific general education requirements of the college or campus they plan to attend. (see [assist.org](http://www.assist.org))

Transfer Selection by Campus

Many colleges, schools, or majors within the UC system are highly selective. This means that either the number of qualified applicants greatly exceeds the spaces available and/or the minimum GPA in UC transferable courses is expected to be higher than the minimum criteria for admission. Students are advised to make themselves as competitive as possible when applying for admission both in GPA and course preparation.

For more details about each campus's transfer selection criteria, visit these websites:

- **Berkeley**
www.students.berkeley.edu/admissions/transfer.asp
- **Davis**
http://admissions.ucdavis.edu/admission/transfers/tr_selection_process.cfm
- **Irvine**
http://www.admissions.uci.edu/resources/transfer_selection.html
- **Los Angeles**
http://www.admissions.ucla.edu/prospect/Adm_tr/tradms.htm
- **Merced**
<http://transfers.ucmerced.edu/2.asp?uc=1&lvl2=26&contentid=4>
- **Riverside**
<http://my.ucr.edu/admissions/Pages/pathsAdmission.aspx#transfer>
- **San Diego**
<http://www.ucsd.edu/prospective-students/transfers/index.html>
- **Santa Barbara**
http://www.admissions.ucsb.edu/SelectionProcess.asp?selectiontype=prospective_transfer
- **Santa Cruz**
<http://admissions.ucsc.edu/apply/transfer-students/index.html>

TAG (Transfer Admission Guarantee)

Seven UC campuses offer guaranteed admission to California community college students who meet specific requirements. By participating in a Transfer Admission Guarantee (TAG) program, students receive early review of their academic records, early admission notification, and specific guidance about major preparation and general education coursework. For more information, visit <http://www.universityofcalifornia.edu/admissions/transfer/guarantee/index.html> and/or your counselor in the Counseling Department.

UC Credit Limitations

In order to receive transfer credit, a course must be approved by the UC and be listed on the Transfer Course Agreement (TCA) available in this catalog and on assist.org.

1. The University of California will award graduation credit for up to 70 semester (105 quarter) units of transferable coursework from a community college, meaning those units will be counted toward completion of the Bachelor's degree. Courses in excess of 70 semester units will not receive unit credit, but will receive subject credit and may be used to satisfy University subject requirements.
2. The UC system allows a maximum of 14 semester units graded Pass/No Pass.
3. Variable topics courses are reviewed after transfer by the enrolling institution and credit is given only after a review of the scope and content of the course and may require recommendations by faculty. This applies to courses in Independent Studies, Special Topics, and Field Work as well. Credit is not guaranteed. UC does not grant credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology) or Library Departments because of credit restrictions in these areas.
4. Internships may be presented for review after transfer but credit for internships rarely transfers to UC.
5. Honors courses: Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded to the first course completed with a grade of C or better.
6. A maximum of 4 units of physical education activity (including intercollegiate athletics) will count towards degree or transfer unit requirements.
7. A maximum of 8 units of physical education theory courses will count towards degree or transfer unit requirements.
8. English as a Second Language Courses (ESL): A maximum of 8 semester (12 quarter) units will earn transfer credit.

Course Sequences

When requirements are stated as a full-year sequence, students should be encouraged to complete the entire course series before transferring to avoid duplicating coursework. Also, the topics covered in a particular semester or quarter of the sequence at a community college may not be the same as at a UC campus.

Reference: www.universityofcalifornia.edu, 2012

University of California Transfer Course Agreement (UC TCA) 2012-2013

This agreement lists courses transferable for unit credit at all UC campuses. How courses are applied may vary from campus to campus. Students are encouraged to go to www.assist.org and research their intended major. New courses added to the TCA after this catalog was published can also be found on www.assist.org. Courses that fulfill General Education requirements at all UC campuses can be found on the IGETC Certification Plan on page 71. All students planning to apply to the UC should also consult a counselor in the Counseling Office.

Accounting: ACCT R101, R102	History: HIST R100A, R100B, R102, R103, R104, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R120, R121
African-American Studies: AFAM R101	Intercollegiate Athletics: ICA R110, R120, R122, R130A, R130B, R132, R140, R142, R150, R152, R160, R162, R170, R172, R180, R182, R190A, R190B, R192 (<i>any or all of these courses combined: maximum credit, 4 units</i>)
American Sign Language: ASL R101, R102, R103, R104	Interdisciplinary Studies: IDS R101A, R101B, R102, R110
Anatomy: ANAT R101	Marine Studies: MST R100, R100L, R103, R103L, R122, R160
Anthropology: ANTH R101, R102, R103, R105, R106, R107, R110, R111, R113, R115	Mathematics: MATH R101*, R102*, R105+, R106++, R115, R118, R120++, R121, R122, R125 (<i>*R101 and R102 combined: maximum credit, one course. +R105 and PSY R103 combined: maximum credit, one course. ++R106 and R120 combined: maximum credit, one course. R115 and R118 combined: maximum credit, one course.</i>)
Art: ART R101, R102, R103, R104A, R104B, R106A, R106B, R106C, R108A, R108B, R108C, R110A, R110B, R110C, R115A, R115B, R126A, R126B, R126C, R150A, R150B, R151A, R151B, R152A, R152B, R153, R154A, R154B, R155, R156A, R156B, R160, R170	Microbiology: MICR R100, R100L
Asian-American Studies: AAS R101	Music: MUS R101, R103A, R106, R107A, R107B, R107C, R107D, R110A, R110B, R110C, R110D, R116, R117, R118, R119
Astronomy: AST R101, R101L	Personal Growth: PG R102
Biology: BIOL R100, R100L, R101*, R101L*, R120*, R120L*, R122, R122L (<i>*No credit for R101/R101L if taken after R120, R120L. R101/L and R120/L combined: Maximum credit, one series</i>)	Philosophy: PHIL R100*, R101, R102, R103, R104, R105, R106, R107, R108, R109, R110, R111*, R112, R114 (<i>*R100 and R111 combined: maximum credit, one course.</i>)
Business: BUS R111A, R120*, R121* (<i>*R120 and R121 combined: maximum credit, one course</i>)	Physical Education: PER116A, R116B, R119A, R119B, R124, R130*, R131A*, R131B*, R132*, R133A*, R133B*, R141A*, R141B*, R143, R146*, R148*, R150*, R151A*, R155A*, R155B*, R156A*, R156B*, R159A*, R159B*, R160*, R161*, R185C (<i>*any or all of these courses combined: maximum credit, 4 units.</i>)
Chemistry: CHEM R104, R110*, R112+, R120, R122, R130+, R132 (<i>*No credit for R110 if taken after R120. +No credit for R112 if taken after R130.</i>)	Physical Science: PHSC R170+ (<i>+No credit if taken after a college level course in physics or chemistry</i>)
Chicano Studies: CHST R101, R107, R114	Physics: PHYS R101*, R101L*, R102*, R102L*, R121*, R122*, R131*, R132*, R133* (<i>R101/L, R102/L or R121, R122 and R131, R132, R133 combined: maximum credit, one series.</i>)
Child Development: CD R102, R106	Physiology: PHSO R101
Communication Studies: COMM R101, R105, R107, R109, R110, R111, R113	Political Science: POLS R100, R101, R102, R104, R105, R108
Computer Information Systems: CIS R100, R101, R112A, R112B	Psychology: PSY R101, R103+, R104, R105, R107, R108, R110, R114, R131 (<i>+PSY R103 and MATH R105 combined: maximum credit, one course.</i>)
Dance: DANC R102A, R102B, R104A, R104B, R110	Sociology: SOC R101, R102, R103, R104, R105, R106, R108, R111, R114, R116, R122, R125
Economics: ECON R100*, R101, R102 (<i>No credit for R100 if taken after R101 or R102</i>)	Spanish: SPAN R101*, R101A*, R101B*, R102, R103, R104, R117, R118, R140*, R141 (<i>*R101A and R101B combined are equivalent to R101. SPAN R101, R101B or R140 corresponds to two years of high school study.</i>)
Education: EDU R122	Television: TV R108A, R108B
English: ENGL R100**, R101, R102, R103, R104+, R105+, R107+, R108+, R111++, R112, R127, R151+, R152+, R153+, R154+, R157++ (<i>**Any of this type of course combined: maximum credit 8 units. +R104 and R151 combined: maximum credit, one course. R105 and R152 combined: maximum credit, one course. R107 and R153 combined: maximum credit, one course. R108 and R154 combined: maximum credit, one course. ++ R111 and R157 combined: maximum credit, one course.</i>)	
Environmental Science and Resource Management: ESRM R100, R160	
Geography: GEOG R101, R101L, R102, R103, R104	
Geology: R101, R101L, R103, R103L	
Health Education: HED R101*, R102*, R102L*, R103*, R104*, R105, R106, R107+, R107L+ (<i>*R101, R102, R103, R104 combined: maximum credit, one course. +Any or all of these combined: maximum credit, 4 units</i>)	

IGETC INFORMATION

What is IGETC?

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that prospective transfer students attending California community colleges may complete to satisfy the lower-division breadth/general education requirements at both the University of California and the California State University.

Students with a post-secondary school record who wish to pursue IGETC must meet the definition of California community college transfer applicants. They must:

- Have been enrolled at one or more California community colleges for at least two terms (excluding summer sessions)
- Have attended, immediately before admission to a UC campus, a California community college (excluding summer sessions)
- Must complete at least 30 semester (45 quarter) UC-transferable units at one or more California community colleges

Who May Use IGETC?

Completion of the IGETC will permit a student to transfer from a California Community College to a California State University (CSU) or University of California (UC) campus generally without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. It is strongly recommended that students complete IGETC prior to transfer. Advantages of completing IGETC include more flexibility in class selection at the university and timely progress to degree completion. All UC and CSU campuses will accept the completed IGETC to satisfy all lower division general education requirements. However, individual colleges or majors within a CSU or UC campus may not accept IGETC for meeting general education. Refer to IGETC Considerations (pg 72) section of the catalog for more information.

Note: Students transferring to a CSU with a completed IGETC will still need to complete 9 semester units of upper division general education and may be held to other campus specific graduation requirements outside of general education and major coursework

Which type of student should follow IGETC

IGETC is most helpful to students who want to keep their options open - specifically, those who know they want to transfer but haven't yet decided upon a particular institution, campus or major.

Which type of student should not?

Certain students, however, will not be well served by following IGETC. Students who intend to transfer into majors that require extensive lower-division preparation, such as engineering or the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college screens for to determine eligibility for admission.

Not a requirement, but a consideration

IGETC is not an admission requirement. Completing it does not guarantee admission to the campus or program of choice. However, completing the lower-division breadth/general education requirements - whether through IGETC or the campus-specific requirements - may be considered by the campus in selecting among qualified applicants.

Certification

It is the student's responsibility to request IGETC Certification in the Counseling Office. It is strongly recommended that students complete IGETC prior to transfer. Advantages of completing IGETC include more flexibility in class selection at the university and timely progress to degree completion.

There is no limitation on the number of courses completed at other United States regionally accredited institutions that can be included in the IGETC certification.

Partial IGETC Certification

Partial certification is defined as completing all but two (2) courses on the IGETC pattern. Each UC or CSU campus will inform a student that has submitted a partial certification of IGETC of the specific timelines and courses needed to complete the IGETC. The UC or CSU is responsible for verifying that the missing IGETC course(s) has been completed. Students may complete the missing course(s) at a California Community College or other U.S. regionally accredited institution approved by the CSU or UC campus of attendance either during the summer or while concurrently enrolled depending on the concurrent enrollment rules at their CSU or UC campus. Note: Deficiencies in IGETC Areas 1 and/or 2 may indicate a student does not meet minimum transfer admission requirements.

Who Certifies the IGETC?

Students who have completed coursework at more than one California Community College (CCC) should have their coursework certified by the last California Community College they attended for a regular term (fall or spring for semester schools; fall, winter, or spring for quarter schools) prior to transfer. If a student requests certification from a California Community College that is not the last school of attendance, it is at the discretion of that community college to certify. IGETC certification will be processed without regard to current enrollment status or number of units accrued at a particular CCC.

Minimum Grade Requirements

A minimum "C" grade is required in each college course for IGETC. A "C" is defined as a minimum of 2.0 grade points on a 4.0 scale. Courses in which a student receives a "Pass/Credit" grade may be certified for IGETC if the community college's policy states that a "Pass/Credit" designation is equivalent to a "C" grade or better at the institution where the course was taken.

NOTE: the UC system allows a maximum of 14 semester units graded on a "Pass/No Pass" (Credit/No Credit) basis of the 60 transferable units required for admission. In addition, some UC or CSU campuses may have limitations on Pass/No pass courses that may be used to meet degree requirements.

Minimum Unit Value

A course must have a minimum unit value of 3 semester or 4 quarter units to meet the requirements for IGETC. It is not acceptable to take three 1 unit courses to fulfill a 3 unit requirement because of the lack of depth or rigor.

Exception: 3-quarter unit Math and English courses that satisfy IGETC Area/s 1A or 2 may be applied if they are a part of a sequence, and at least two of the 3-quarter unit sequence courses have each been completed with "C" grade (2.0 on a 4.0 scale) or higher. The course sequence must meet the rigor of IGETC.

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

The CSU U.S. History, Constitution, and American Ideals graduation requirement is not part of IGETC. Courses used to satisfy this requirement may also be listed in IGETC Subject Areas 3B and/or 4. CSU campuses have the discretion whether to allow courses used to satisfy the CSU U.S. History, Constitution, and American Ideals graduation requirement to also count in Areas 3B/4.

Coursework from Other Institutions

Coursework completed at another California Community College should be applied to the subject area in which it is listed by the institution where the work was completed. In addition, the course must have been IGETC approved in the area it was taken at the time it was taken. Approval dates can be verified by consulting the website assist.org. Coursework from all other United States regionally accredited institutions should be deemed by the CCC faculty in the discipline or their designee to be comparable to coursework on that community college's approved IGETC course list before it is allowed to fulfill IGETC requirements. The course should then be used in the same subject areas as those for the community college completing the certification. Upper division work may also be used in limited circumstances. See IGETC standards 5.2.2 for criteria.

Foreign Coursework

Foreign coursework may be applied to IGETC if the foreign institution has United States regional accreditation. All other foreign coursework cannot be applied to IGETC with the exception of Area 6, Language Other Than English (LOTE).

Online/Distance Education/Telecourses

California Community Colleges may use online/distance education/telecourses for IGETC provided that the courses have been approved by the CSU and UC during the IGETC review process. Strictly online Oral Communication courses may not be used on IGETC Area 1C (CSU only). Hybrid-delivery courses may meet the area criteria - see IGETC standards 10.1.3a for criteria

Credit by External Exams

There is no limit on the number of external exams that can be applied to IGETC. Advanced Placement and International Baccalaureate exams can provide IGETC credit as listed on the AP and IB GE charts included in this catalog. CLEP (College Level Examination Program) cannot be used on IGETC. Students who have earned credit from an external exam should not take a comparable college course because transfer credit will not be granted for both. Credit by exam is acceptable provided that a United States regionally accredited college or university transcript specifies the course title, unit value, and grade. A "Credit/Pass" designation is acceptable provided that the institution's policy states that a "Credit/Pass" designation is equivalent to a "C" grade (2.0 grade points on a 4.0 grade scale) or better. The course must be deemed comparable by the CCC faculty in the discipline or its designee as defined in IGETC standards Section 5.2.

Reference: *The 2011 IGETC Standards, Policies and Procedures Version 1.3* www.universityofcalifornia.edu



IGETC Certification Plan 2012-2013

For the University of California (UC) and California State University (CSU)

Completion of the Intersegmental General Education Transfer Curriculum (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 taken for IGETC must be completed with a grade of "C" or better (or score of 3 or higher on AP tests). Grades of "C-" are not acceptable. Once a student has completed the IGETC, they must make an appointment with a Oxnard College counselor to request certification; it is not automatic. Pre-major course 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 wishing to use courses to meet an IGETC requirement must be sure that the course is on the IGETC list during the academic year when it is taken. IGETC is not appropriate preparation for some colleges/majors within the UC/CSU systems. See IGETC Consideration on page 72 and check on www.assist.org for updated information.

- IGETC Certification must be requested prior to transferring. Certification is not automatic, see your counselor.
- Students who fully complete the IGETC for Oxnard College will also be eligible to apply for Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC).

Area 1: ENGLISH COMMUNICATION: Each course must be 3 semester units (4-5 qtr. units).

CSU: complete one course from each group A, B, & C.

UC: complete one course from group A and one course from group B.

A: English Composition: **ENGL** R101

B: Critical Thinking - English Composition (must have English Composition as a prerequisite; cannot be met by AP exam credit) **ENGL** R102, **PHIL** R111

C: Oral Communication (CSU requirement ONLY): **COMM** R101, R107, R110, R111

Area 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING: complete one course of at least 3 semester units (4-5 qtr. units)

MATH R101, R105, R106, R115, R118, R120, R121, R122, R125; **PSY** R103; **SOC** R125

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 and one course from Group B and the third course from either group for at total of 9 semester units (12-15 qtr. units)

A: Arts: **ART** R101, R102, R103, R170; **MUS** R101, R103A, R116, R119; **SPAN** R118

B: Humanities: **ANTH** R105, R107, R110, R111, R113; **ASL** R103, 104; **COMM** R105; **ENGL** R104, R105, R107, R108, R111, R112, R151, R152, R153, R154, R157; **HIST** R100A, R100B, R108, R109, R110, R111, R112, R113, R114, R115, R116, R118; **IDS** R101A, R101B, R102;

PHIL R101, R102, R103, R104, R105, R106, R108, R109, R110, R114; **PSY** R107; **SOC** R104, R114; **SPAN** R102; R103, R104, R117, R141

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 academic disciplines for a total of 9 semester (12-15 qtr. units) in Area 4

A – Anthropology and Archaeology: **AFAM** R101; **ANTH** R102, R103, R105, R106, R107, R110, R111, R113, R115

B – Economics: **ECON** R100, R101, R102

C – Ethnic Studies: **AAS** R101; **AFAM** R101; **CHST** R101, R107, R114; **HIST** R107; **PSY** R114; **SOC** R108

E – Geography: **GEOG** R102, R104

F – History: **CHST** R107; **HIST** R100A, R100B, R102, R103, R104, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R120, R121

G – Interdisciplinary, Social & Behavioral Sciences: **CD** R102; **COMM** R113; **IDS** R101A, R101B, R102, R110

H – Political Science, Government & Legal Institutions: **POLS** R100, R101, R102, R104, R105, R108

I – Psychology: **CHST** R114; **PSY** R101, R104, R107, R108, R110, R114, R131; **SOC** R104

J – Sociology & Criminology: **CD** R102, R106; **HIST** R112; **PHIL** R114; **PSY** R107; **SOC** R101, R102, R103, R104, R106, 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 semesters (9-12 quarter units) in Area 5. Each course must be at least 3 semester units (4-5 qtr. units), except separate lab courses.

A: Physical Science: **AST** R101; **CHEM** R104, R110, R112, R120, R122, R130, R132; **GEOG** R101, R103; **GEOL** R101, R103; **MST** R103; **PHSC** R170; **PHYS** R101, R102, R121, R122, R131, R132, R133

B: Biological Science: **ANAT** R101; **ANTH** R101; **BIOL** R100, R101, R120, R120L, R122, R122L; **MICR** R100; **MST** R100; **PHSO** R101; **PSY** R105

C: Laboratory Science: **ANAT** R101; **AST** R101L; **BIOL** R100L, R101L, R120L, R122L; **CHEM** R104, R110, R112, R120, R122, R130, R132; **ESRM** R160; **GEOG** R101L; **GEOL** R101L, R103L; **MICR** R100L; **MST** R100L, R103L, R160; **PHSC** R170; **PHSO** R101; **PHYS** R101L, R102L, R121, R122, R131, R132, R133

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; **SPAN** R101, R101B, R102, R103, R104, R140, R141

High School _____ Other college course _____ AP Exam _____ Foreign high school _____

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. May also be used in Area 4 at the discretion of the CSU campus.

GROUP 1: US – 1 (Historical development of American institutions and ideals) **CHST** R107; **HIST** R102, R103, R107, R108, R117

GROUP 2: US - 2 (U.S. Constitution and government) and US-3 (California state and local government) **POLS** R100, R101, R102

NOTES: •Transfer credit may be limited by either UC or CSU or both. Consult with a counselor for more information.

* Courses listed in more than one area shall not be certified in more than one area.

IGETC Considerations

If you have completed substantial coursework from institutions outside the United States, consult a counselor to determine whether you should complete IGETC or the lower-division breadth/general education requirements at the campus you plan to attend. In addition, some transfer students in some colleges or majors must follow a more prescribed lower-division curriculum than IGETC allows. These are described below.

Berkeley: IGETC is acceptable for all majors in the College of Letters and Science. 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. Be sure to check with the college or visit the ASSIST website for more information.

Davis: IGETC works well for students planning for Bachelor of Arts majors with few units of lower-division preparation. Bachelor of Science degrees and high-unit majors often have many courses of lower-division preparation. In these cases, the UC Davis general education pattern is the best choice.

Irvine: All schools accept IGETC. However, selection by the campus is based on demonstrated academic achievement and preparation for the intended major.

Los Angeles: The Henry Samueli School of Engineering and Applied Science does not accept IGETC.

Merced: The schools of Engineering and Natural Sciences accept IGETC but do not recommend it.

Riverside: The Marlan and Rosemary Bourns College of Engineering accepts completion of IGETC to satisfy the majority of the college's breadth requirements for transfer students. Some additional breadth coursework may be required after enrollment. However, prospective applicants are strongly encouraged to focus instead on preparatory coursework for their desired major, such as mathematics, science and other technical preparatory coursework, rather than on IGETC completion. Strong technical preparation is essential for success in the admissions process and, subsequently, in all coursework at Bourns.

The College of Natural and Agricultural Sciences does not accept IGETC, although courses taken to satisfy IGETC may be applied toward the college's breadth pattern. The College of Humanities, Arts, and Social Science and the School of Business Administration accept IGETC.

San Diego: IGETC is accepted at John Muir, Earl Warren, Thurgood Marshall and Sixth Colleges only. Students completing IGETC are welcomed at Eleanor Roosevelt and Revelle Colleges; however, they must also 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.

Santa Barbara: Transfer students in the College of Letters and Science and the College of Creative Studies may use IGETC to substitute for general education requirements.

Students transferring into the College of Engineering are encouraged to focus on the preparation for their major rather than general education courses, but may also use IGETC to substitute for most general education requirements.

As part of their general education, all students in the College of Engineering are required to complete a depth requirement. Students who wish to satisfy the depth requirement prior to transfer must complete a yearlong sequence in the history of world civilization, history of Western civilization, history of the United States, history of Western philosophy or history of Western art. Students may want to choose courses for IGETC that will concurrently satisfy the depth requirement. Students may also complete the depth requirement with upper-division coursework after transferring.

Please note: Students planning to transfer into a major in engineering, computer science or biological or physical sciences must be careful to complete lower-division major prerequisites to ensure competitiveness and make normal, timely progress through their major.

Santa Cruz: Transfer students intending to pursue any major in the physical and biological sciences or the Jack Baskin School of Engineering should not follow IGETC because it will not provide them with enough lower-division preparation for their majors.

Reference: <http://www.universityofcalifornia.edu/admissions/transfer/requirements/additional-requirements/igetc/index.html>

Transfer to an Independent/Private and Out-of-State College

Students who are planning to transfer to an independent/private college or university 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.

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). You can explore these colleges and majors available at www.aiccu.edu and compare and contrast CSU/UC/Independent colleges at www.californiacolleges.edu. For assistance in planning a transfer program to an independent institution or an out-of-state college, students should schedule an appointment with a counselor in the Counseling Department. Articulation agreements for some local universities can be found at www.aiccu.edu.



California Independent Colleges and Universities General Education Articulation Information

While IGETC is the general education pattern for the UC and CSU system, some independent/private colleges and universities also accept IGETC and/or CSU GE-Breadth in lieu of their own General Education patterns. Independent Colleges and Universities that accept at least one of these patterns are listed below. Some do require additional general education courses after transfer. Policies and GE requirements are subject to change. Students are encouraged to check with each college admission office to verify their most current policies.

College or University	Accepts IGETC	Accepts CSU GE-Breadth Pattern	Additional GE	Website
Alliant International University	Yes	Yes	No	www.alliant.edu
Azusa Pacific University	Yes	Yes	Yes	www.apu.edu
Biola University	Yes	No	Yes	www.biola.edu
Brandman University	Yes	Yes	No	www.brandman.edu
California Baptist University	Yes	Yes	Yes	www.calbaptist.edu
California College of Arts	Yes	Yes	Yes	www.cca.edu
California Lutheran University	Yes	No	Yes	www.callutheran.edu
Chapman University	Yes	Yes	Yes	www.chapman.edu
Concordia University	Yes	Yes	Yes	www.cui.edu
Fresno Pacific University	Yes	No	Yes	www.fresno.edu
Golden Gate University	Yes	Yes	Yes	www.ggu.edu
Holy Names University	Yes	No	Yes	www.hnu.edu
Hope International University	Yes	Yes	Yes	www.hiu.edu
Humphreys College	Yes	Yes	Yes	www.humphreys.edu
Laguna College of Art & Design	Yes	Yes	Yes	www.lagunacollege.edu
Loma Linda University	Yes	Yes	Yes	www.llu.edu
Loyola Marymount University	Yes	Yes	Yes	www.lmu.edu
Marymount College	Yes	Yes	Yes	www.marymount.edu
Menlo College	Yes	No	Yes	www.menlo.edu
Mills College	Yes	Yes	Yes	www.mills.edu
Mount St. Mary's College	Yes	Yes	Yes	www.msmc.la.edu
National University	Yes	Yes	No	www.nu.edu
Notre Dame de Namur University	Yes	Yes	Yes	www.ndnu.edu
Occidental College	Yes	Yes	Yes	www.oxy.edu
Pattern University	Yes	Yes	Yes	www.pattern.edu
Pepperdine University	Yes	Yes	Yes	www.pepperdine.edu
Pitzer College	Yes	Yes	Yes	www.pitzer.edu
Point Loma Nazarene University	Yes	Yes	Yes	www.ptloma.edu
Pomona College	Yes	Yes	Yes	www.pomona.edu
Saint Mary's College of California	Yes	No	Yes	www.stmarys-ca.edu
San Francisco Conservatory of Music	Yes	Yes	Yes	www.sfcm.edu
Scripps College	Yes	No	Yes	www.scrippscollege.edu
Simpson University	Yes	Yes	Yes	www.simpsonuniversity.edu
University of La Verne	Yes	Yes	Yes	www.ulv.edu
University of Redlands	Yes	Yes	Yes	www.redlands.edu
University of San Diego	Yes	Yes	Yes	www.sandiego.edu
University of San Francisco	Yes	Yes	Yes	www.usfca.edu
University of the Pacific	Yes	Yes	Yes	www.pacific.edu
Vanguard University of Southern California	Yes	Yes	Yes	www.vanguard.edu
Westmont College	Yes	No	Yes	www.westmont.edu
Whittier College	Yes	Yes	Yes	www.whittier.edu
William Jessup University	Yes	Yes	Yes	www.jessup.edu
Woodbury University	Yes	No	Yes	www.woodbury.edu

California Lutheran University (CLU)

Founded in 1959, California Lutheran University is a selective comprehensive institution offering undergraduate and graduate degrees in the liberal arts and sciences and professional fields. The 225-acre campus is located in Thousand Oaks and enrolls approximately 2700 undergraduate students and over 1300 graduate students. There is also a satellite campus located in Oxnard. For more information go to www.callutheran.edu.

CLU Admission Criteria for Transfers from Community College

If you have attended or are currently attending a community college, admission to CLU is guaranteed if you have met the following admission requirements:

1. Freshman English (college level composition) with a grade of "C" or better
2. Successful completion of a college level math course
3. 30 transferable semester units
4. A 2.75 cumulative transferable GPA

If you have not met the criteria for guaranteed admission, you may still be considered for admission as follows:

- If you have not completed a college level math course, you may still be considered for admission if you have successfully completed intermediate algebra in college. No credit will be given for intermediate algebra because it is not a transferable course.
- If you have completed fewer than 30 transferable units, your high school grades and SAT/ACT scores will also be used in the admission decision. You must still meet the math, English, and GPA requirements as listed above. If you were not eligible for admission to CLU from high school, you must meet the 30 transferable unit minimum.

General Transfer Information

1. Community college courses that are transferable to the UC and/or CSU system are generally transferable to CLU. Courses from non-accredited colleges are not transferable.
2. Courses which are technical, vocational, or "personal enrichment" in nature are not transferable.
3. A maximum of 70 community college semester credits may be transferred.
4. Pass/Fail or Credit/No Credit courses may not be used to meet general education or major requirements.

5. **General Education:** CLU accepts IGETC certification for either CSU or UC. Students must be IGETC certified prior to enrolling at CLU in order to get credit for IGETC certification. Students with IGETC certification will have their remaining general education courses at CLU waived except speech, foreign language, and religion. Students with IGETC certification must also meet CLU's GPA requirement. CLU will need proof of the student's IGETC certification.
6. **AA/AS Degrees:** CLU evaluates credit on a course-by-course basis, not based on any degrees earned previously. Students with an AA/AS degree must still meet CLU's English, math and GPA requirements for transfer.
7. **Credit by Exam:** CLU gives credit for Advanced Placement (AP) courses based only on AP exam scores. Students who have taken AP exams need to have an official copy of their scores sent to CLU in order to receive credit. CLU awards up to 4 semester units of credit for each International Baccalaureate (IB) Higher Level exam score of 4 or higher. CLU also awards credit for CLEP subject examinations. A complete list of credits/minimum scores is available from the Center for Academic and Accessibility Resources at CLU.
8. All students must complete at least 124 semester units to graduate from CLU including their general education and major/minor requirements and at least 40 of these units must be upper division (300-400 level courses)
9. A personal preliminary transfer credit evaluation and campus tour may be provided by contacting the Office of Admissions at 1-877-CLU-FOR-U or send email questions to admissions@callutheran.edu. The Adult Degree Evening Program (ADEP) can be contacted at 805-493-3127. CLU Admissions Counselors are also available by appointment in the Oxnard College Transfer Center. Contact the Transfer Center at 986-5837 to schedule an appointment.

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.



California Lutheran University

General Education Requirements

Area I: Proficiencies

A. Written Communication

1. Freshman English. One course with a grade of C or higher. **ENGL** R101 or AP, CLEP, or IB.
2. Writing-intensive course; one upper division course to be taken at CLU.

B. Oral Communication – One course: **COMM** R101, R105, R109

C. Foreign Language - Two sequential courses in one foreign language or successful completion of a foreign language course at the second semester level OR score on the CLU Foreign Language Placement Test indicating proficiency at the second semester level.

ASL R101, R102, R103, R104; **SPAN** R101, R101A & R101B, R102, R103, R104

Mathematical Reasoning - College level math course or qualifying score on the CLU Math Placement Test. MATH R014 is the minimum math required for admission but units will not transfer or fulfill general education.

MATH R101, R102, R105, R106, R115, R116, R118, R120, R121, R122, R125; **PSY** R103

Area II. Perspectives

A. Humanities

1. **History** – one course: **HIST** R100A, R100B, R102, R103, R104, R107, R108, R109, R110, R111, R112, R113, R114, R115, R116, R117, R118, R120, R121
2. **Literature** – one course: **ENGL** R102, R104, R105, R107, R108, R111, R112, R151, R152, R153, R154, R157; **SPAN** R117
3. **Philosophy** – one course: **PHIL** R100, R101, R102, R105, R106, R107, R108, R111, R112, R114
4. **Religion** – two courses. **PHIL** R104. Transfers with 60 or more transferable units upon enrollment need only *one* upper division course.

B. Natural Sciences - Two courses from different disciplines, each with lab components

ANAT R101; **ANTH** R101; **AST** R101, R101L; **BIOL** R100, R100L, R101, R101L, R120, R120L, R122, R122L; **CHEM** R100, R100L, R104, R110, R112, R120, R122, R130, R132; **ESRM** R100; **GEOG** R103, R104; **GEOL** R101, R101L, R103, R103L; **MST** R100, R100L, R103, R103L, R122; **MICR** R100, R100L; **PHYS** R101, R102, R121, R122, R131, R132, R133; **PHSO** R101; **PHSC** R170.
Transfers with 60 or more transferable units upon enrollment at CLU only need *one* lab

C. Social Sciences: Two courses from different disciplines

ANTH R102, R105, R106, R110; **CD** R102; **CHST** R101, R114; **ECON** R101, R102; **GEOG** R102; **POLS** R100, R101, R102, R104, R105, R108; **PSY** R101, R102A, R104, R105, R107, R108, R110, R111, R112, R114, R135; **SOC** R101, R102, R103, R104, R105, R106, R108, R114, R116, R118

D. Visual and Performing Arts - 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. Two courses in the participatory category can be substituted for the course in the lecture category below.

Participatory Visual and Performing Arts Courses

ART R104A, R104B, R106A, R106B, R106C, R108A, R108B, R108C, R110A, R110B, R110C, R126A, R126B, R126C, R150A, R150B, R151A, R151B, R152A, R152B, R155, R156A, R156B; **MUS** R106, R107A, R107B, R107C, R107D, R110A, R110B, R110C, R110D, R116, R117, R118, R119

Visual and Performing Arts Lecture Courses: **ART** R101, R102, R103; **MUS** R101, R103A, R116, R119, **TV** R117

E. Health and Well-Being : One PE activity course (a maximum of 3 activity courses will count for credit. A maximum of 7 units accepted for Exercise Science majors only)

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 Perspectives: One semester course. This course sequence may also be used to meet a Perspectives requirement.

HIST R100A, R100B, R110, R113, R114

B. U.S. Diversity*: One course. This course may also be used to meet a Perspectives requirement.

AAS R101; **AFAM** R101; **ANTH** R107; **CHST** R101, R107, R114; **HIST** R107, R108, R112, R117, R120, R121; **SOC** R103, R108.

*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.



University of La Verne

Ventura County Regional Campus

In 1991, the University of La Verne established the Oxnard Campus to support the academic goals of working professionals in the Ventura County area through quality degree programs in business, education, health administration and more.

- Evening classes meet one night a week for ten weeks
- Classes are typically four semester units
- Online courses are available for certain General Education classes and some complete degree programs
- One-on-one academic advising is offered at the class site once a term, every term
- Textbooks are available by telephone or web, delivered to your home

Register for an information session online at www.laverne.edu or call 877-GO-TO-ULV.

The University of La Verne's Ventura County Regional Campus is located at 2001 Solar Drive, Suite 250 in Oxnard. The University of La Verne now also offers classes on the Moorpark College campus.

TRANSFER CREDIT POLICIES

1. All courses considered for transfer must have (1) been taken at a regionally accredited institution and (2) earned a grade of C- or better. Grades of PASS or CREDIT will also be considered acceptable for transfer.
2. A maximum of 44 semester hours of vocational/technical credit may be transferred and applied towards a bachelor's degree as elective credit.
3. For the purposes of General Education, the University of La Verne defines a course as earning a minimum of 2 semester hours of credit.
4. College preparatory and high school level courses are not transferable.
5. CSU and IGETC Guidelines: The University of La Verne honors CSU and IGETC guidelines when evaluating students' transfer credit as part of the initial admission evaluation, if the student is admitted to La Verne with 28 or more semester hours of degree applicable transfer credit.
 - a) There are three ways in which these guidelines may be applied:
 - i) Individual courses may be certified to meet particular CSU or IGETC general education areas:
 - ii) Individual students may be partially certified by the junior college upon fulfilling individual general education areas:
 - iii) Individual students may be fully certified by the junior college upon fulfilling the CSU or IGETC requirements for all of the general education areas.
6. Courses completed at other four-year accredited institutions or coursework taken after a student has matriculated to La Verne will be reviewed on a course-by-course basis.
7. Credit by Exam: Transfer credit for CLEP and DSST (DANTES) exams is awarded based upon the articulation of each individual exam. All CLEP and DSST exams are reviewed for major or general education requirements by university faculty. Credit for exams will be awarded based upon the articulation guidelines in effect at the time of a student's admission, not the date the test was originally completed. A combined maximum of 44 semester hours of credit by exam may be applied toward the bachelor's degree (AP and IB credits do not contribute to this total). Exams are normally articulated as lower division credit.
8. Exam Duplication Policy: A student is not eligible to earn credit by exam if that exam covers the same subject material that was covered in previously completed college level coursework. Furthermore, a student is not eligible to earn credit by exam if that exam covers material that is in the same general subject area as more advanced coursework that he or she previously completed. For example, if a student completed Calculus 1, he or she is not eligible to earn credit for a Pre-Calculus exam.
9. AP and IB exams: Transfer credit for AP and/or IB exams is awarded based on the articulation of each exam (charts showing credit awarded for each exam are available at www.laverne.edu.) Each exam is reviewed by university faculty to determine applicability toward major or general education requirements. If no major or degree requirement is specified as being met by a particular exam, general elective credit will be awarded.

University of La Verne and Oxnard College General Education Transfer Agreement Plan

BREADTH REQUIREMENTS

CRITICAL SKILLS – complete 1 course from each area below:	
A. Written Communication A	ENGL R101
B. Written Communication B	ENGL R102
C. Oral Communication	COMM R101, R107, R111
Quantitative Reasoning	MATH R105, R106, R115, R118, R120, R121
AREAS OF KNOWLEDGE – includes 5 areas, with requirements as noted under each area	
1. SOCIAL AND BEHAVIORAL SCIENCE – complete 2 courses from two different sub-areas	
a. Behavioral Science	ANTH R102, R103, R107, R111; PSY R101, R102A, R108; SOC R101, R102, R103
b. Economics	ECON R101, R102
c. Political Science	POLS R101 and R102
d. Inter-Area Social and Behavioral Science	GEOG R102
2. HUMANITIES - complete 3 courses from three <u>different</u> sub-areas	
a. History of Fine Arts	ART R102, R103, R170; MUS R103A, R116, R119
b. Foreign Language	ASL R102; SPAN R102, R141
c. History	HIST R100A, R100B, R102, R103, R104, R109
d. Literature	ENGL R104, R105, R107, R108, R111, R112, R151, R152, R153, R154, R157
e. Mass Media	No comparable courses are currently offered at Oxnard College
f. Philosophy and Religion	ANTH R111; PHIL R101, R102, R103, R104, R105, R106, R107, R110
g. Inter-Area Humanities	PHIL R112, IDS R101A, R101B
3. THE NATURAL WORLD – complete 1 course from <u>each</u> of the two sub-areas and 1 lab course: If the course does not have an asterisk (*) be sure to enroll in the corresponding lab.	
a. Life Science	BIOL R101, R120, R122
b. Physical Science	AST R101; CHEM R110*, R112*, R120*, R122*; GEOL R101; PHSC R170*; PHYS R101, R102, R121*, R122*, R131*
4. CREATIVE AND ARTISTIC EXPRESSION – select a minimum of 1 course or complete a combination of courses that total a minimum of 2 units	
ART R104A, R106A, R108A, R110A, R126A, R150A, R155; DANC R102A, R102B, R104A, R104B, R110 ENGL R103; MUS R101, R106, R107A, R110A, R118	
5. LIFELONG FITNESS – select 1 Health course and 1 PE activity course; a minimum of 2 units is required.	
Health Courses:	HED R101, R102, R104,
PE Activity Courses:	PE R116A-R131B, R133A-R161

IMPORTANT NOTES: No course can be used to meet more than one Breadth area requirement. No course will be considered for transfer credit unless a grade of C- or better was received. Students who matriculate into the University of La Verne and who are fully certified for the California State University General Education Breadth (CSU GE-Breadth) pattern or the Intersegmental General Education Transfer Curriculum (IGETC) from a regionally accredited California Community College will be credited with fulfilling all of La Verne’s General Education Breadth requirements with the exception of the Foreign Language requirement depending on the student’s declared major. Students must provide proof of certification when the final transcript is sent to La Verne. Transfer students will be required to complete the University Values (UV) requirements. Please refer to the catalog at www.laverne.edu for specific UV requirement guidelines.

UNIVERSITY OF SOUTHERN CALIFORNIA (USC)

Located in Los Angeles, a global center for arts, technology and international trade, 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 17,500 students, with an average class size of 26 students.

ADMISSION REQUIREMENTS

1. Transfer admission to USC is highly competitive and selective and they look for students with outstanding talents and leadership skills. In 2011 the average GPA of admitted transfer students was 3.7. Consistent progress toward a degree and strong academic performance are also important factors in admission decisions. Minimum requirements for admission are:
2. Intermediate algebra (non-transferable college course), unless you took advanced algebra (Algebra II) in high school.
3. Lower division writing requirement: ENGL R102 at Oxnard College (must be taken for a grade)
4. 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.
5. Many majors have additional admission requirements. See "Transferring to USC" at www.usc.edu/transferring or contact the Office of Admission at (213) 740-1111.

GENERAL RULES:

1. Grades:

- Courses must receive at least a grade of C- (or P) to transfer.
- No more than 4 units of GE (one course) can be taken Pass/No Pass (P/NP). The lower division writing course (ENGL R102) 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.)
- USC calculates your transfer GPA on the basis of your grades in all USC-transferable courses, including grades of D and below. Incompletes and missing grades are treated as an "F." USC does not honor other colleges' academic "renewal" or "forgiveness" programs that permit a student to improve a substandard grade. If you repeat a transferable course for which you earned a D+ or lower, both grades will be included in your transfer GPA; if the grade on the first course was C- or higher, then only the first grade is included.

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 from a school on the quarter system are converted to semester units by dividing them by 1.5.

3. Restrictions on Transferability:

- Effective dates: Transfer credit for a course is determined by the agreement in effect at the time you began the course. It is advisable to check the agreement on-line every semester at www.usc.edu/dept/ARR/articulation.
- Course repetition: Courses taken for repeat credit will not be accepted for additional unit credit unless otherwise indicated on the complete articulation agreement available on-line. If two or more courses equivalent to each other are taken, only the first course passed will be granted credit though all attempts will be calculated into the GPA. A prerequisite course within the same discipline taken after the higher level course has been passed will not get credit (e.g., you can't get credit for SPAN R102 if taken after SPAN R103).
- Non-traditional course formats: Distance-learning, online courses, concentrated "intensive" sessions, special weekend modules, and other nontraditional course formats and time frames may be granted credit but granted is granted by petition and is determined on a case-by-case basis. Be sure to keep copies of your syllabus, exams, and papers for petitions. Foreign language or laboratory science courses taught online or via distance learning, television or correspondence will not earn course equivalence and will not satisfy CORE requirements; they earn elective units only.
- Courses that are not granted equivalence on the articulation agreement may be applied toward major or minor requirements at the discretion of the USC dept. Courses that are lower-division at the sending school may only fulfill lower-division requirements at USC.
- Transfer of units in certain categories of courses is limited including: ASL (12 units), ESL (4 units), PE Theory (12 units), PE Activity (4 units), Drawing (12 units), Painting (12 units), 2-D Art (16 units), 3-D Art (12 units), Acting (12 units), Stagecraft (12 units), Production (theatre production, choreography, 12 units) and Dance (8 units) Please see Oxnard College's articulation agreement at www.usc.edu/dept/ARR/articulation/ for the most current list of courses with unit restrictions.
- The following courses/units will not transfer: course work or degrees completed at U.S. institutions not accredited by a regional accrediting agency, courses in which the grade received was lower than a C-, courses in areas of study not offered by USC, duplicated material, courses/units awarded for placement exams or credit by exam, remedial/college preparatory/personal development courses (including math below the level of college algebra), life and work experience (even if evaluated by the American Council on Education), independent study, directed study, internships and travel courses, and college extension credit courses not credited toward a degree at that college.

4. **USC students:** Once students have enrolled at USC, there are limitations on transfer coursework. As a USC student, you must complete all remaining GE and writing requirements at USC. 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. Pre-approval must be obtained prior to taking transfer courses.
5. **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.
6. **Journalism majors** will not receive units for journalism transfer courses unless the USC department makes an exception. 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.
8. **Advanced Placement (AP) and International Baccalaureate (IB) credit:** USC grants either 20 units of credit to students who earn the IB diploma with a score of 30 or higher OR 6 semester units of credit for each score of 5, 6, 7 on the IB Higher Level exams, up to a maximum of 4 exams, whichever is higher. AP credit can be earned in addition to IB credit for a maximum of 32 units. However, credit cannot be earned for AP and IB exams on the same topic. For more information on IB and AP credit policy see: www.usc.edu/admission/undergraduate/apply/trans_credit.



USC GENERAL EDUCATION:

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 (not shown) 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. Courses must be at least 3 semester units or 4 quarter units to receive credit for GE in the categories listed below.

For more information and course to course equivalencies and requirements by major, see the complete articulation agreement at <http://www.usc.edu/dept/ARR/articulation/> (select articulation agreements with California Community Colleges).

CATEGORY I: Western Cultures and Traditions:

ART R102, R103; **HIST** R111; **PHIL** R104; R105; R106

CATEGORY II: Global Cultures and Traditions

ANTH R102; R107; R110; R113; **HIST** R113; **PHIL** R103

CATEGORY III: Scientific Inquiry (requires a lab)

BIOL R100 with R100L; R101 with R101L; R120 with R120L; R122 with R122L; **CHEM** R120; **GEOG** R101 with R101L; **GEOL** R101 with R101L; R103 with R103L; **MST** R100 with R100L; **MST** R103 with R103L; **PHSC** R170; **PHYS** R101 with R101L; R121; R131

CATEGORY V: Arts and Letters

ENGL R104; R105; R107; R108; R111; R112; R151; R152; R153; R154; R157

LOWER DIVISION WRITING REQUIREMENT: **ENGL** R102 fulfills the lower division writing requirement if completed after high school graduation and before starting USC.

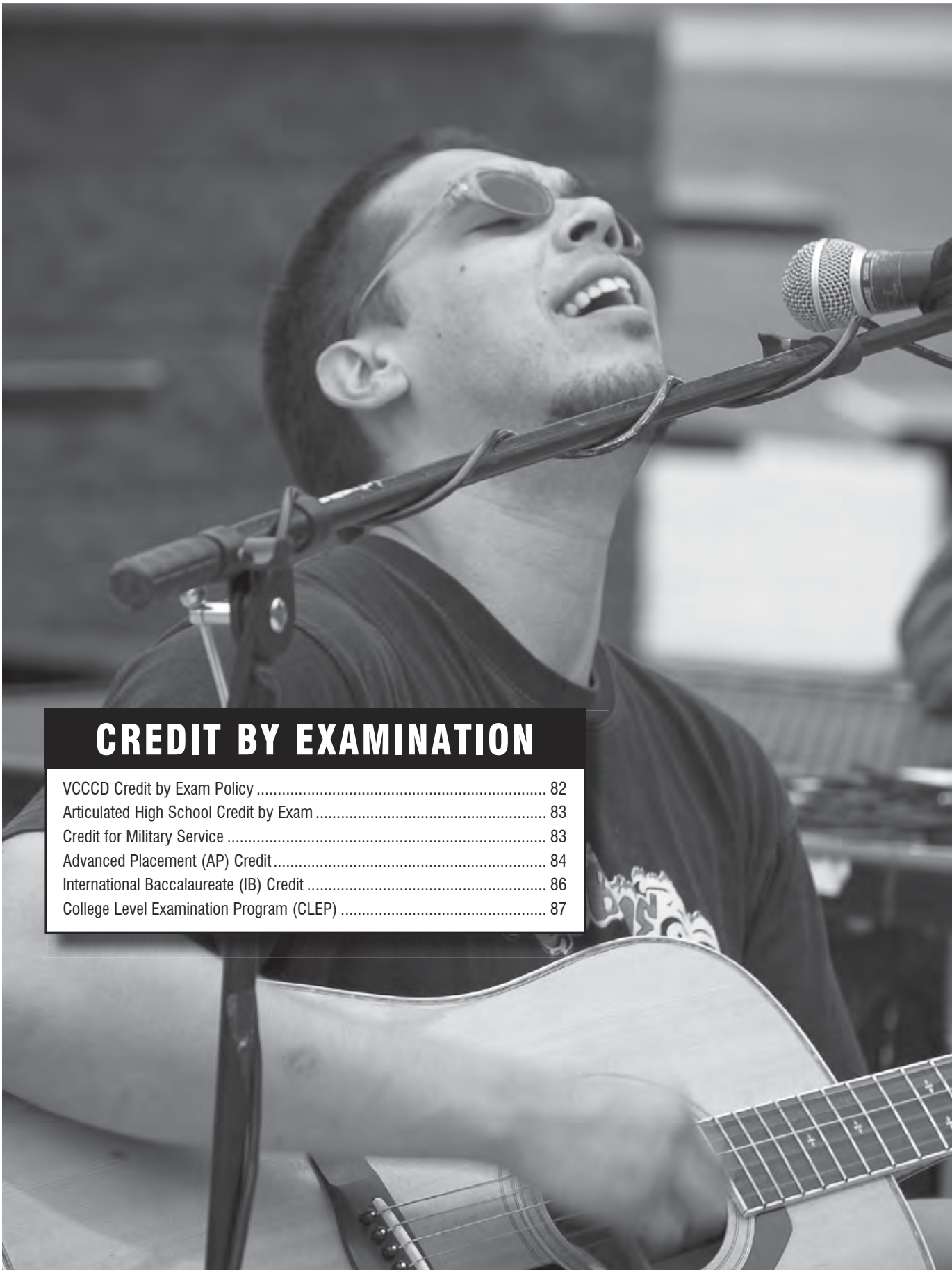
DIVERSITY: All students who entered any college in fall 1993 or later must meet USC's diversity requirement. The following courses will satisfy this requirement: **AAS** R101; **CHS** R101; R114; **HIST** R120; R121; **PSY** R107; R114; **SOC** R101; R103; R104; R108

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 will fulfill both the third and fourth level requirements



CREDIT BY EXAMINATION

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CREDIT BY EXAMINATION

AP 4235 Credit by Examination –adopted Dec. 2010. Last revised April 2012

Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college.

Courses Eligible for Credit by Examination:

- All courses shall be open to credit by examination unless specifically exempted.
- Academic divisions of the District Colleges determine the courses for which credit by examination may be granted. The Office of Student Learning maintains a current list of courses excluded from Credit by Examination.

Credit by Examination may be obtained by one of the following methods:

- **Advanced Placement (AP):** Students who earn scores of 3, 4 or 5 on the College Board AP Examinations taken before high school graduation will receive 3- to 6 units of credit for each exam (3 units for one-semester courses and 6 units for two-semester courses).
- **International Baccalaureate (IB):** Students who complete the IB diploma with a score of 30 or above will receive 20 units of credit. Students completing IB Higher Level examinations with scores of 5, 6 or 7 will receive 6 units of credit for each exam. A score of 4 or higher on the IB Mathematics HL exam will satisfy the math competency requirement for the associate degree. Students will not receive credit for Standard Level exams.
- **College Level Examination Program (CLEP):** Students who earn scores of 50 or higher on a CLEP exam will receive 3- to 6 units, depending on the exam.
- **College Examinations:** Students receive credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- **High School to College Articulation:** High school students may be granted college credit pursuant to established articulation agreements between the high school and college. Credit will be awarded as “credit by examination”. The per-unit fee for credit by examination will not be charged for credit awarded under this provision.

Cut Scores

- The number of units awarded for each type of examination is subject to change based on the establishment of cut scores and/or other evaluative measures developed by college faculty in collaboration with the Academic Senates and Consultation Council.

To Receive Credit for AP, IB, and CLEP Examinations:

- The evaluation of credit for AP, IB and CLEP examination scores is done by a college counselor.
- Counselors may require additional documentation or information as necessary to determine eligibility for external credit.
- Credit granted for the examinations may be counted as credit toward an associate degree. The faculty at each college of the district will determine how the credit is used to satisfy general education and majors requirements for the associate degree.
- Credit granted for these examinations may also be counted toward the satisfaction of IGETC or CSU-GE areas as allowed by the applicable standards for each form of transfer general education certification.
- Credit awarded for AP, IB and CLEP examinations shall not impact the student's GPA.
- Students granted credit for AP, IB or CLEP examinations shall not earn credit toward an associate degree for duplicated college courses.
- Other colleges or universities may have different policies concerning the granting of credit for AP, IB and CLEP examinations, and will evaluate the examinations based upon their own policies and practices.
- Units (Credits) granted for the AP, IB or CLEP exams will not be subject to the unit limits for credit-by-exam or PASS/NO PASS grading which otherwise apply within the district.

To Receive Credit by Examination for a Locally Administered Test:

- Official transcripts of all previous coursework must be on file with the college before a petition for credit by examination is submitted to a counselor.
- The appropriate petition, a “Petition for Credit by Examination,” will be completed by the student and a college counselor, and forwarded to the appropriate academic division for administration of the examination.
- Petitions must be approved by the division dean and received by the administering instructor no later than Friday of the tenth week of the full-length semester.
- The examination is to be administered prior to the last day of the final examination period.

Determination for Eligibility for Credit by Examination (locally administered test):

- The course that the units will apply to must be listed in the college catalog.
- The student must be currently registered and in good standing at the college administering the exam.
- The student has not earned college credit in more advanced subject matter; and has not received a grade (A, B, C, D, F, CR, P, CRE, NC or NP or equivalent), in the course for which he or she is seeking Credit by Examination at this or any other educational institutions.

Credits Recorded for Credit by Examination (locally administered test):

- Credit units are assigned for work of such quality as to warrant a letter grade of “C” or better.
- The student will receive the appropriate credit units if he or she satisfactorily passes the examination; no other grade or units will be recorded.
- Transcript entries shall distinguish credit units obtained by examination from credit units obtained as a result of regular course enrollment.
- Students who are unsuccessful in an attempt to challenge by examination will not receive a NP (no pass) grade, and no record of the attempt for credit by examination will appear on a student’s transcript.

Limits of Credit by Examinations (all Methods):

- Students may challenge a given course only once.
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Veterans or Social Security benefits.
- Credits acquired by examination are not counted in determining the 12 semester hours of credit in residence required for an Associate Degree.
- Students should be aware that other colleges may not accept credit by examination for transfer purposes.
- A student should be advised that the use of units granted through Credit by Examination 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.)
- A student may challenge no more than 12 units (or 4 courses) under the Credit by Examination policy towards an Associate Degree or Certificate of Achievement, except that units awarded for AP, IB and CLEP examinations shall not be subject to such limit.
- 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, except that credit may be granted for more than one course in a sequence of required courses when approved by the administrator responsible for vocational programs, or where the curriculum in occupational programs makes it necessary.

Articulated High School Credit by Exam

Criteria for Student to Receive VCCCD Credit for Equivalent High School/ROP Course:

Students must complete “Petition for Credit by Examination – High School Career and Technical Education (CTE)” form, apply online to be a VCCCD student, and create an account in the CATEMA database. A high school student seeking credit by examination will receive non-letter grade credit “CRE” (credit) on their VCCCD transcript when the agreed articulated class requirements are successfully completed. High school articulated credit may only be petitioned at the time that the student is enrolled in the equivalent high school course; credit may not be petitioned retroactively. VCCCD credit will be awarded the same college semester as the petition for one semester classes or the subsequent college semester for year-long classes. Fees and tuition are subject to current Board of Trustees and VCCCD policy.

Credit for Military Service

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

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

Service personnel may be allowed full advanced standing credit for college level courses completed under the auspices of the Defense Activity for Nontraditional Education Support (DANTES) or the United States Armed Forces Institute (USAFI) as recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. Such credit will be treated in the same manner and under the same policies as allowing credit from regionally accredited colleges and universities.

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

Service personnel should be aware that other colleges and universities may have different policies concerning credit for military educational training. There is no assurance that the granting of these units by the colleges of this district will be accepted by other institutions of higher education. Students must submit an official transcript of military course work to the Admissions and Records Office for evaluation. Contact the Admissions and Records Office for more information.

Advanced Placement (AP) Credit for Oxnard College, CSU GE and IGETC

Advanced Placement (AP Exam)	OC Course Equivalent	OC GE Area	OC GE Units Earned	Total OC Units Earned (includes GE units)	CSU GE Breadth Area	CSU GE Units Earned Toward CSU-GE Certification	CSU Min. Semester Credit Earned Toward Transfer	IGETC Area	IGETC Units Earned Toward IGETC Cert.	Total Units Earned Toward Transfer (qtr/sem)
Art History	ART R102	C1	3	6	C1 or C2	3	6	3A or 3B	3	8/5.3
Studio Art: Drawing	n/a	n/a	n/a	6	n/a	0	3	n/a	n/a	8/5.3
Studio Art: 2D	n/a	n/a	n/a	6	n/a	0	3	n/a	n/a	8/5.3
Studio Art: 3D	n/a	n/a	n/a	6	n/a	0	3	n/a	n/a	8/5.3
Art Exam Limitation								8/5.3 units max for all 3 exams		
Biology	BIOL R120	A1	4	6	B2 + B3	4	6	5B and 5C	4	8/5.3
Calculus AB*	MATH R120	D2	3	3	B4	3	3	2A	3	4/2.7
Calculus BC*	MATH R121	D2	3	6	B4	3	6	2A	3	8/5.3
Calculus Exam Limitation	Max credit: one exam				Only one exam may be used for transfer			8/5.3 units max for both exams		
Chemistry	CHEM R120	A2	4	6	B1 + B3 (prior F09) B1 + B3 (after F09)	6 4	6 6	5A and 5C	4	8/5.3
Chinese Lang./Culture *	n/a	C2	3	6	C2	3	6	3B and 6A	3	8/5.3
Computer Science A	n/a	n/a	n/a	3	n/a	n/a	3	n/a	n/a	
Computer Science AB	n/a	n/a	n/a	3	n/a	n/a	6	n/a	n/a	8/5.3
CS Exam Limitation	Max 4 units for both exams				Only one exam may be used for transfer			4/2.7 units max for both exams		
Economics-Macro	n/a	B2	3	3	D2	3	3	4B	3	4/2.7
Economics-Micro	n/a	B2	3	3	D2	3	3	4B	3	4/2.7
English Lang./Comp.	ENGL R101	D1	3	6	A2	3	6	1A	3	8/5.3
English Lit/Comp.	ENGL R101	D1 or C2	3	6	A2 + C2	6	6	1A or 3B	3	8/5.3
English Exam Limitation	Max 6 units for both exams							8/5.3 units max for both exams		
Environmental Science	n/a	A2	3	3	B2 + B3 (prior F09) B1 + B3 (after F09)	4	4	5A and 5C	3	4/2.7
French Lang. *	n/a	C2	3	6	C2 C2	6 (prior F09) 3 (F09 or after)	6 6	3B and 6A	3	8/5.3
French Lit. *	n/a	C2	3	6	C2	3 (prior F09)	6	3B and 6A	3	8/5.3
German Lang *	n/a	C2	3	6	C2 C2	6 (prior F09) 3 (F09 or after)	6 6	3B and 6A	3	8/5.3
Human Geography	n/a	B2	3	3	D5	3	3	4E		
Govt./Politics: Comparative	n/a	B2	3	3	D8	3	3	4H	3	4/2.7
Govt./Politics: U.S.	POLS R101	B1 or B2	3	3	D8 + US-2	3	3	4H + US 2	3	4/2.7
History: European*	n/a	B2 or C2	3	6	C2 or D6	3	6	3B or F	3	8/5.3
History: US*	HIST R102 & R103	B1 or C2	3	6	C2 or D6 + US - 1	3	6	3B or 4F + US-1	3	8/5.3
History: World*	n/a	B2 or C2	3	6	C2 or D6	3	6	3B or 4F	3	8/5.3
Italian Lang./Culture *	n/a	C2	3	6	C2	3	6	3B and 6A	3	8/5.3
Japanese Lang./Culture *	n/a	C2	3	6	C2	3	6	3B and 6A	3	8/5.3
Latin Literature	n/a	C2	3	3	C2	3	6	3B and 6A	3	4/2.7
Latin: Vergil	n/a	C2	3	3	C2	3	3	3B and 6A	3	4/2.7
Music Theory	n/a	C1	3	6	C1	3	6	N/A	N/A	8/5.3
Physics B	PHYS R101	A2	4	6	B1 + B3 B1 + B3	6 (prior F09) 4 (F09 or after)	6 6	5A and 5C	4	8/5.3
Physics C: Elect/Mag	PHYS R101	A2	3	3	B1 + B3	4	4	5A and 5C	3	4/2.7
Physics C: Mechanics	PHYS R101	A2	3	3	B1 + B3	4	4	5A and 5C	3	4/2.7

Advanced Placement (AP Exam)	OC Course Equivalent	OC GE Area	OC GE Units Earned	Total OC Units Earned (includes GE units)	CSU GE Breadth Area	CSU GE Units Earned Toward CSU-GE Certification	CSU Min. Semester Credit Earned Toward Transfer	IGETC Area	IGETC Units Earned Toward IGETC Cert.	Total Units Earned Toward Transfer (qtr/sem)
Physics Exam Limitations	Max 6 units for all exams				Max 4 sem units towards GE and 6 units toward transfer			8/5.3 units max for all 3 exams		
Psychology		B2	3	3	D9	3	3	4I	3	4/2.7
Spanish Language *	SPAN R101 & R102	C2	3	6	C2 C2	6 (prior F'09) 3 (F'09 or after)	6 6	3B + 6A	3	8/5.3
Spanish Literature *	SPAN R103 & R104	C2	3	6	C2 C2	6 (prior F'09) 3 (F'09 or after)	6 6	3B + 6A	3	8/5.3
Statistics	n/a	D2	3	3	B4	3	3	2A	3	4/2.7

Rules for use of AP scores on IGETC, CSU GE-Breadth, and OC GE:

1. A score of 3, 4, or 5 is required to grant credit for GE certification. An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.
2. Each AP exam may be applied to one GE area as satisfying one course requirement, with the exception of Language other than English (LOTE). (See Section 10.6.3 of IGETC Standards for more information)
3. Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both.
4. There is no equivalent AP exam for Area 1B - Critical Thinking/Composition requirement.
5. Students earning scores of 3, 4, or 5 in the physical and biological science AP examinations earn credit toward the lecture and meet the laboratory activity requirement.
6. For IGETC-AP exams in Biology, Chemistry or Physics B allow CCC campuses to apply 4 semester or 5 quarter units to IGETC certification. For Environmental Science, Physics C: Mechanics, and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification; therefore, students who complete these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.
7. Actual AP transfer credit awarded for these and other AP exams for admission is determined by the CSU and UC. The UC Policy for AP credit can be found in the publication Quick Reference for Counselors, <http://www.universityofcalifornia.edu/admissions/counselors/ap-credits/>
8. The CSU has a system wide policy for these and other AP exams for awarding transfer credit for admission. The CSU policy for AP can be found at <http://www.calstate.edu/app/general-ed-transfer.shtml>

NOTES:

1. If an AP exam has a course equivalent at Oxnard, units can be applied in a variety of ways depending on the students' needs. Units can be used towards GE areas (per the chart on the previous page), towards the specific course (so that major or emphasis requirements are fulfilled) with remaining units applied to elective units, or the units may all be applied towards elective units needed to reach the 60 unit requirement for the Associate degree.
2. Students with either AP English exam (English Language or Literature) will have met the prerequisite for any course with ENGL R101 listed as its prerequisite. They will also have met OC GE area D-1 and the English competency requirement for graduation.
3. AP credit awarded may not match the actual units of the equivalent Oxnard College course and instead reflects district policy and the units awarded at the university level for AP exams.
4. Credit awarded toward an Associate degree is not necessarily accepted in major preparation for university transfer. Students should work with a counselor to determine how AP credit is awarded by their intended transfer institution.



INTERNATIONAL BACCALAUREATE (IB) TEST EQUIVALENCY LIST FOR GE

International Baccalaureate (IB) Exam	OC GE Category	OC GE Units earned	Total OC Units Earned (includes GE units)	Minimum Passing Score for CSU	CSU Min. elective units earned toward Transfer (includes GE units) +	CSU GE Units earned toward CSU GE-Breadth Cert.	CSU GE Area	IGETC Area	IGETC Units earned toward Cert.	Total UC Units earned toward Transfer (includes GE units)
IB Biology HL	A1	3	6	5	6	3	B2	5B (w/out lab)	3	5.3
IB Chemistry HL	A2	3	6	5	6	3	B1	5A (w/out lab)	3	5.3
IB Economics HL	B2	3	6	5	6	3	D2	4B	3	5.3
IB Geography HL	B2	3	6	5	6	3	D5	4E	3	5.3
IB History (any region) HL	B2	3	6	5	6	3	C2 or D6	3B or 4F	3	5.3
*IB Language A1 (any language, except English) HL	C2	3	6	n/a	n/a	n/a	n/a	3B and 6A	3	5.3
*IB Language A2 (any language, except English) HL	C2	3	6	n/a	n/a	n/a	n/a	3B and 6A	3	5.3
*IB Language A1 (any language) HL	C2	3	6	4	6	3	C2	3B	3	5.3
*IB Language A2 (any language) HL	C2	3	6	4	6	3	C2	3B	3	5.3
*IB Language B (any language) HL	C2	3	6	4	6	0	n/a	6A	3	5.3
**IB Mathematics HL	D2	3	6	4	6	3	B4	2	3	5.3
IB Physics HL	A2	3	6	5	6	3	B1	5A (w/out lab)	3	5.3
IB Psychology HL	B2	3	6	5	3	3	D9	4I	3	5.3
*IB Theatre HL	C1	3	6	4	6	3	C1	3A	3	5.3

Note: All units shown on this chart are semester units.

Rules for using International Baccalaureate (IB) credit for IGETC, CSU GE-Breadth and Oxnard College GE

1. A score of 5 on these IB subjects is considered a passing score by the CSU to earn CSU elective units, except where noted.
2. A score of 5, 6, or 7 on Higher Level (HL) exams is required to grant credit for IGETC certification, CSU GE-Breadth certification, or for Oxnard College Associate Degree credit except where noted otherwise.
3. An acceptable IB score for IGETC equates to either 3 semester/4 quarter units for certification purposes.
4. For transfer purposes, UC will grant 5.3 semester/8 quarter units for each IB exam completed with a score of 5, 6, or 7 on HL exams. For more information about course credit awarded for admission and in majors by individual campuses, visit www.universityofcalifornia.edu/educators/courseors/ib
5. CSU also grants unit credit for transfer purposes of IB HL exams

References: For CSU GE-Breadth: CSU EO 1036 and CSU Coded Memorandum AA-2011-12. For IGETC: IGETC Standards Version 1.3 (section 7.2) dated 6/9/11.

IB POLICIES SPECIFIC TO OXNARD COLLEGE

- Students who complete the IB Diploma with a score of 30 or above will receive 20 semester units of credit by Oxnard College.
- Credits awarded for IB exams shall not impact a student's GPA at Oxnard College.
- Units granted for IB will not be subject to the unit limits for credit by exam or Pass/No Pass grading which otherwise apply within the district.
- Credits acquired by exam are not counted in determining the 12 semester hours of credit in residence at Oxnard College required for an Associate Degree.

**A score of 4 or higher on the IB Mathematics HL exam will satisfy Oxnard College's math competency requirement for the associate degree but will not provide general education credit.

College Level Examination Program (CLEP) for CSU

The California State University (CSU) system awards credit for CLEP exams as listed on the chart below. While some exams provide credit toward the CSU GE-Breadth, others provide elective credit which counts toward the 60 unit minimum needed to transfer to the CSU. There are a few exams that provide no transfer credit. For Oxnard College's policy on application of CLEP units toward the Associate degree, please see page 42.

CLEP Exam	Passing Score	CSU GE Breadth and/or American Institutions Area	Semester Credits Toward GE-Breadth Certification	Min. Semester Credits Earned
American Government	50	D8	3	3
American Literature	50	C2	3	3
Analyzing & Interpreting Literature	50	C2	3	3
Biology	50	B2	3	3
Calculus	50	B4	3	3
Chemistry	50	B1	3	3
College Algebra	50	B4	3	3
College Algebra - Trigonometry	50	B4	3	3
College Mathematics	50	n/a	0	0
English Composition (no essay)	50	n/a	0	0
English Composition (w/essay)	50	n/a	0	0
English Literature	50	C2	3	3
Financial Accounting	50	n/a	0	3
French Level I*	50	n/a	0	6
French Level II*	59	C2	3	12
Freshman College Composition	50	n/a	0	0
German Level I*	50	n/a	0	6
German Level II*	60	C2	3	12
History, United States I	50	D6 + US-1	3	3
History, United States II	50	D6 + US-1	3	3
Human Growth & Development	50	E	3	3
Humanities	50	C2	3	3
Info. Systems & Computer Applications	50	n/a	0	3
Intro. To Educational Psychology	50	n/a	0	3
Introductory Business Law	50	n/a	0	3
Introductory Psychology	50	D9	3	3
Introductory Sociology	50	D0	3	3
Natural Sciences	50	B1 or B2	3	3
Pre-Calculus	50	B4	3	3
Principles of Accounting	50	n/a	0	3
Principles of Macroeconomics	50	D2	3	3
Principles of Management	50	n/a	0	3
Principles of Marketing	50	n/a	0	3
Principles of Microeconomics	50	D2	3	3
Social Sciences and History	50	n/a	0	0
Spanish Level I*	50	n/a	0	6
Spanish Level II*	63	C2	3	12
Trigonometry	50	B4	3	3
Western Civilization I	50	C2 or D6	3	3
Western Civilization II	50	D6	3	3

Reference: CSU EO 1036 and CSU Coded Memorandum AA-2011-12

*If a student passes more than one CLEP test in the same language other than English (e.g. two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

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How to Read the Course Descriptions

Course Identification: Department and Course Number — **AT R014**

Course Title — **Advanced Engine Performance**

Classes that MUST be completed prior to taking this course — *Prerequisites: AT R013.*

Classes that must be taken in the SAME semester as this course — *Corequisites: AT R014L.*

4 units — Semester units of credit earned by passing the course

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.** — Requirement of Field Trips

ADS R105A—Group Leadership I 3 units

Recommended class to be complete BEFORE taking this course — *Prerequisites: ADS R101.*

Total lecture hours per week — *Advisory: ADS R104.*

Course description — *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 practicums 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.

Course transferability — *Transfer credit: CSU*

MATH R010C—Pre-Algebra III **1 unit**

Total lab hours per week — *Prerequisites: MATH R009 or equivalent.*

Most courses provide credit toward the Associate Degree. Those few that do not, will have a note indicating this at the end of the course description. — *Advisory: MATH R010A and MATH R010B.*

½ hour lecture, 1½ 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. Not applicable for degree credit. Course is offered on a Pass/No Pass (P/NP) basis only.

Course Comment:

- 1) Course may only be taken Pass/No Pass or
- 2) Course may be taken Pass/No Pass at Student's option

Course Information

Offering of Courses as Described in the Catalog

Occasionally there may be changes concerning course numbers, titles, units of credit, prerequisites, hours, or course descriptions made after publication of the Catalog. Efforts will be made through the Schedules of Classes, public media, and at the time of registration, to notify students of any changes other than as described in the Catalog.

All degree applicable courses listed in the Catalog meet major, area of emphasis, general education, or elective credit requirements for approved degree, certificate, or proficiency programs. The College will make every effort to offer each of the credit courses listed under the Course and Program Descriptions regularly. "Regularly offered" shall mean a frequency of not less than once in two years.

The student who plans to satisfy the requirements for a particular academic goal --such as a Certificate of Achievement, an Associate Degree, and/or the completion of courses necessary to prepare for transfer into a baccalaureate major -- must carefully plan a program of study to complete all requirements in a timely fashion. The student may consult with appropriate instructional divisions to determine the frequency of course offerings.

Offering of Courses as Listed in the Schedule of Classes

The College reserves the right to cancel any course section scheduled for any term if enrollment is insufficient.

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:

AAS - Asian-American Studies

AB - Automotive Body and Fender Repair

AC - Air Conditioning

ACCT - Accounting

ACT - Assistive Computer Technology

ADS - Addictive Disorders Studies

AFAM - African-American Studies

ANAT - Anatomy

ANTH - Anthropology

ART - Art

AS - Area Studies

ASL - American Sign Language

AST - Astronomy

AT - Automotive Technology

BIOL - Biology

BUS - Business

CAOT - Computer Applications and
Office Technologies

CD - Child Development

CHEM - Chemistry

CHST - Chicano Studies

CIS - Computer Information Systems

COMM - Communication Studies

COT - Cooperative Work Experience

CRM - Culinary Arts and Restaurant
Management

DA - Dental Assisting

DANC - Dance

DH - Dental Hygiene

DMS - Digital Media Studies

DST - Disability Studies

ECON - Economics

EDU - Education

EMT - Emergency Medical Technology

ENGL - English

ENGT - Engineering Technology/
Computer Networking/IT

ESL - English as a Second Language

ESRM - Environmental Science &
Resource Management

FT - Fire Technology

GEOG - Geography

GEOL - Geology

HED - Health Education

HIST - History

ICA - Intercollegiate Athletics

IDS - Interdisciplinary Studies

LA - Legal Assisting/Paralegal Studies

LS - Learning Skills

MATH - Mathematics

MICR - Microbiology

MST - Marine Studies

MUS - Music

PE - Physical Education

PG - Personal Growth

PHIL - Philosophy

PHSC - Physical Science

PHSO - Physiology

PHYS - Physics

POLS - Political Science

PSY - Psychology

SOC - Sociology

SPAN - Spanish

TV - Television

For convenience, the course descriptions in this catalog are arranged alphabetically according to subject grouping.

Course Identification

Course identification is comprised of the course discipline name or abbreviated name (prefix) and course number (for example, ENGL R101). 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 R100-R199 are deemed baccalaureate level and CSU transferable.

Semester Unit Credit

The semester unit credit of the course is shown by a number(s) following the title of the course. As defined by Title 5, section 55002.5, the semester unit is based on three hours of work study; one lecture hour with two attendant hours of preparation or three hours of laboratory activity requiring special facilities or equipment.

Most courses have fixed units; few have variable units. The unit value of each variable-unit course will be specified in the Schedule of Classes each term. In certain instances, to best serve students in summer term and in evening classes, the hours of instruction in some courses may be reduced and credit reduced proportionately.

Prerequisites, Corequisites and Advisory/Recommended Preparation

- **Prerequisites** - a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. The prerequisite ensures that students will achieve skills or knowledge necessary for success in a course or program. For example, a course might require completion of an English course (or placement into English at a specific level) before the student may enroll in a Philosophy course that requires high level reading and writing skills. For example, a student enrolling in general biology is likely to have serious difficulty without adequate preparation in intermediate algebra and introduction to chemistry.

Some prerequisites are required by state statute or regulation. Prerequisites on transferable courses are often determined by four-year institutions which may require specific prerequisites in order to award credit for these courses.

- **Corequisite** - a condition of enrollment consisting of a course which a student is required to take simultaneously in order to enroll and succeed in another course. The student acquires the necessary skills, concepts, and/or information in the corequisite course that supports success in the target course. Since the corequisite course provides skills or knowledge necessary for successful completion of another course, it is highly unlikely that the student can achieve a satisfactory grade in the course for which the corequisite is being established without the skills and knowledge provided in the corequisite course.

- **Advisory/Recommended Preparation** - a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. While encouraged to do so, students are not required to satisfy recommended preparation guidelines to enroll in a course.

Course prerequisites, corequisites or recommended preparation are specified within course descriptions announced in the Catalog and the Schedule of Classes. Students are expected to have completed the prerequisite course with a satisfactory grade of C or better or P (Pass) and if applicable be enrolled in the corequisite required of all courses in which they enroll.

Course Repetition

A statement following the course description noting the repeat capability of a course will specify the maximum credit permitted for the designated course. The repeat capability will be expressed in maximum units and/or in total times the course may be taken. The absence of a repeat capability statement is always intended to designate a course which may be taken one time only. For more information on the VCCCD Course Repetition policy, please refer to page 225.

Co-designated, Cross-listed, or Same as Courses

The College offers some of its courses as co-designated, cross-listed, or same-as between two or more disciplines. Where this occurs, all aspects of the co-designated courses are identical, except the course identifier (course discipline abbreviation) and possibly the course numbers and/or alpha characters following the discipline abbreviation, which may be identical or may differ. All other aspects are the same (title, units, hours, description, repeat capability, transferability, etc.). These courses are identified in the Course and Program Descriptions section of the Catalog. Courses which are co-designated or cross-referenced are identified by the phrase "Same as . . ."

Courses Offered on a Pass/No Pass Basis Only

By far, most of the courses offered by the college are offered for a letter grade. Students enrolled in these courses have the right to petition to be evaluated on a pass/no pass (P/NP) basis; interested students should consult the Academic Policies section of this Catalog. Courses that are offered exclusively on a P/NP basis (letter grade not possible) are so noted following the course description. All other courses without this notation are offered for a letter grade unless the student successfully petitions otherwise.

Courses Not Applicable For Degree Credit

The majority of courses offered by the College are applicable for degree credit. Therefore, only those courses that are not applicable for degree credit are so noted following the course description with the statement "Not applicable for degree credit." Students enrolled in these courses will receive unit credit and will be awarded an academic record symbol on transcripts as defined in the Academic Policies section of this Catalog. However, the units earned in courses will not apply toward Proficiency Awards, Certificates of Achievement, or Associate degrees.



Transfer Course Identification

Courses offered by Oxnard College provide a wide selection of curricula that meet the requirements for most university majors. To assist students in planning their programs of study, all credit courses offered by Oxnard College are classified as follows:

1. No notation of transfer credit following the course description indicates that the course is not designed to transfer to public (and most independent) four-year colleges or universities. All courses numbered R001-R099 are non-transferable courses at Oxnard College.
2. The notation of transfer credit after the course description is followed by the abbreviation CSU, meaning that the course will transfer to any of the 23 campuses of the California State University (Channel Islands, Northridge, etc.) and/or is followed by the abbreviation UC, meaning that the course will transfer to any of the 10 campuses of the University of California (Santa Barbara, UCLA, etc.)
3. The notation of transfer credit is defined to mean that the course is acceptable for unit credit for admissions purposes and for credit towards a baccalaureate degree only. Students interested in the applicability of particular courses for use in satisfaction of major preparation requirements and/or general education requirements are advised to consult the transfer information section of the Catalog and an Oxnard College counselor.
4. The notation of credit limitations following the transfer credit statement indicates that one or more public four-year institutions impose some kind of limitation on the course. In this case, consult your counselor concerning the transferability of the course.

Additional transfer information is available from the Counseling Office or the www.assist.org website.

Field Trips

Field trips are required activities for a number of courses in the College curriculum. For any such courses, it is intended that they be clearly identified in the College Catalog and the Schedule of Classes. For other courses, a field trip or an off-campus activity may be optional for the students enrolled.

According to policy adopted by the College District's governing board, all persons making any type of field trip or excursion shall be deemed to have waived all claims for injury, accident, illness, or death during, or by reason of, the field trip or excursion.

The College assumes no liability for students' personal property. This includes course or related College activities, on campus, at off-campus facilities, and college-sponsored field trips.

Open Courses

All courses and class sections are open to enrollment and participation by any person admitted to the college. The college will only restrict enrollment in a course when the restriction is specifically required by statute or legislation, by prerequisites and/or corequisites, or by health and safety considerations. Other limitations can include facility limitations, faculty availability, funding limitations or other constraints imposed by code, regulations or contracts. The college can provide special registration assistance to the disabled or disadvantaged student. The college can enroll students in accordance with a priority system adopted by the local Board of Trustees.





ANNOUNCEMENT OF COURSES

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COURSE AND PROGRAM DESCRIPTIONS

ACCOUNTING

The Associate in Science Degree in Accounting and Certificate of Achievement in Accounting have been discontinued. Students already enrolled in these programs will be allowed to complete their degree or certificate but they must meet with a counselor to create a plan to do so and they must maintain continuous enrollment. Effective fall 2012, no new students will be able to declare an Accounting major. Courses in Accounting required for transfer in the Business major (ACCT R101 and R102) and those required in other majors will continue to be offered.

For more information, contact:
Robert Cabral, rcabral@vcccd.edu
(805) 986-5800, ext. 1981

FACULTY

Full-Time

Ed Bassey
Robert Cabral

COURSE DESCRIPTIONS

ACCT 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. Same as BUS R001. Course is offered Pass/No Pass (P/NP) at student's option.

ACCT R002—Income Tax Accounting 4 units

Advisory: ACCT R001 and CIS R020A.
3 hours lecture, 3 hours lab weekly

This course will provide an introduction to federal income tax principles, as it applies to individuals. Proper recognition and reporting of personal, business, and investment items of income and expense will be covered in the course. Field trips may be required. Formerly BUS R006A. Course is offered Pass/No Pass (P/NP) at student's option.

ACCT R003—Computerized Accounting 3 units

Prerequisites: ACCT R001.
Advisory: CIS R021A.
2 hours lecture, 3 hours lab 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 merchandising businesses. Students will learn the accounting processes to enter and process data, create reports and interpret the results for effective business planning. Formerly CIS R042A. Course is offered Pass/No Pass (P/NP) at student's option.

ACCT R101—Principles of Financial Accounting 3 units

Advisory: ACCT R001.
3 hours lecture weekly

This course studies accounting as an information system, examining why it is important and how it is used by investors and creditors to make decisions. The course coverage includes the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. Field trips may be required. Formerly BUS R101A. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ACCT R102—Principles of Managerial Accounting 3 units

Prerequisites: ACCT R101.
3 hours lecture weekly

This course is the study of the use and reporting of accounting data for managerial planning, cost control, and decision making purposes. The course includes broad coverage of concepts, classifications, and behaviors of costs. Topics include cost systems, the analysis and use of cost information, cost-volume-profit analysis, contribution margin, profit planning, standard costs, relevant costs, and capital budgeting. This course also continues and concludes the introductory phase of accounting principles, including accounting problems and procedures unique to corporations and investments. Field trips may be required. Formerly BUS R101B. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ACCT R103—Cost Accounting 3 units

Prerequisites: ACCT R101.
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. Formerly BUS R102. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

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, screening, and assessments, motivational interviewing, 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 certification through the California Association of Alcohol/Drug Educators (C.A.A.D.E.).

For more information, contact Dr. Michael Webb at mwebb@vcccd.edu or (805) 986-5800, ext. 1940

CAREER OPPORTUNITIES

Alcohol Counselor Alcohol/Drug Treatment Spec. I-II
Addiction Counselor Prevention Counselor
Forensic Corrections Treatment Spec. I-II

FACULTY

Full-Time	Part-Time	Part-Time
Michael G. Webb	Elizabeth Herron Janice Peyton Rebecca Porter Laurie Sanders	William Shilley Kathleen Staples Luis Tovar

◆ ADDICTIVE DISORDERS STUDIES

Associate in Science Degree Certificate of Achievement

This C.A.A.D.E. (California Association of Alcohol/Drug Educators) approved program prepares students to enter the field of alcohol/drug counseling with responsibilities for doing intakes, screening, and assessments, motivational interviewing, supportive and group counseling, crisis intervention, information and referral, and case write-ups, and treatment planning.

Students completing this program will have the necessary educational and skills requirements to apply for certification through C.A.A.D.E. which offers a Certified Addictions Treatment Counselor (C.A.T.C.) credential: application forms and information can be obtained by contacting: CAADE, Central Office at 5300 Clark Avenue, Suite 3, Lakewood, CA 90712; Phone: 707-7-CAADE-1 (707-722-2331); Fax 562-866-2540; E-mail: office@CAADE.org.

REQUIRED COURSES:		UNITS
ADS R101	Overview of Addictions	3
ADS R102	Intervention, Treatment and Recovery	3
ADS R103	Physiology and Pharmacology of Alcohol and Other Drugs	3
ADS R104	Case Management and Basic Counseling Skills	3
ADS R105A	Group Leadership I	3
ADS R106	Adult Children of Alcoholics	3
ADS R108	Alcohol/Drugs and Human Development	3
ADS R109	Counseling Addicted Families	3
ADS R110A	Alcohol and Drug Studies Field Experience I	3
ADS R110B	Alcohol and Drug Studies Field Experience II	3
ADS R113	Dual Diagnosis	3
TOTAL CORE REQUIREMENTS		33



ADDITIONAL REQUIRED COURSES:		UNITS
Complete any one (1) of the following:		
ADS R105B	Group Leadership II	3
ADS R107B	Alcohol/Drug Treatment of Adolescents	3
ADS R111	Management and Supervision in Alcohol Programs	3
ADS R112	Prevention Overview	3
ADS R115	Alcohol/Drugs/Nutrition	3
ADS R116	Alcohol, Drugs and the Driving Laws	3
ADS R117	Treatment Modalities in the Criminal Justice System	3
ADS R118	Culture, Race, & Gender Consideration in CJS Treatment	3
ADS R119	Community as Treatment in the Criminal Justice System	3
ADS R120	Introduction to Alcohol and Drugs in the Criminal Justice System	3
ADS R121	Alcohol/Drugs and Domestic Violence	3
ADS R122	Reducing Binge & Underage Drinking: A Collective Responsibility	3
ADS R123	Alcohol, Drug Addiction and Trauma	3
PSY R102A	Interpersonal Relations	3
TOTAL REQUIRED UNITS		36

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Addictive Disorder Studies program students will be able to:

- Master concepts central to alcohol and drug addiction, i.e., brain, heredity, gender.
- Apply critical thinking to addiction data and become acquainted with the relationship to drugs and alcohol usage and crime.
- Identify major factors that contribute to addiction.
- Learn how to deliver/articulate presentations both written and oral.
- Demonstrate familiarity with the standards of professional ethics in the field of substance abuse prevention.
- Apply their knowledge of addiction prevention in both theoretical and practical settings, including in the workplace and in society in general.
- Improve information retrieval and organizational skills including the use of online resources, resulting in the ability to refer clients to the appropriate clinical resources.

◆ ADDICTIVE DISORDERS STUDIES FOR ALCOHOL/DRUG COUNSELORS

Associate in Science Degree* Certificate of Achievement*

For those who have already completed the Addictive Disorders Studies Program, this is an advanced certificate program tailored to meet the demands of new developments in the field. Emphasis will be given to develop special knowledge and skills for treatment in the increasingly complicated areas of substance abuse. Students with this certificate will be trained to work as clinical supervisors, domestic violence facilitators, addiction and trauma counselors, program managers and prevention specialists. *Submitted for State Chancellor's Approval.

REQUIRED COURSES:		UNITS
ADS R105B	Group Leadership II	3
ADS R111	Management and Supervision in Alcohol Programs	3
ADS R112	Prevention Overview	3
ADS R115	Alcohol/Drugs/Nutrition	3
ADS R121	Alcohol/Drugs and Domestic Violence	3
ADS R122	Reducing Binge & Underage Drinking: A Collective Responsibility	3
ADS R123	Alcohol, Drug Addiction and Trauma	3
TOTAL CORE REQUIREMENTS		21

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Addictive Disorder Studies for Alcohol/Drug Counselors program students will be able to:

- Master concepts central to counseling alcohol and/or drug addiction, i.e., interviewing skills, leadership method.
- Identify major factors that lead to human resource processes of assistance, discipline and dismissal of employees.
- Demonstrate familiarity with the correct protocol in counseling clients.
- Apply their knowledge in a counseling setting in the workplace or in a treatment center.
- Locate and use online resources resulting in the improved ability to refer clients to appropriate clinical resources.

◆ 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 will be qualified to apply for a number of certifications: C.A.T.C. (Certified Addictions Treatment Counselor) available from C.A.A.D.E.; F.A.C.T. (Forensics Addictions Corrections Treatment Specialists) available from C.C.A.R.T.A., (the Center for Criminality; Addictions Research, Training, & Application) UCSD, 565 Pearl St., Suite 306, La Jolla, CA 92307.

REQUIRED COURSES:		UNITS
ADS R101	Overview of Addictions	3
ADS R104	Case Management and Basic Counseling Skills	3
ADS R106	Adult Children of Alcoholics	3
ADS R107B	Alcohol/Drug Treatment of Adolescents	3
ADS R110A	Alcohol and Drug Studies Field Experience I	3
ADS R110B	Alcohol and Drug Studies Field Experience II	3
ADS R113	Dual Diagnosis	3
ADS R116	Alcohol, Drugs and the 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 and Drugs in the Criminal Justice System	3
TOTAL CORE REQUIREMENTS		36

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Addictive Disorder Studies in Criminal Justice System program students will be able to:

- Master concepts central to alcohol and drug addiction, i.e., brain, heredity, gender.
- Apply critical thinking to addiction data and become acquainted with the relationship to drugs and alcohol usage and crime.
- Identify major factors that contribute to addiction.
- Learn how to deliver/articulate presentations both written and oral.
- Demonstrate familiarity with the standards of professional ethics in the field of substance abuse prevention.
- Apply their knowledge of addiction prevention in both theoretical and practical settings, including in the workplace and in society in general.
- Improve information retrieval and organizational skills including the use of online resources, resulting in the ability to refer clients to the appropriate clinical resources.
- Master concepts central to the relationship of addiction that leads to significant involvement in the criminal justice system.

COURSE DESCRIPTIONS

ADS R098—Short Courses in Alcohol Studies 1/2-10 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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Field trips may be required.

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 ethnics 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. Field trips may be required.

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

This course in group counseling is designed to give students knowledge and skills training in advanced group leadership techniques. It will offer supervised practicums 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). Field trips may be required.

Transfer credit: CSU

ADS R107B—Alcohol/Drug Treatment of Adolescents 3 units
3 hours lecture weekly

This 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. Field trips may be required.

Transfer credit: CSU

ADS R108—Alcohol/Drugs & Human Development 3 units

3 hours lecture weekly

This course is an analysis of developmental behaviors associated with each stage in human development and the way the social environment impedes or helps this development. Special emphasis is given to show how drugs and alcohol affect this development. Many examples of the disruptive influences of alcohol and drugs on human development will be given along with the ways human service occupations develop systems and services to minimize these influences. This course fulfills one 3-unit behavioral requirement for CAADE and Domain VI of TAPS-21. (TAPS-21 is the Technical Assistance Publication Series which determines Addiction Counseling Competencies nationally and state wide. Field trips may be required.

Transfer credit: CSU

ADS R109—Counseling Addicted Families 3 units

3 hours lecture weekly

Recognizing that alcohol/drug addiction is a family disease, this course is designed to give students the insight and skills to involve family members in the treatment process. Cultural stress factors will be studied. The student will be given techniques and strategies tailored to meet the various cultural challenges. This course fulfills one 3-unit skills course for CAADE and Domain VC and VI of Taps-21 (Technical Assistance Publication Series; Addiction Counseling Competencies). Field trips may be required.

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—Management and Supervision in 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: supervision at all levels of treatment and management; 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 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

3 hours lecture weekly

Recognizing that alcohol/drug addiction is a family disease, this course is designed to give students the insight and skills to involve family members in the treatment process. Cultural stress factors will be studied. The student will be given techniques and strategies tailored to meet the various cultural challenges. This course fulfills one 3-unit skills course for CAADE and Domain VC and VI of Taps-21 (Technical Assistance Publication Series; Addiction Counseling Competencies). 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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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—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. Course is offered Pass/No Pass (P/NP) at student's option.

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.

Advisory: 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.

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, contact Alan Ainsworth at aainsworth@vcccd.edu or (805) 986-5800, ext. 1982.

CAREER OPPORTUNITIES

Sales	Manufacturing
Service and Repair	Plant Maintenance
Construction and Installation	

FACULTY

Full Time	Part-Time	Part-Time
Alan Ainsworth	Dirk DeKreek	Jack Stewart
	Jack Smith	

◆ 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

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Air Conditioning and Refrigeration program students will be able to:

- Demonstrate the ability to read, draft and comprehend various construction drawings and electrical schematics used in the air conditioning/ refrigeration industry.
- Demonstrate the ability to troubleshoot and perform basic mechanical and electrical service/repairs on air conditioning and refrigeration systems.
- Demonstrate the ability to locate and identify applicable codes, licensing requirements and best practices as they relate to the installation of various types of HVAC/R equipment.

COURSE DESCRIPTIONS

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**

Prerequisites: AC R010L.

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 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 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 **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 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**2 units***Prerequisites: AC R020L.**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 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 units***3 hours lecture weekly*

This course develops competency in the theoretical troubleshooting of air side problems in air conditioning and heating systems through an understanding of the principles of air flow, the properties of air, theory of controls, reading of construction drawings, and 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/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 R030L—Airside Systems Lab**2 units***1 hour lecture, 3 hours lab weekly*

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 units***3 hours lecture weekly*

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**2 units***1 hour lecture, 3 hours lab weekly*

This course develops competency in the hands-on troubleshooting of mechanical and electrical problems, encountered in heating systems, through an understanding of their operating principles. 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.

AMERICAN SIGN LANGUAGE**FACULTY****Full-Time**

Julie Lovejoy

Part-Time

Debra Kaskus

COURSE DESCRIPTIONS**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 is offered Pass/No Pass (P/NP) at student's option.

*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 is offered Pass/No Pass (P/NP) at student's option.

*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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ANATOMY

See courses in Biological Sciences

ANTHROPOLOGY

The Anthropology program at Oxnard College offers lower division courses in biological anthropology, cultural anthropology, linguistics, archaeology and other areas of focus in anthropology, such as gender, prehistory, cultural history and cross cultural communication. Anthropology is an excellent transfer major, as it is the general study of our species, Homo sapiens, human beings. These courses are widely accepted at four year institutions for a bachelor's degree in anthropology, as well as for several other 4 year degrees. Anthropology's central questions have to do with where humans came from, how they got where they are today, where they are going, what their nature is and how cultures vary. Anthropology students develop critical thinking skills, communication skills for a global setting, information literacy, ethics and aesthetic awareness, as anthropology is a holistic field.

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 universities.

For more information contact:

Linda LeValley Kama'ila, Lead Faculty, Anthropology, lkamaila@vcccd.edu (805) 986-5800, ext. 1918

CAREER OPPORTUNITIES

Teacher	International Businessperson
Forensic Anthropologist	Criminologist
Documentary Filmmaker	Marketing Professional
Environmental Scientist	Non-profit Businessperson
Public Policy Analyst	International Lawyer
Curator	Archaeologist
Park Ranger	Urban Planner
Event Organizer	Social Worker
Linguist/Translator	Lobbyist
Neuroscientist	College Administrator
Management Consultant/ Analyst	Professor
	Public Administrator

FACULTY

Full-Time
Linda LeValley Kama'ila
Arion Melidonis

Part-Time
John Greer

◆ ANTHROPOLOGY

Associate in Arts Degree

REQUIRED COURSES:		UNITS
ANTH R101	Biological Anthropology	3
ANTH R102	Cultural Anthropology	3

AND ONE of the two following courses:

ANTH R103	Introduction to Archaeology	3
ANTH R115	Introduction to Linguistics	3
		9

REQUIRED ADDITIONAL COURSES: UNITS

Complete a minimum of 9 units from the following:

ANTH R103	Introduction to Archaeology	3
ANTH R105	Sex, Gender and Culture	3
ANTH R106	Culture and Personality	3
ANTH R107	Introduction to Native America	3
ANTH R110	People and Cultures of the World	3
ANTH R111	Magic, Witchcraft, & Religion	3
ANTH R113	Ancient Civilizations of the Americas	3
ANTH R115	Introduction to Linguistics	3
MATH R105	Introductory Statistics	4
PHIL R108	World Mythology	3
PSY R103	Statistics for Behavioral Science	3
		9-10

TOTAL REQUIRED UNITS 18

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Anthropology program students will be able to:

- Apply logic, critical thinking, quantitative and qualitative reasoning to anthropological data and be able to distinguish amongst scientific laws, principles, hypotheses and theories.
- Apply their knowledge to the solution of human problems, both local and global, in both theoretical and practical settings, including a more mature understanding of their own place in society, in the workplace, and in academia.
- Identify major figures in the history of anthropology, the major schools/orientation of anthropological theory, and important trends in contemporary anthropological theory, methods and ethics.
- Demonstrate familiarity with the standards of professional ethics espoused by the discipline of anthropology.
- Develop skills in ethnographic writing, speaking and presentation.

- Master concepts and methods central to the anthropological perspective, e.g. culture, human evolution, genetics, linguistics, archaeology, prehistory, diversity, physical type, language, gender/sex, cultural relativism, holism, social structure, historical and cross-cultural comparisons, kinship, participant-observation and globalism.
- Develop and improve information retrieval and management skills, particularly use of online resources.

COURSE DESCRIPTIONS

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ANTH R105—Sex, Gender and Culture **3 units**

3 hours lecture weekly

Human sexuality is the study of biological differences between men and women. Gender is the study of how sexuality is constructed within cultures, providing such human universals as sex roles, norms for sexual and gendered behavior, reproductive strategies and much more. Students will learn how sex and gender vary across the world, and study this very important part of their own culture, including the current state of marriage, courtship, and the ways in which sex and gender help construct individual human beings. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ANTH R111—Magic, Witchcraft, & Religion, The Anthropology Belief **3 units**

3 hours lecture weekly

Religion and magic are human universals. Anthropologists study contemporary religions and religious consciousness to help reconstruct religions in prehistory, as well as for an understanding of the modern world and of the human mind. The student will be introduced to a fascinating variety of rites, rituals, religious movements, symbolic systems, as well as anthropological theories about religion. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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 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. Course is offered Pass/No Pass (P/NP) at student's option.

*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****COURSE DESCRIPTIONS****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. Course is offered on a Pass/No Pass (P/NP) basis only.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: CSU***ART**

The Fine Arts Division offers courses listed in the college catalog in the areas of Two-dimensional and Three-dimensional Art. Studies in the Two-dimensional 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.

*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	Jacquelyn Cavish
Lucy Hg	Ichiro Irie
	Gina Lawson-Egan
	Claudia Pardo
	M. Peggy Tranovich

◆ ART**Associate in Arts Degree**

Two options are offered for students choosing to major in Art. Students may choose either a general Art major or Two-Dimensional Studio major.

REQUIRED COURSES FOR THE ART MAJOR:	UNITS	
ART R102	Art History I	3
ART R103	Art History II	3
ART R104A	Color and Design I	3
ART R104B	Color and Design II	3
ART R106A	Drawing and Composition I	3
ART R106B	Drawing and Composition II	3
ART R126A	Life Drawing I	3
ART R126B	Life Drawing II	3

CHOOSE A SERIES OF 2 PAINTING COURSES (MINIMUM OF 6 UNITS):

ART R108A	Beginning Oil Painting	3
ART R108B	Intermediate Oil Painting	3

OR

ART R110A	Beginning Acrylic Painting	3
ART R110B	Intermediate Acrylic Painting	3
TOTAL UNITS		30

REQUIRED COURSES FOR TWO-DIMENSIONAL STUDIO MAJORS:

ART R102	Art History I	3
ART R103	Art History II	3
ART R104A	Color and Design I	3
ART R104B	Color and Design II	3
ART R106A	Drawing and Composition I	3
ART R106B	Drawing and Composition II	3
ART R115A	Abstract Concepts I	3
ART R115B	Abstract Concepts II	3
ART R126A	Life Drawing I	3
ART R126B	Life Drawing II	3

CHOOSE A SERIES OF 2 PAINTING COURSES (MINIMUM OF 6 UNITS):

ART R108A	Beginning Oil Painting	3
ART R108B	Intermediate Oil Painting	3

OR

ART R110A	Beginning Acrylic Painting	3
ART R110B	Intermediate Acrylic Painting	3
TOTAL UNITS		36

The Ceramics portion of the Art program has been discontinued. Students already enrolled in the Art - Three-Dimensional Studio Major will be allowed to complete their degree but they must meet with a counselor to create a plan to do so and they must maintain continuous enrollment. Effective fall 2012, no new students will be able to declare a major in Art-Three-Dimensional Studio. Ceramics courses will be phased out.

Note: Students planning to transfer to four-year universities and major in Art should consider taking advanced coursework in their area of emphasis such as drawing, painting, ceramics, or sculpture. For major preparation requirements at UC and CSU campuses, see assist.org.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Art program students will be able to:

- Listen, receive, attend to, interpret, and respond appropriately to (1) verbal and/or (2) nonverbal messages.
- Speak clearly and organize ideas and communicate verbal or nonverbal messages appropriate to the audience and the situation.
- Use basic geometric shapes, such as: lines, angles, shapes and space.
- Demonstrate creative expression when they achieve a hands-on experience with creative endeavors and either individually or collaboratively create original work applying feedback to improve their performance.
- Understand the complex blend of personal vision, social-cultural background, ethical values and aesthetic judgment in their own artistic work.
- Demonstrate an understanding of art including historical context and interrelationships with other disciplines.

COURSE DESCRIPTIONS

ART R098—Short Courses in Art 1/2-10 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. Course is offered Pass/No Pass (P/NP) at student's option.

ART R101—Art Appreciation 3 units

3 hours lecture weekly

This one-semester survey course is designed to acquaint non-art majors with major periods and styles of art of the western world. Through electronic media presentations and visits to galleries/museums, students will learn to compare and contrast works of art and develop understanding of the visual arts. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R102—Art History I 3 units

3 hours lecture weekly

This course is an introduction and survey of the history of art of the world, specifically, Western, Americas, and African, from prehistoric times to the present. Emphasis is placed on the techniques of producing art as well as an examination of the key figures in art history. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R103—Art History II 3 units

3 hours lecture weekly

This course is a continuation of the survey of painting, sculpture, and architecture of the western world from prehistoric times to the present. Emphasis is placed on the 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. The second segment concludes at 20th century. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R104A—Color and Design I 3 units

1 1/2 hours lecture, 4 1/2 hours lab weekly

This course is an exploration of basic color theory conducted within two-dimensional contexts. Art projects introduce design principles-basic problems in line, shape texture, form, and color; working with practical theory, making a color wheel, mixing process with three primary colors, value grading, making and understanding tints, tones, shades and harmonies developed for certain design needs. Field trips may be required. This course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R104B—Color and Design II 3 units

Prerequisites: ART R104A.

1 1/2 hours lecture, 4 1/2 hours lab weekly

This course is 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 will be explored in projects designed for various segments in the design field, such as advertising, fabric, fashion interior. Field trips may be required. This course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R106A—Drawing and Composition I 3 units

1½ hours lecture, 4½ hours lab weekly

This course provides a basic drawing experience and stresses graphic representation of objects through a variety of media and techniques; particular emphasis is placed on the fundamental means of pictorial composition. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R106B—Drawing and Composition II 3 units

Prerequisites: ART R106A.

1½ hours lecture, 4½ hours lab weekly

This course is an investigation of intermediate drawing techniques, materials, and inspirations of the artist. Students at this level learn to use materials in a variety of ways such as line structures, mass structuring, and rendering, as well as applying more contemporary approaches to drawing. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R106C—Drawing and Composition III 3 units

Prerequisites: ART R106B.

1½ hours lecture, 4½ hours lab weekly

This course is an investigation of advanced drawing techniques, using materials deemed appropriate to the development of personal style. Students develop originality in process, critical visual thinking and awareness of contemporary drawing. Field trips may be required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R108A—Beginning Oil Painting 3 units

1½ hours lecture, 4½ hours lab weekly

This course is an introduction to basic oil painting materials and techniques. Experiment in representational and abstract painting will also be presented. Particular emphasis will be on the awareness of shape, form and color, surface and their importance in composition. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R108B—Intermediate Oil Painting 3 units

Prerequisites: ART R108A.

1½ hours lecture, 4½ hours lab weekly

This course is an intermediate level course to oil painting as an expressive medium. A thorough understanding will be developed by the individual centered on the following studio topics: materials and techniques, value, color, composition, perception, creative impulse and self-expression. Each topic will be approached by examining theoretical issues, or historical and contemporary painters' lives and works in order to inform student development. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R108C—Advanced Oil Painting 3 units

Prerequisites: ART R108B.

1½ hours lecture, 4½ hours lab weekly

This course explores the more advanced concepts in painting by examining abstract qualities in contemporary art; understanding philosophical trends and movements in painting and critical analysis of students' work. Each topic will be approached by examining theoretical issues, or historical and contemporary painters' lives and works in order to inform student development. Field trips may be required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R110A—Beginning Acrylic Painting 3 units

1½ hours lecture, 4½ hours lab weekly

This class is an introduction to basic acrylic painting materials and techniques. Experiment in representational and abstract painting will also be presented with emphasis on the awareness of shape, form and color, surface and their importance in composition. Basic acrylic palette and media water soluble. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R110B—Intermediate Acrylic Painting 3 units

Prerequisites: ART R110A.

1½ hours lecture, 4½ hours lab weekly

This course provides intermediate level study in acrylic painting as an expressive medium. A thorough understanding will be developed by the student centered on the following studio topics: materials and techniques, value, color, composition, perception, creative impulse and self-expression. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R110C—Advanced Acrylic Painting 3 units

Prerequisites: ART R110B.

1½ hours lecture, 4½ hours lab weekly

This course explores the more advanced concepts in painting by examining abstract qualities in contemporary art, understanding philosophical trends and movements in painting and critical analysis of students' work. Each topic will be approached by examining theoretical issues or historical and contemporary painters' lives and works in order to inform student development. Field trips may be required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

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

This course is a study of abstract conceptual trends, both past and present source development in all art. Students will explore the areas of abstraction in real and non-objective form, as well as problems and solutions in abstraction. Field trips may be required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R115B—Abstract Concepts II 3 units

Prerequisites: ART R115A.

1½ hours lecture, 4½ hours lab weekly

This course is a continuation of the study of abstract conceptual trends, both past and present source development in all Art. Students will explore the areas of abstraction in real and non-objective form, as well as problems and solutions in abstraction. Field trips may be required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ART R126A—Life Drawing I 3 units

Prerequisites: ART R106A.

1½ hours lecture, 4½ hours lab weekly

This course introduces drawing the human figure from live models, using a variety of media including pencil, charcoal, conté crayon, pastels, and mixed-media with representation depicted through gesture, contour and volume. Emphasis is placed on visual observations of structure, proportions, form and composition; use of linear and tonal concepts. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

- ART R126B—Life Drawing II** **3 units**
Prerequisites: ART R126A.
1½ hours lecture, 4½ hours lab weekly
 This course is a continuation of Life Drawing I, but includes minor structures that surround or may be included in set-up (pose). Emphasis is placed on compositional and technical improvement in artistic procedures. Field trips may be required. Course is offered on a Pass/No Pass (P/NP) basis only.
Transfer credit: UC, CSU
- ART R126C—Life Drawing III** **3 units**
Prerequisites: ART R126B.
1½ hours lecture, 4½ hours lab weekly
 This course is a continuation of Life Drawing II, but includes more complex structures that surround or may be included in set-up (pose). Emphasis is placed on more complex compositional poses, and further technical improvement in artistic style development. Students will draw the human figure from live models using a variety of media such as; charcoal, pencil, conté crayon, pastels and multimedia. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.
Transfer credit: UC, CSU
- ART R150A—Beginning Ceramics I** **3 units**
1½ hours lecture, 4½ hours lab weekly
 This is a beginning course in pottery-making, wheel-throwing, and coil-method. Glaze formulation and application will also be presented and practiced. Field trips may be required. A materials fee is required. Course is offered Pass/No Pass (P/NP) at student's option.
Transfer credit: UC, CSU
- ART R150B—Beginning Ceramics II** **3 units**
Prerequisites: ART R150A.
1½ hours lecture, 4½ hours lab weekly
 This course is a continuation of wheel-throwing, coil skills, and introduction of slab method of construction, utilizing a slab roller, and review of glaze application. Field trips may be required. A materials fee is required. Course is offered Pass/No Pass (P/NP) at student's option.
Transfer credit: UC, CSU
- ART R151A—Intermediate Ceramics I** **3 units**
Prerequisites: ART R150B.
1½ hours lecture, 4½ hours lab weekly
 This is an intermediate course on wheel-thrown, and coil construction techniques for creating pottery and sculpture. Additionally, further development in glaze formulation and application techniques will be addressed. Field trips may be required. A materials fee is required. Course is offered Pass/No Pass (P/NP) at student's option.
Transfer credit : UC, CSU
- ART R151B—Intermediate Ceramics II** **3 units**
Prerequisites: ART R151A.
1½ hours lecture, 4½ hours lab weekly
This course will emphasize slab construction with continued development in wheel-thrown and coil-constructed forms. Both pottery and sculpture will be explored. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Transfer credit : UC, CSU
- ART R152A—Ceramic Design I** **3 units**
Prerequisites: ART R151B.
1½ hours lecture, 4½ hours lab weekly
 This is an advanced beginners course. Greater emphasis is placed on aesthetic awareness of form and balance. Students will continue to develop their work in Raku. Emphasis is on wheel throwing, coil building projects and advanced Raku glaze application. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.
Transfer credit: UC, CSU
- ART R152B—Ceramic Design II** **3 units**
Prerequisites: ART R152A.
1½ hours lecture, 4½ hours lab weekly
 This is an advanced beginners course. Emphasis is placed on the continued development of aesthetic awareness of form and balance. Students will continue to develop work in wheel-throwing, coil-building and advanced projects in Raku glaze application. Field trips may be required. A materials fee is required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.
Transfer credit: UC, CSU
- ART R153—Glaze Formulation** **3 units**
Prerequisites: ART R152B.
1½ hours lecture, 4½ hours lab weekly
 This course is a study of ceramic glazes through practical laboratory experiments. A gram scale will be used to keep accurate records of ingredients used to formulate base glazes and oxides used as colorants. Field trips may be required. A materials fee is required. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.
Transfer credit: UC, CSU
- ART R154A—Beginning Abstract Concepts in Clay** **3 units**
Prerequisites: ART R152C.
1½ hours lecture, 4½ hours lab weekly
 This course 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, hire fire glazes, and gas reduction methods. Field trips may be required. A materials fee is required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.
Transfer credit: UC, CSU
- ART R154B—Intermediate Abstract Concepts in Clay** **3 units**
Prerequisites: ART R154A.
1½ hours lecture, 4½ hours lab weekly
 This course is a 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. Field trips may be required. A materials fee is required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.
Transfer credit: UC, CSU
- ART R155—Beginning Sculpture** **3 units**
1½ hours lecture, 4½ hours lab weekly
 This studio course is an introduction to fundamental concepts and history of three-dimensional form, as found in nature, sculpture, design and architecture. Assigned projects will explore expressive potential of three-dimensional forms using various materials and methods. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.
Transfer credit: UC, CSU
- ART R156A—Intermediate Sculpture I** **3 units**
Prerequisites: ART R155.
1½ hours lecture, 4½ hours lab weekly
 This intermediate studio course will focus on experimentation with the ideas and media of sculpture and assembly with traditional, nontraditional, and alternative materials. Emphasis will be on the exploration of contemporary sculptural challenges of subject matter, form, and materials in relationship to individual aesthetic choices. Projects develop a wide range of skills and understanding of sculptural problems. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.
Transfer credit: UC, CSU

ART R156B—Intermediate Sculpture II**3 units***Prerequisites: ART R156A.**1½ hours lecture, 4½ hours lab weekly*

Students will continue beyond the intermediate level to develop more advanced skills in sculpture. Progress relating to personal artistic growth and professional discipline is expected. Emphasis will be placed on in-depth study and working with ideas and techniques that will lead toward the development of a personal and independent body of work. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. *Transfer credit: UC, CSU*

ART R160—Intro to Digital Photography**3 units***1½ hours lecture, 4½ hours lab weekly*

The history, theory and aesthetics of digital photography will be explored in this course. Students will learn the fundamentals of digital camera, scanning and basic manipulation and printing. Field trips may be required. A materials fee is required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option. *Transfer credit: UC, CSU*

ART R165—Portfolio/Gallery Presentation**3 units***Prerequisites: ART R106A.**1½ hours lecture, 4½ hours lab weekly*

This course provides a practical experience in portfolio and exhibit development culminating in a group exhibit. Emphasis is placed on continuing artistic practice and professional development. Through hands-on experiences, students will be introduced to exhibition planning, display, design, preparation, and installation techniques. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. *Transfer credit: CSU*

ART R170—Introduction to Women in Art**3 units***3 hours lecture weekly*

This is a survey focusing on the contributions and achievements of women as artists, collectors, and subjects. The course will examine key women artists from the middle ages to the present day, as well as investigating the role of women as subjects of art and the influence of women as collectors of art. It will include an examination of feminist art theory and discuss the impact of the women's movement of the 1960's and 1970's on women artists and their work. The course will include an examination of the portrayal of women in art produced by men, how this portrayal has changed over time, and how these changes reflect the changing roles of women in society. Special attention will be paid to the expanded range of both subject matter and media for women artists of the 20th century. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. *Transfer credit: 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. Course is offered Pass/No Pass (P/NP) at student's option. *Transfer credit: CSU*

ART R199—Directed Studies in Art**½-3 units***Prerequisites: A course in the specific field.**Lecture and/or lab hours as required by unit formula*

This course is designed for students interested in furthering their knowledge of art on an independent basis. This course offers opportunities for students with intermediate and/or advanced skills to engage in projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment. Field trips may be required. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option. *Transfer credit: CSU*

ASIAN-AMERICAN STUDIES**COURSE DESCRIPTIONS****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. Course is offered Pass/No Pass (P/NP) at student's option. *Transfer credit: UC, CSU*

ASSISTIVE COMPUTER TECHNOLOGY

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. Students are encouraged to seek guidance and support services through the Educational Assistance Center.

FACULTY**Full-Time**

Della Newlow

Counselor

Judy McArthur

COURSE DESCRIPTIONS**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. Course is offered on a Pass/No Pass (P/NP) basis only.

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. Course is offered on a Pass/No Pass (P/NP) basis only.

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. Course is offered on a Pass/No Pass (P/NP) basis only.

ASTRONOMY

CAREER OPPORTUNITIES

(Post bachelor's degree necessary)

Astronomer Astrophysicist

FACULTY

Full-Time
Justin Miller

Part-Time
Dale Synnes
Habib Taouk

COURSE DESCRIPTIONS

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

AST R101L—Astronomy Laboratory **1 unit**

Prerequisites: AST R101 or concurrent enrollment.

Advisories: MATH R011.

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. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

AUTOMOTIVE BODY AND FENDER REPAIR

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
James Kwiakowski

◆ AUTOMOTIVE BODY AND FENDER REPAIR

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 one course from the following courses:	
AB R005C Auto Refinishing Final Detailing	2
AB R007A Automotive Graphics	2
AB R007B Advanced Automotive Graphics	2
AT R010 Fundamentals of Auto Technology	3
AT R015 Automotive Electrical Systems	4
	2-4
Total Required Units	24-26

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Automotive Body and Fender Repair program students will be able to:

- Demonstrate the ability to analyze and evaluate various damage areas of a vehicles. Estimate the coats of repair; identify the safety and proper procedures of repair.
- Demonstrate the skills and knowledge required to repair vehicles in the Auto Body Industry in the following areas. Cosmetic repairs, painting spot repair, painting a panel repair, painting a complete car, none structural body repairs, structural body repair, and final detailing of a vehicle.
- Identify and comprehend environmental safety rules and regulations, in the following areas. Shop safety, personal safety, hazardous material safety, air bag safety, respirator safety, welding safety, and power tool and equipment safety.

COURSE DESCRIPTIONS

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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

AB R007A—Automotive Graphics **2 units**

1 hour lecture, 3 hours lab weekly

This is an introductory course that gives a comprehensive overview of automotive graphics including preparation and layout of pinstriping, touch-up, lettering, and murals. This course also includes graphics for commercial trucks and boats. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

AB R007B—Advanced Automotive Graphics **2 units**

Prerequisites: AB R007A.

1 hour lecture, 3 hours lab weekly

This course provides instruction in advanced level automotive graphics design including color selection, paint mixing, customized murals, advanced commercial lettering applications, advanced outlines and shadowing, advanced pinstriping, and customized quilts. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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, and transmissions. 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:

*Richard Williams, rwilliams@vcccd.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	Part-Time
Richard Williams	Jeff Hiben Norman Roth

◆ AUTOMOTIVE TECHNOLOGY

Associate in Science Degree Certificate of Achievement

REQUIRED COURSES:		UNITS
AT R010	Fundamentals of Auto Technology	3
AT R012	Automotive Air Conditioning	2
AT R013	Automotive Engine Performance	4
AT R013L	Automotive 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 R033	Automotive Emission and Fuel Control Systems	4
AT R050	Automotive Steering and Suspension	6
TOTAL CORE REQUIREMENTS		36

REQUIRED ADDITIONAL COURSES:		UNITS
Complete a minimum of five units from the following courses:		
AT R014	Advanced Engine Performance	4
AT R014L	Advanced Engine Performance Lab	2
AT R026	Automotive Engine Overhaul	4
AT R026L	Automotive Engine Overhaul Lab	2
AT R030	Automotive Transmissions and Drive Line	3
AT R030L	Automotive Transmissions and Drive Line Lab	2
AT R045	Enhanced Clean Air Car Course State of California	5
TOTAL REQUIRED UNITS		41-42

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Automotive Technology program students will be able to:

- Identify and comprehend environmental safety rules and regulations, in the following areas. Shop safety, personal safety, hazardous material safety, air bag safety, power tool and, typical equipment safety.
- Comprehend simple graphing concepts and common fractions & their decimal equivalents as they apply to automotive diagnosis and repair.
- Complete industry standard documents and related paperwork .
- Improve in their ability to identify, retrieve, comprehend and apply basic automotive technical information including but not limited to online information.

COURSE DESCRIPTIONS

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.

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 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 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.

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 2 units

Advisory: AT R010

Corequisite: AT R030 (first time only)

6 hours lab weekly

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 R033—Automotive Emission and Fuel Control Systems

4 units

Advisory: AT R010.

3 hours lecture, 3 hours lab weekly

This course covers a brief history of air pollution, automotive emissions control laws, and control systems. The basic emission controls such as positive crankcase ventilation, air injection, evaporative controls, catalytic converters, and computer control systems will be covered in depth. Emission testing equipment approved by the State of California will be used on vehicles. Students will study emission failing vehicles and principles of diagnosis to correct excessively polluting vehicles. Fuel injection systems will be studied and tested. Preparation for the ASE (Automotive Service Excellence) certification test is included. Field trips may be required.

AT R045—Enhanced Clean Air Car Course, State of California

5 units

Advisory: AT R013 and AT R015 or student must be an automotive major or have at least two years of automotive experience.

4 hours lecture, 3 hours lab weekly

This course is for automotive technology majors or employed auto technicians who are preparing to take the Bureau of Automotive Repair, State of California (BAR) Enhanced Clean Air Car Course Exam. This course covers automotive fuel systems, electrical systems, computer control systems, emission controls, and inspection procedures. This course will follow the state mandated lesson outline. The laws and regulations related to automotive repair in California will be covered in this course. Official vehicle inspection procedures will be taught in this course. Field trips may be required. Formerly AT R021.

AT R050—Automotive Steering and Suspension

6 units

Advisory: AT R010.

5 hours lecture, 3 hours lab weekly

This course is for the automotive student, who wants to understand automotive steering and suspension systems. This course provides the technical skills and preparation required in diagnosis, adjustment, replacement and repair of all types of suspension systems commonly used in the automotive industry. Factory type scan tools will be used for interaction with the vehicle steering and suspension control systems. Skills used for diagnosing body computer systems will be taught as part of the course. Preparation for the ASE certification exam is included. Field trips may be required.

AT R088—California Bureau of Automotive Repair Smog License Update Class

1 units

Advisory: This course is for persons holding a current State of California Smog Inspection License and candidates for the Smog Inspection License.

¾ hour lecture, ¾ hour lab weekly

This short course will cover selected areas of automotive technology. This course will meet the smog license update training requirements of the State of California, Bureau of Automotive Repair. Field trips may be required. Course is offered on a Pass/No Pass (P/NP) basis only.

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 introduce the student to the structure and function of living organisms. Basic laboratory techniques are employed for cellular biology, 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.

For more information, contact:

*Christiane Mainzer, cmainzer@vcccd.edu
(805) 986-5800, ext. 1930*

CAREER OPPORTUNITIES

(Most careers require bachelor's or advanced degrees)

Biological Technician	Public Health Biologist
Health Technician	Laboratory Technician
Clinical Lab Technologist	Research Technician
Marine Biology	Forestry & Wildlife Biologist
Environmental Consultant	Ecologist
Biotechnologist	Fisheries Technician
Zoology	Medical Scientist

FACULTY

Full-Time	Part-Time	Part-Time
Michael Abram	Kevin Flint	Michael Nicholson
Lorraine Buckley	Joe Frantz	Jan Schienle
James Harber	Gabriel Garcia	Bryan Swig
Shannon Newby	Melissa Graham	Rachel Ulrich
	Stephanie Mutz	Neil Ziegler

◆ **BIOLOGY**

Associate in Arts Degree

The requirements for the A.A. degree in Biology are satisfactory completion of 60 semester units of which 29 semester units must be the required major courses shown below. The additional 31 units should be chosen from the general education degree requirements found in the Oxnard College catalog. Students who plan to transfer to a four-year university should consult the CSU GE-Breadth or IGETC pattern for general education. In addition, all students planning to transfer should consult the assist.org website for guidance on the requirements of their intended major and/or emphasis at the transfer institution. The A.A. in biology is designed primarily for students pursuing a Bachelor of Arts in Biology after transfer.

REQUIRED 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
CHEM R120	General Chemistry I 5
CHEM R122	General Chemistry II 5
MATH R105	Introductory Statistics 4

REQUIRED UNITS FROM CORE COURSES 24

REQUIRED ADDITIONAL COURSES:	UNITS
Complete a minimum of 4 units from the following:	
BIOL/MST R100 Marine Biology	3
BIOL/MST R100L Marine Biology Laboratory	1
BIOL R170 Biological Marine Resource Management	1
BIOL R199 Directed Studies in Biology	1-3
CHEM R130 Organic Chemistry I	5
ESRM R100 Introduction to Environmental Science and Resource Management	3
MATH R120 Calculus with Analytic Geometry I	5
MATH R121 Calculus with Analytic Geometry II	5
MICR R100 Principles of Microbiology	3
MICR R100L Principles of Microbiology Lab	2
MST R160 Introduction to Research in Natural Resource Management	4
PHSO R101 Human Physiology	5
PHYS R101 College Physics I	4
PHYS R101L College Physics I Laboratory	1
PHYS R121 Physics with Calculus I	5
	4
Total Required Units for the AA in Biology	28

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Biology program students will be able to:

- Use logic and the scientific method to draw well supported conclusions from information provided.
- Display written and verbal competency in the description and analysis of biological subject matter and data.
- Integrate ideas and values from different disciplines (e.g., mathematics, chemistry) to explain biological concepts or ideas.
- Conduct research and information gathering using a variety of sources such as texts, tables, graphs, maps, media, personal communication, observation, and electronic databases.
- Understand and communicate complex relationships between natural and human systems.
- Recognize applications of biology in everyday life.
- Acquire knowledge and skills sufficient to allow one to pursue more advanced study in biological sciences or find employment in biology-related fields.

ANATOMY COURSE DESCRIPTIONS

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

BIOLOGY COURSE DESCRIPTIONS

BIOL R100—Marine Biology **3 units**

3 hours lecture weekly

This course is a broad survey of the plants and animals found in the oceans. Topics include an overview of marine plants, invertebrates, fish, and mammals, a survey of marine habitats including coral reefs, kelp forests, and the deep sea, and an introduction to Oceanography. We will also discuss human impacts and conservation efforts as they relate to marine biology. Applications of the scientific method in marine biology are emphasized. (Same as MST R100) Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

BIOL R100L—Marine Biology Laboratory **1 unit**

Prerequisites: BIOL R100 or concurrent enrollment.

3 hours lab weekly

This laboratory course includes use of the scientific method, the identification and anatomy of marine plants, invertebrates, and fish; field studies of local marine habitats; and an introduction to Oceanography. (Same as MST R100L). Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

BIOL R120—Principles of Biology I **4 units**

Prerequisites: CHEM R120.

4 hours lecture weekly

The first semester of biology for majors introduces the student to principles of cellular and molecular biology. Knowledge from a breadth of disciplines related to health, medical and research science careers is examined including: biochemistry, metabolism, molecular biology, genetics, cellular biology, recombinant DNA, developmental biology, microbiology and molecular evolution. While the diversity of life is surveyed, an emphasis is placed on the biology worldview derived from experimental data of specific model genera, animal cell culture systems and prokaryotic/eukaryotic viruses. The method of generating hypothesis based research results and the role of paradigms in advancing biological science theory are examined. This course is applied towards fulfilling University biology prerequisites and the Community College Biotechnology Certificate. Field trips may be required.

Transfer credit: UC, CSU

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 the BIOL R120 lecture course. 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, recombinant DNA methods and PCR. 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 and medical professions. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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.

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.

Transfer credit: UC, CSU

BIOL R170—Biological Marine Resource Management **1 unit**

Corequisites: GEOL R178 or MST R178.

3 hours lab weekly

This field course is an introduction to topics in marine biology related to current resource management issues in this region. Trips to natural areas where biological, geological, and oceanographic resources can be observed will be combined with related information about resource management at the federal, state, and local levels. Field trips will be required. Course may be taken two times. (Same as MST R170) Course is offered Pass/No Pass (P/NP) at student's option.

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 COURSE DESCRIPTIONS**MICR R100—Principles of Microbiology** **3 units**

Prerequisites: BIOL R120 or both ANAT R101 and PHSO R101.

3 hours lecture weekly

This course is an introduction to the structure, metabolic activities, utility and pathogenicity of bacteria, fungi, algae, protozoa and viruses. The topics will include distribution, metabolism, molecular genetics, biotechnology, immunity, cancer, probiotics and the physical/chemical methods used in control of microbes and cellular pathogens. The principles of disease transmission, prevention and immunity will also be presented. The diversity of the microbial world and its applications to improving human health and quality of life are emphasized. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

MICR R100L—Principles of Microbiology Lab **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 methods, prokaryotic and eukaryotic cell structure, microbial metabolism, genetics, recombinant DNA, and biotechnology. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

PHYSIOLOGY COURSE DESCRIPTIONS**PHSO R101—Human Physiology** **5 units**

Prerequisites: ANAT R101.

3 hours lecture, 6 hours lab 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 emphasizes demonstrations and techniques of commonly utilized laboratory equipment. Laboratory topics 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. Field trips may be required.

Transfer credit: UC, CSU

BUSINESS

The Business program offers a variety of courses in business leading to the degrees of Associate in Arts and Science and Certificates in Business and Business Management. 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

Assistant Manager	Management Trainee
Sales Representative	Sales Trainee
Finance Operations	Buyer
Market Research Assistant	Fashion Director
Manufacturer Representative	

B.A. Level

Sales Executive/Sales Management	Human Resource Manager
Small Business Owner	Small Business Manager
Advertising Manager	Manufacturers Representative
International Business Management	

FACULTY

Full-Time	Part-Time
Ed Bassej	Josepha Baca
Robert Cabral	Sandy Iverson
	Larry Kennedy
	Dennis Polen

◆ BUSINESS

Associate in Arts Degree

This program is designed for students interested in transferring to a four-year college or university to complete a bachelor's degree in Business, Business Administration, Management, Economics, Accounting, and other Business-related majors such as Marketing. The courses in the Associate Degree listed below are the most commonly required lower-division courses in these majors at both CSU and UC campuses as well as independent colleges and universities. Business-related majors are popular at all university campuses and impacted at many, making admission into these programs competitive. At some universities, admission preference may be given to students who have completed all lower-division major requirements prior to transfer. Requirements vary by campus and are subject to change. Students are advised to refer to the official articulation agreements on assist.org for the most current requirements of their intended transfer institution and should work with a counselor to create a transfer plan.

REQUIRED COURSES: UNITS

ACCT R101	Principles of Financial Accounting	3
ACCT R102	Principles of Managerial Accounting	3
ECON R101	Principles of Macroeconomics	3
ECON R102	Principles of Microeconomics	3

CHOOSE ONE INFORMATION TECHNOLOGY COURSE:

CAOT R122	Microsoft Office	3
OR		
CIS R100	Introduction to Computer Information Systems	3

Choose one mathematics course:

MATH R106	Mathematics for Business Applications	5
OR		
MATH R120	Calculus with Analytic Geometry I	5

CHOOSE ONE ADDITIONAL MAJOR PREPARATION COURSE:

BUS R111A	Business Law I	3
BUS R140	Business Communications	3
MATH R105	Introductory Statistics	4

TOTAL REQUIRED UNITS	23-24
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To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Business program students will be able to:

- Write clearly and accurately in a variety of business contexts and formats while checking, editing, and revising their written work for correct information, appropriate emphasis, form, style, and grammar.
- Apply rules and principles to new business situations.
- Formulate ways of accessing and interpreting business information from beyond their immediate spheres.
- Demonstrate personal conduct that reflects an ethical understanding of complex business, economic, and social issues.
- Demonstrate collaboration skills by working effectively with others in group settings - both inside and outside the classroom.
- Acquire skills for employment in a variety of public and private organizations.



◆ BUSINESS MANAGEMENT

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
ACCT R101 Principles of Financial Accounting	3
ACCT R102 Principles of Managerial Accounting	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 Concepts in Business Math	3
CIS R100 Introduction to Computer Information Systems	3
COMM R101 Introduction to Oral Communication	3
ECON R101 Principles of Macroeconomics	3
ECON R102 Principles of Microeconomics	3
TOTAL REQUIRED UNITS	30

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Business Management program students will be able to:

- Write clearly and accurately in a variety of management contexts and formats while checking, editing, and revising their written work for correct information, appropriate emphasis, form, style, and grammar.
- Apply rules and principles to management situations.
- Demonstrate personal conduct that reflects an ethical understanding of complex business management, economic and social issues.
- Demonstrate collaboration skills by working effectively with others in group settings - both inside and outside the classroom.
- Acquire skills for employment in management and leadership positions in a variety of public and private organizations.

COURSE DESCRIPTIONS

(Accounting courses can be found on page 94)

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. Same as ACCT R001. Course is offered Pass/No Pass (P/NP) at student's option.

BUS R030—Concepts in 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. Course is offered Pass/No Pass (P/NP) at student's option.

BUS R103—Business Mathematics **3 units**

Advisories: MATH R011.

3 hours lecture weekly

This course utilizes mathematical operations to solve practical business application problems. Topics include percents with applications, cash and trade discounts, markup and markdowns, payroll, present value, annuities, installment buying, mortgages, stocks, bonds. A review of basic mathematics will be covered as needed. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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. These English and communication competencies will include practical writing applications such as business letters, memos, and compositions on assigned topics. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: 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 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

CHEMISTRY

Chemistry is the science that deals with the composition, structure, and properties of matter and with the changes matter undergoes. There are many different employment opportunities open to chemists. A chemist can work in a laboratory or research environment asking questions and testing hypotheses with experiments. Another possibility for a chemist is to work on a computer developing theories or models or to predict reactions. Some chemists do field work. Others contribute advice on chemistry for projects. Some chemists write. Some chemists teach. Others use chemistry to enter the medical field.

The chemistry program offers two associate degrees: the Associate in Arts (A.A.) and the Associate in Science (A.S.). The courses in this program can prepare students to transfer to Bachelor of Arts or Bachelor of Science degree programs in chemistry.

To earn an associate degree with a major in chemistry, students must complete the core courses listed below, plus general education degree requirements. These major requirements help prepare students for upper-division course work for bachelor degrees and advanced degrees in chemistry offered by four-year institutions. Since the course work in chemistry is sequential, students may spend less time earning an associate degree by giving priority to the requirements for a major in chemistry. Earning an associate degree in chemistry suggests an achievement of technical skills that may be helpful in seeking immediate employment.

Universities differ slightly in requirements for the Bachelor of Arts degree in chemistry and the Bachelor of Science degree in chemistry or biochemistry.

The Counseling Department or a member of the Science Department faculty can help students plan their coursework at Oxnard College so students have a smooth transition to the university of his or her choice. Students are advised to refer to the official articulation agreements on assist.org for the most current requirements of their intended transfer institution. Both the Bachelor of Arts degree in chemistry and the Bachelor of Science degree in chemistry are offered at California State University Channel Islands (CSUCI), California State University Northridge (CSUN) and the University of California Santa Barbara (UCSB). The University of California Los Angeles (UCLA) only grants the Bachelor of Science degree in chemistry. In addition, CSUCI, CSUN, UCSB and UCLA all grant Bachelor of Science degrees in biochemistry.

CAREER OPPORTUNITIES

(Most careers require bachelor's degrees, graduate degrees, or professional degrees)

Biochemist	Pharmaceutical Sales
Chemical Analyst	Pharmacist*
Dentist*	Research Chemist
Geochemist	Teaching – secondary or college level
Laboratory Technician	Veterinarian*
Medical Doctor*	

*Students with chemistry degrees have been notably successful in these areas.

FACULTY

Full-Time	Part-Time	Part-Time
Luanne Crockett	Robert McBroom	Sergey Trusov
Yong C. Ma	Krys Miller	

◆ CHEMISTRY

Associate in Arts Degree in Chemistry*

The requirements for the A.A. degree in chemistry are satisfactory completion of a minimum of 60 semester units of which 30 semester units must be the required major courses shown below. The additional minimum of 30 units is to be chosen from the general education degree requirements found in the Oxnard College catalog. Students who plan to transfer to a four-year university should consult the CSU-GE or IGETC pattern for general education. This degree is designed primarily for students who wish to transfer to CSUCI into the B.A. program in chemistry, B.S. program in chemistry or B.S. program in chemistry with a biochemistry option.

*Submitted for State Chancellor's Approval.

REQUIRED CORE COURSES FOR THE A.A. IN CHEMISTRY UNITS

CHEM R120	General Chemistry I	5
CHEM R122	General Chemistry II	5
MATH R120	Calculus with Analytic Geometry I	5
TOTAL REQUIRED CORE UNITS		15

Required Additional Courses		Units
Complete a minimum of 5 units from the following:		
CHEM R130	Organic Chemistry I	5
OR		
CHEM R112	Elementary Organic and Biological Chemistry	5
ADDITIONAL REQUIRED UNITS		5
Complete a minimum of 10 units from the following sequences:		
PHYS R121	Physics with Calculus 1	5
PHYS R122	Physics with Calculus 2	5
OR		
PHYS R101	College Physics 1	4
PHYS R101L	College Physics 1 Laboratory	1
PHYS R102	College Physics 2	4
PHYS R102L	College Physics 2 Laboratory	1
TOTAL SEQUENCE UNITS		10

TOTAL REQUIRED UNITS FOR A.A. DEGREE IN CHEMISTRY 30

Proposed plan of study for A.A. degree in Chemistry:

YEAR 1: FALL SEMESTER	SPRING SEMESTER
CHEM R120	CHEM R122
MATH R120	CHEM R112

YEAR 2: FALL SEMESTER	SPRING SEMESTER
PHYS R101	PHYS R102
PHYS R101L	PHYS R102L

Alternate proposed plan of study for A.A. degree in Chemistry:

YEAR 1: FALL SEMESTER	SPRING SEMESTER
CHEM R120	CHEM R122
MATH R120	

YEAR 2: FALL SEMESTER	SPRING SEMESTER
PHYS R101	PHYS R102
PHYS R101L	PHYS R102L
CHEM R130	

In either of the two plans of study above, PHYS R121 can be substituted for PHYS R101 and PHYS R101L. PHYS R122 can be substituted for PHYS R102 and PHYS R102L.

Please note: If students plan to transfer to CSUCI to major in chemistry, it is advised that they complete CHEM R130 and CHEM R132 prior to transfer. These are required courses for the B.A. or the B.S. in chemistry at CSUCI as well as most B.A. or B.S. degree programs in chemistry or biochemistry at other four-year universities.

For a B.S. in biochemistry at CSUCI, students may follow the A.A. in chemistry track at Oxnard College but should also complete the following before transfer:

	Units	
BIOL R120	Principles of Biology I	4
BIOL R120L	Principles of Biology I Laboratory	1
BIOL R122	Principles of Biology II	4
BIOL R122L	Principles of Biology II Laboratory	1
CHEM R130	Organic Chemistry I	5
CHEM R132	Organic Chemistry II	5

Proposed plan of study for A.A. in chemistry and preparation for B.S. in biochemistry at CSUCI:

YEAR 1: FALL SEMESTER	SPRING SEMESTER
CHEM R120	CHEM R122
MATH R120	MATH R121

YEAR 2: FALL SEMESTER	SPRING SEMESTER
CHEM R130	CHEM R132
BIOL R120	BIOL R122
BIOL R120L	BIOL R122L
PHYS R121	PHYS R122
PHYS R121L	PHYS R122L

Program Requirements

The requirements for the A.A. degree in chemistry are satisfactory completion of a minimum of 60 semester units of which 30 semester units must be the required major courses shown below. The additional minimum of 30 units is to be chosen from the general education degree requirements found in the Oxnard College catalog. Students who plan to transfer to a four-year university should consult the CSU-GE or IGETC pattern for general education. This degree is designed primarily for students who wish to transfer to CSUCI into the B.A. program in chemistry, B.S. program in chemistry or B.S. program in chemistry with a biochemistry option.

Required Core Courses for the A.A. in Chemistry:		Units
CHEM R120	General Chemistry I	5
CHEM R122	General Chemistry II	5
MATH R120	Calculus with Analytic Geometry I	5
TOTAL REQUIRED CORE UNITS		15

Required Additional Courses:

Complete a minimum of 5 units from the following: Units

CHEM R130	Organic Chemistry I	5
OR		
CHEM R112	Elementary Organic and Biological Chemistry	5
ADDITIONAL REQUIRED CHEMISTRY UNITS		5

Complete a minimum of 10 units from the following sequences:

PHYS R121	Physics with Calculus 1	5
PHYS R122	Physics with Calculus 2	5
OR		
PHYS R101	College Physics 1	4
PHYS R101L	College Physics 1 Laboratory	1
PHYS R102	College Physics 2	4
PHYS R102L	College Physics 2 Laboratory	1
TOTAL SEQUENCE UNITS		10

TOTAL REQUIRED UNITS FOR A.A. DEGREE IN CHEMISTRY 30

Additional Units for GE Degree Requirements 30

Total Required Units 60

◆ CHEMISTRY

Associate in Science Degree in Chemistry

The requirements for the A.S. degree in chemistry are satisfactory completion of a minimum of 60 semester units of which 40 semester units must be the required core courses shown below. The additional minimum of 20 units is to be chosen from the general education degree requirements found in the Oxnard College catalog. Students who plan to transfer to a four-year university should consult the CSU-GE or IGETC pattern for general education. This degree is designed for students who wish to earn a Bachelor of Arts or Bachelor of Science degree in chemistry at UCLA, UCSB or CSUN.

REQUIRED COURSES FOR THE A.S. IN CHEMISTRY		UNITS
CHEM R120	General Chemistry I	5
CHEM R122	General Chemistry II	5
CHEM R130	Organic Chemistry I	5
CHEM R132	Organic Chemistry II	5
MATH R120	Calculus with Analytic Geometry I	5
MATH R121	Calculus with Analytic Geometry II	5
PHYS R131	Physics for Scientists and Engineers 1	5
PHYS R132	Physics for Scientists and Engineers 2	5

TOTAL REQUIRED UNITS FOR A.S. DEGREE IN CHEMISTRY 40

Proposed plan of study for A.S. degree in Chemistry:

YEAR 1:	<u>FALL SEMESTER</u>	<u>SPRING SEMESTER</u>
	CHEM R120	CHEM R122
	MATH R120	MATH R121
YEAR 2:	<u>FALL SEMESTER</u>	<u>SPRING SEMESTER</u>
	CHEM R130	CHEM R132
	PHYS R131	PHYS R132

Program Requirements

The requirements for the A.S. degree in chemistry are satisfactory completion of a minimum of 60 semester units of which 40 semester units must be the required core courses shown below. The additional minimum of 20 units is to be chosen from the general education degree requirements found in the Oxnard College catalog. Students who plan to transfer to a four-year university should consult the CSU-GE or IGETC pattern for general education. This degree is designed for students who wish to earn a Bachelor of Arts or Bachelor of Science degree in chemistry at UCLA, UCSB or CSUN.

Required Core Courses for the A.S. in Chemistry:		Units
CHEM R120	General Chemistry I	5
CHEM R122	General Chemistry II	5
CHEM R130	Organic Chemistry I	5
CHEM R132	Organic Chemistry II	5
MATH R120	Calculus with Analytic Geometry I	5
MATH R121	Calculus with Analytic Geometry II	5
PHYS R131	Physics for Scientists and Engineers 1	5
PHYS R132	Physics for Scientists and Engineers 2	5
REQUIRED UNITS FOR A.S. DEGREE IN CHEMISTRY		40
Additional Units for GE Degree Requirements		<u>20</u>
Total Required Units		60

For the A.S. degree in chemistry, students will complete the 40 units of core science and math courses as described above and also complete a minimum of 20 units of general education courses to be selected from the general education degree requirements found in the Oxnard College catalog. Students will be encouraged to consult CSU-GE or IGETC general education patterns in order to fulfill general education requirements at their transfer university.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Chemistry program students will be able to:

- Use logic to draw well supported conclusions from information given.
- Apply rules and principles to new situations.
- Use tables, graphs, charts, and diagrams to explain concepts or ideas.
- Conduct research and information gathering using a variety of sources such as: texts, tables, graphs, maps, media, personal communication, observation and electronic databases.

COURSE DESCRIPTIONS

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, 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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

CHICANA/O STUDIES

The Chicana/o 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 Chicana/o in American society. An interdisciplinary program, Chicana/o Studies courses offer a Chicana/o perspective within the traditional disciplines of Sociology, History, Psychology, and Anthropology. The major mission of the Chicana/o Studies Program is to provide a curriculum of studies that will help students understand and appreciate Chicana/o culture.

FACULTY

Full-Time

Linda Chaparro

Tomas Salinas

PROGRAM STUDENT LEARNING OUTCOMES

- Students will Apply logic, critical thinking, quantitative and qualitative reasoning to Chicana/o Studies data, and become acquainted with major themes in the discipline.
- Students will be able to express connections between their knowledge of Chicana/o history and contemporary conditions, problems, and controversies.
- Students will be able to identify major figures in Chicana/o Studies, the major schools of Chicana/o Studies theory, and important trends in contemporary methods and ethics.
- Students will demonstrate skills in Chicana/o Studies research and analysis by locating and utilizing scholarly resources including primary source material.

COURSE DESCRIPTIONS

CHST R101—Introduction to Chicana/o Studies

3 units

3 hours lecture weekly

This is an introductory interdisciplinary course designed to familiarize students with various historical, cultural, sociological, and political issues affecting the Chicana/o experience in the United States. The course introduces students to research and publications in related disciplines and familiarizes them with the interdisciplinary aspects of Chicana/o Studies. The course also includes themes and methodologies from related disciplines (history, anthropology, sociology, psychology, and political science). Field trips may be required.

Transfer credit: UC, CSU

CHST R107—History of Mexicans in the United States

3 units

3 hours lecture weekly

This course is a historical survey of the Mexican/Chicano experience from the pre-Columbian period to the present. The emphasis is on Mexican settlement of Greater Mexico and the Southwest United States within the broader history of the United States. In the process, the course covers significant events in the historical development of the United States and Mexico—the colonial era, the early National period, the westward (and northward) movement of people across America in the last 150 years, and U.S.-Mexico relations in the 19th and 20th centuries. The course satisfies degree requirements in American institutions. Field trips may be required. (Same as HIST R107)

Course is offered Pass/No Pass (P/NP) at student's option.

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, Child Development,
erivero@vcccd.edu
(805) 986-5800, ext. 2041*

*Patricia Mendez, Department Chair
pmendez@vcccd.edu
(805) 986-5800, ext. 1937*

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
Kim Karkos
Patricia Mendez
Elvia Rivero

◆ CHILD DEVELOPMENT

Associate in Science Degree Certificate of Achievement

A student who successfully completes the 24 units in Child Development may provide service in the care, development and instruction of children in a child care and development program, and supervise teacher aides and teacher associates degree holders. This certificate is in accordance with the Child Development Permit Matrix and the Early Childhood Education Competencies by the California Department of Education.

REQUIRED COURSES:	UNITS
CD R100 Introduction to Curriculum for the Young Child	3
CD R102 Human Development	3
CD R103 Programs for Young Children	3
CD R106 Child, Family, and Community	3
CD R107 Cross-Cultural Experiences with Children and Families	3
CD R111 Child Development Principles and Practicum I	3
CD R112 Child Development Principles and Practicum II	3
CD R129 Child Nutrition, Health, and Safety	3
TOTAL REQUIRED UNITS	24

Recommended elective courses for the Associate in Science Degree:

All Associate Degrees require a minimum of 60 units, comprised of the major, general education and electives as necessary to complete the 60 units. The Child Development department recommends the courses below to satisfy any electives required to complete the Associate in Science Degree in Child Development.

CD R108 The Exceptional Child	3
CD R113 Programs for Infants and Toddlers	3
CD R118 Infant/Toddler Theory of Practice	3
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

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Child Development program students will be able to:

- Analyze major developmental milestones for children from conception through adolescence in the areas of physical, psychosocial, cognitive, and language development using standard research methodologies.
- Differentiate characteristics of typical and atypical development at various stages.
- Design, implement and evaluate environments and activities that support positive developmental play and learning outcomes for all young children.
- Apply effective guidance and interaction strategies that support all children's social learning, identity and self confidence.

COURSE DESCRIPTIONS

CD R100—Introduction to Curriculum for the Young Child **3 units**

3 hours lecture weekly

This course offers an introduction to the curriculum that is developmentally appropriate for young children. The students will learn the design and implementation of lesson plans and the development of activities that are based on sound child development practices and that are based on observation and assessment of children from birth to five years. The course covers curriculum areas along with organization of materials and resources. Negative TB test or chest x-ray required. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

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.

Transfer credit: UC, CSU

CD R103—Programs for Young Children **3 units**

3 hours lecture weekly

This course offers an introduction to the history, the philosophies that support early childhood 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 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.

Transfer credit: UC, 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 are required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: 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). Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

CD R111—Child Development Principles and Practicum I **3 units**

Prerequisites: CD R100 or CD R103 or concurrent enrollment.

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

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.

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 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 may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

CD R118—Infant/Toddler Theory of Practice 3 units

Prerequisites: CD R113.

2 hours lecture, 3 hours lab weekly

This course expands the student's knowledge of procedures and practices for providing care and assessing infants and toddlers through guided student teaching in Title 22 or Title 5 licensed childcare or family home childcare. A variety of learning experiences considering environment, materials and equipment as well as play and routines will be discussed for children 0-36 months of age. A negative TB test or chest X-ray required. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

CD R189—Topics in Child Development 1/2-3 units

Lecture and/or lab hours as required by unit formula

These are courses that consider specialized specific topics in child development which are not covered in the general Child Development offerings. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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

This course is designed for selected students interested in furthering their knowledge of child development on an independent basis. Students will be involved in research, lab experience, and field work. Field trips may be required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

COASTAL ENVIRONMENTAL STUDIES

The Environmental Studies Program offers two degrees: The Associate in Arts (A.A.) and the Associate in Science (A.S.) in Coastal Environmental Studies. The courses in this major will prepare students for university transfer in a variety of multidisciplinary fields such as those listed below that will contribute to the sustainable use of our coastal habitats. The A.A. degree is awarded upon satisfactory completion of a minimum of 60 semester units of which 31 semester units are required for the major. The A.S. degree is awarded upon satisfactory completion of a minimum of 60 semester units of which 33 semester units are required for the major.

CAREER OPPORTUNITIES

Coastal Recreation	Fisheries
Conservation	Hydrology
Environmental Law	Mariculture
Ecosystem Restoration	Marine Archeology
Environmental Consulting	Minerals Management
Environmental Engineering	Natural Rsrc. Planning
Environmental Law	Oceanography
Estuarine Ecology	Wildlife Management

FACULTY

Full-Time

Lorraine Buckley
James Harber
Shannon Newby
Thomas O'Neil

◆ COASTAL ENVIRONMENTAL STUDIES

Associate in Arts in Coastal Environmental Studies

The requirements for the A.A. degree in Coastal Environmental Studies are satisfactory completion of a minimum of 60 semester units of which 31 semester units must be the required major courses shown below. The additional minimum of 29 units is to be chosen from the general education degree requirements found in the Oxnard College catalog. Students who plan to transfer to a four-year university should consult the CSU-GE or IGETC pattern for general education.

RESOURCE MANAGEMENT CORE COURSE (3 UNITS REQUIRED) UNITS

ESRM R100	Introduction to Environmental Science and Resource Management	3
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FIELD STUDIES/APPLIED RESOURCE MANAGEMENT (3 UNITS REQUIRED) UNITS

MST R100	Marine Biology	3
MST R100L	Marine Biology Laboratory	1
MST R122	Aquaculture	4
MST R160	Introduction to Research	4
MST R170	Biological Marine Resource Management	1
MST R175	Marine Sampling Techniques and Field Studies	3
MST R178	Geological Marine Resource Management	1
MST R190	Experiential Education in Marine Studies	1
MST R195	Communicating Ocean Science	3
MST R198A	California Coastal Marine Invertebrates	0.5
MST R198B	Principles of Research & Reporting Results in Marine Science	3
MST R199	Directed Studies in Marine-Related Topics	1 - 3

EARTH SCIENCE (4 UNITS REQUIRED) UNITS

GEOL R101	Physical Geology	3
GEOL R101L	Physical Geology Laboratory	1
GEOL R103	Introduction to Oceanography	3
GEOL R103L	Introduction to Oceanography Laboratory	1

(GEOL R101 is required for a B.S. in ES at UCSB)

LIFE SCIENCE (4 UNITS REQUIRED) UNITS

BIOL R101	General Biology	3
BIOL R101L	General Biology Laboratory	1

MATHEMATICS (4 UNITS REQUIRED) UNITS

MATH R105	Introductory Statistics	4
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PHYSICAL SCIENCE (10 UNITS REQUIRED)		UNITS
CHEM R120	General Chemistry I	5
CHEM R122	General Chemistry II	5
SOCIAL SCIENCE (3 UNITS REQUIRED)		UNITS
ANTH R102	Introduction to Cultural Anthropology	3
GEOG R102	World Regional Geography	3
TOTAL REQUIRED UNITS FOR THE A.A. IN Coastal Environmental Studies		31
ADDITIONAL UNITS FOR GE REQUIREMENTS		29
TOTAL REQUIRED UNITS		60

For the A.A. degree in Coastal Environmental Studies, students will complete the 31 units of core courses as described above and also complete the additional units of general education courses.

◆ COASTAL ENVIRONMENTAL STUDIES

Associate in Science in Coastal Environmental Studies

The requirements for the A.S. degree in Coastal Environmental Studies are satisfactory completion of a minimum of 60 semester units of which 33 semester units must be the required major courses shown below. The additional minimum of 27 units is to be chosen from the general education degree requirements found in the Oxnard College catalog. Students who plan to transfer to a four-year university should consult the CSU-GE or IGETC pattern for general education.

RESOURCE MANAGEMENT CORE COURSE (3 UNITS REQUIRED)		UNITS
ESRM R100	Introduction to Environmental Science and Resource Management	3
FIELD STUDIES/APPLIED RESOURCE MANAGEMENT (3 UNITS REQUIRED)		UNITS
MST R122	Aquaculture	4
MST R160	Introduction to Research	4
MST R170	Biological Marine Resource Management	1
MST R175	Marine Sampling Techniques and Field Studies	3
MST R178	Geological Marine Resource Management	1
MST R190	Experiential Education in Marine Studies	1
MST R195	Communicating Ocean Science	3
MST R198A	California Coastal Marine Invertebrates	0.5
MST R198B	Principles of Research & Reporting Results in Marine Science	3
MST R199	Directed Studies in Marine-Related Topics	1 - 3
EARTH SCIENCE (4 UNITS REQUIRED)		UNITS
GEO R101	Physical Geology	3
GEO R101L	Physical Geology Laboratory	1
GEO R103	Introduction to Oceanography	3
GEO R103L	Introduction to Oceanography Laboratory	1

(GEO R101 is required for a B.S. in ES at UCSB)

LIFE SCIENCE (5 UNITS REQUIRED)		UNITS
BIOL R122	Principles of Biology II	4
BIOL R122L	Principles of Biology II Lab	1
MATHEMATICS (5 UNITS REQUIRED)		UNITS
MATH R106	Mathematics for Business Applications	5
MATH R120	Calculus with Analytic Geometry I (MATH R120 is required for a B.S. in ES at UCSB)	5

PHYSICAL SCIENCE (10 UNITS REQUIRED)		UNITS
CHEM R120	General Chemistry I	5
CHEM R122	General Chemistry II	5

SOCIAL SCIENCE (3 UNITS REQUIRED)		UNITS
ECON R101	Introduction to the Principles of Macroeconomics	3
ECON R102	Introduction to the Principles of Microeconomics	3
(both are required for a B.S. in ESRM at CSUCI)		
TOTAL REQUIRED UNITS FOR THE A.S. IN Coastal Environmental Studies		33

ADDITIONAL UNITS FOR GE REQUIREMENTS	27
TOTAL REQUIRED UNITS	60

For the A.S. degree in Coastal Environmental Studies, students will complete the 33 units of core courses as described above and also complete the additional units of general education courses.

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Coastal Environmental Studies program students will be able to:

- Use logic and the scientific method to draw well supported conclusions from information .
- Apply mathematical concepts such as: whole numbers, percentages, estimates, and statistical methods to scientific phenomena in the field and laboratory.
- Use tables, graphs, charts, and diagrams to explain concepts or ideas.
- Conduct research and information gathering using a variety of sources such as: texts, tables, graphs, maps, media, personal communication, observation and electronic databases.
- Understand and communicate complex relationships between natural and human systems.

COMMUNICATION STUDIES

CAREER OPPORTUNITIES

(Post-bachelor's degree necessary)

Lawyer	Management Trainee
Lecturer	Politician
Linguist	Speech Therapist

FACULTY

Full-Time	Part-Time	Part-Time
Amy Edwards	Gary Amar	Leslie Radford
	Monica Conway	Schuyler McKaig

◆ COMMUNICATION STUDIES

Associate in Arts in Communication Studies for Transfer

The Associate in Arts in Communication Studies for Transfer (Communication Studies AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. See page 61 for additional information.

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Course and Program Descriptions section of the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 64 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 71 for more information).
5. Complete requirements in residency. For students in the Ventura County Community College District, a minimum of 12 units must be completed in residency at the college granting the degree.

Students transferring to a CSU campus that does accept the Communication Studies AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major at a particular campus). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

The following CSU campuses have designated at least one major as "similar" to the Communication Studies AA-T. Some campuses may also require or recommend specific course selections from choices within the AA-T. Please see www.sb1440.org/counseling.aspx for the most current list of these designated majors and areas of emphasis/options within the Communication Studies major as this list is subject to change.

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, East Bay
California State University, Fresno
California State University, Fullerton
California State University, Long Beach
California State University, Los Angeles
California State University, Monterey Bay
California State University, Northridge
California State University, Stanislaus
Humboldt State University
Sacramento State University
San Diego State University
San Francisco State University
San José State University
Sonoma State University

REQUIRED CORE COURSES (3 UNITS):		UNITS
COMM R101	Introduction to Oral Communication	3
LIST A - REQUIRED ADDITIONAL COURSES (6 UNITS):		
COMM R110	Small Group Communication	3
COMM R111	Interpersonal Communication	3
LIST B - SELECT TWO OF THE FOLLOWING COURSES (6 UNITS):		
COMM R105	Oral Interpretation of Literature	3
COMM R113	Intercultural Communication	3
TV R100	Electronic Media Studies	3
LIST C - SELECT ONE OF THE FOLLOWING COURSES (3 UNITS):		
ENGL R102	Critical Thinking Through Composition and Literature	3
Any course from list B not selected above		3
Total Required Major Units		18
CSU General Education or IGETC Pattern		37-39
Double-Counted Units		(12)
Electives (CSU transferable units needed to reach 60)		15-17
DEGREE TOTAL		60

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Communication Studies program students will be able to:

- Display written and oral communication skills by critically evaluating information, analyzing structure, developing arguments, and supporting positions.
- Think and listen critically and be able to evaluate their own communication competence.
- Understand the interdependencies of culture and communication in dyads, groups, organizations, and communities.
- Apply interpersonal, group, and intercultural concepts and theories to their personal communication encounters.
- Apply appropriate communication theories to verbal, nonverbal, and mediated messages, texts, and/or interactions.

COURSE DESCRIPTIONS

COMM R100—ESL Academic Oral Communication 3 unit

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. Formerly SPCH R100. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

COMM 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. Formerly SPCH R101. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

COMM R102—Introduction to Communication Studies 3 units

3 hours lecture weekly

This course will introduce students to the field of Communication Studies. Communication theories and foundational principles of communication will help students recognize and use this complex, dynamic, and often misunderstood process. Students will also explore the various contexts of communication such as interpersonal, intercultural, gender, and group communication. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

COMM 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. Formerly SPCH R105. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

COMM 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. Field trips may be required. Formerly SPCH R107. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

COMM R109—Readers' Theatre 3 units

3 hours lecture weekly

This course will combine acting, interpretation and rhetoric as students analyze and perform poetry, prose, and dramatic literature and present public performances. Through the process of reading, studying, rehearsing and performing literary and nonliterary works, the student will learn to pay particular attention to voice, culture, and social contexts embodied in a text. Field trips may be required. Formerly SPCH R109. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

COMM 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. Formerly SPCH R110. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

COMM 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. Formerly SPCH R111.

Transfer credit: UC, CSU

COMM 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. Formerly SPCH R113. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

COMM R199—Directed Studies in Communication 1-3 unit

Prerequisites: A course in the communication studies field.

1 - 3 hours lecture weekly

This course is designed for selected students interested in furthering their knowledge of communication studies 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. Formerly SPCH R199. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

The Computer Applications and Office Technologies' programs prepare students for employment with the necessary skill sets for administrative assistant and general office careers, the emphasis being on administrative support. Students prepare for entry- to mid-level positions in a variety of business, government, and educational settings, as well as prepare for career and academic advancement.

For more information, contact:

Maria Pinto-Casillas, mpintocasillas@vcccd.edu
(805) 986-5800, ext. 2055

CAREER OPPORTUNITIES

A.S./Certificate/Proficiency Level

Administrative Assistant	Office Manager
Customer Service Support	Receptionist
Data Entry Operator	Records Management
Medical Office Assistant	(Filing Clerk)
Office Assistant	Secretary

FACULTY

Full-Time

Hank Bouma
Diane Eberhardy
Maria Pinto-Casillas

◆ ADMINISTRATIVE ASSISTANT

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	
BUS R030	Concepts in Business Math	3
BUS R104	Business English	3
CAOT R001A	Keyboarding I	1
CAOT R001B	Keyboarding II	1
CAOT R002	Keyboarding Speed & Accuracy	1½
CAOT R003A	Filing	1
CAOT R003B	Ten-Key Calculators	1
CAOT R003C	Proofreading Skills	2
CAOT R009	Office Procedures	3
CAOT R123	Microsoft Excel	3
CAOT R129	Microsoft PowerPoint	3
CAOT R130	Microsoft Word	3
CIS R021A	Introduction to Windows Concepts	1
CIS R126	Introduction to the Internet/WWW	3
TOTAL CORE UNITS		29.5

REQUIRED ADDITIONAL COURSES: UNITS

Complete a minimum of three units from the following courses:

ACCT R001	Preparation for Accounting	3
ACCT R003	Computerized Accounting	3
ACCT R101	Principles of Financial Accounting	3
BUS R120	Introduction to Business	3
CAOT R124	Microsoft Access	3

TOTAL REQUIRED UNITS	32.5
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To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Administrative Assistant program students will be able to:

- Use a keyboard by touch effectively.
- Apply effective telephone techniques.
- Apply filing rules.
- Enter numbers by touch using a numeric keypad.
- Use applications software to create and save office and business related documents.
- Use an operating system to manage files and folders effectively in an office environment.
- Identify the ethical, cultural, and societal issues related to technology.
- Demonstrate an understanding of basic computer knowledge and skills.
- Demonstrate an understanding of basic Internet/WWW knowledge and skills.

◆ OFFICE OCCUPATIONS PREPARATION PROGRAM

Proficiency Award

(Awarded by the Department)

The Office Occupations Preparation Program is for students with little or no previous office training and who have immediate job goals in mind. This program can be completed in one semester. The Proficiency Award will be granted by the Department to a student receiving a grade of C or better in each course. All of the following required courses can be applied toward the Administrative Assistant program.

REQUIRED COURSES:	UNITS	
CAOT R001A	Keyboarding I	1
CAOT R002	Keyboarding Speed and Accuracy	1½
CAOT R003A	Filing	1
CAOT R003B	Ten-Key Calculators	1
CAOT R003C	Proofreading Skills	2
CAOT R009	Office Procedures	3
CAOT R123	Microsoft Excel	3
CAOT R130	Microsoft Word	3
CIS R021A	Introduction to Windows Concepts	1
TOTAL REQUIRED UNITS		16.5

FOR ADDITIONAL PROGRAM INFORMATION CALL 986-5800, EXT. 1979.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Office Occupations Preparation Program students will be able to:

- Students will be able to use a keyboard by touch effectively.
- Student will demonstrate an understanding of basic computer knowledge and skills.
- Students will be able to apply effective telephone techniques.
- Students will be able to apply filing rules.
- Enter numbers by touch using a numeric keypad.
- Use an operating system to manage files and folders effectively in an office environment.
- Use applications software to create and save office and business related documents.

COURSE DESCRIPTIONS

CAOT R001A—Keyboarding I 1 unit

½ hour lecture, 1½ hours lab weekly

This course is for the beginning student. This course provides instruction on letter, number, symbol, and special keys and develops fundamentals skills in the operation of the keyboard. Course may be taken two times. Formerly CIS R001A. Course is offered Pass/No Pass (P/NP) at student's option.

CAOT R001B—Keyboarding II 1 unit

Prerequisites: CAOT R001A.

½ hour lecture, 1½ hours lab weekly

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 speed and accuracy in keyboarding by touch. Formerly CIS R001B. Course is offered Pass/No Pass (P/NP) at student's option.

CAOT R002—Keyboarding Speed and Accuracy 1½ units

Advisory: CAOT 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. Course may be taken two times. Formerly CIS R002. Course is offered Pass/No Pass (P/NP) at student's option.

CAOT R003A—Filing 1 unit

¾ hour lecture, ¾ hours lab weekly

This course is a quick but thorough review of filing rules and principles. Students will learn alphabetic, numeric, and government filing procedures. Formerly CIS R003A. Course is offered Pass/No Pass (P/NP) at student's option.

CAOT 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 are solved using a ten-key calculator. Drill and numeric keyboarding timings will round out the student's training. Formerly CIS R003B. Course is offered Pass/No Pass (P/NP) at student's option.

CAOT R003C—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, grammar, punctuation and capitalization errors among other related topics required to successfully proofread a variety of business documents. Formerly CIS R003K. Course is offered Pass/No Pass (P/NP) at student's option.

CAOT R009—Office Procedures 3 units

Advisory: CAOT R001B or CAOT R002 and CAOT R003C.

3 hours lecture weekly

This course provides instruction and practical applications in current office techniques. Students will learn about the workplace environment, communication skills, technology basics, workforce behaviors, correspondence, meetings and travel, and job search and advancement among other related topics essential for employment in office positions. Field trips may be required. Formerly CIS R009. Course is offered Pass/No Pass (P/NP) at student's option.

CAOT R122—Microsoft 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 R122. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

CAOT R123—Microsoft Excel 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. Formerly CIS R123A. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

CAOT R124—Microsoft Access 3 units

2½ hours lecture, 1½ hours lab weekly

This course provides in-depth knowledge of the concepts behind a database management system and focuses on issues related to practical database design. Students will learn to create conceptual, logical and physical designs of relational databases in response to a set of user requirements. The student will design and implement databases utilizing Microsoft Access. Formerly CIS R024A. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

CAOT 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 R129. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: CSU***CAOT R130—Microsoft Word****3 units***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 formatting specifications required for business and research documents. Formerly CIS R130. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: CSU***COMPUTER INFORMATION SYSTEMS**

The Associate in Science Degrees in Computer Information Systems and Office Information Systems and Certificates of Achievement in Computer Information Systems and Office Information Systems have been discontinued. Students already enrolled in these programs will be allowed to complete their degree or certificate but they must meet with a counselor to create a plan to do so and they must maintain continuous enrollment. Effective fall 2012, no new students will be able to declare either a Computer Information Systems major or an Office Information Systems major. Courses in Computer Information Systems (CIS) required for transfer or to complete other majors will continue to be offered.

*For more information, contact:**Henry Bouma, hbouma@vcccd.edu**(805) 986-5800, ext. 2054**Dr. Diane Eberhardy, debhardy@vcccd.edu**(805) 986-5800 ext. 1993***FACULTY****Full-Time**

Hank Bouma

Diane Eberhardy

Maria Pinto-Casillas

COURSE DESCRIPTIONS**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. Course is offered Pass/No Pass (P/NP) at student's option.

CIS R021A—Introduction to Windows Concepts**1 unit***¾ hour lecture, ¾ hours lab weekly*

Microsoft Windows® is an Operating System with graphical user interface (GUI). By learning Microsoft Windows® students will be able to organize and manage a computer. Students will learn the fundamental concepts of Windows® (desktop management, opening, moving, and sizing windows; help and support); file, document and folder management (how to create and modify documents, save, close, and print, create folders); and working with Windows Explorer® (expanding drives and folders, copy disks, copy files from folder to folder, rename files, delete files). This course is a prerequisite or advisory for the software applications courses. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: CSU***CIS R110—Visual Basic****3 units***Advisory: CIS R110.**2½ hours lecture, 1½ hours lab weekly*

This course provides a solid foundation in the fundamentals of object-oriented programming in the Visual Basic .NET language. The course will emphasize basic concepts of programming, problem solving, and programming logic. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: 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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: CSU***CIS R127—Web Design and Programming****3 units***2½ hours lecture, 1½ hours lab weekly*

This course provides an overview of web design and programming. The course addresses style and coding of website development. This includes the website creation process linking both graphical design and programming together utilizing HTML/XHTML, CSS, XML, and JavaScript. The latest technologies in web design will be emphasized throughout the course. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered on a Pass/No Pass (P/NP) basis only.

*Transfer credit: CSU***COMPUTER NETWORKING/IT**

The Computer Networking/IT program prepares students for excellent career opportunities that are in demand such as a PC technician, IT support technician, computer network engineer, network administrator, and sales.

The program offers an Associate in Science Degree or Certificate of Achievement in Computer Networking/IT as well as certification preparation in Cisco, CompTIA, and Microsoft.

Oxnard College is an approved PearsonVUE Testing Center location and our relationship with Cisco and CompTIA provides students with significant discounts on certification exams.

The program is also articulated with 4-year universities which gives students the option of completing lower division Computer Networking/IT coursework at Oxnard College and then transferring to a 4-year university to complete a bachelor's degree.

For more information, contact:

Alex Lynch, alynch@vcccd.edu
(805) 986-5840

CAREER OPPORTUNITIES

Computer Network Engineer
 Engineering Technologist
 Information Technology Specialist
 PC Technician
 Programmable Logic Controller (PLC) Technician
 Sales Representative

FACULTY

Full-Time	Part-Time
Alex Lynch	Richard Carmichael Dirk DeKreek Doug Hardie Jess Sandoval Albert Wolfkiel

◆ COMPUTER NETWORKING/IT

Associate in Science Degree Certificate of Achievement*

*Submitted for State Chancellor's Approval.

REQUIRED COURSES	UNITS
ENGT R120 Cisco CCNA Computer Networking 1 & 2	4
ENGT R121 Cisco CCNA Computer Networking 3 & 4	4
ENGT R130 Administering Microsoft Windows Desktop Operating System	3
ENGT R142 A+ Computer Technician & Certification Preparation	4
ENGT R145 CompTIA Security+ Certification Preparation	3
ENGT R150 Introduction to Computer Network Technology	3
TOTAL CORE UNITS	21
REQUIRED ADDITIONAL COURSES:	UNITS
Complete a minimum of 9 units from the following courses:	
CAOT R122 Microsoft Office	3
COT R190V Occupational Cooperative Work Experience	1-4
ENGT R131 Administering Microsoft Windows Server Administrator	3
ENGT R143 CompTIA Linux+ Fundamentals & Certificate Preparation	3
ENGT R144 Network+ Certification Preparation	4
ELECTIVES UNITS	9
TOTAL REQUIRED UNITS	30

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Computer Networking program students will be able to:

- Read, comprehend and interpret various types of published ideas.
- Write clearly and accurately in a variety of contexts and formats while checking, editing, and revising their written work for correct information, appropriate emphasis, form, style, and grammar.
- Use logic to draw well supported conclusion from information given.
- Apply rules and principles to new situations.
- Conduct research and information gathering using a variety of sources such as: texts, tables, graphs, maps, media, personal communication, observation, and electronic databases.

See page 149 for courses descriptions

COOPERATIVE WORK EXPERIENCE

COURSE DESCRIPTIONS

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. Course is offered Pass/No Pass (P/NP) at student's option.

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 Science, Dental Hygiene, Engineering, Engineering Technology, Environmental Technology, Fire Technology, Culinary Arts & Restaurant Management, Legal Assisting, Multimedia Studies, and Television. 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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

RECOMMENDED ELECTIVES:

BUS R030	Concepts in Business Math	3
CRM R106	Nutrition in Food Service	2

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Culinary Arts and Restaurant Management program students will be able to:

- Be proficient at understanding the discipline's basic content, principles, methodologies and perspectives central to the foodservice industry. i.e. segments of the industry, safe food handling, and food preparation.
- Understand the basic procedures and communicating clearly, allows them to express originality, imagination and innovation, i.e. creating and producing pastry items.
- Be somewhat proficient in being able to identify major figures in history, "the great chefs" and their contribution to the industry.
- Demonstrate competencies the ability in operating, disassembling, assembling, and maintenance of foodservice equipment.
- Demonstrate leadership and social responsibility and judgment, i.e. learning how to manage people in an industry environment. This also gives students the skills for career advancement and self-improvement.
- Adept at applying quantitative reasoning to obtain objective solutions to equations, i.e. food costing, recipe conversion, and costing.
- Be capable of communicating clearly and effectively with Chefs and Managers through verbal and/or nonverbal messages. i.e. using terms related to the field.
- Be capable of applying critical thinking skills in reasoning and problem solving, i.e. read, analyze, and assemble a recipe.

COURSE DESCRIPTIONS

CRM R100—Introduction to the Hospitality Industry 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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option. 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. Course is offered Pass/No Pass (P/NP) at student's option. Transfer credit: CSU

CRM R102E—CRM Foods Laboratory 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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

CRM R104—Sanitation and Environmental Control 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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student’s option.

Transfer credit: CSU

CRM R106—Nutrition in Food Service 2 units

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. Course is offered Pass/No Pass (P/NP) at student’s option.

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. Course is offered Pass/No Pass (P/NP) at student’s option.

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. Course is offered Pass/No Pass (P/NP) at student’s option.

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. Course is offered Pass/No Pass (P/NP) at student’s option.

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. Course is offered Pass/No Pass (P/NP) at student’s option.

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. Course is offered Pass/No Pass (P/NP) at student’s option.

Transfer credit: CSU

CRM R112—Food and Beverage Management 3 units

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. Course is offered Pass/No Pass (P/NP) at student’s option.

Transfer credit: CSU

CRM R114—Supervision in the Hospitality Industry 3 units

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. Course is offered Pass/No Pass (P/NP) at student’s option.

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. Course is offered Pass/No Pass (P/NP) at student’s option.

Transfer credit: CSU

DANCE

COURSE DESCRIPTIONS

DANC R102A—Modern Dance I 2 units

1 hour lecture, 3 hours lab weekly

This course focuses on the development of modern dance techniques with emphasis on combinations of basic skills. Study of the dance phrase integrating elements of rhythm, design, dynamics, and motivation change will also be covered. Field trips may be required. Course may be taken two times. (Same as PE R116A) Course is offered Pass/No Pass (P/NP) at student’s option.

Transfer credit: CSU

DANC R102B—Modern Dance II**2 units***Prerequisites: DANC R102A or equivalent.**1 hour lecture, 3 hours lab weekly*

This course focuses on intermediate to advanced modern dance skills and technique necessary for performing dance compositions and student performances. Field trips may be required. Course may be taken two times. (Same as PE R116B) Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: CSU***DANC R104A—Modern Jazz I****2 units***1 hour lecture, 3 hours lab weekly*

This course is an introduction to modern jazz techniques and skills. Students will develop flexibility, strength, endurance, dance composition and develop an understanding and appreciation of jazz dance as an art form. Field trips may be required. Course may be taken two times. (Same as PE R119A) Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: CSU***DANC R104B—Modern Jazz II****2 units***Prerequisites: DANC R104A or equivalent.**1 hour lecture, 3 hours lab weekly*

This course offers continued study of jazz dance techniques with emphasis on more advanced skills necessary for performing dance compositions and student performance. Field trips may be required. Course may be taken two times. (Same as PE R119B) Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: CSU***DANC R110—Mexican Folklorico Dance****2 units***1 hour lecture, 3 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. Field trips may be required. Course may be taken four times. (Same as PE R124) Course is offered Pass/No Pass (P/NP) at student's option.

*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 patients are examined and treated, 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 practice 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**

Armine Derdarian, DDS

Christina Tafoya, DDS

Part Time

Janice Burke, RDH, RDA

Dominica Barksdale, RDA

Brenda Casillas-Sanchez, RDH, RDA

Erica Eads, RDH, RDA

◆ 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 DA	3
DA R013	Occupational Health	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 Assistant	3
DA R022	Clinical Dental Experiences	3
DA R023	Ethics and Jurisprudence for the Dental Assistant	1
DA R024	Dental Assisting Seminar	2
DA R025	Dental Health Education	2
TOTAL REQUIRED UNITS		27

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Dental Assisting program students will be able to:

- Be competent in employing the skills of chairside dental assisting in general practice and be able to compare and contrast those general practice skills to the duties of a dental assistant in specialty practice.
- Effectively practice anti-cariogenic techniques and employ the appropriate anti-cariogenic dental materials (e.g., administer oral hygiene instructions, apply fluoride varnish) under the proper supervision of a dentist.
- Examine the ethical and legal decisions inherent to the dental field and distinguish between unethical and illegal actions.
- Manage their fundamental roles in the dental practice.
- Operate dental radiographic equipment properly and safely.

COURSE DESCRIPTIONS

DA R010—Introduction to Dental Assisting 3 units

Prerequisites: Admittance to Dental Assisting program per application process.
Limitations: Admission to the dental assisting program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification. 3 hours lecture weekly

This course is an introduction to dental assisting, 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. Field trips will be required.

DA R011—Beginning Radiology 3 units

Prerequisites: Admittance to Dental Assisting program per application process.
Limitations: Admission to the dental assisting program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification. 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. Materials fee is required.

DA R012—Dental Materials for the DA 3 units

Prerequisites: Admittance to Dental Assisting program per application process.
Limitations: Admission to the dental assisting program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification. 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 using 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 1 unit

Prerequisites: Admittance to Dental Assisting program per application process.
Limitations: Admission to the dental assisting program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification. 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.
Limitations: Admission to the dental assisting program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification. 6 hours lab weekly

This class is an introduction to the chairside dental assistant, preparing the patient for dental treatment, positioning of the patient, operator and assistant for fourhanded and six-handed dentistry. Students will learn how to obtain patient health history and vital signs, treatment planning and data gathering. In addition, instrument grasp/transfer, triplex syringe use, oral evacuation and retraction will be taught. Identification and use of hand instruments, equipment maintenance, tub, tray and cassette set-ups of the basic general dental procedures will be learned. Materials fee is required. Field trips may be required.

DA R015—Dental Specialties 2 units

Prerequisites: Admittance to Dental Assisting program per application process.
Limitations: Admission to the dental assisting program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification. 1 hour lecture, 3 hours lab weekly

This course provides instruction in 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: Successful completion of all first semester Dental Assisting Program courses (DA R010, DA R011, DA R012, DA R013, DA R014, and DA R015).

Limitations: Admission to the dental assisting program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification. 1 hour lecture, 3 hours lab weekly

This course focuses on the development of the pre-clinical skills required for the registered dental assisting student. Students are required to meet standards of competency for each registered dental assisting task. This class is designed to prepare students for the practical component of the California Registered Dental Assistant examination. Mannequins are used for most instruction. Materials fee is required.

DA R021—Practice Management for the Dental Assistant 3 units

Prerequisites: Successful completion of all first semester Dental Assisting Program courses (DA R010, DA R011, DA R012, DA R013, DA R014, and DA R015).
Limitations: Admission to the dental assisting program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification.
 2 hours lecture, 3 hours lab weekly

This course focuses on instruction for the non-clinical functions which dental assistants are required to perform with emphasis 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 soft dent integrated record system.

DA R022—Clinical Dental Experiences 3 units

Prerequisites: Successful completion of all first semester Dental Assisting Program courses (DA R010, DA R011, DA R012, DA R013, DA R014, and DA R015).
Limitations: Admission to the dental assisting program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification.
 1 hour lecture, 6 hours lab weekly

This class incorporates practical experience working in a private practice in all fields of dentistry through a clinical externship. Experiences are in chairside and office management techniques, with emphasis on performance of Registered Dental Assistant tasks. Seminars are used to evaluate and review clinical application. Written reports are required. Field trips may be required.

DA R023—Ethics and Jurisprudence for the Dental Assistant 1 unit

Prerequisites: Successful completion of DA R010.
Limitations: Admission to the dental assisting program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification.
 1 hour lecture weekly

This class is the study of the fundamental factors necessary to be employed. The scope of dental assistant practice within the ethical and legal framework of the State Dental Practice Act, and the Code of Ethics of the American Dental Association are explored.

DA R024—Dental Assisting Seminar 2 units

Prerequisites: Successful completion of all first semester Dental Assisting Program courses (DA R010, DA R011, DA R012, DA R013, DA R014, and DA R015).
Limitations: Admission to the dental assisting program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification.
 2 hours lecture weekly

This course focuses on the preparation for the dental assisting certificate examination.

DA R025—Dental Health Education 2 units

Prerequisites: Successful completion of DA R010.
Limitations: Admission to the dental assisting program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification.
 2 hours 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.

DENTAL HYGIENE

The Dental Hygiene Program prepares students for the practice of dental hygiene. A Registered Dental Hygienist (RDH) is a licensed professional who is part of the dental care team, performing such services as oral examination, oral prophylaxis (scaling, root planing, soft tissue curettage and polishing the teeth), exposing and processing dental x-rays, administering local anesthesia and nitrous oxide sedation for pain control, applying preventive substances such as topical fluorides and dental sealants along with instructing patients in oral disease control and nutrition.

This Dental Hygiene, Associate of Science Degree Program offers academic and clinical skills curriculum within an on-campus clinic. The student is prepared for the National Board written examination and the State practical examination for licensure as a Registered Dental Hygienist.

For more information, contact the Dental Hygiene Program at (805) 986-5823

FACULTY

Full-Time	Part-Time
Armine Derdarian, DDS	Susan McDonald, RDH
Richard Enriquez, DDS	
Margaret Newville, RDH	
Christina Tafoya, DDS	

◆ DENTAL HYGIENE

Associate in Science Degree

Upon completion of the two-year degree program, graduates are eligible to take the National Dental Hygiene Board Examination and the California Registered Dental Hygiene Licensure .

PROGRAM RECOMMENDATIONS	UNITS	
BIOL R101	General Biology*	3
BIOL R101L	General Biology Laboratory*	1
CIS R020A	Intro to Microcomputers*	3
DH R001	Pre-Dental Hygiene	1
MATH R014	Intermediate Algebra	5
* or equivalent		

PROGRAM PREREQUISITE COURSES

ANAT R101	General Human Anatomy	4
CHEM R110	Elementary Chemistry	5
CHEM R112	Elementary Organic and Biological Chemistry	5
COMM R101	Introduction to Oral Communication	3
ENGL R101	College Composition	4
MICR R100	Principles of Microbiology	3
MICR R100L	Principles of Microbiology Lab	2
PHSO R101	Human Physiology	5
PSY R101	General Psychology	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 PreClinic/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 Dental Hygiene Seminar I	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	1
TOTAL DENTAL HYGIENE REQUIRED COURSES		55

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Dental Hygiene program students will be able to:

- Be competent in performing the common local anesthetic techniques used in the practice of dental hygiene.
- Analyze oral structures/tissues and evaluate these oral structures/tissues for pathology and treat any pathology appropriately.
- Construct dental hygiene treatment plans and employ these plans to provide comprehensive dental hygiene treatment to patients.
- Manage their fundamental roles in the dental practice.
- Operate dental radiographic equipment properly and safely.
- Evaluate patients' medical/dental histories and make appropriate adjustments to their dental hygiene treatment.

COURSE DESCRIPTIONS

DH R001—Pre-Dental Hygiene

1 unit

1 hour 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. Field trips may be required.

DH R010—Oral Biology

3 units

Prerequisites: Completion of program prerequisites as stipulated by the Commission on Dental Accreditation and DH R001.

Corequisites: DH R011, DH R012, DH R013, DH R014, and DH R015.

Advisory: MATH R011 or MATH R011A and MATH R011B, BIOL R101, BIOL R101L, and CIS R020A.

Limitations: Admission to the dental hygiene program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification. 3 hours lecture weekly

This course focuses on dental embryology, dental histology, the 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 Commission on Dental Accreditation and DH R001.

Corequisites: DH R010, DH R012, DH R013, DH R014, and DH R015.

Advisory: MATH R011 or MATH R011A and MATH R011B, BIOL R101, BIOL R101L, and CIS R020A.

Limitations: Admission to the dental hygiene program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification. 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 2½ units

Prerequisites: Completion of program prerequisites as stipulated by the Commission on Dental Accreditation and DH R001.

Corequisites: DH R010, DH R011, DH R013, DH R014, and DH R015.

Advisory: MATH R011 or MATH R011A and MATH R011B, BIOL R101, BIOL R101L, and CIS R020A.

Limitations: Admission to the dental hygiene program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification. 2 hours lecture, 1½ 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 Commission on Dental Accreditation and DH R001.

Corequisites: DH R010, DH R011, DH R012, DH R014, and DH R015.

Advisory: MATH R011 or MATH R011A and MATH R011B, BIOL R101, BIOL R101L, and CIS R020A.

Limitations: Admission to the dental hygiene program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification. 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 Commission on Dental Accreditation and DH R001.

Corequisites: DH R010, DH R011, DH R012, DH R013, and DH R015.

Advisory: MATH R011 or MATH R011A and MATH R011B, BIOL R101, BIOL R101L, and CIS R020A.

Limitations: Admission to the dental hygiene program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification. 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 Commission on Dental Accreditation and DH R001.

Corequisites: DH R010, DH R011, DH R012, DH R013, and DH R014.

Advisory: MATH R011 or MATH R011A and MATH R011B, BIOL R101, BIOL R101L, and CIS R020A.

Limitations: Admission to the dental hygiene program and physical/clinical examination (within the last 12 months) with CBC and urinalysis verifying physical fitness: non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity; CPR certification. 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 practice of dental hygiene. 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.

Corequisites: DH R021, DH R022, DH R023, DH R024, and DH R025

Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.

1 hour lecture, 3 hours lab weekly

This course teaches 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.

Corequisites: DH R020, DH R022, DH R023, DH R024, and DH R025 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.

Corequisites: DH R020, DH R021, DH R023, DH R024, and DH R025 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.

Corequisites: DH R020, DH R021, DH R022, DH R024, and DH R025

Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.

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. 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.
Corequisites: DH R020, DH R021, DH R022, DH R023, and DH R025 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.
Corequisites: DH R020, DH R021, DH R022, DH R023, and DH R024 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.
Corequisites: DH R031, DH R032, DH R033, DH R034, DH R035, and DH R036
Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.
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.
Corequisites: DH R030, DH R032, DH R033, DH R034, DH R035, and DH R036
Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.
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.
Corequisites: DH R030, DH R031, DH R033, DH R034, DH R035, and DH R036
Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.
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. 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.
Corequisites: DH R030, DH R031, DH R032, DH R034, DH R035, and DH R036
Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.
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.
Corequisites: DH R030, DH R031, DH R032, DH R033, DH R035, and DH R036
Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.
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. 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.
Corequisites: DH R030, DH R031, DH R032, DH R033, DH R034, and DH R036
Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.
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.
Corequisites: DH R030, DH R031, DH R032, DH R033, DH R034, and DH R035
Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.
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.

Corequisites: DH R041, DH R042, DH R043, DH R044, and DH R045

Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.

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. 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.

Corequisites: DH R040, DH R042, DH R043, DH R044, and DH R045

Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.

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.

Corequisites: DH R040, DH R041, DH R043, DH R044, and DH R045

Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.

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.

Corequisites: DH R040, DH R041, DH R042, DH R044, and DH R045

Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.

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. 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.

Corequisites: DH R040, DH R041, DH R042, DH R043, and DH R045

Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.

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.

Corequisites: DH R040, DH R041, DH R042, DH R043, and DH R044

Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.

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.

Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.

3 hours lab weekly

This course provides clinical practice for students as they prepare to take the state dental hygiene licensure examination. Field trips may be required. Not applicable for degree credit. Course is offered Pass/No Pass (P/NP) at student's option.

DH R051—Clinical Skills Review**½ unit**

Prerequisites: Successful completion of the Oxnard College Dental Hygiene Program.

Limitations: Physical/clinical examination (within the last year); Negative Tuberculosis Mantoux test or chest x-ray; Hepatitis B Vaccine & titer; Tetanus Vaccine; Titers showing immunity to Rubella, Rubeola, and Varicella; CPR certification.

1½ hours lab weekly

This course provides the opportunity for additional instruction in dental hygiene clinical skills and related studies. Field trips may be required. Not applicable for degree credit.

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. Field trips may be required.

DIGITAL MEDIA STUDIES

FACULTY

Part-Time

Kathy Spencer

PROGRAM STUDENT LEARNING OUTCOMES

- Demonstrate an appreciation of human expression through fine and performing arts.
- Demonstrate an understanding of the arts and humanities, including historical context and interrelationships with other disciplines.
- Demonstrate knowledge of the language and content of one or more artistic forms: visual arts, music, theatre, dance, film/television, writing, digital arts.

COURSE DESCRIPTIONS

DMS R120A—Adobe Photoshop I

3 units

2½ hour 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. (Same as CIS R128C) Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

DMS R121A—Adobe Illustrator I

3 units

2½ hour lecture, 1½ hours lab weekly

This course will introduce students to basic topics in using Adobe Illustrator vector image creation and editing software. Students will learn to manipulate vector images using such features as typography, logo design and development, creation of book covers, and advertisements for print. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

DMS R122A—Adobe InDesign I

3 units

2½ hour lecture, 1½ hours lab weekly

This course provides the development of skills in the use of Adobe InDesign to produce professional quality, full-color documents for high volume color printing machines or for a wide range of output devices and formats for Adobe Acrobat Portable Document Format files or for conversion to the web in XHTML or XML formats. These skills will enhance a student's ability to enter into employment positions such as web master, graphic design, and print graphic production. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

DMS R130—Adobe Acrobat

3 units

2½ hour lecture, 1½ hours lab weekly

This course will introduce students to basic topics in using Adobe Acrobat to create documents and presentations and/or recreate paper forms in the PDF (portable document format) for use across multiple platforms. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

DMS R131A—Web Pages with Dreamweaver

3 units

2½ hour lecture, 1½ hours lab weekly

This course provides instruction on the design and development of web pages using 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. (Same as CIS R142) Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

DMS R132A—Web Pages with Flash

3 units

2½ hour lecture, 1½ hours lab weekly

This course provides instruction on the design and development of web pages using 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. (Same as CIS R144) Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

DMS R133—Cascading Style Sheets

3 units

2½ hour lecture, 1½ hours lab weekly

This course will introduce students to basic topics in using Cascading Style Sheets (CSS) to create web pages and websites. Students will learn to create and edit CSS coding to create professional web pages and sites containing image and layout elements, navigation elements, news/events sections, image galleries, a site search engine and simple statistical collection elements controlled by CSS code. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

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

Della Newlow

Counselor

Judy McArthur

DISABILITY STUDIES COURSES

DST R003—Learning Disabilities Testing

½ unit

1½ hours lab weekly

This course is designed to assess eligibility for educational support services with the Learning Disabilities Program as defined by the Chancellor's Office of the California Community Colleges and Title Five Regulations. Students will be provided information regarding the nature of learning disabilities, their current academic achievement, learning styles and modality strengths and weaknesses, and the use of appropriate accommodations. Not applicable for degree credit. Course may be taken four times. Course is offered on a Pass/No Pass (P/NP) basis only.

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 doors to many different areas of specialization that lead to numerous and often lucrative careers in business, finance, banking, government and academia. Undergraduate specializations within economics exist in the areas of Economics, Business Economics, Mathematical Economics, Finance, Public Finance, International Development Economics, Experimental Economics, Environmental Economics, Energy Economics, Industrial Economics, Political Economy, among others. In addition to these areas, after completing undergraduate education in economics one can also complete graduate studies in Finance, Business Administration, Business Management, Public Administration, and Public Policy.

For more information, contact:

Ishita Edwards, Lead Faculty, iedwards@vcccd.edu
(805) 986-5800, ext. 1961

CAREER OPPORTUNITIES

Actuary	Attorney
Cost Accountant	Econometrician
Energy Economist	Entrepreneur
Environmental Economist	Public Financial Analyst
Investment/Financial Analyst	Statistical Analyst
Resource Management Economist	
Administrator in Business or Government	
Economist/Economic Development Planner for City Economic Development Agencies	
Economist in International Agencies, (United Nations, International Monetary Fund, World Bank, USAID) Economist with Government Agencies, Financial/Banking Institution or Businesses/Private Corporations	
Financial Analyst in Private Corporation	
Managerial Positions in Banks and Corporations	
Professor at University or College or High School Teacher	
Various Careers in International Business	

FACULTY

Full-Time	Part-Time
Ishita Edwards	Gary Gluck

◆ ECONOMICS

Associate in Arts Degree

REQUIRED COURSES:		UNITS
ECON R100	Modern American Economy	3
ECON R101	Principles of Macroeconomics	3
ECON R102	Principles of Microeconomics	3
ECON R199	Directed Studies in Economics (Research Project)	3
TOTAL CORE UNITS		12

ELECTIVE COURSES:

In addition, majors shall take six units from the following:

		UNITS
ACCT R101	Principles of Financial Accounting	3
ACCT R102	Principles of Managerial Accounting	3
HIST R100A	History of World Civilizations I	3
HIST R100B	History of World Civilizations II	3
HIST R103	History of the United States II	3
MATH R105	Introductory Statistics	4
MATH R106	Mathematics for Business Applications	5
MATH R120	Calculus with Analytical Geometry I	5
PHIL R107	Introduction to Logic	3
PHIL R111	Thinking Critically and Analytic Writing	3
POLS R100	Introduction to Politics	3
POLS R101	Government of the United States: Institutions/Politics	3
POLS R104	International Relations	3
POLS R106*	Political Aspects of Economic Problems	3
POLS R108	Comparative Politics	3
PSY R101	General Psychology	3
SOC R101	Introduction to Sociology	3
ELECTIVE UNITS		6
TOTAL REQUIRED UNITS		18

*Course has been temporarily suspended. Students who have already taken this course may still use it in this degree pattern.

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.



PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Economics program students will be able to:

- Demonstrate a good grasp of a variety of micro and macroeconomic theories, and be able to apply these correctly to economic issues and events.
- Demonstrate the ability to critically examine real world economic, political and social issues, with an objective and analytical approach, and the ability to effectively apply economic theories and reasoning to such real world economic and interdisciplinary situations.
- Demonstrate the ability to apply appropriate graphs, data, and quantitative analysis, to economic issues and events.
- Demonstrate an awareness of global economic issues and be able to apply economic theories and analyses to issues and events from a global perspective.
- Demonstrate the ability to effectively communicate economic information, ideas and reasoning, in writing, and with the correct use of grammar and sentence structure. This will require evidence of application of the appropriate levels of economic analysis, and be supported by data, quantitative and non-quantitative evidence, and quantitative tools.
- Demonstrate effective critical thinking abilities when examining economic issues as presented in their textbook, books, articles, newspapers, and other written as well as oral sources.
- Demonstrate an ability to conduct disciplined reasoning upon matters pertaining to everyday decisions at the micro and macro levels, and be able to distinguish between analysis and opinion. This will require the ability to draw conclusions from within the constraints of available facts and evidence, and without adding imagined extraneous information.

COURSE DESCRIPTIONS

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 is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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

COURSE DESCRIPTIONS

EDU 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 SOC R122)

Transfer credit: UC, CSU



EMERGENCY MEDICAL TECHNOLOGY

FACULTY

Part-Time

Karen Beatty
Brad Ditto
Stephanie Huhn
Dana Sullivan

◆ EMERGENCY MEDICAL TECHNOLOGY

Proficiency Award

This proficiency award is to meet the criteria established by the Ventura County Emergency Medical Services Agency in accordance with the California Code of Regulations, Title 22 that requires verification of hours completed. Upon award of the verification of hours, students may apply for the National Registry Exam for Emergency Medical Technician.

REQUIRED COURSES:	UNITS
EMT R169 Emergency Medical Technician	6
TOTAL REQUIRED UNITS	6

◆ EMERGENCY MEDICAL TECHNICIAN-REFRESHER COURSES

Proficiency Award

This proficiency award is to meet the criteria established by the Ventura County Emergency Medical Services Agency in accordance with the California Code of Regulations, title 22 that requires verification of hours completed. Upon award of the verification of hours, students may apply for the National Registry Exam for Emergency Medical Technician.

REQUIRED COURSES:	UNITS
EMT R069 Emergency Medical Technician- Refresher	1½
TOTAL REQUIRED UNITS	1½

COURSE DESCRIPTIONS

EMT R069—Emergency Medical Technician, Refresher 1½ units

Limitations: EMT-1 Certification within the past two years and Health Care Provider or Professional Rescuer CPR Certification.

1½ hours lecture, ½ hour lab weekly

This course is designed to meet the State requirements for maintaining EMT (Emergency Medical Technician) certification. This course provides both skills competency verification and a twenty-seven hour EMT refresher. Emergency medical care of 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. Formerly FT R069B. NOTE: This class is repeatable if legally mandated.

EMT R169—Emergency Medical Technician - Basic 6 units

PREQ: CPR Certification: AHA "Healthcare Provider" or Red Cross "Professional Rescuer".

Limitations: Maximum class size of 25.

5 hours lecture, 3 hours lab weekly

This course covers the knowledge and skills necessary for the individual to provide emergency medical care with an ambulance, fire or other specialized service at the BLS (basic life support) 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 skills testing and the course with a grade of B or better, the student will be eligible to take the EMT National Registry Examination, which is required for certification as an EMT. A non-credit 20-hour clinical component is required in addition to the classroom time. Field trips may be required. Formerly FT R169A.

Transfer credit: CSU

ENGINEERING TECHNOLOGY

The Engineering Technology program prepares students for excellent career opportunities that are in demand such as an electrical and electronics technician, computer network engineer, information technology specialist, and computer technician.

The Department offers an Associate in Science Degree or Certificate of Achievement in Engineering Technology and Computer Networking. The program is also articulated with 4-year universities which gives students the option of completing lower division Engineering Technology or Computer Networking (IT) coursework at Oxnard College and then transferring to a 4-year university to complete a bachelor's 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.

This is the only Engineering Technology Program in the VCCCD and the only community college in the area offering training in the lucrative field of programmable logic controllers (PLCs). In addition, many individual courses help prepare students for certification exams that are in demand by industry such as the International Society of Certified Electronics Technicians (ISCET) Associate-Level CET Exam, Cisco Certified Entry Networking Technician (CCENT), Cisco Certified Network Associate (CCNA), CompTIA A+, CompTIA Network +, CompTIA Security+, and the Microsoft Certified Professional (MCP) Exam. Oxnard College is an approved PearsonVUE Testing Center location and our relationship with Cisco and CompTIA provides students with significant discounts on certification exams.

For more information, contact:

*Alex Lynch, alynch@vcccd.edu
(805) 986-5840*

Career Opportunities

Computer Network Engineer
Engineering Technologist
Information Technology Specialist
PC Technician
Programmable Logic Controller (PLC) Technician
Sales Representative

Faculty

Full-Time	Part-Time
Alex Lynch	Richard Carmichael Dirk DeKreek Doug Hardie Jess Sandoval Albert Wolfkiel

◆ ENGINEERING TECHNOLOGY

Associate in Science Degree Certificate of Achievement*

*Submitted for State Chancellor's Approval.

REQUIRED COURSES		UNITS
ENGT R108	Fundamentals of Electronics and Electric Technology	3
ENGT R110	Direct Current Engineering	4
ENGT R111	Alternating Current Engineering	4
ENGT R112	Digital and Analog Circuits	4
ENGT R114	Introduction to Programmable Logic Controllers	4
ENGT R115	Advanced Programmable Logic Controllers	4
TOTAL CORE UNITS		23
REQUIRED ADDITIONAL COURSES:		UNITS
Complete a minimum of 7 units from the following courses:		
ENGT R120	Cisco CCNA Computer Networking 1 & 2	4
ENGT R121	Cisco CCNA Computer Networking 3 & 4	4
ENGT R130	Administering Microsoft Windows Desktop Operating System	3
ENGT R142	A+ Computer Technician & Certification Preparation	4
ENGT R144	Network+ Certification Preparation	4
ENGT R150	Introduction to Computer Network Technology	3
ELECTIVES UNITS		7
TOTAL REQUIRED UNITS		30

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

Program Student Learning Outcomes

Upon successful completion of the Engineering Technology program students will be able to:

- Upon completion of the Engineering Technology Program, students will be able to read, comprehend and interpret various types of published ideas.
- Upon completion of the Engineering Technology Program, students will be able to use logic to draw well supported conclusion from information given.
- Upon completion of the Engineering Technology Program, students will be able apply rules and principles to new situations.
- Upon completion of the Engineering Technology Program, students will be able to conduct research and information gathering using a variety of sources such as: texts, tables, graphs, maps, media, personal communication, observation, and electronic databases.

COURSE DESCRIPTIONS

ENGT R098—Short Courses in Engineering Technology 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. Course is offered Pass/No Pass (P/NP) at student's option.

ENGT R108—Fundamentals of Electronics and Electric Technology 3 units

2½ hours lecture, 1½ hours lab weekly

This course is designed to encourage students to explore the exciting world of electrical and electronic engineering and to provide foundation level knowledge to help students succeed in higher level courses in this field. This course will cover theory and application of electric and electronic systems and components including circuits, electro-magnetic fields, energy sources, and communication devices. Students will learn the fundamentals of voltage, current, resistance, and how to measure these values using electronic testing equipment such as multimeter and oscilloscope. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.
Transfer credit: CSU

ENGT R110—Direct Current Engineering 4 units

Advisory: ENGT R108.

2 hours lecture, 6 hours lab weekly

This course is an introductory study of the nature of electricity and the process employed in the analysis and documentation of direct current electric circuits. Topics include current, voltage, resistance, power, series circuits, parallel circuits, and mathematical circuit equations such as Ohm's Law and Kirchoff's Laws. This course includes hands-on labs using electronic testing equipment such as a multimeter and oscilloscope to test and troubleshoot DC electric circuits. 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 provides students with the basic concepts and theory of alternating current (AC) principles using a combination of lecture, hands-on labs, and numerous practice problems. The lab experiments provide the student with practical experiences to reinforce AC concepts by designing, constructing, testing, and verifying AC circuits. Students will receive instruction on electrical safety, the proper use of electronic testing equipment, and troubleshooting techniques. Field trips may be required.

Transfer credit: CSU

ENGT R112—Digital and Analog Circuits 4 units

2 hours lecture, 6 hours lab weekly

This course helps prepare students new to the field of engineering technology for the more rigorous study of digital and analog circuits found at four-year engineering schools and the skill sets needed to apprentice with an electrical engineer. Through a combination of theory and laboratory practice, students will evaluate, design, construct, test, and troubleshoot both analog and digital circuits. Field trips may be required.

Transfer credit: CSU

ENGT R114—Introduction to Programmable Logic Controllers **4 units**

Advisory: ENGT R112.

2 hours lecture, 6 hours lab weekly

This is an introductory course on the principles of how PLCs function. This course provides practical information about installing, programming, and maintaining PLC systems. Students receive instruction and training to help them achieve the industry qualifications needed to work in the high growth area of automation. 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

This course is designed for people who have previous experience in PLC programming and would like to improve their programming and troubleshooting skills. Students will learn advanced programming techniques to create, modify, and troubleshoot Industrial PLC applications. Students will also gain an understanding of networking PLC systems together over an Ethernet and IP network and troubleshooting common PLC hardware issues. This course will enhance career prospects in the lucrative PLC automation industry. Field trips may be required.

Transfer credit: CSU

ENGT R120—Cisco CCNA Computer Networking 1 & 2 **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), switching, the 7-layer OSI model, cabling, wireless networking, security, and network topologies. This course also covers Wide Area Networks (WANs), router configuration, TCP/IP protocols, Internet Protocol (IP) addressing, and routing protocols. This course along with ENGT R121 prepares students to take the Cisco Certified Networking Associate (CCNA) Certification Exam. Field trips may be required.

Transfer credit: CSU

ENGT R121—Cisco CCNA Computer Networking 3 & 4 **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 is taken after Cisco CCNA Computer Networking 1&2 and it prepares students for the Cisco Certified Networking Associate (CCNA) Certification Exam. The focus of this course is advanced switching and routing topics with an emphasis on designing and implementing a hierarchical network with fault tolerance. Students will also learn how to write access-control lists to filter network traffic and customize network security. 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 Desktop Operating System **3 units**

Advisory: ENGT R150.

2½ hours lecture, 1½ hours lab weekly

This course helps to prepare students to become proficient in the latest Microsoft Desktop Operating System and prepare for a Microsoft Certified Technology Specialist certification. Students will receive instruction and hands-on training on the following topics; Windows Operating System installation, user accounts, file and folder permissions, customizing the desktop, installing hardware and drivers, encrypting and backing up data, monitoring resources, auditing log files, securing the OS, networking the OS, remote management, group policy, system restoration, and virtualization. Field trips may be required.

Transfer credit: CSU

ENGT R131—Windows Server Administrator **3 units**

Advisory: ENGT R130.

2½ hours lecture, 1½ hours lab weekly

This course prepares students to administer the most recent Microsoft Windows Server operating system while preparing students to become certified. Students will learn how to administer a network and manage resources using Windows Server including configuring server roles, automating server deployments, setting up DHCP and DNS services, designing an Active Directory infrastructure, planning file and print services, managing user accounts, maintaining server availability with clusters, automating backups, and deploying updates and security features. Field trips may be required.

Transfer credit: CSU

ENGT R142—A+ Computer Technician & Certification Preparation **4 units**

2 hours lecture, 6 hours lab weekly

This course provides instruction and hands-on training in the areas of hardware installation, software configuration, diagnosing problems, preventative maintenance, repairing, and basic networking. Students will also receive instruction on safety and environmental considerations. In addition, this course prepares students to earn a CompTIA A+ certification at the Oxnard College PearsonVUE Testing Center. Certification voucher discounts are available to Oxnard College students. Field trips may be required.

Transfer credit: CSU

ENGT R143—CompTIA Linux+ Fundamentals & Certificate Preparation **3 units**

2½ hours lecture, 1½ hours lab weekly

This course provides instruction and hands-on training on the Linux operating system, which has surged in popularity. Students will gain an understanding of an open-source operating system, perform a Linux installation, administer user accounts and file settings, and customize settings of the operating system. The course will also cover networking with Linux, security issues, and interoperability with other operating systems. In addition, this course prepares students to earn a CompTIA Linux+ certification at the Oxnard College PearsonVUE Testing Center. Certification voucher discounts are available to Oxnard College students. Field trips may be required.

Transfer credit: CSU

ENGT R144—CompTIA Network + Fundamentals **4 units***Advisory: ENGT R150.**3 hours lecture, 3 hours lab weekly*

The CompTIA Network+ certification is an internationally recognized validation of the technical knowledge required of foundation-level IT network practitioners. A student who successfully completes this course should have the knowledge and hands-on skills necessary to design, install, manage, and troubleshoot a network infrastructure including wireless and should be prepared for the CompTIA Network+ certification. 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 R150—Introduction to Computer Network Technology **3 units***3 hours lecture*

This course is a technical introduction to the personal computer and computer networking and is designed for students who desire to become computer literate and potentially continue to more advanced computer networking courses. Topics include the personal computer, hardware, application software, operating systems, data communications infrastructure and the Internet. Additionally, web communication will be explored including e-mail, IM, chat, blogs, wikis, VoIP, podcasts, and social networking websites. Course is offered Pass/No Pass (P/NP) at student's option.

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 bachelor's degree)

Copywriter	Copy Editor
Editor	Journalist
Lawyer	Proofreader
Novelist	Playwright
Report Writer	

FACULTY

Full-Time	Part-Time
Teresa Bonham	Elaine Alarcon-Totten
Elissa Caruth	Eric Boys
Gaylene Croker	Susan Brown
James Merrill	Deborah DeVries
Jeannette Redding	Lynn Fauth
Anthony Rodriguez	Elizabeth Hermes
Matilde Sánchez	Susan Jones
Shelley Savren	Patrick Newton
Karen Sutton	Margaret M
Beverly Young	Peggy Smith

◆ ENGLISH**Associate in Arts Degree**

REQUIRED COURSES:	UNITS	
ENGL R102	Critical Thinking through Composition and Literature	3
ENGL R104	English Literature I	3
ENGL R105	Survey of English Literature II	3
ENGL R107	American Literature I	3
ENGL R108	American Literature II	3
TOTAL CORE UNITS		15

ADDITIONAL REQUIRED COURSES:	UNITS	
Complete six additional units from the following:		
COMM R101	Introduction to Oral Communication	3
ENGL R103	Creative Writing	3
ENGL R111	Shakespeare	3
ENGL R112	Literature by Women	3
ENGL R130	Fundamentals of Screenwriting	3
ENGL R131*	Cinema: A Literary View	3
ENGL R132*	Cinema: History and Culture	3
TOTAL REQUIRED UNITS		21

*Course has been temporarily suspended. Students who have already taken this course may still use it in this degree pattern.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the English program students will be able to:

- Identify the literary elements of works in various genres and articulate how those elements contribute to a work's overall effect and theme.
- Think critically and analytically about an individual literary work or groups of works and synthesize a thesis about that work or works.
- Express and support an original thesis in a well-organized, clearly written, correctly documented essay.
- Identify major authors and works of British literature from the Old English through the Postmodern Periods.
- Identify major authors and works of American literature from the Pre-colonial through the Postmodern Periods.
- Relate individual works to literary and cultural trends of the periods covered.
- Depending on courses taken, produce creative expressions in poetry, prose, drama, creative non-fiction, or screenplays.

COURSE DESCRIPTIONS

ENGL R030—English Skills 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. Course is offered on a Pass/No Pass (P/NP) basis only.

ENGL R030K—Individualized Study Skills 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. Course is offered on a Pass/No Pass (P/NP) basis only.

ENGL R030R—Individualized Reading 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. Course is offered on a Pass/No Pass (P/NP) basis only.

ENGL R030S—Individualized Spelling 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. Course is offered on a Pass/No Pass (P/NP) basis only.

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. Course is offered Pass/No Pass (P/NP) at student's option.

ENGL R030V—Individualized Vocabulary Development 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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

ENGL R066A—Grammar and Writing 4 Part A 1 unit

Prerequisites: Placement as measured by the college assessment process.

Advisory: ESL R064.

1/2 hour lecture, 1 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. Course is offered on a Pass/No Pass (P/NP) basis 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.

1/2 hour lecture, 1 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. Course is offered on a Pass/No Pass (P/NP) basis 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.

1/2 hour lecture, 1 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 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. Course is offered on a Pass/No Pass (P/NP) basis 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. Field trips may be required.

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. Course is offered on a Pass/No Pass (P/NP) basis 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. Course is offered on a Pass/No Pass (P/NP) basis only.

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 is offered Pass/No Pass (P/NP) at student's option.

ENGL R095A—College Reading Skills Part 1 1 unit

*Prerequisites: Placement as measured by the college assessment process.
½ hours lecture weekly, 1½ hours lab weekly*

This course is the first part of a three-part series designed primarily to instruct students ready for college-level reading skills. The emphasis is on college-level reading with practice in reading for major details, main ideas, drawing inferences, and conclusions. It also includes advanced vocabulary practice, rapid reading techniques and comprehension. The course is taught via interactive, competency-based computer-assisted software in a lab setting. Students work at their own pace. Individual one-to-one instruction is also available throughout the course. This course may be taken two times. Course is offered on a Pass/No Pass (P/NP) basis only.

ENGL R095B—College Reading Skills Part 2 1 unit

*Prerequisites: Placement as measured by the college assessment process.
½ hours lecture weekly, 1½ hours lab weekly*

This course is the second part of a three-part series designed primarily to instruct students ready for college-level reading skills. The emphasis is on college-level reading with practice in reading for major details, main ideas, drawing inferences, and conclusions. It also includes advanced vocabulary practice, rapid reading techniques and comprehension. The course is taught via interactive, competency-based computer-assisted software in a lab setting. Students work at their own pace. Individual one-to-one instruction is also available throughout the course. This course may be taken two times. Course is offered on a Pass/No Pass (P/NP) basis only.

ENGL R095C—College Reading Skills Part 3 1 unit

*Prerequisites: Placement as measured by the college assessment process.
½ hours lecture weekly, 1½ hours lab weekly*

This course is the third part of a three-part series designed primarily to instruct students ready for college-level reading skills. The emphasis is on college-level reading with practice in reading for major details, main ideas, drawing inferences, and conclusions. It also includes advanced vocabulary practice, rapid reading techniques and comprehension. The course is taught via interactive, competency-based computer-assisted software in a lab setting. Students work at their own pace. Individual one-to-one instruction is also available throughout the course. This course may be taken two times. Course is offered on a Pass/No Pass (P/NP) basis only.

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.

ENGL R098—Short Courses in Basic English ½-3 units

Lecture and/or lab hours as required by unit formula

Short Courses in Basic English are designed to meet the specific needs of the college and community. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

ENGL R100—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. Formerly ENGL R140.

Transfer credit: UC, CSU

ENGL R101—College Composition 4 units

*Prerequisites: ENGL R096 or ENGL R100.
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

**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

ENGL R103—Creative Writing **3 units**

*Prerequisites: ENGL R101.
3 hours lecture weekly*

This course introduces students to four genres of creative writing: poetry, fiction, creative nonfiction 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.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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.

Transfer credit: UC, CSU

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.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

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, creative nonfiction and journals. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ENGL R127—Advanced Creative Writing **3 units**

*Prerequisites: ENGL R103.
3 hours lecture weekly*

This course reviews four genres of creative writing: poetry, fiction, drama, and creative non-fiction. Literature from each genre is analyzed critically, and students' original works are critiqued in workshop settings and at individual instructor conferences. At the end of the semester, students will have produced a substantial body of work in a specific genre - a few chapters of a novel, several short stories, a one-act stage play, several chapters of creative non-fiction, or a chapbook of poetry. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: 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. (Same as TV R105) Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

ENGL R151—Major British 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 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. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

ENGL R189—Topics in Literature **1-3 units**

Prerequisites: ENGL R096 or ENGL R140.

Lecture and/or lab hours as required by unit formula

Topics in Literature courses provide the opportunity for in-depth study of a literary period or movement, author, or theme in literature. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

ENGL R198A-Z—Short Courses in English **1/2-3 units**

Prerequisites: Eligibility for ENGL R101.

Lecture and/or lab hours as required by unit formula

Short courses in English are designed to meet the specific needs of the college and community. Field trips may be 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

This course offers students the opportunity to further their knowledge of English language and literature on an independent-study basis. The student and instructor will work together to design course content and/or research. Meeting times and requirements will be determined by the instructor. Field trips may be required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

ENGLISH AS A SECOND LANGUAGE (ESL)

FACULTY

Full-Time

James Merrill
Jeannette Redding
Matilde Sánchez
Evangeline Wilkes

Part-Time

Hector Betancourt
Pamela Culhane
Peggy Smith
Maria Villalpando

COURSE DESCRIPTIONS

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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

ESL R044—English Conversation 3 **3 units**

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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

*Course has been temporarily suspended. Students who have already taken this course may still use it in this degree pattern.

ESL R098—Short Courses in ESL**1/2-10 units***Lecture and/or lab hours as required by unit formula*

This class offers courses in specialized topics designed to inform or update interested people in various disciplines within the field of English as a second language. Unit credit is determined by length and format of course. Field trips may be required. The course is not applicable for degree credit. Course is offered Pass/No Pass (P/NP) at student's option.

ENVIRONMENTAL STUDIESFor Coastal Environmental Studies Degrees, see page [126](#)**COURSE DESCRIPTIONS****ESRM R100—Introduction to Environmental Science and Resource Management****3 units***3 hours lecture weekly*

Environmental Science is an interdisciplinary course, combining political science, social science, history, and economics within an integrated framework of biological and physical science. This course covers a broad spectrum of environmental science topics including: biogeochemical cycles, biological diversity, world food supply, effects of agricultural production on the environment, energy, water, and air environments, and societies' impacts on the environment. Career pathways in environmental science will be presented throughout the course. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: UC, CSU***ESRM R160—Introduction to Research in Natural Resource Management****4 units***Prerequisites: ESRM R100.**4 hours lecture weekly*

Topics in the course will focus on natural resource management. Laboratory will introduce the scientific process for sampling, assessment, restoration research, and monitoring. Students will be required to collect and manage their data, write process reports on team projects and a final report in scientific format. Final reports will be presented at an annual poster (PPT) session at the Marine Center. Field trips may be required. (Same as MST R160) Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: CSU***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 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:**Gail Warner, gwarner@vcccd.edu**805-384-8102***CAREER OPPORTUNITIES**

Emergency Telecommunications	Fire Detection
Emergency Medical Service	Fire Inspector
Firefighter	Suppression Systems

FACULTY

Full-Time	Part-Time	Part-Time
Tamara Crudo	Massoud Araghi	David Kromka
James Petersen	Karen Beatty	Luis Manzano
	Brad Ditto	Randy Osborne
	Chris Donabedien	Nick Strouse
	Stephanie Huhn	Dana Sullivan
	Mike Ketaily	

◆ EXTENDED FIRE TECHNOLOGY EDUCATION

Proficiency Award

This proficiency award is to meet the need expressed by the Regional Ventura County Fire Chiefs Association to provide for continuing education training in fire prevention and in fire instruction.

REQUIRED COURSES:		UNITS
FT R080A	Fire Prevention 1A	2½
FT R080B	Fire Prevention 1B	2½
FT R080C	Fire Prevention 1C	2½
FT R084A	Fire Instructor 1A	2½
FT R084B	Fire Instructor 1B	2½
FT R084C	Fire Instructor 1C	2½
TOTAL REQUIRED UNITS		15

◆ FIRE TECHNOLOGY

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 Organizations	3
FT R152	Fire Prevention Technology	3
FT R154	Fire Behavior and Principles of 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
EMT R169	Emergency Medical Technician	6
FT R153	Fundamentals of Personal Fire Safety and Emergency Actions	3
FT R156	Fundamentals of Fire Protection	3
TOTAL OC REQUIRED UNITS		27

Complete a minimum of one course from the following:

FT R157	Wildland Fire Control	3
FT R160	Fire Tactics and Strategy	3
FT R163*	Fire Hydraulics	3
FT R164	Fire Company Organization and Management	3
FT R167	Fire Apparatus and Equipment	3
FT R168	Fire Investigation	3
TOTAL REQUIRED UNITS		30

*Course has been temporarily suspended. Students who have already taken this course may still use it in this degree pattern.

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Fire Technology program students will be able to:

- Appropriately manage patient care relating to illness and injury, in the prehospital setting.
- Compare various types of fire protection systems and explain each systems role in the fire service.
- Describe the 16 firefighter initiatives.
- Describe the importance of fire prevention and how it relates to the community, public education and the fire service.
- Identify the roles and responsibilities of the fire service.
- Relate the building construction type to its anticipated fire behavior in emergency situations.
- Recognize the characteristics of fire behavior and relate how the external influences of weather and chemicals affect it.

COURSE DESCRIPTIONS

(Emergency Medical Technician (EMT) courses can be found on page 148)

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 1C**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 R083A—Fire Command IA**2½ units***Advisory: FT R151.**2½ hours lecture weekly*

This course reviews: 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*

This course is designed to teach in-service (active duty) firefighters how to instruct various in-service fire related subjects. Topics include principles of learning, adapting cognitive lesson plans, instructional delivery, instructional support materials and activities, PowerPoint, handouts, 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*

This course is designed to teach in-service (active duty) firefighters how to teach various in-service fire related subjects. Topics include State Fire Marshal and their relationship with the community, critical thinking, analyzing reasons for bias, value differences, opposing ideas, and development of strategies to instruct about teaching these to a fire service audience, and analyze fire service deaths and injuries as they occur in the training and education environment. Materials fee is required. Field trips may be required.

FT R084C—Fire Instructor IC**2½ units***Advisory: FT R084B.**2½ hours lecture weekly*

This course is designed to teach in-service (active duty) firefighters how to teach various in-service fire related subjects. Topics include assessing student needs, instructional design, instructional delivery, instructional support, students with disabilities, audiovisual aids, evaluations, development of written lesson plans and student learning outcomes. Materials fee is required. Field trips may be required.

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. Field trips may be required.

*** Required courses for Associate of Science Degree or Fire Technology Certificate. FT R151 not required for those employed in the Fire Service, although the 30-unit college requirement must be met.**

FT R151—Fire Protection Organizations***3 units***3 hours lecture weekly*

This course provides an introduction to fire protection and career opportunities in fire protection and related fields. Students will examine the philosophy and history of fire protection; fire loss analysis; the organization and function of public and private fire protection services; fire departments as part of local government; and the laws and regulations affecting the fire service. Fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, and introduction to fire protection systems and fire strategy and tactics will also be covered. Field trips may be required.

*Transfer credit: CSU***FT R152—Fire Prevention Technology*****3 units***Prerequisites: FT R151 or concurrent enrollment.**3 hours lecture weekly*

This course provides fundamental information regarding the history and philosophy of fire prevention and the organization and operation of a fire prevention bureau. Students will examine the use of codes; the identification and correction of fire hazards; the components of detection and suppression systems, and the relationship of fire prevention with fire safety education. Field trips may be required.

*Transfer credit: CSU***FT R153—Fundamentals of Personal Fire Safety and Emergency Action*****3 units***Prerequisites: FT R151 or concurrent enrollment.**3 hours lecture weekly*

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for emergency and non-emergency situations. The course curriculum will be guided by NFPA standards, such as National Fire Protection Association 1500, Fire Department Occupational Health and Safety Programs. Field trips may be required.

*Transfer credit: CSU***FT R154—Fire Behavior and Principles of Combustion*****3 units***Prerequisites: FT R151 or concurrent enrollment.**3 hours lecture weekly*

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.

*Transfer credit: CSU***FT R155—Fire Protection Equipment and Systems*****3 units***Prerequisites: FT R151 or concurrent enrollment.**3 hours lecture weekly*

This course provides information relating the features of design and operation of fire detection, fire suppression and fire alarm systems, including heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. Field trips may be required.

Transfer credit: CSU

FT R156—Fundamentals of Fire Protection* **3 units**

Prerequisites: FT R151 or concurrent enrollment.

3 hours lecture weekly

This course introduces the theory and fundamentals of fire protection, fire behavior and combustion processes including history of the fire service, fire chemistry and extinguishing agents. Also covered in this course are fundamentals of firefighting tactics, strategies, special concerns in firefighting, public fire protection systems, fire protection in buildings, open areas and transportation. Field trips may be required.

Transfer credit: CSU

FT R157—Wildland Fire Control **3 units**

Prerequisites: FT R151.

3 hours lecture weekly

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.

Transfer credit: CSU

FT R158—Principles of Fire and Emergency Services; Safety and Survival **3 units**

Prerequisites: FT R151 or concurrent enrollment.

3 hours lecture weekly

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for emergency and non-emergency situations. The course curriculum is be guided by NFPA standards, such as National Fire Protection Association 1500, Fire Department Occupational Health and Safety Programs. Field trips may be required.

Transfer credit: CSU

FT R160—Fire Tactics and Strategies **3 units**

Prerequisites: FT R151.

3 hours lecture weekly

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.

Transfer credit: CSU

FT R161—Building Construction for Fire Protection* **3 units**

Prerequisites: FT R151 or concurrent enrollment.

3 hours lecture weekly

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.

Transfer credit: CSU

FT R164—Fire Company Organization and Management **3 units**

Prerequisites: FT R151.

3 hours lecture weekly

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.

Transfer credit: CSU

FT R167—Fire Apparatus and Equipment **3 units**

Prerequisites: FT R151.

3 hours lecture weekly

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.

Transfer credit: CSU

FT R168—Fire Investigation **3 units**

Prerequisites: FT R151.

3 hours lecture weekly

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.

Transfer credit: CSU

NOTE: FT 170 – Firefighter I Academy

- *The fall academy is a Monday thru Thursday class that begins on the first day of the semester at 8am and ends at 5pm. This is a 16 week class that graduates mid December.*
- *The spring academy is a Monday through Friday class that begins on the first day of the semester at 8am and ends at 5pm. This is a 12 week class that graduates mid April.*

Admission to the fire academy is very competitive. It is open to all students. However, due to the large number of people who wish to enroll, a point system has been established. You will also be required to be a Nationally Registered EMT and obtain a physical exam/physician clearance. Your placement in the Academy will be determined upon review of your application, support documents and score. All support documents must be in your application package for you to be considered for the Academy. Incomplete applications will not be considered. "Applications and more information about admission criteria and deadlines are available online at http://www.oxnardcollege.edu/departments/academic/fire_technology/apply_fire_academy.shtml

FT R170—Firefighter I Academy **16 units**

Prerequisites: EMT R169 & 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; Self Contained Breathing Apparatus; communications 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. Students are expected to purchase required uniforms, safety equipment, and state certifications. Field trips may be required. Formerly FT R070.

Transfer credit: CSU

GEOGRAPHY

CAREER OPPORTUNITIES

(Most careers require a bachelor's or advanced degrees)

Climatologist	Land-Use Analyst
Conservationist	Park Ranger, Wildlife Manager
Economic Geographer	Remote Sensing Analyst
Geo-Demographer	Transportation Analyst
G.I.S. Analyst	Urban Planner

FACULTY

Full-Time	Part-Time
Christiane Mainzer	James Craine Martine Vallade

PROGRAM STUDENT LEARNING OUTCOMES

- Geographically informed students will be able to acquire knowledge and skills sufficient to allow one to pursue advanced study in geography or find employment in geography-related field.
- Geographically informed students will be able to analyze and compare/contrast spatial distributions and patterns, spatial associations and relationships, and the underlying processes that shape these phenomena.
- Geographically informed students will be able to demonstrate abilities in geospatial technologies and apply those technologies to the analysis of maps, graphs and spatial data sets.
- Geographically informed students will be able to display written competency in the description and analysis of geographic subject matter.
- Geographically informed students will be able to identify examples of human-environmental interaction and assess their past, present, and future impact.
- Geographically informed students will be able to identify research, evaluate and integrate scholarly literature within the discipline.

COURSE DESCRIPTIONS

GEOG R101—Elements of Physical Geography **3 units**

3 hours lecture weekly

This course is an introduction to physical geography as a spatial study which 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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

GEOG R101L—Physical Geography Lab **1 unit**

Prerequisites: GEOG R101 or concurrent.

3 hours lab weekly

This optional laboratory is designed to accompany GEOG R101. It introduces the global physical world, its dynamics and spatial relationships. This lab features observation, measurement and analysis of basic principles and concepts pertaining to Earth's physical systems, including the atmosphere, hydrosphere, lithosphere and biosphere. Field trips will be required. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

GEOG R103—Introduction to Weather and Climate **3 unit**

3 hours lecture weekly

An introduction to the Earth's atmosphere, the methods employed in analyzing and understanding weather phenomena are investigated in this course. Global changes in climate patterns, human modification, and impact of weather systems are also examined. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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, natural vegetation, natural resources, economic activities and historical settlement in the Golden State. Special emphasis is given to the human landscape of Southern California. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU



GEOLOGY

CAREER OPPORTUNITIES

(Most careers require a bachelor's or advanced degrees)

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	Joseph Saenz

PROGRAM STUDENT LEARNING OUTCOMES

- Students informed in earth science will be able to acquire knowledge and skills sufficient to allow one to pursue advanced study in earth science or find employment in earth science related fields.
- Students informed in earth science will be able to apply general math skills such as unit conversion, ratios, and percentages to solving simple rate problems; evaluate data, produce and interpret tables and graphs; apply the metric system of measurement.
- Students informed in earth science will be able to demonstrate scientific literacy by defining and explaining the major steps in the scientific method of investigation, specifically, the difference between empirical data, interpretation, testable hypothesis, theory, paradigm, speculation, and pseudo-science.
- Students informed in earth science will be able to display written competency in the description and analysis of earth science subject matter.
- Students informed in earth science will be able to identify, research, evaluate and integrate scholarly literature within the discipline.
- Students informed in earth science will be able to list and categorize common natural resources and explain their origin, spatial distribution, appropriate exploration methods, and the resulting products, wastes, and contaminants.
- Students informed in earth science will be able to list, explain, and evaluate global and local earth science hazards such as earthquakes, volcanoes, landslides, and seismic sea waves.
- Students informed in earth science will be able to recognize applications of earth science in everyday life.

COURSE DESCRIPTIONS

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 earthquakes, volcanism, plate tectonics, mountain building, weathering, erosion, soil, origin of minerals and rocks, and water and energy resources. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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 the ocean basins and coastlines, plate tectonics, waves, currents, tides, properties of seawater, methods of oceanographic exploration, and an introduction to Marine Biology. Field trips may be required. (Same as MST R103). Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

GEOL R103L—Intro to Oceanography Lab

1 unit

Prerequisites: GEOL R103 or 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) Course is offered Pass/No Pass (P/NP) at student's option.

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 two times. (Same as MST R178) Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

GENERAL STUDIES

See pages [49-55](#) for Degree Requirements

HEALTH EDUCATION

Students who wish to earn an A.A. or A.S. degree must successfully complete a minimum of one Health Education course and one Physical Education course.

CAREER OPPORTUNITIES

Health Science Instructor
Nutritionist

FACULTY

Full-Time

Ron McClurkin

Part-Time

Ramona Armijo
William Becktel
Graciela Casillas-Tortorelli
Jonas Crawford
Marti Dibble
Marcia Frallic
Joyce Jones
Gene Sharp

PROGRAM STUDENT LEARNING OUTCOMES

- Demonstrate an understanding of the basic principles and techniques for the restoration, maintenance and development of optimal health and fitness.
- Utilize goal setting, time management, and person planning to maximize success in the classroom.

COURSE DESCRIPTIONS

HED R098—Short Courses in Health Education $\frac{1}{2}$ -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. Course is offered Pass/No Pass (P/NP) at student's option.

HED R101—Health and Society **3 units**

3 hours lecture weekly

This course explores 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 the focus of this course. Environmental health, communicable diseases, harmful substances, chronic and degenerative disease, fitness, personal relationships, mental health, reproduction and contraception, as well as consumer health will also be explored. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

HED R102—Fitness/Nutrition/Health **3 units**

Corequisites: HED R102L

3 hours lecture weekly

This course explores the principles and concepts that aid individuals in making informed decisions about fitness, nutrition, and health. The importance of physical fitness components are addressed; health related physical fitness self-appraisal; nutrition for health and wellness; assessment of current personal lifestyle and risk factors; principles of exercise program design; health and fitness consumer awareness and decision making; exercise benefits and potential exercise risks; and exercise options. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

HED R102L—Fitness/Nutrition/Health Lab **1 units**

Corequisites: HED R102

3 hours lab weekly

This lab course is designed to accompany HED R102, its lecture component. The course allows students the opportunity to apply principles learned in HED R102. Students will participate in a fitness program in order to achieve goals set within the parameters of HED R102. The primary focus will be on the development of basic skills, coordination, muscular tone, and strength through the use of weight machines and free weights. Cardiorespiratory conditioning and the application of sound nutritional principles will also be emphasized. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: 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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU. C-ID: KIN 101.

HED R106A—Introduction to Athletic Training and Sports Medicine **3 units**

3 hours lecture weekly

This is an introductory course designed to present the basic concepts, skills, and practices involved in athletic training, sports medicine, and related health professions. The course explores the history and development of the profession and the concept of the sports medicine team, the basic concepts of prevention, evaluation, and acute care of athletic and recreational injuries. Throughout the course, basic anatomical and functional features of body parts will be introduced, relating with common sports injury seen in each body area, and learning basic emergency management of common injuries. Field trips may be required. Formerly HED R106. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

HED R106B—Care and Prevention of Athletic Injuries 3 units*Prerequisites: HED R106A**3 hours lecture weekly*

This is a course designed to provide students an opportunity to further their study in athletic training, sports medicine, and related health professions. The course will emphasize prevention, evaluation, acute care, treatment, and rehabilitation of athletic and recreational injuries. Throughout the course, specific anatomical and functional features of body parts will be introduced, relating to common sports injury seen in each body area, identify injury and illness risk factors encountered by athletes and others involved in physical activity, and to plan and implement a risk management and prevention program. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: UC, CSU***HED R107—Health/Fitness/Women's Self Defense 3 units***Corequisites: HED R107L.**3 hours lecture weekly*

This course focuses on developing the skills required to make decisions in the area of health, fitness and personal protection. The mental and psychological aspects of women's self-defense are also explored. Students learn how to assess a potentially dangerous situation: how to develop the awareness that may prevent them from becoming a target; how to safeguard themselves, their family and home. The civil and legal aspects of self-defense are also explored. Additional topics include physical fitness components; designing and individualized physical fitness program; and assessment of current personal lifestyle and risk factors. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: UC, CSU***HED R107L—Health/Fitness/Women's Self Defense Lab 1 unit***Corequisites: HED R107**3 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. Cardiorespiratory fitness will also be stressed. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

HISTORY

CAREER OPPORTUNITIES

Archivist/Curator	Journalism
Genealogist	High School Teacher
International Business	College Instructor
Public Administration	Tour Guide
Publishing Researcher/Book Editor	
Librarian/Learning Resource Development	

FACULTY

Full-Time	Part-Time
Carolyn Dorrance	Gregory Kaapuni
Ishita Edwards	
Kevin Hughes	
Tomas Salinas	

◆ 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

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the History program students will be able to:

- Demonstrate knowledge of historical events, trends and significant decision makers in a designated historical subject area.
- Demonstrate skill in historical research by locating and utilizing scholarly sources including primary source material.
- Apply critical thinking including quantitative and qualitative reasoning to historical data.
- Identify major theories and conceptual paradigms used to explain historical events.
- Express connections between their knowledge of history and current social conditions, problems and controversies.
- Express how knowledge of history can influence a mature understanding of their own place in society.
- Demonstrate familiarity with the standards of professional ethics espoused by the discipline of history.

COURSE DESCRIPTIONS

HIST R100A—History of World Civilizations I **3 units**

3 hours lecture weekly

This interdisciplinary survey will investigate the social, cultural, economic, linguistic, political and institutional characteristics of the ancient and classical civilizations that emerged in Africa, Asia, the Near East, Europe and the Americas before 1500 C.E. The impact of religion, cultural values, technology, migration, leadership, war and trade on the internal development of civilizations and the interactions between civilizations will be studied. The evidence documenting the emergence of world history will be examined along with theoretical interpretations of that evidence. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

HIST R107—History of Mexicans in the United States **3 units**

3 hours lecture weekly

This course is a historical survey of the Mexican/Chicano experience from the pre-Columbian period to the present. The emphasis is on Mexican settlement of Greater Mexico and the Southwest United States within the broader history of the United States. In the process, the course covers significant events in the historical development of the United States and Mexico—the colonial era, the early National period, the westward (and northward) movement of people across America in the last 150 years, and U.S.-Mexico relations in the 19th and 20th centuries. The course satisfies degree requirements in American institutions. Field trips may be required. (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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

HIST R110—History of the Middle East **3 units**

3 hours lecture weekly

The historical developments in this strategic crossroad of culture and conquest in world history are explored in this course. Religious, ideological, social, cultural, economic and political patterns are described beginning with the Classical Era Empires and focusing on several Islamic Empires and Civilizations. The impact of the West from the Crusades to the Iraq and Afghanistan Wars is studied along with the nationalist and radical responses to Western imperialism and modernization pressures. Persistent sources of conflict such as the Arab-Israeli conflict, petro-politics and militant fundamentalism will be analyzed. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: UC, CSU***HIST R116—History of the Americas II 3 units***3 hours lecture weekly*

This course studies the comparative development of the Latin American nations since independence, considering their constitutions, leadership, religion, relations with each other, and their adjustments to the principles of democracy. The course also explains the impact of recent trends such as globalization, immigration, the drug wars, and radical political movements in Latin America.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*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. Course is offered Pass/No Pass (P/NP) at student's option.

*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***INTERCOLLEGIATE ATHLETICS****FACULTY****Part-Time**

Roger Frash
Ross Greaney
Bryan Hill
Jon Larson

Part-Time

Allen Prieto
William Propster
Gene Sharp
Mark Tevis

COURSE DESCRIPTIONS**ICA R110—Intercollegiate Cross Country-Men 3 units***Limitations: Must have permission by instructor for enrollment.**1 hour lecture, 9 hours lab weekly*

This course provides student-athletes with the opportunity to develop advanced skills and the strategies in intercollegiate men's cross country which will be applied to competitive situations. Student-athletes engaged in intercollegiate men's cross country should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Field trips will be required. Course may be taken four times. Formerly PE R166. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R120—Intercollegiate Soccer-Men 3 units

Limitations: Must have permission by instructor for enrollment.

1 hour lecture, 9 hours lab weekly

This course provides student-athletes with the opportunity to develop advanced skills and the strategies in intercollegiate men's soccer which will be applied to competitive situations. Student-athletes engaged in intercollegiate men's soccer should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Field trips will be required. Course may be taken four times. Formerly PE R169. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R122—Conditioning for Men's Competitive Soccer ½ - 2 units

Lab to be determined according to unit formula.

The training and conditioning exercises cover advanced forms of strength training, cardiovascular and skill work being emphasized. Out of season speed/endurance, stamina, and skill efficiency will be enhanced through use of different fitness parameters in preparing for the intercollegiate soccer season. The course is intended for student-athletes to improve their physical conditioning and strength for men's soccer. Athletes that compete in intercollegiate athletics need to prepare all year to ensure optimal opportunity to excel at their highest level. Field trips may be required. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R130A—Intercollegiate Basketball-Men/Fall 3 units

Limitations: Must have permission by instructor for enrollment.

1 hour lecture, 9 hours lab weekly

This course provides student-athletes with the opportunity to develop advanced skills and the strategies in intercollegiate men's basketball which will be applied to competitive situations. Student-athletes engaged in intercollegiate men's basketball should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Field trips will be required. Course may be taken four times. Formerly PE R170. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R130B—Intercollegiate Basketball- Men/Spring 2 units

Limitations: Must have permission by instructor for enrollment.

1 hour lecture, 3 hours lab weekly

This course provides student-athletes with the opportunity to develop advanced skills and the strategies in intercollegiate men's basketball which will be applied to competitive situations. Student-athletes engaged in intercollegiate men's basketball should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Field trips will be required. Course may be taken four times. Formerly PE R185A. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R132—Conditioning for Men's Competitive Basketball ½ - 2 units

Lab to be determined according to unit formula.

The topics covered in this course will provide students with the opportunity to develop advanced strengthening, conditioning, nutritional, and strategic plans for intercollegiate men's basketball. Athletes that compete in intercollegiate athletics need additional preparation to ensure optimal opportunity to excel at their highest level. Field trips may be required. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R140—Intercollegiate Baseball-Men 3 units

Limitations: Must have permission by instructor for enrollment.

1 hour lecture, 9 hours lab weekly

This course provides student-athletes with the opportunity to develop advanced skills and the strategies in intercollegiate men's baseball which will be applied to competitive situations. Student-athletes engaged in intercollegiate men's baseball should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Field trips will be required. Course may be taken four times. Formerly PE R172. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R142—Conditioning for Men's Competitive Baseball ½ - 2 units

Lab to be determined according to unit formula.

The topics covered in this course will provide students with the opportunity to develop advanced strengthening, conditioning, nutritional, and strategic plans for intercollegiate men's baseball. Athletes that participate in intercollegiate athletics need additional preparation to ensure optimal opportunity to excel at their highest level. Field trips may be required. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R150—Intercollegiate Volleyball-Women 3 units

Limitations: Must have permission by instructor for enrollment.

1 hour lecture, 9 hours lab weekly

This course provides student-athletes with the opportunity to develop advanced skills and the strategies in intercollegiate women's volleyball which will be applied to competitive situations. Student-athletes engaged in intercollegiate women's volleyball should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Field trips will be required. Course may be taken four times. Formerly PE R168. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R152—Conditioning for Women's Competitive Volleyball ½ - 2 units

Lab to be determined according to unit formula.

The topics covered in this course are intended for student-athletes to improve their physical conditioning and skill level for women's volleyball. Athletes that participate in intercollegiate athletics need additional preparation to ensure optimal opportunity to excel at their highest level. Field trips may be required. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R160—Intercollegiate Cross Country-Women 3 units

Limitations: Must have permission by instructor for enrollment.

1 hour lecture, 9 hours lab weekly

This course provides student athletes with the opportunity to develop advanced skills and the strategies in intercollegiate women's cross country which will be applied to competitive situations. Student athletes engaged in intercollegiate women's cross country should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Field trips will be required. Course may be taken four times. Formerly PE R167. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R162—Conditioning for Competitive Cross Country **½ - 2 units**

Lab to be determined according to unit formula.

This course is designed for student-athletes to improve their physical conditioning and skill level to compete at intercollegiate cross country meets. It will provide students with advanced training, conditioning, nutritional, and racing plans for intercollegiate cross country competition. Athletes that participate in rigorous activity such as cross country are expected to follow the professional instruction provided in order to ensure optimal opportunity to excel at the next level. Field trips may be required. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R170—Intercollegiate Soccer-Women **3 units**

Limitations: Must have permission by instructor for enrollment.

1 hour lecture, 9 hours lab weekly

This course provides student-athletes with the opportunity to develop advanced skills and the strategies in intercollegiate men's basketball which will be applied to competitive situations. Student-athletes engaged in intercollegiate men's basketball should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Field trips will be required. Course may be taken four times. Formerly PE R178. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R172—Conditioning for Women's Competitive Soccer **½ - 2 units**

Lab to be determined according to unit formula.

The training and conditioning exercises covered in this course are designed with advanced forms of strength training, cardiovascular and skill work being emphasized. Out of season speed/endurance, stamina, and skill efficiency will be enhanced through use of different fitness parameters in preparing for the soccer season. The course is intended for student-athletes to improve their physical conditioning and strength for women's soccer. Athletes that compete in intercollegiate athletics need to prepare all year to ensure optimal opportunity to excel at their highest level. Field trips may be required. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R180—Intercollegiate Softball-Women **3 units**

Limitations: Must have permission by instructor for enrollment.

1 hour lecture, 9 hours lab weekly

This course provides student-athletes with the opportunity to develop advanced skills and the strategies in intercollegiate women's softball which will be applied to competitive situations. Student-athletes engaged in intercollegiate women's softball should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Field trips will be required. Course may be taken four times. Formerly PE R177. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R182—Conditioning for Women's Competitive Softball **½ - 2 units**

Lab to be determined according to unit formula.

The topics covered in this course provide students with the opportunity to develop advanced strengthening, conditioning, nutritional, and strategic plans for intercollegiate women's softball. Athletes that participate in intercollegiate athletics need additional preparation to ensure optimal opportunity to excel at their highest level. Field trips may be required. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R190A— Intercollegiate Basketball- Women/Fall **3 units**

Limitations: Must have permission by instructor for enrollment.

1 hour lecture, 9 hours lab weekly

This course provides student athletes with the opportunity to develop advanced skills and the strategies in intercollegiate women's basketball which will be applied to competitive situations. Student athletes engaged in intercollegiate women's basketball should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Field trips will be required. Course may be taken four times. Formerly PE R171. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R190B— Intercollegiate Basketball- Women/Spring **2 units**

Limitations: Must have permission by instructor for enrollment.

1 hour lecture, 9 hours lab weekly

This course provides student athletes with the opportunity to develop advanced skills and the strategies in intercollegiate women's basketball which will be applied to competitive situations. Student athletes engaged in intercollegiate women's basketball should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Field trips will be required. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

ICA R192—Conditioning for Women's Competitive Basketball **½ - 2 units**

Lab to be determined according to unit formula.

The topics covered in this course are designed to provide students with the opportunity to develop advanced strengthening, conditioning, nutritional, and strategic plans for intercollegiate women's basketball. Athletics that compete in intercollegiate athletics need additional preparation to ensure optimal opportunity to excel at their highest level. Field trips may be required. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

INTERDISCIPLINARY STUDIES

COURSE DESCRIPTIONS

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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

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 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. Course is offered Pass/No Pass (P/NP) at student's option.

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

LEARNING SKILLS

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. Students are encouraged to seek guidance and support services through the Educational Assistance Center.

FACULTY

Full-Time

Della Newlow

Counselor

Judy McArthur

COURSE DESCRIPTIONS

LS R003—Study Skills for Learning Disabled Students 3 units

3 hour lecture weekly

This course is designed to develop strategies for studying for college level courses. It will include instruction on: scheduling, outlining, decision-making skills, goal setting and planning, self-assessments, career exploration and job search strategies. Field trip may be required. Not applicable for degree credit. Course is offered Pass/No Pass (P/NP) at student's option.

LS R006—Improving Memory Strategies 3 units

3 hours lecture weekly

This course provides instruction in specific memory strategies to improve learning, remembering, and studying. This course is intended for students with learning disabilities or other memory difficulties. Not applicable for degree credit. Course is offered Pass/No Pass (P/NP) at student's option.

LS R016A—Fundamentals of Mathematics I 3 Units*3 hours lecture weekly*

This course is designed to assist 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 is offered Pass/No Pass (P/NP) at student's option.

LS 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 is offered Pass/No Pass (P/NP) at student's option.

LS R017—Basic Reading Skills for Learning Disabled 3 units*3 hours lecture weekly*

This course is intended for students with learning disabilities or other reading difficulties. This course provides preparation and foundation in specific word attack strategies, oral and written language comprehension, reading fluency, dictionary skills, textbook reading strategies, and vocabulary building. It is intended to prepare students for Basic English skills courses. Not applicable for degree credit. Course is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

LS R098—Topics in Learning Strategies 1/2-10 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. Course is offered Pass/No Pass (P/NP) at student's option.

LEGAL ASSISTING/PARALEGAL STUDIES

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	Court Reporter
Court Judicial Assistant	Court Clerk
Legal Secretary	Legal Document Assistant
Immigration Assistant	Law Office Clerk

FACULTY

Full-Time	Part-Time
Jerry Lulejian	Diana Needham Michael Sment

◆ LEGAL ASSISTING/PARALEGAL STUDIES**Associate in Science Degree
Certificate of Achievement**

REQUIRED COURSES:		UNITS
BUS R111A	Business Law I	3
LA R041	Computer Applications for Paralegals	3
LA R101	Legal Assisting/Paralegal Fundamentals	3
LA R102	Torts for Legal Assistants	3
LA R103	Contracts for Legal Assistants	3
LA R104	Legal Research and Writing I	3
LA R105	Legal Research and Writing II	3
LA R106	Civil Litigation for Legal Assistants	3
LA R108	Evidence	3
TOTAL REQUIRED UNITS		27

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Legal Assisting/Paralegal Studies program students will be able to:

- Write clearly and accurately in a variety of contexts and formats while checking, editing, and revising their written work for accurate information, appropriate emphasis, correct citation form and style, and proper grammar on legal documents, memoranda, pleadings and forms.
- Apply rules and principles to new situations in the legal assisting arena.
- Demonstrate familiarity with, and ability to use and write with, appropriate legal terms and legal terminology.
- Locate appropriate documents and utilize them to develop legal forms of various kinds used in the legal assisting arena.
- Demonstrate knowledge and understanding of American system of government, and federal, state and local court systems, and alternative dispute Resolution.
- Demonstrate understanding and knowledge of, and ability to locate California statutes, rules of court and local rules of court.

COURSE DESCRIPTIONS

LA R041—Computer Applications for Paralegals 3 units

Advisory: CIS R021A.

2½ hours lecture, 1½ hours lab weekly

This course introduces the student to the variety of court forms required by California law and local jurisdictions. Other court information such as filing fees, pending case calendars and court assignments are covered. Students will review and utilize court forms required for family law, probate (probate of estates, conservatorships, and guardianships), unlawful detainers and bankruptcy, as well as optional forms used for other actions (contract and negligence actions). Students will become familiar with word processing and utilization of computerized programs used in the practice of law as well as simple methods of tracking legal billing hours. Field trips may be required. Formerly CIS R041. Course is offered Pass/No Pass (P/NP) at student's option.

LA R101—Legal Assisting/Paralegal Fundamentals 3 units

3 hours lecture weekly

This course explores the legal system including basic legal terminology, sources of law, legal reasoning, federalism, court structure, the rules of procedure and ethical standards for lawyers and legal assistants. Includes substantive introduction to the law of contracts and torts, crimes of common law, and the U.S. Constitution. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

LA R102—Torts for Legal Assistants 3 units

3 hours lecture weekly

This course studies the legal concepts of duty, breach, causation, and damages. Students will explore traditional torts such as negligence and fraud and includes newer torts such as "wrongful life". Students will be drafting "complaints" and instructed on investigative techniques. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

LA R103—Contracts for Legal Assistants 3 units

3 hours lecture weekly

This course studies the formation, interpretation and breach of contracts, both written and oral. Students will be drafting complaints for breach of contract lawsuits. The class will explore investigative techniques commonly used. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.)

Transfer credit: CSU

LA R104—Legal Research and Writing I 3 units

Advisories: LA R101.

3 hours lecture weekly

This course will introduce the student to print research in a law library and computer-based legal research methods, focusing on Federal and California constitutional, statutory and common law in encyclopedia, restatements, model statutes, legislative materials, articles, and other secondary sources of exposition and analysis. The course will also cover critical reading, principles of legal construction and interpretation, and drafting basic legal documents. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.)

Transfer credit: CSU

LA R105—Legal Research and Writing II 3 units

Prerequisites: LA R104.

3 hours lecture weekly

The student will expand research and writing skills using law library, computerized or online resources, and by preparing memoranda, pleadings, transactional documents, or similar legal writings. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

LA R106—Civil Litigation for Legal Assistants 3 units

Advisories: LA R101.

3 hours lecture weekly

Students will learn, analyze, and examine the basic principles of civil procedures and court rules as applicable to jurisdiction, venue, and preparation of pleadings in a civil action by both parties in the California Court system. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

LA R108—Evidence 3 units

Advisories: LA R101.

3 hours lecture weekly

Students will learn the rules of civil and criminal evidence. Theory and principles of evidence as utilized and applied to the civil discovery process will be emphasized. Students will examine and analyze California Evidence Code and applicable court decisions. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

LA R198A-Z—Short Courses in Legal Assisting ½-3 units

Prerequisites: LA R101.

Lecture and/or lab hours as required by unit formula

These courses are designed to meet specific needs of college and community as requested and required. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

MARINE STUDIES

Along with courses in Marine Biology, Oceanography and Aquaculture, entrepreneurial apprenticeship programs combining science, business and technology are offered through Marine Studies. A study with the White Abalone Project enables students to have a hands-on 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 Marine Center and Aquarium 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 or 805-985-9801 or

Shannon Newby, snewby@vcccd.edu

(805) 986-5800, ext. 1904 or 805-985-9801

CAREER OPPORTUNITIES

(Most careers require bachelor's or advanced degrees)

Environmental Science	Natural Resource Management
Marine Biologist	Oceanographer
Aquaculture	Science Teacher
Fisheries	Marine Geologist
Laboratory Technician	Seafood Industry

FACULTY

Full-Time

Michael Abram

Lorraine Buckley

Shannon Newby

Thomas O'Neil

PROGRAM STUDENT LEARNING OUTCOMES

- Students informed in marine studies will conduct research and information gathering using a variety of sources such as: texts, tables, graphs, maps, media, personal communication, observation and electronic databases.
- Students informed in marine studies will be able to apply general math skills such as unit conversion, ratios, and percentages to solving simple rate problems; evaluate data, produce and interpret tables and graphs; apply the metric system of measurement.
- Students informed in marine studies will be able to acquire knowledge and skills sufficient to allow one to pursue more advanced study in marine studies or find employment in marine studies related fields.
- Students informed in marine studies will be able to demonstrate scientific literacy by defining and explaining the major steps in the scientific method of investigation, specifically, the difference between empirical data, interpretation, testable hypothesis, theory, paradigm, speculation, and pseudo-science.
- Students informed in marine studies will be able to recognize applications of marine studies in everyday life.
- Students will be able to identify the first step of the scientific method as "observation".

COURSE DESCRIPTIONS

MST R100—Marine Biology

3 units

3 hours lecture weekly

This course is a broad survey of the plants and animals found in the oceans. Topics include an overview of marine plants, invertebrates, fish, and mammals, a survey of marine habitats including coral reefs, kelp forests, and the deep sea, and an introduction to Oceanography. We will also discuss human impacts and conservation efforts as they relate to marine biology. Applications of the scientific method in marine biology are emphasized. Field trips may be required. (Same as BIOL R100) Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

MST R100L—Marine Biology Laboratory

1 unit

Prerequisites: MST R100 or concurrent enrollment.

3 hours lab weekly

This laboratory course includes use of the scientific method, the identification and anatomy of marine plants, invertebrates, and fish; field studies of local marine habitats; and an introduction to Oceanography. Field trips may be required. (Same as BIOL R100L) Course is offered Pass/No Pass (P/NP) at student's option.

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. Field trips may be required. (Same as GEOL R103) Course is offered Pass/No Pass (P/NP) at student's option.

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) Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, 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 in Natural Resource Management 4 unit

Prerequisites: ESRM R100.

3 hours lecture, 3 hours lab weekly

Topics in the course will focus on natural resource management. Laboratory will introduce the scientific process for sampling, assessment, restoration research, and monitoring. Students will be required to collect and manage their data, write progress reports on team projects and a final report in scientific format. Final reports will be presented at an annual poster (PPT) session at the Marine Center. Field trips may be required. Same as ESRM R160. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

MST R170—Biological Marine Resource Management 1 unit

Corequisites: MST R178. or GEOL R178

3 hours lab weekly

This field course is an introduction to topics in marine biology related to current resource management issues in this region. Trips to natural areas where biological, geological, and oceanographic resources can be observed will be combined with related information about resource management at the federal, state, and local levels. Field trips will be required. Course may be taken two times. (Same as BIOL R170) Course is offered Pass/No Pass (P/NP) at student's option.

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). Course is offered Pass/No Pass (P/NP) at student's option.

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 two times. (Same as GEOL R178) Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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

This course is designed to prepare students with existing background knowledge of marine systems for further studies in Marine Sciences. Students will have the opportunity to conduct a research project on an ocean related topic including its habitats, resources, or interactions with terrestrial and atmospheric systems. Project findings will be presented in scientific poster format. 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:

Bret Black, bblack@vcccd.edu

(805) 986-5800, ext. 2030

CAREER OPPORTUNITIES

(Most careers require bachelor's or advanced degrees)

Mathematician	Systems Analyst
Programmer	Operations Research Analyst
Statistician	Applied Science Programmer
Actuary	

FACULTY

Full-Time	Part-Time	Part-Time
Mark Bates	John Andrich	John Norbutas
Bret Black	Stephanie Fahs	Maria Parker
Marlene Dean	William Greason	Gary Rigsby
Brett Enge	Roland Handy	Mamerta Santiago
Hussein Fahs	Michael Lowe	Hugo Viveros
Steve Hall	David Magallanes	Juan Zuniga
Alan Hayashi	Victor Moreno	
Jessica Kuang		
Lilia Ruvalcaba		
Catalina Yang		

◆ MATHEMATICS

Associate in Arts Degree

REQUIRED COURSES:		UNITS
MATH R120	Calculus with Analytic Geometry I	5
MATH R121	Calculus with Analytic Geometry II	5
		10

ADDITIONAL REQUIREMENT:

COMPLETE A MINIMUM OF TWO (2) COURSES FROM THE FOLLOWING:

MATH R105	Introductory Statistics	4
MATH R122	Calculus with Analytic Geometry III	5
MATH R125	Differential Equations with Linear Algebra	5
	TOTAL REQUIRED UNITS	19-20

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Mathematics program students will be able to:

- Use logic to draw well supported conclusions from information given.
- Apply rules and principles to new situations.
- Use tables, graphs, charts and diagrams to explain concepts or ideas.

COURSE DESCRIPTIONS

MATH R009—Basic Mathematics 3 units

3 hours lecture weekly

This course reviews basic mathematical skills and fundamental operations as applied to whole numbers, fractions, decimals, and percentages. Emphasis is placed on understanding of mathematical processes and comprehension of word problems. Not applicable for degree credit. Course is offered Pass/No Pass (P/NP) at student's option.

MATH R009A—Basic Mathematics I 1 unit

1/2 hour lecture, 1 1/2 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. Not applicable for degree credit. Course is offered on a Pass/No Pass (P/NP) basis only..

MATH R009B—Basic Mathematics II 1 unit

Advisory: MATH R009A

1/2 hour lecture, 1 1/2 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. Not applicable for degree credit. Course is offered on a Pass/No Pass (P/NP) basis only..

MATH R009C—Basic Mathematics III 1 unit

Advisory: MATH R009A and MATH R009B

1/2 hour lecture, 1 1/2 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. Not applicable for degree credit. Course is offered on a Pass/No Pass (P/NP) basis only..

MATH R010—Pre-Algebra 4 units

Prerequisites: MATH R009.

4 hours lecture weekly

This course introduces arithmetic operations with integers, signed fractions, and signed decimals. It presents algebraic concepts through solving equations, operating with algebraic expressions, and introductory graphing of linear equations. Other topics, such as measurement, square roots, and basic geometry, are also discussed. Emphasis is placed on application to word problems. Not applicable for degree credit. Course is offered Pass/No Pass (P/NP) at student's option.

MATH R010A—Pre-Algebra I 1 unit

Prerequisites: MATH R009 or equivalent.

1/2 hour lecture, 1 1/2 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. Not applicable for degree credit. Course is offered on a Pass/No Pass (P/NP) basis only..

MATH R010B—Pre-Algebra II 1 unit

Prerequisites: MATH R009 or equivalent.

Advisory: MATH R010A.

1/2 hour lecture, 1 1/2 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. Not applicable for degree credit. Course is offered on a Pass/No Pass (P/NP) basis only..

MATH R010C—Pre-Algebra III**1 unit***Prerequisites: MATH R009 or equivalent.**Advisory: MATH R010A and MATH R010B.**½ hour lecture, 1½ 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. Not applicable for degree credit. Course is offered on a Pass/No Pass (P/NP) basis only.

MATH R010D—Pre-Algebra IV**1 unit***Prerequisites: MATH R009 or equivalent.**Advisory: MATH R010A or equivalent**½ hour lecture, 1½ 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. Not applicable for degree credit. Course is offered on a Pass/No Pass (P/NP) basis only.

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. Course is offered Pass/No Pass (P/NP) at student's option.

MATH R011A—Elementary Algebra I**2½ units***Prerequisites: MATH R010 or equivalent.**1¼ hour lecture, 3¾ 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. Course is offered on a Pass/No Pass (P/NP) basis only.

MATH R011B—Elementary Algebra II**2½ units***Prerequisites: MATH R011A.**1¼ hour lecture, 3¾ 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. Course is offered on a Pass/No Pass (P/NP) basis only.

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. Course is offered Pass/No Pass (P/NP) at student's option.

NOTE: A student receiving credit in MATH R014 will not receive credit in MATH R014A and/or B.

MATH R014A—Intermediate Algebra I**3 units***Prerequisites: MATH R011 or MATH R011B.**3 hours lecture weekly*

This course is the first in a two-course sequence equivalent to MATH R014. This course will emphasize 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, rational expressions and equations, compound and absolute value inequalities, systems of linear equations, graphing linear and nonlinear functions, radical expressions and equations, complex numbers, and solving quadratic equations. A student receiving credit in MATH R014A and/or B will not receive credit in MATH R014. Course is offered on a Pass/No Pass (P/NP) basis only.

MATH R014B—Intermediate Algebra II**3 units***Prerequisites: MATH R014A.**3 hours lecture weekly*

This course is the second in a two-course sequence equivalent to MATH R014. This course will emphasize 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 exponential and logarithmic functions, conic sections, sequences and series, and the Binomial Theorem. A student receiving credit in MATH R014A and/or B will not receive credit in MATH R014. Course is offered on a Pass/No Pass (P/NP) basis only.

MATH R023—Geometry**3 units***Prerequisites: MATH R011 or MATH R011B.**3 hours lecture weekly*

This course covers selected topics from Euclidean plane and solid geometry. Topics include lines and planes, triangles, congruence, deductive reasoning, proof, geometric inequalities, parallel and perpendicular lines, polygons, similarity, circles, constructions, and measuring areas and volumes in two- and three-dimensional shapes. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC credit limitations — see counselor, CSU

MATH R102—Mathematics for Elementary School Teachers 4 units

Prerequisites: MATH R014.

3 hours lecture weekly, 3 hours lab weekly

This course is designed for candidates pursuing an elementary teaching credential. It focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including: the real number system and subsystems, patterns and sequences, basic set theory, logic, and mathematical induction. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning. Field trips may be required.

Transfer credit: UC, CSU

MATH R105—Introductory Statistics 4 units

Prerequisites: MATH R014 or MATH R014B.

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. This course also emphasizes the analysis of large data sets using technology. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

MATH R106—Mathematics for Business Applications 5 units

Prerequisites: MATH R014 or MATH R014B.

5 hours lecture weekly

This course provides students with majors in business, economics, social, and life sciences a non-trigonometric calculus course that meets their major requirements while including applications they are most likely to encounter in the future. Topics include the study of functions, limits, linear programming, college-level algebra, differentiation and related rates, maxima and minima, integration, and differential equations. It is not recommended for mathematics or physical science majors. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option..

Transfer credit: CSU

MATH R118—Precalculus Mathematics 5 units

Prerequisites: MATH R014.

5 hours lecture weekly

This course gives the calculus-bound student a solid foundation in precalculus algebra and analytic trigonometry, with emphasis on function concepts and graphing. Topics include equations and inequalities, analytic geometry of lines and conic sections, properties of functions, techniques of graphing, elementary functions (linear, quadratic, rational, exponential, logarithmic, and trigonometric) and inverse functions, trigonometric identities and equations, polar graphing, optimization applications, systems of equations, theory of equations, mathematical induction, binomial theorem, sequences, and series. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, 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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU. C-ID: MATH 900S.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU. C-ID: MATH 900S.

MATH R122—Calculus with Analytic Geometry II **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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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 R198A-Z—Advanced Short Courses in Mathematics **1/2-10 units**

Prerequisites: MATH R014 or MATH R014B.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

MICROBIOLOGY

See courses in Biological Sciences

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.

For more information, contact:

James Kenney, jkenney@vcccd.edu

(805) 986-5800, ext. 1912

CAREER OPPORTUNITIES

Accompanist	Musicologist/Researcher
Arranger/Orchestrator	Music Business Administrator
Conductor/Music Director	Performer

FACULTY

Full-Time	Part-Time
James Kenney	Carlos Gonzales

PROGRAM STUDENT LEARNING OUTCOMES

- Articulate an understanding of music in its cultural and historical contexts and its relationship to the visual arts.
- Demonstrate an appreciation of Human Expression through music.
- Demonstrate skill and knowledge of the language and content of music as an artistic form.
- Express understanding and appreciation of varieties of cultural and artistic expression.
- Identify and discuss (in a way that demonstrates broad-based knowledge) at least two different individuals or movements from music history.

COURSE DESCRIPTIONS**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 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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

MUS R106—College Choir **2 units**

1 hour lecture, 3 hours lab weekly

The Oxnard College Choir, a singing organization open to all students, learns and performs a wide variety of choral music from both the classical and popular repertoires. The choir performs at musical events on campus and/or off-site events in the community. Field trips may be required. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

MUS R107A—Class Piano I **2 units**

1 hour lecture, 3 hours lab weekly

This course starts with fundamentals of note reading and piano technique and continues through the study of elementary piano literature and sight reading. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

MUS R107D—Class Piano IV **2 units**

Prerequisites: MUS R107C.

1 hour lecture, 3 hours lab weekly

Studies continue in more advanced piano literature, technique, improvisation, harmonization and sight-reading. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

MUS R110A—Voice I: Fundamentals of Vocal Technique **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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

MUS R110B—Voice II: Vocal Development and the 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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

MUS R110D—Voice IV: Voice in Musical Theatre **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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, 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

The Personal Growth course offerings provide an assortment of courses which enable students to better understand themselves, institutions, and the work world, with a professional counselor as instructor, advisor, and/or facilitator.

FACULTY

Full-Time/Counselor

Graciela Casillas-Tortorelli
Ross Fontes
Daniel Goicoechea
David Lopez
Gloria Lopez
Everardo Rivera
Ralph Smith
Jose Vega
Emma Waits

Part-Time/Counselor

Margarita Corral
Letty Mojica

COURSE DESCRIPTIONS

PG R001—Orientation: All About Oxnard College **½ unit**

½ hour lecture weekly

This course offers information about academic counseling, transferring to a four-year institution, vocational programs, study skills, college activities and clubs, student services, and basic survival hints. Not applicable for degree credit. Course is offered on a Pass/No Pass (P/NP) basis only.

PG R098—Personal Growth Short Courses **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 such as time management, study skills, major specific information (nursing, teaching, social work, etc.). Not applicable for degree credit. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered on a Pass/No Pass (P/NP) basis only.

Transfer credit: CSU

PG R101—Career Development and Life Planning **3 units**

3 hours lecture weekly

This course is designed to assist students with self-exploration, career transitions and career-life planning in order to achieve success in a diverse society. Planning and organizing skills that encourage a systematic approach to career development will be used by examining values, interests, skills, life roles, personality type, personal self-management, decision-making and goal setting throughout the life span. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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 is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

PG R198A-Z—Short Courses in Personal Growth **½-10 units**

Lecture and/or lab hours as required by unit formula

These course offerings in personal growth are designed to meet the specific needs of the college and community as required and/or requested by persons or organizations. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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 Instructor	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 Introduction to Logic	3
	6
REQUIRED ADDITIONAL COURSES:	UNITS
Complete a minimum of 12 units from the following:	
ANTH R111 Magic, Witchcraft & Religion: Anthropology of Belief	3
ECON R101 Principles of Macroeconomics	3
PHIL R100 Critical Thinking	3
PHIL R102 Introduction to Ethics	3
PHIL R103 Survey of World Religions: East	3
PHIL R104 Survey of World Religions: West	3
PHIL R105 History of Western Philosophy I: Ancient and Medieval	3
PHIL R106 History of Western Philosophy II: Modern and Contemporary	3
PHIL R108 World Mythology	3
PHIL R109 Modern Religious Movements in America	3
PHIL R110 Philosophy of Religion	3
PHIL R111 Thinking Critically and Analytic Writing	3
PHIL R112 Symbolic Logic	3
PHIL/SOC R114 Social Philosophy	3
POLS R100 Introduction to Politics	3
	12
TOTAL REQUIRED UNITS	18

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Philosophy program students will be able to:

- Analyze and evaluate philosophical claims, arguments, and theories using rigorous philosophical methods (such as logical analysis and the identification of fallacies).
- Compare, contrast, analyze, and evaluate the views of the most influential Western philosophers and philosophical movements from a particular historical period—as found in primary or secondary sources—using rigorous philosophical methods.
- Formulate some of the core questions of philosophy and understand various philosophical responses to them in their historical context.
- At the end of the program, construct a novel, interesting, and logically correct argument that avoids fallacies. The student is also able to represent the logical structure of the argument (in standard logical form), as well as express and defend the argument as a short essay.
- Apply their understanding of ideas in novel contexts.
- Argue with precision, balance, and insight.
- Critically assess their own commitments and ideas.
- Understand major philosophical ideas accurately.

- Embody the qualities of an open-minded but critical thinker in the examination or formation of their philosophy.
- Gain in-depth knowledge of subfields within philosophy.
- Gain knowledge of the history of philosophy, especially the Ancient Greek and Modern periods.
- Gain knowledge of the techniques of modern symbolic logic.
- Gain skills in informed critical thinking and writing.
- Write effectively.

COURSE DESCRIPTIONS

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

PHIL R105—History of Western Philosophy I: Ancient and Medieval 3 units

3 hours lecture weekly

This historical introduction to philosophy traces the development of Western philosophy from early Greece through the Middle Ages. Ideas which influenced the Roman Empire and helped shape the rise and development of Christianity and Medieval Europe are emphasized. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

PHIL R106—History of Western Philosophy II: Modern and Contemporary 3 units

3 hours lecture weekly

This study in the principal philosophical developments since the renaissance emphasizes the relation of philosophy to the growth of science as well as social and cultural changes in the modern period. Topics include: renaissance humanism, the rise of modern science, continental rationalism, British empiricism, the Enlightenment, German romanticism and idealism, Marxism, existentialism, positivism, American pragmatism, and analytic philosophy. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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 values are studied both individually as well as comparatively. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

PHIL R110—Philosophy of Religion 3 units

3 hours lecture weekly

This course provides an introduction to the fundamental concepts of religion, and a critical exploration of reasons for and against widely held religious doctrines. Topics include: the attributes of God, arguments for and against God's existence, religious experience, mysticism and miracles, divine perfection and the problem of evil, the possibility of life after death, the contrast between faith and reason, and religious pluralism. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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 R100.) Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

PHIL R112—Symbolic Logic and Set Theory 3 units

3 hours lecture weekly

This course introduces modern symbolic logic. Topics include: truth functional statement logic, as well as quantifier and predicate logic.

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)

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. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: CSU***PHIL R199—Directed Studies in Philosophy****1-3 units***Lecture and/or lab 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. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: CSU***PHYSICAL EDUCATION**See pages [165](#) for Intercollegiate Athletics

Students who wish to earn an A.A. or A.S. degree must successfully complete a minimum of one Health Education course and one Physical Education course.

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
Jonas Crawford	William Becktel	Marcia Frallic
Ron McClurkin	Graciela Casillas-Tortorelli	George Peraza
	Pam Cohen	Matilde Sanchez
	Ron Cook	Michael Scanlon
	Marti Dibble	Gene Sharp

A General Note on Transferability of Physical Education Courses.

An Associate Degree requires one PE activity class. 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*. The UC will give a maximum of eight (8) units of credit for all courses combined designated with a plus sign (+).

PROGRAM STUDENT LEARNING OUTCOMES

- Demonstrate an appreciation and understanding of how to develop personal health and longevity through appropriate physical activity and theory courses.
- Understand the role physical fitness plays in achieving and maintaining a personal sense of well-being.
- Demonstrate leadership roles both on campus and in the community.
- Demonstrate an understanding and high level competence in fitness, physical activity, and intercollegiate athletics.

COURSE DESCRIPTIONS**PE R098—Short Courses in Physical Education****½-3 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. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

PE R116A—Modern Dance I**2 units***1 hour lecture, 3 hours lab weekly*

This course focuses on the development of modern dance techniques with emphasis on combinations of basic skills. Study of the dance phrase integrating elements of rhythm, design, dynamics, and motivation change will also be covered. Field trips may be required. Course may be taken two times. (Same as DANC R102A). Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU***PE R116B—Modern Dance II****2 units***Prerequisites: PE R116A or equivalent.**1 hour lecture, 3 hours lab weekly*

This course focuses on intermediate to advanced modern dance skills and technique necessary for performing dance compositions and student performances. Field trips may be required. Course may be taken two times. (Same as DANC R102B). Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU***PE R119A—Modern Jazz I****2 units***1 hour lecture, 3 hours lab weekly*

This course is an introduction to Modern Jazz techniques and skills. Students will develop flexibility, strength, endurance, dance composition and develop an understanding and appreciation of Jazz dance as an art form. Field trips may be required. Course may be taken two times. (Same as DANC R104A). Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU***PE R119B—Modern Jazz II****2 units***Prerequisites: PE R119A or equivalent.**1 hour lecture, 3 hours lab weekly*

This course offers continued study of Jazz dance techniques with emphasis on more advanced skills necessary for performing dance compositions and student performances. Field trips may be required. Course may be taken two times. (Same as DANC R104B). Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R124—Mexican Folklorico Dance **2 units**

1 hour lecture, 3 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. Field trips may be required. Course may be taken four times. (Same as DANC R110). Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

INDIVIDUAL AND DUAL ACTIVITIES

PE R130—Jujitsu **2 units**

1 hour lecture, 3 hours lab weekly

The feudal Samurai warrior class once used jujitsu, one of the oldest Japanese martial arts practiced. It is an unarmed self-defense 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 four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R131A—Knock Out Fitness/Kickboxing I **2 units**

1 hour lecture, 3 hours lab weekly

This physical course is intense and designed to burn fat. Cardiorespiratory conditioning and endurance is emphasized along with weight management. Training equipment including focus mitts and kicking shields will be used. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R131B—Knock Out Fitness/Kickboxing II **2 units**

Prerequisites: PE R131A.

1 hour lecture, 3 hours lab weekly

KOFIT/Aerobic Kickboxing offers students a workout that focuses on building cardiorespiratory endurance and fitness through its more advanced curriculum. Body conditioning and weight loss are emphasized. Training equipment including focus mitts and kicking shields are used in class. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R132—Self-Defense Designed for Women **2 units**

1 hour lecture, 3 hours lab weekly

This activity course 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. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R133A—Boxing for Fitness I **2 units**

1 hour lecture, 3 hours lab weekly

This course is designed to develop cardiorespiratory conditioning and fitness through the use of boxing techniques. Students will learn how professional boxers train in order to attain muscle endurance and strength. Increasing muscle tone and weight management will be emphasized. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R133B—Boxing for Fitness II **2 units**

Prerequisites: PE R133A.

1 hour lecture, 3 hours lab weekly

This course is designed to increase cardiorespiratory conditioning and fitness through the use of advanced boxing techniques. Students will also learn how professional boxers train in order to attain muscle endurance and strength. Increasing muscle tone and weight management will be emphasized. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R141A—Tennis I **2 units**

1 hour lecture, 3 hours lab weekly

This course is designed to help the student develop the skill of playing tennis, including beginning skills, etiquette, rules, and techniques of play. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R141B—Tennis II **2 units**

Prerequisites: PE R141A or equivalent.

1 hour lecture, 3 hours lab weekly

This course is designed to develop a higher proficiency and performance of tennis skills with a special emphasis on game strategy and techniques. Field trips may be required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R143—Running for Fitness **1½ units**

1 hour lecture, 3 hours lab weekly

This course is designed to provide exercise and fitness training for the moderate to active jogging or running student population. Emphasis is on cardiovascular conditioning and muscle strength, and endurance related specifically to jogging and running. It is designed for students to participate in and achieve a more strenuous physical activity program. Field trips may be required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R146—Walking for Fitness **1½ units**

1 hour lecture, 2 hours lab weekly

This course is designed to provide exercise and fitness training for the walking running student population. Emphasis is on cardiovascular conditioning and muscle strength, and endurance related specifically to walking. It is designed for students to participate in and achieve a more strenuous physical activity program. Field trips may be required. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R148—Women's Conditioning **2 units**

1 hour lecture, 3 hours lab weekly

This course focuses on improving cardiovascular conditioning, and body composition. Class sessions will include the use of training equipment designed to improve muscle strength and endurance. 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. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option. *Transfer credit: UC*, CSU*

PE R150—Weight Training/Conditioning **2 units**

1 hour lecture, 3 hours lab weekly

This course focuses on the development of basic skills, coordination, muscular tone, and strength through the use of weight machines and free weights. Cardiovascular conditioning and nutrition are also emphasized. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

TEAM ACTIVITIES

PE R155A—Basketball I **2 units**

1 hour lecture, 3 hours lab weekly

This is a course in beginning basketball with emphasis on cardiovascular conditioning, techniques, rules and strategies of full court game. It is an activity course designed for students to increase their knowledge, skills, and techniques of the sport of basketball. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R155B—Basketball II **2 units**

Prerequisites: PE R155A.

1 hour lecture, 3 hours lab weekly

This is a course for intermediate or advanced basketball players with emphasis on cardiovascular conditioning, techniques, rules and advanced strategies of the full court game. It is an activity course designed for students to increase their knowledge, skills, and techniques of the sport of basketball. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R156A—Baseball I **2 units**

1 hour lecture, 3 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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R156B—Baseball II **2 units**

¾ hour lecture, 3 ¾ hours lab weekly

This course focuses on the development of higher proficiency and performance of baseball skills with special emphasis on game strategy and techniques. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R159A—Soccer I **2 units**

1 hour lecture, 3 hours lab weekly

This course focuses on the development of basic skills in soccer. Students will learn proper rules, techniques and game strategy. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R159B—Soccer II **2 units**

Prerequisites: PE R159A.

1 hour lecture, 3 hours lab weekly

This course focuses on the development of advanced skills in soccer. Students will learn proper rules, techniques and advanced game strategy. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option. *Transfer credit: UC*, CSU*

PE R160—Co-Educational Softball **2 units**

1 hour lecture, 3 hours lab weekly

This course is co-educational course which covers intermediate skills and strategy of slow pitch softball. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PE R161—Volleyball **2 units**

1 hour lecture, 3 hours lab weekly

This course teaches the basic skills of playing volleyball. Techniques, strategy and rules of the game are covered. Conditioning and fitness development are also emphasized, as well as nutrition guidelines for volleyball participants. Course may be taken four times. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU*

PROFESSIONAL COURSES

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: 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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

PHYSICAL SCIENCE

COURSE DESCRIPTIONS

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

PHYSICS

Physics is the science of matter and its motion – the science that deals with concepts such as force, energy, mass and charge. As an experimental science, the goal in understanding physics is to understand the natural world. In one form or another, physics is one of the oldest academic disciplines; through its modern subfield of astronomy, it may be the oldest of all. Advances in physics often translate to the technological sector, and sometimes influence the other sciences, as well as mathematics and philosophy.

The physics program at Oxnard College offers the Associate in Science (A.S.) degree. The courses in this program prepare students to transfer to the university to Bachelor of Arts or Bachelor of Science degree programs in physics.

To earn an associate degree with a major in physics, students must complete the core courses listed below, plus general education degree requirements. These major requirements help prepare students for upper-division course work for bachelor and advanced degrees in physics offered by four-year institutions. Since the course work in physics and math is sequential, students should give priority to completing major requirements in degree planning.

The core courses listed below for the Associate in Science degree in physics help students prepare for transfer to a Bachelor of Arts or a Bachelor of Science degree in physics at institutions such as the University of California Los Angeles (UCLA), the University of California Santa Barbara (UCSB), and California State University Northridge (CSUN). Universities differ slightly in requirements for the Bachelor of Arts degree in physics and the Bachelor of Science degree in physics. Students are advised to refer to the official articulation agreements on assist.org for the most current requirements of their intended transfer institution. The Counseling Department or a member of the Science Department faculty can help plan a student's coursework at Oxnard College so the student has a smooth transition to the university of his or her choice with a major in physics.

CAREER OPPORTUNITIES

(Post-bachelor's degrees are 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
	Teacher-secondary or college level

FACULTY

Full-Time	Part-Time
Justin Miller	Dale Synnes Habib Taouk

◆ PHYSICS

Associate in Science Degree in Physics

The requirements for the A.S. degree in physics are satisfactory completion of a minimum of 60 semester units of which 40 semester units must be the required core courses shown below. The additional minimum of 20 units is to be chosen from the general education degree requirements found in the Oxnard College catalog. Students who plan to transfer to a four-year university should consult the CSU-GE or IGETC pattern for general education. The A.S. degree in physics is designed for students who wish to earn a Bachelor of Arts or Bachelor of Science degree in physics at UCLA, UCSB, or CSUN.

REQUIRED COURSES FOR THE A.S. IN PHYSICS UNITS

CHEM R120*	General Chemistry I*	5
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
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

REQUIRED UNITS FOR A.S. DEGREE IN PHYSICS 40

Additional Units for GE Degree Requirements 20

Total Required Units 60

*Note: UC Santa Barbara requires both CHEM R120 and CHEM R122 (General Chemistry II) for either the B.A. in physics or the B.S. in physics. CHEM R122 is offered fall and spring semesters at Oxnard College.

Proposed plan of study for A.S. degree in Physics:

YEAR 1:	<u>FALL SEMESTER</u>	<u>SPRING SEMESTER</u>
	MATH R120	MATH R121
	CHEM R120	PHYS R131
YEAR 2:	<u>FALL SEMESTER</u>	<u>SPRING SEMESTER</u>
	MATH R122	MATH R125
	PHYS R132	PHYS R133

Program Requirements

The requirements for the A.S. degree in physics are satisfactory completion of a minimum of 60 semester units of which 40 semester units must be the required core courses shown below. The additional minimum of 20 units is to be chosen from the general education degree requirements found in the Oxnard College catalog. Students who plan to transfer to a four-year university should consult the CSU-GE or IGETC pattern for general education. The A.S. degree in physics is designed for students who wish to earn a Bachelor of Arts or Bachelor of Science degree in physics at UCLA, UCSB or CSUN.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Physics program students will be able to:

- Apply the fundamental principles of physics to solve quantitative problems.
- Appropriately utilize the equipment and skills needed to gather and analyze data.
- Extract information from graphs.
- Interpret and develop diagrams depicting physical systems and use them to draw conclusions, formulate mathematical representations, and solve for unknown quantities.
- Utilize communication skills (e.g. written, oral, web-based) to effectively report observational results and conclusions based on these results.

COURSE DESCRIPTIONS

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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.

Transfer credit: UC, CSU

PHYS R102L—College Physics 2 Laboratory

1 unit

Prerequisites: PHYS R102 (may be taken concurrently).

3 hours lab weekly

This course provides students with opportunities to learn and apply the scientific method through investigations of the phenomena discussed in a college physics lecture. It also introduces students to methods of computer-assisted data analysis.

Transfer credit: UC, CSU

NOTE: The UC will give credit for only one Physics series: R101/L and R102/L or R121 and R122 or R131, R132, and R133.

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 1 5 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.

Transfer credit: UC, CSU

PHYS R132—Physics for Scientists and Engineers 2 5 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.

Transfer credit: UC, CSU

PHYS R133—Physics for Scientists and Engineers 3 5 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.

Transfer credit: UC, CSU

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 Instructor	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

PHYSIOLOGY

See courses in Biological Sciences

◆ 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
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Select six units from the following:		
ANTH R102	Cultural Anthropology	3
ECON R100	Modern American Economy	3
OR		
ECON R101	Principles of Macroeconomics	3
GEOG R102	World Regional Geography	3
HIST R100A	History of World Civilizations I	3
HIST R100B	History of World Civilizations II	3
HIST R107	History of Mexicans in the United States	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 3		
PSY R103	Beginning Statistics for Behavioral Science	3
SOC R103	Race and Ethnic Relations	3
		6
TOTAL REQUIRED UNITS		21

*Course has been temporarily suspended. Students who have already taken this course may still use it in this degree pattern.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Political Science program students will be able to:

- Demonstrate a knowledge and awareness of contemporary issues, political institutions, and problems in the community and their historical contexts. Students should demonstrate an understanding of the importance of community involvement and leadership.
- Demonstrate a working knowledge of research in political science and identify research questions, hypotheses and analyze, critique and integrate source materials.
- Demonstrate an in-depth understanding and knowledge of the political institutions through which public policies are formulated, modified, and implemented.
- Demonstrate an understanding of the mechanics of writing in Political Science and demonstrate proficiency in spelling, grammar and sentence structure. This includes stylistic considerations such as formatting and source documentation. Students should also demonstrate the ability to communicate ideas (oral) effectively.
- Demonstrate increasingly sophisticated skills in reading sources critically. Students should be able to research, evaluate and analyze the field of Political science and relate ideas to other fields as well.
- Demonstrate knowledge and theories relevant to global politics and policies. This includes knowledge of Western and non-Western political systems, processes, values and models of politics and patterns of interaction among them. Students should demonstrate an understanding and respect for economic, socio-cultural, political and environmental interaction of global life.

COURSE DESCRIPTIONS

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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 and 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

This course explores the international relations between governments and the foreign policies that influence those relations. The role of international institutions such as the United Nations and the World Bank, the activities of non-governmental organizations and the goals and methods of protest movements are described. Topics to be discussed include the impact of globalization, international trade, transnational corporations, mass communication technology, global migration, massive arms distributions and the sources of armed conflict. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, 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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

PSYCHOLOGY

The Department of Psychology at Oxnard College studies mental processes and human behavior. It offers 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

Linda Chaparro

Part-Time

Ajit Mukherjee

Jesus Romero

Stacy Udolph

◆ PSYCHOLOGY

Associate in Arts in Psychology for Transfer

The Associate in Arts in Psychology for Transfer (Psychology AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. See page [60](#) for additional information.

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Course and Program Descriptions section of the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page [64](#) for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page [71](#) for more information).
5. Complete requirements in residency. For students in the Ventura County Community College District, a minimum of 12 units must be completed in residency at the college granting the degree.

Students transferring to a CSU campus that does accept the Psychology AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major at a particular campus). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

The following CSU campuses have designated at least one major as "similar" to the Psychology AA-T. Some campuses may also require or recommend specific course selections from choices within the AA-T. Please see www.sb1440.org/counseling.aspx for the most current list of these designated majors and areas of emphasis/options within the Psychology major as this list is subject to change.

- 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, Long Beach
- California State University, Los Angeles
- California State University, Monterey Bay
- California State University, Northridge
- California State University, San Bernardino
- California State University, Stanislaus
- Humboldt State University
- Sacramento State University
- San Diego State University
- San Francisco State University
- San José State University
- Sonoma State University

REQUIRED CORE COURSES (9 UNITS):		UNITS
PSY R101	General Psychology	3
PSY R103	Beginning Statistics for Behavioral Science	3
PSY R104	Intro to Experimental Psychology	3
LIST A - REQUIRED ADDITIONAL COURSES (3 UNITS):		
PSY R105	Introduction to Physiological Psychology	3
LIST B - SELECT ONE OF THE FOLLOWING COURSES (3 UNITS):		
BIOL R101	General Biology	3
PSY R108	Developmental Psychology	3
PSY R135	Learning and Cognition	3
LIST C - SELECT ONE OF THE FOLLOWING COURSES (3 UNITS):		
Any course from list B not selected above		3
PSY R107	Sex Roles	3
Total Required Major Units		18
CSU General Education or IGETC Pattern		37-39
Double-Counted Units		(15)
Electives (CSU transferable units needed to reach 60)		18-20
DEGREE TOTAL		60

◆ 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/ SOC R104	Sex Roles	3
PSY R110	Human Sexuality	3
PSY R111/ CD R108	The Exceptional Child	3
PSY R112	Parent/Child Interaction	3
		6
TOTAL REQUIRED UNITS		18 - 20

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

Program Student Learning Outcomes

Upon successful completion of the Psychology program students will be able to:

- Demonstrate knowledge of major concepts, theories, and empirical approaches from diverse perspectives of psychology including: biological, developmental, individual, social, learning and cognitive processes.
- Demonstrate an understanding of and apply psychological principles and methods to personal, social and organizational issues in ways that promote self-understanding, personal development and effective relationships, and which enable students to function as more effective members of society.
- Demonstrate critical thinking and creative problem-solving strategies by applying psychological research methods, such as experimental design, data analysis and interpretation.
- Demonstrate effective communication skills appropriate to professional work in psychology.
- Identify and abide by the ethics of psychology including recognition of, understanding of, and respect for socio-cultural complexity and international/global diversity.
- Demonstrate competence in information technologies used for data analysis, research, and presentation.

◆ COMMUNITY MENTAL HEALTH SERVICE

Proficiency Award

This Proficiency Award provides students with entry-level skills to enter the field of Mental Health. Students who successfully complete the requirements for this nine-unit Proficiency Award will acquire a basic understanding and appreciation of mental health services, policy, roles in counseling and interviewing, basic case management and case evaluation. This award will also serve the needs of incumbent workers seeking to advance in their existent position within the field of mental health. In addition, the required courses connected to this proficiency award will serve as a career pathway for high school students who possess an early interest in an occupation within the mental health field.

REQUIRED COURSES:	UNITS
PSY R116 Supportive Counseling and Interviewing	3
PSY R117 Introduction to Case Management for Mental Health and Human Services	3
PSY R118 Psychiatric Rehabilitation and Mental Health Recovery	3
TOTAL UNITS	9

COURSE DESCRIPTIONS

PSY R098—Short Courses in Psychology 1/2-10 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. C-ID: PSY 110.

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: PSYR101, PSYR103.

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. C-ID: PSY 200.

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

The class explores sex role development, status, role change and 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 and gender are emphasized. (Same as SOC R104)

Transfer credit: UC, CSU

PSY R108—Developmental Psychology 3 units

Prerequisites: PSY R101.

3 hours lecture weekly

The course explores the path of human physical, cognitive, psychosexual, moral and psychosocial development from the beginning of life through death. The emphasis is placed on normal development patterns using current information, child-rearing practices and their effects on later development. Field trips may be required.

Transfer credit: UC, CSU

PSY R110—Human Sexuality 3 units

3 hours lecture weekly

The course examines human sexuality with contributions from various disciplines: medicine, biology, psychology, anthropology, sociology, public health. Emphasis is placed on the individual's sexuality in the present. Past practices are also studied.

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) Course is offered Pass/No Pass (P/NP) at student's option.

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.

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 R115—Introduction to Public Mental Health **3 units**

3 hours lecture weekly

This is an introductory course for students interested in public mental health. An overview of the history of public mental health, the types and functions of agencies, practices, careers, professional ethics, current trends and issues is provided. Field trips may be required.

Transfer credit: CSU

PSY R116—Supportive Counseling and Interviewing **3 units**

3 hours lecture weekly

This course provides an introduction to the skills and techniques of supportive counseling and interviewing. It focuses on developing the skills of listening, responding, building trust, assessment, questioning, reflecting strengths, referral, values, and ethics. Students will learn skills which can be applied to a variety of human services settings where establishing partnerships and embracing cultural diversity are necessary to be a competent helper. Field trips may be required.

Transfer credit: CSU

PSY R117—Introduction to Case Management for Mental Health and Human Services **3 units**

Prerequisites: PSY R116.

3 hours lecture weekly

This course is an introduction to the basic concepts and skills of case management for those working in the mental health or human services fields. It covers philosophy, ethics, concepts, assessment, documentation, recordkeeping, plan development, linking to community agencies, services monitoring and an overview of benefits programs. It emphasizes strength-based, recovery-oriented and culturally-competent approaches to case management and develops the communication, organization, writing, planning and evaluation skills needed by today's case manager. Field trips may be required.

Transfer credit: CSU

PSY R118—Psychiatric Rehabilitation and Mental Health Recovery **3 units**

3 hours lecture weekly

This course is an introduction to the principles and practices used to provide support to persons with psychiatric disabilities as they move through the process of rehabilitation and recovery. It will focus on the values and principles of Psychosocial Rehabilitation and the Mental Health Recovery Movement as well as the methods and skills required for the effective development and delivery of rehabilitation plans and community support services. The course addresses the nature of severe and persistent mental illness, medication management, supported employment and education, dual disorders treatment, the role of the family, Wellness and Recovery Action Plan (WRAP), self-help, and peer delivered services. Field trips may be required.

Transfer credit: 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 **1/2-3 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 **1/2-10 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. Course is offered Pass/No Pass (P/NP) at student's option.

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@vccd.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
Marie Butler	Jan Shear
Linda Chaparro	

◆ SOCIOLOGY

Associate in Arts in Sociology for Transfer

The Associate in Arts in Sociology for Transfer (Sociology AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. See page 60 for additional information.

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Course and Program Descriptions section of the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 64 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 71 for more information).
5. Complete requirements in residency. For students in the Ventura County Community College District, a minimum of 12 units must be completed in residency at the college granting the degree.

Students transferring to a CSU campus that does accept the Sociology AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major at a particular campus). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

The following CSU campuses have designated at least one major as "similar" to the Sociology AA-T. Some campuses may also require or recommend specific course selections from choices within the AA-T. Please see a counselor for a comprehensive list of these designated majors and areas of emphasis/options within the Sociology major.

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, Fullerton
 Humboldt State University
 California State University, Long Beach
 California State University, Los Angeles
 California State University, Monterey Bay
 California State University, Northridge
 California State Polytechnic University, Pomona
 Sacramento State University
 California State University, San Bernardino
 San Francisco State University
 San José State University
 California State University, San Marcos
 Sonoma State University
 California State University, Stanislaus

REQUIRED CORE COURSES (9 UNITS):

		UNITS
SOC R101	Introduction to Sociology	3
SOC R102	Social Problems	3
SOC R111	Introduction to Social Research	3

LIST A - REQUIRED ADDITIONAL COURSES (6 UNITS):

SOC R103	Race and Ethnic Relations	3
SOC R125	Introduction to Statistics in Sociology	3

LIST B - SELECT ONE OF THE FOLLOWING COURSES (3 UNITS):

SOC R104	Sex Roles	3
SOC R106	Contemporary Family in America	3
SOC R116	Crime and Society	3

Total Required Major Units	18
CSU General Education or IGETC Pattern	37-39
Double-Counted Units	(12)
Electives (CSU transferable units needed to reach 60)	15-17
DEGREE TOTAL	60

◆ SOCIOLOGY

Associate in Arts Degree

REQUIRED COURSES:

		UNITS
SOC R101	Introduction to Sociology	3
SOC R102	Social Problems	3
SOC R111	Introduction to Social Research	3

Plus one of the following:

SOC R103	Race and Ethnic Group Relations	3
SOC R108	Sociology of the Chicano Community	3
		12

REQUIRED ADDITIONAL COURSES:

Complete one of the following courses:		
HIST R112	Great American Women	3
SOC R104/ PSY R107	Sex Roles	3
SOC R105	Aging in the United States	3
SOC R106	Contemporary Family in American Society	3
SOC R114	Social Philosophy	3
Plus one of the following:		
ANTH R110	People and Cultures of the World	3
HIST R107	History of Mexicans in the United States	3
HIST R108	African-American History	3
HIST R112	Great American Women	3
SOC R116	Crime and Society	3
SOC R118	Introduction to Human Services	3
TOTAL REQUIRED UNITS		18

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Sociology program students will be able to:

- Demonstrate and understand a variety of explanations of human behavior in groups and account for differences in terms of the influences between society, culture and the environment, and among particular groups within.
- Demonstrate competence in defining, critically assessing, and using sociological concepts and their application to a social structural context.
- Demonstrate familiarity with major theories in sociology and exercise the sociological imagination to the study of social life.
- Identify and employ various research designs and their appropriate application to the study of social life, utilizing theoretical perspectives in the discipline and analysis of data produced.
- Demonstrate an understanding of cross-cultural differences and an understanding of the importance of a structural context in analyzing social issues.

◆ SOCIOLOGY: HUMAN SERVICES OPTION

Associate in Science Degree Certificate of Achievement*

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.

* Submitted for State Chancellor's Approval.

REQUIRED COURSES:		UNITS
SOC R101	Introduction to Sociology	3
SOC R102	Social Problems	3
SOC R103	Race and Ethnic Relations	3
SOC R104/ PSY R107	Sex Roles	3
SOC R110	Analyzing Social Welfare Services	3
SOC R118	Introduction to Human Services	3
TOTAL REQUIRED UNITS		18

Recommended Optional 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 R116	Crime and Society	3

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Education Pathways - Earn a Certificate of Achievement section in this catalog for specific information.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Sociology: Human Services Option program students will be able to:

- Demonstrate an understanding of the social services' agencies and their goals for assisting clients with problems in the community.
- Identify elementary knowledge of intervention techniques for counseling clients.
- Utilize role playing in order to examine values and attitudes of human service providers and their clients.
- Evaluate the role of human services professionals and the needs of the poor.
- Incorporate community social welfare goals within the field of service along with the basic needs of clients.
- Demonstrate familiarity with major theoretical approaches to service delivery.
- Demonstrate an understanding of cross-cultural differences and an understanding of the importance of the structural context in analyzing social problems.
- Demonstrate an understanding of the ethical treatment of human service clientele when providing service.

COURSE DESCRIPTIONS

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. C-ID: SOCI 110.

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 solutions. This course is a requirement for Sociology majors. This class may be taught using distance learning. Field trips may be required.

Transfer credit: UC, CSU. C-ID: SOCI 115.

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. C-ID: SOCI 150.

SOC R104—Sex Roles

3 units

3 hours lecture weekly

The class explores sex role development, status, role change and 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 and gender are emphasized. (Same as PSY R107)

Transfer credit: UC, CSU. C-ID: SOCI 140.

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

This course includes a sociological analysis of the American family, including historical and recent changes, present nature and sociocultural forces shaping these conditions.

Transfer credit: UC, CSU. C-ID: SOCI 130.

SOC R108—Sociology of the Chicano Community 3 units

3 hours lecture weekly

This course explores the socio-cultural analysis of familial, political, economic, religious and educational institutions within the Chicano community; emphasis is on the theoretical perspectives of social stratification and social/psychological process of status and achievement within the Chicano community. In the analysis, specific consideration is given to the concept of colonialism and its effects on the institutional experience, including discrimination and/or assimilation. Field trips may be required.

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

Prerequisite: SOC R101.

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, experiments, case study, comparative and historical research methods. In addition, computer applications are included using SPSS.

Transfer credit: UC, CSU. C-ID: SOCI 120.

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)

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. C-ID: SOCI 160.

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: UC, CSU

SOC R125—Introduction to Statistics in Sociology 3 units

Prerequisite: MATH R014 or MATH R014B.

3 hours lecture weekly

Students learn and apply statistical methods to sociological data. The topics include: descriptive and inferential statistics that usually include levels and types of measurement; measures of central tendency and dispersion; normal t, and chi-square distributions; probability and hypothesis testing; correlation and regression. Applications of statistical software to sociology and/or other social science data are required.

Transfer credit: CSU. C-ID: SOCI 125.



SPANISH

Oxnard College offers a full two-year sequence of courses in Spanish which consists of four 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 native and heritage Spanish speakers. The first-level course is offered in one semester or over two semesters, for a less intensive pace. Classes are offered in traditional classroom formats as well as in partially or fully online formats.

Students planning to transfer to a CSU or UC campus to complete a Bachelor's degree in Spanish are advised to refer to the official articulation agreements on assist.org for the most current requirements of their intended transfer institution and should work with a counselor to create a transfer plan.

For more information, contact:
James Merrill, Department Chair, jmerrill@vcccd.edu
(805) 986-5800, ext. 1949

CAREER OPPORTUNITIES

B.A. Level

Interpreter	Translator
Foreign Clerk	Foreign Service Officer
Foreign-Exchange	Trader

FACULTY

Full-Time

Carmen Eblen
Cecilia Milan

Part-Time

Rene Centeno
Marta Garza-Laird
George Peraza

◆ SPANISH

Associate in Arts Degree

REQUIRED COURSES:

		UNITS
SPAN R103	Intermediate Spanish 1	5
SPAN R104	Intermediate Spanish 2	5
		10

REQUIRED ADDITIONAL COURSES:

		UNITS
Complete a minimum of 9 units from the following:		
SPAN R101	Elementary Spanish 1	5*
SPAN R101A	Elementary Spanish 1A	3*
SPAN R101B	Elementary Spanish 1B	3*
SPAN R102	Elementary Spanish 2	5*
SPAN R102A	Elementary Spanish 2A	3*
SPAN R102B	Elementary Spanish 2B	3*
SPAN R107*	Hispanic American Culture	3
SPAN R108	Composition in Spanish	3
SPAN R117	Latin American Literature	3
SPAN R118	Cine en español	3
SPAN R140	Spanish for Native Speakers 1	5*
SPAN R141	Spanish for Native Speaker 2	5**
		9 - 11
	TOTAL REQUIRED UNITS	19 - 21

*Course has been temporarily suspended. Students who have already taken this course may still use it in this degree pattern.

**No more than 5 units of SPAN R101, R101A, R101B, R102, R102A, R102B, R140 or R141 can be applied to the major.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Spanish program students will be able to:

- Recognize, conjugate and use appropriately the simple present, preterit, imperfect, future and present perfect of the indicative mood; and the present and imperfect of the subjunctive mood.
- Distinguish and use formal and informal language, with sensitivity to appropriate contexts and social settings.
- Demonstrate aural comprehension of a sustained oral presentation or conversation in Spanish.
- Engage in oral communication at the intermediate level.
- Analyze and discuss essays, short stories and poems by Latin American and Spanish writers.
- Access and synthesize information on cultural topics or current events in the Spanish-speaking world and convey that information in a formally prepared oral presentation.
- Demonstrate awareness of past and present cultural, political and social aspects of the Spanish-speaking world.

COURSE DESCRIPTIONS

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. Course is offered Pass/No Pass (P/NP) at student's option.

SPAN R101—Elementary Spanish 1

5 units

5 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. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

SPAN R101B—Elementary Spanish 1B

3 units

Prerequisites: SPAN R101A or equivalent.

3 hours lecture weekly

This course is equal to the second half of SPAN R101, and is for non-native speakers. It introduces the language and culture of the Spanish-speaking world. The course emphasizes oral communication, reading and writing. Basic vocabulary and grammar are studied as well as various aspects of the culture of Spanish-speaking countries. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

SPAN R102—Elementary Spanish 2**5 units***Prerequisites: SPAN R101.**5 hours lecture weekly*

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. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: UC, CSU***SPAN R103—Intermediate Spanish 1****5 units***Prerequisites: SPAN R102.**5 hours lecture weekly*

This is a second-year course (third semester) for non-native speakers of Spanish. It introduces more advanced vocabulary and grammatical principles through reading and listening to a variety of works. Students will learn to write well-developed paragraphs and short compositions. Students' oral skills will be developed through listening-comprehension exercises, class discussions and oral presentations. Students will learn about the cultures of different Spanish-speaking countries. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: UC, CSU***SPAN R104—Intermediate Spanish 2****5 units***Prerequisites: SPAN R103.**5 hours lecture weekly*

This is a second-year course (fourth semester) for non-native speakers of Spanish. It introduces different registers of the language and more advanced grammatical structures through reading and listening to a variety of works. Students' oral skills will be developed through listening-comprehension exercises, guided class discussion and oral presentations. Students will learn about social, political and artistic aspects of Latin America and Spain. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: UC, CSU***SPAN R117—Latin American Literature****3 units***Prerequisites: SPAN R103 or SPAN R140, or concurrent enrollment.**Advisory: Advanced knowledge of Spanish reading and writing; SPAN R104, SPAN R108, SPAN R141 or the equivalent is highly recommended.**3 hours lecture weekly*

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.

*Transfer credit: UC, CSU***SPAN R118—Cine en español****3 units***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.**3 hours lecture weekly*

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. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: UC, CSU***SPAN R140—Spanish for Native Speakers 1****5 units***Advisory: SPAN R102.**5 hours lecture weekly*

This is a Spanish course designed for native and heritage speakers of Spanish. Students will expand their vocabulary, review basic principles of grammar, and learn to distinguish between different registers and dialects of the language. The process of writing, at paragraph and composition level, will be practiced throughout the course. The reading of Spanish-speaking writers will be used to improve students' reading and writing skills, critical thinking abilities and understanding of the diversity of Spanish-speaking societies. Students will also be exposed to the basic principles of literary analysis. Field trips may be required. Formerly SPAN R105 Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: UC, CSU***SPAN R141—Spanish for Native Speakers 2****5 units***Prerequisites: SPAN R140.**5 hours lecture weekly*

This is a course designed for native and heritage Spanish speakers. Students will expand their vocabulary, distinguish registers and dialects of the language, and learn advanced grammatical forms such as the perfect tenses of the indicative, the passive voice and conditional sentences. Students will work on the writing process, and improve their reading skills and critical thinking abilities through the analysis and discussion of a variety of texts. Students will learn about different Spanish-speaking communities to promote cross-cultural understanding. Field trips may be required. Formerly SPAN R106. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: UC, CSU***SPAN R199—Directed Studies in Spanish****1-3 units***Prerequisites: A course in the specific field.**Lecture and/or lab hours as required by unit formula*

This course offers students the opportunity to further their knowledge of the Spanish language and culture on an independent-study basis. The student and instructor will work together to design course content and/or research. Meeting times and requirements will be determined by the instructor. Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student's option.

*Transfer credit: CSU***SPEECH**

See Communication Studies

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.

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*

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	Kitty 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
COMM R101	Introduction to Oral Communication	3
TV R117	Race, Class, Gender, and Sexuality in Film and Television	3
TV R190	Internship in Digital Video Production	.5-6
TV R198	Short Courses in Digital Video	3
		6
TOTAL REQUIRED UNITS		24

*Course has been temporarily suspended. Students who have already taken this course may still use it in this degree pattern.

To complete the Associate Degree, students must also meet requirements in general education, competency, units, scholarship, and residency. Refer to Education Pathways - Earn an Associate Degree and the A.A. or A.S. Degree in Specific Majors sections of this catalog.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Television program students will be able to:

- Achieve a hands-on experience with creative endeavors and either individually or collaboratively, perform the work of others.
- Create original work applying feedback to improve their performance.
- Demonstrate knowledge of the language and content of film and television.
- Understand how cultures differ in their use of similar environments and resources by comparing one culture with another.
- Display behavior consistent with the ethical standards within a discipline or profession including exhibiting personal, professional, and academic honesty.

COURSE DESCRIPTIONS

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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. Course is offered Pass/No Pass (P/NP) at student's option.

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.

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 is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

TV R106—Digital Editing with Final Cut Pro

3 units

2 hours lecture, 3 hours lab weekly

In this course, students develop and improve their digital editing skills using Final Cut Pro software. Students will explore film/video editing theory and apply various editing styles to video footage from multiple sources. Students will gain understanding of the impact that editing has on audience response. Critical analysis of the editing process, editing complex scenes and creating visual effects will be part of the curriculum. Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

TV R108A—Acting for TV and Film I

3 units

2 hours lecture, 3 hours lab weekly

Students will acquire skills through fundamental performance techniques and on-camera exercises, including relaxation, concentration, sense memory, emotional recall, improvisation, character tasks, and text analysis, as well as monologue work. The goal of this course is to liberate the imagination and focus on how to deliver a cohesive performance without feeling self-conscious. Students are recorded on-camera during several sessions, culminating in a final taped performance. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, CSU

TV R108B—Acting for TV and Film II

3 units

Prerequisites: TV R108A.

2 hours lecture, 3 hours lab weekly

By participating in on-camera performances students will sharpen their on-camera skills by utilizing acting exercises including relaxation, concentration, sense memory, emotional recall, improvisation, character tasks, and text analysis, as well as monologue work. Students are recorded on-camera during several sessions, culminating in a final taped performance. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: UC, 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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

TV R190—Internship in Digital Video Production **1/2-6 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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU

TV R198A-Z—Short Courses in Digital Video

1/2-3 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. Course is offered Pass/No Pass (P/NP) at student's option.

Transfer credit: CSU



GLOSSARY OF TERMS

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GLOSSARY OF COLLEGE TERMS

The following is offered as an explanation of common terms used at Oxnard College. You should be familiar with these key words, terms and phrases since you will read or hear about them throughout your college experience. A counselor is also available to answer any questions.

Academic Renewal: A process to have previous substandard college work (grades and units) excluded from computation of the cumulative grade point average. The Academic Renewal process begins in the Counseling Office. Policies concerning Academic Renewal can be found in this catalog.

Academic Year: The academic year includes the fall and spring semesters as well as the summer session that follows the spring semester. The academic year begins with the fall semester.

Add Authorization Code: A 4-digit number given to a student by the instructor of a closed class which enables the student to enroll in the closed class using MyVCCCD.

Adding: A student-initiated enrollment in a course after initial registration and after the semester has started, usually by use of an Add Authorization Code, for registration using MyVCCCD.

Advisory: A condition of enrollment that a student is recommended but not required to meet, before or in conjunction with enrollment in a course or educational program. This preparation suggested by the faculty is to ensure that students are adequately prepared to successfully complete a particular course. Same as Recommended Preparation.

Area of Emphasis: Required in the General Studies major, this consists of 18 units in an area of concentration, based either on the student's interests (Pattern I) or on major preparation from assist.org (for Patterns II and III) with at least 6 of the 18 units coming from a single discipline to give the student more depth in their study.

Articulation: The process of developing a formal, written agreement that identifies courses (or sequences of courses) on a "sending" campus that are comparable to, or acceptable in lieu of, specific course requirements at a "receiving" campus.

Articulation Agreement: A formal written agreement specifying which courses at one college transfer and are accepted in lieu of required courses at another college or university. Articulation agreements between the Ventura County Community Colleges and the CSU and UC campuses can be found on assist.org

Assessment/Placement Test: Exam given to students prior to registration for classes in English and Math to evaluate their skill level. The results are used to help students select appropriate classes.

ASSIST: located at www.assist.org, this online student-transfer information system shows how course credits earned at one public California 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 provides the most accurate and up-to-date information about student transfer in California. ASSIST is the abbreviation for Articulation System Stimulating Interinstitutional Student Transfer.

Associate Degree (A.A. or A.S.): A degree granted by a community college recognizing a student's satisfactory completion of a state approved organized program of study of at least 60 semester units, including major or area of emphasis, general education, and other graduation requirements. Students must apply for the Associate Degree in the Counseling Office.

Oxnard College offers the following Associate Degrees:

- A.A.: Associate in Arts
- A.S.: Associate in Science
- AA-T: Associate in Arts for Transfer
- AS-T: Associate in Science for Transfer

ASG: Associated Student Government. This is the name for the student government body at Oxnard College.

Audit: Enrolling in a course for "information only." No grade or credit is awarded. An audit does not satisfy the requirements for earning a degree or certificate. See policy on audits in this catalog.

Bachelor's Degree: Recognition that a student has successfully completed an organized program of study at a four year university generally consisting of specified courses in General Education, a declared major, and other electives and graduation requirements. The degree can be either the Bachelor of Arts (B.A.) or the Bachelor of Science (B.S.). Community colleges offer what is considered to be the first two years of the four year Bachelor's degree.

BOGG: Board of Governor's Grant. A financial aid that pays enrollment fees for eligible California community college students.

Cal Grant: A financial aid program administered by the California Student Aid Commission that provides aid to eligible California undergraduates, vocation training students, and those in teacher certification programs.

Certificate of Achievement: A college-awarded document and notation on the student's transcript indicating that the graduate has satisfactorily completed the sequence of major courses required in a state approved program. Listing of the certificate of achievement on a student transcript symbolizes successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented to career or general education. Students must apply for the Certificate of Achievement through the Counseling Office.

Challenge (also called Credit by Exam): the process by which a student may meet a specific requirement through successful performance on a comprehensive exam. Students who are successful in challenging a course will have met the requirement and units but no grade will be awarded and recorded on the student's academic transcript.

Class Schedule: The listing of courses being offered each term including the hours, instructor, and room assignment. See Schedule of Classes.

College Work Study Program: A program of federal financial aid which provides funds for students' jobs on campus.

Collaborative Learning: A method of instruction committed to actively engaging students in their learning using small groups, team and group projects, and providing opportunities for students to share common experiences and solve problems.

Corequisite: A course or group of courses in which a student must be concurrently enrolled in order to acquire the necessary skills, concepts, and/or information in order to be successful in the course or program.

Counselor: Faculty who assist students with personal, career, avocational and educational planning and development.

Course: An organized pattern of instruction in a specified subject offered by the college.

Course Description: A brief statement about the content of a particular course.

Course Load: The number of units a student is enrolled in during any given term. A full-time student is one who is enrolled in 12 or more units during a semester.

Course Title: The descriptive name of the course which gives a general idea of the content.

CRN: Course Reference Number. A 5-digit code assigned to each specific class section listed in the Schedule of Classes. The CRN is used to identify the exact class with its corresponding meeting days/time/location and instructor when a student registers.

CSU: California State University. California public four-year university system which consists of 23 campuses. It is one of three public education systems in the state, the other two being the University of California (UC) system and the California Community College system.

CSU GE-Breadth: General Education pattern for the CSU system. See page 64 for the list of approved courses for CSU GE. Students completing the CSU GE-Breadth should see a counselor to apply for CSU GE Certification.

Credit Course: A course for which units are granted. Some credit courses are degree-applicable (units apply toward proficiency awards, certificates of achievement or associate degrees) and others are non-degree applicable.

Dismissal: The process by which a student's enrollment is terminated due to poor academic performance or progress, incurring excessive withdrawals, or for disciplinary reasons. Often, dismissal is temporary, providing the student meets certain conditions. See this catalog for more information.

Drop: To withdraw formally from a class in which a student is enrolled. It is the student's responsibility to formally withdraw from a class, either online, or in person at the Records office. Instructors may also initiate a drop for lack of attendance. The schedule of classes lists drop deadlines for all classes.

Elective: A course that is not specifically required for the major but for which the student takes for unit credit and which may count toward the total units required for the degree.

EOPS: Extended Opportunity Program and Services. A state funded program which provides both financial, counseling, 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 counseling and learning assistance services to disabled students on campus.

Financial Aid: Money available from the federal and state government or various community sources to help students meet college expenses. Financial aid can include grants, loans, scholarships and work-study programs.

Full-Time Student: A student who enrolls in a minimum of 12 units in fall or spring semester or 4 units in summer session.

GE: General Education. A required list of courses in subjects such as English composition, communication and analytical thinking, humanities, natural sciences and social and behavioral sciences that is designed to introduce students to the variety of means through which people comprehend the modern world. GE must be completed to earn an Associate or Bachelor's Degree. GE requirements vary by degree and program. Please refer to the GE section of this catalog or see a Counselor for more information.

GE Certification: The formal recognition that a student has completed a prescribed program of General Education such as IGETC or CSU GE-Breadth. Students must meet with a counselor, complete appropriate paperwork, and submit it to the Records office to have their GE Certification completed and posted on their official transcripts.

GPA: Grade Point Average. A measure of a student's academic achievement at a college or university, calculated by dividing the total number of grade points by the total number of units attempted.

Grade Point: A numerical value assigned to a letter grade received in a courses taken at a college or university multiplied by the number of units or credit hours awarded for the course.

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. See page 71 for a list of OC courses approved for IGETC.

Lab: Laboratory. A course during which students perform experiments or engage in activities to help them understand and learn the course material.

Learning Community: The linking of two academic courses thematically, providing the student with an interdisciplinary context for learning as well as fostering collaboration between the faculty and among the students. Studies have shown this to be a highly effective practice for increasing student achievement.

Lecture: A class meeting whose primary function is the dissemination of information.

Lower Division: The first two years of college work, the equivalent of the freshman and sophomore years at a four year university. By California law only lower division coursework can be offered at California Community Colleges. Courses offered at the junior and senior level by four year universities.

Major: An organized program of courses in a specific area of study leading to a Certificate of Achievement and/or Associate Degree.

Matriculation: A process which brings a college and 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.

Maximum Unit Load: A student may enroll in up to 19.5 units in a regular semester or up to 9 units during the summer session.

MyVCCCD (District Portal): An online system that allows students to access the following services: Registration, Add/Drop Classes, View Class Schedules, Account Balances, Fee Payments, Grade and Unofficial Transcripts, Educational Goal & Major Changes, Emailing/Mailing address changes, Campus Library Research, Enrollment Verification, and Degree/Certificate Progress Check. My VCCCD can be accessed at <http://www.myvcccd.edu>.

Noncredit course: Courses that grant no college credit, no units, and no student grades. A noncredit course should not be confused with courses that are taken for credit but in which the student earns no credit (No Pass) due to unsatisfactory academic performance.

Open Entry/Open Exit: Courses that 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.

Pass/No Pass: A grading system that allows students to substitute "Pass" for those grades that would normally be C or better and "No Pass" for grades of D and F, resulting in no letter grade and therefore no impact on the GPA (grade point average). Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.

Preparation for the Major: Lower division courses required by four year universities as part of the selected major. For the CSU and UC, these courses may be found on assist.org.

Prerequisite: A requirement which must be completed prior to enrollment in a course and without which a student is highly unlikely to succeed. The prerequisites on a course may be determined by the college faculty, by licensure or other safety or legal requirements, or for transfer courses in particular, by faculty at the four year universities.

Probation: A negative enrollment status indicating the student's grade point average has dropped below a 2.0 for any term or that the student is failing to maintain satisfactory academic progress toward their declared academic goal.

PIN: Personal Identification Number. A password that is used to access MyVCCCD online.

Proficiency Award: Recognition given to students who satisfactorily complete a VCCCD Board approved course or sequence of courses designed to lead to a specific type of employment or to update skills. These awards cannot be memorialized on a transcript.

Quarter: A fourth of an academic year, typically 10 weeks long. An academic year consists of Fall, Winter, and Spring quarters. Most UC campuses and a few CSU campuses are on the quarter system. All colleges in the VCCCD are on the semester system (see below).

Recommended Prep: A condition of enrollment that a student is recommended but not required to meet, before or in conjunction with enrollment in a course or educational program. This preparation suggested by the faculty is to ensure that students are adequately prepared to successfully complete a particular course. Same as Advisory.

Registration: The official process of enrolling in courses. The process of registration must be completed by the second week of the semester for Fall and Spring and by the middle of the first week for Summer session in order for a student to be officially enrolled and to receive credit in his or her classes.

Schedule of Classes: A listing of courses being offered in a particular term including the course ID, title, units, hours, time, instructor, and location. In addition the Schedule of Classes lists other course information (e.g. prerequisites, fees, transfer credit) plus the district registration and deadline calendars.

Semester: Half of an academic year, typically 16-18 weeks long and consisting two terms; Fall and Spring. All colleges in the VCCCD are on the semester system.

Short-term Course: A class that meets for less than a full semester.

Student Central: An online resource for students that can be accessed at my.vcccd.edu.

SLOs: Student Learning Outcomes. A statement of expectation that explains what students will do or think/feel as a result of their interaction with their instructors. SLOs specify how learning will be assessed and the results of these assessments are used to improve learning. All courses and programs have student learning outcomes.

TBA: The abbreviation for "to be announced." This is noted in the Schedule of Classes when the time of a class may be arranged independently or when the location is not available at the time the publication goes to print or is posted online.

TCA: Transfer Course Agreement. A list of courses approved for transfer unit credit toward a Bachelor's degree at any UC campus. See pg. 68 for the list of courses.

Telecourse: Instructional television or video viewing courses with some classroom attendance.

Term: An academic calendar unit, most often semester or quarter.

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, both attempted and earned, and final grades for all courses. Also includes degrees and certificates conferred. Transcripts may be official (sealed and certified) or unofficial.

Transfer: This term can apply to the student who plans to continue his or her education at a four year university or can apply to the process of taking earned units at one college and applying them to requirements at another college or university.

Transfer Credit: Credit from one college that is accepted and applied toward a degree by another college or university.

Transfer Certification: The process by which a counselor at the community college evaluates a student's transcripts and verifies that they have met all CSU GE-Breadth or IGETC requirements and then requests that the student's GE be certified by the Records Office. Students must meet with a counselor to begin this process.

Transfer Requirements: This may refer to admission, preparation for the major, general education, and/or supplemental criteria that students must fulfill prior to being able to attend a university. Admission requirements most frequently include units and GPA minimums, as well as subject area preparation (GE and major).

Transferable Course: A course that is accepted by a four year university and applied to, at a minimum, the total number of units required for the bachelor's degree. All transferable courses in this catalog have a notation about which system (CSU and/or UC) will accept them for units. To find out if the course may be accepted for GE, see the CSU GE-Breadth or IGETC checklists in this catalog. To find out if a course is accepted toward major preparation, see assist.org.

UC: University of California. A public four year university system in California that consists of 10 campuses. In the California Master Plan for Higher Education, the UC is part of the state's three-tier public higher education system, which also includes the California State University (CSU) system and the California Community College (CCC) system.

Undergraduate: This term can refer to either a student enrolled in college seeking their associate or bachelor's degree or to course taken in the freshman through senior year of college and up to the completion of a Bachelor's degree. Once a Bachelor's degree has been conferred, a student becomes a college graduate and any college work thereafter is considered either post-baccalaureate or graduate work.

Unit: The basic measurement of credit at the VCCCD is the semester unit, which is equivalent to one credit hour. One credit hour of community college work is approximately three hours of recitation, study or laboratory work per week throughout a term. For practical purposes, the following terms are synonymous: unit, semester unit, semester hours, credit, and credit hour.

Units attempted: Total number of semester course credits for which a student has enrolled and received an academic symbol on their transcript of any of the following: A, B, C, D, F, P, NP or W.

Units completed: Total number of semester course credits for which a student has enrolled and received an academic symbol on their transcript of A, B, C, D or P. Units completed do not include W, NP, or F but these are counted toward the number of units attempted.

Upper Division: Courses applying to a bachelor's degree taken during the junior and senior year at a four-year university. Community colleges only offer lower division courses; those taken during the freshman and sophomore years.

Withdrawal: The process by which a student officially drops one or more classes during the semester. When this occurs prior to the end of the third week of the semester, the course will not count as an enrollment attempt and the course will not appear on the student's transcript. When the course is dropped between the fourth week and drop deadline, the course will appear on the student's transcript with the "W" symbol indicating the withdrawal. W's do not affect a student's GPA but do count as an enrollment attempt. Check the college website or this catalog for more information.





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APPENDICES

The general terms "college" and "colleges" are used interchangeably throughout the Appendices to reference procedures that apply to all three colleges of the Ventura County Community College District (VCCCD), Moorpark College, Oxnard College, and Ventura College.

Appendix I

Privacy Rights

Privacy Rights Governing Student Records

Pursuant to the Federal Educational Rights and Privacy Act (FERPA), the California Education Code (§76240 et. seq.), and the California Administrative Code Title 5, student records are maintained in manner to ensure privacy of such records. The colleges of this district shall not, except as authorized, permit any access to or release of any information therein.

The colleges of the Ventura County Community College District establish and maintain information on students relevant to admission, registration, academic history, career, student benefits or services, extracurricular activities, counseling and guidance, discipline or matters related to student conduct, and shall establish and maintain such information required by law. All such records are maintained under the direction of the Executive Vice President or designee.

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, except in cases of requests for directory information or noted exceptions to law requiring response to subpoenas and court orders.

For purposes of this article and for use in the enforcement of FERPA procedures, a student is defined as an individual who is or has been in attendance at one of the colleges of the Ventura County Community College District. "In attendance" is defined as an individual whose application has been accepted and entered into the district student database.

Directory Information

The colleges of this District maintain directory information which may be released to the public without the written consent of the student. Directory information may include: student's name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; the most recent educational institution attended by the student; and weight and height of members of athletic teams.

Directory information will be released to branches of the United States military services in compliance with the Solomon Act, the National Student Clearinghouse, and may be released to other parties in accordance with the Education Code §76240. No directory information shall be released regarding any student or former student who has notified the District or any college thereof in writing that such information shall not be released. Such requests shall be addressed to the Executive Vice President or designee.

The college will forward a student's educational records to other institutions of higher education that have requested the records and in which the student seeks or intends to enroll, providing such release of educational records complies with the requirements of FERPA.

FERPA affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review his/her own education record. 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 Executive Vice President or designee at the college of attendance, and shall clearly identify the records requested for inspection and review. Requests by students to inspect and review records shall be granted no later than 15 days following the date of request. The inspections and review shall occur during regular school hours. The Executive Vice President or designee shall notify the student of the location of all official records which have been requested and provide personnel to interpret records where appropriate.

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, for a fee determined by the Board, may request copies of their records.

Students may request copies of records for review. A fee of one dollar (\$1) will be charged per page per copy.

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 the colleges of the Ventura County Community College District, regardless of the student's age.

- (2) The right to request the amendment of the student's education records that the student believes is inaccurate. 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.

Appendix II

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.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

In compliance with California Education Code §76222, a log or record shall be maintained of persons, agencies or organizations requesting and receiving information from a student record. Also pursuant to code, such log or record will not include the following:

1. A student to whom access is granted pursuant to Education Code §76230.
2. Parties to whom directory information is released pursuant to §76240.
3. Parties for whom written consent is executed by the student pursuant to §76242.
4. Officials or employees having a legitimate educational interest pursuant to §76243(a).

Such record shall be open to inspection only by the student and the college official or his or her designee responsible for the maintenance of student records, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency as defined in Public Law 93-380, and state educational authorities as a means of auditing the operation of the system.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Statement of Nondiscrimination

The Ventura County Community College District and its three colleges -- Moorpark College, Oxnard College, and Ventura College -- are committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment regardless of race, color, religion, sex, national origin, disability, age, sexual orientation, marital status or Vietnam veteran status, in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978 and the Americans with Disabilities Act of 1992. The Title IX Facilitator and the ADA/504 Coordinator can be reached at (805) 986-5937.

Maintaining an Environment of Civility and Mutual Respect

Oxnard College takes all steps necessary to provide a positive educational and employment environment that encourages the full range of equal educational opportunities noted above without limiting any citizens right to free speech. The College actively seeks to educate staff members and students on the deleterious effects of expressions of hatred or contempt based on race, color, national or ethnic origin, age, gender, religion, sexual orientation or physical or mental ability. A more detailed review of expected respectful behavior is provided in the Student Conduct Code.

To better ensure appropriate, respectful behavior across campus, the College will take immediate, appropriate steps to investigate complaints of discrimination in order to eliminate current discrimination and to prevent further discrimination. The College prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry. If you feel you have experienced discrimination at Oxnard College, initiate the Complaint Procedure outlined in the Sexual Harassment Policy later in this section. If you have any questions on how to proceed with your concerns or complaints, contact the Office of Student Learning at (805) 986-5847.

Equal Opportunity Act

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

Inquiries regarding related laws and regulations, and the corresponding Board policies may be directed to the:

District Diversity Facilitator
c/o District Office
255 W. Stanley Avenue, Suite 150
Ventura, California 93001
phone: (805) 652-5500

Appendix III

Sexual Harassment Complaint Procedures

A. Introduction

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

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

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

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

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

B. Complaint Procedure

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

1. The Dean of Student Services: (805) 986-5847
2. Vice Chancellor of Human Resources, Ventura County Community College District: (805) 652-5513.

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

C. Investigative Procedure

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

1. Interviews with the complainant, the alleged harasser; and any other persons the investigator has reason to believe have relevant knowledge concerning the complaint.;
2. Review of the factual information gathered during the investigation to determine whether the alleged conduct occurred and whether such conduct constitutes harassment under this policy, based on the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incident(s) occurred;

3. Using the District Reporting Form as a guide, the Intake Facilitator will prepare a written report setting forth the results of the investigation. The findings shall be reported to the Vice Chancellor of Human Resources;
4. Final disposition shall be reported back to the complainant and the alleged harasser in a timely manner and will also be filed with the State Chancellor's office in Sacramento.

D. Remedial Action

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

E. The Definition of Sexual Harassment

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

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

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

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

F. Additional State and Federal Procedures

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

- Department of Fair Employment and Housing
(800) 884-1684
- Equal Employment Opportunity Commission
(213) 894-1000
- Chancellor's Office of the California Community Colleges
(916) 445-8752
- California Department of Education
(916) 319-0800
- Department of Education
(800) 421-3481

If you feel you are a victim of sexual harassment, please report the incident immediately. Keep records to track dates, places, times, witnesses, and the nature of the harassment.

G. A Final Precaution

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

Appendix IV

Rights and Responsibilities

A. Associated Students

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

B. Privileges of Student Organizations

1. To use the name of one of the colleges or to use college facilities for regular meetings or special events, student organizations must be chartered by the Associated Students.
2. Recognized student organizations shall not use District facilities for the purpose of planning or implementing off-campus political or social events, nor use the name of the colleges in conducting such off campus events, unless authorized by the Associated Students.
3. A chartered student organization shall have a faculty advisor who shall be chosen by the members of that organization and approved by the Executive Vice President of Student Learning or designee. Institutional recognition shall not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor.
4. Chartered student organizations shall be open to all students without respect to race, creed or national origin.

C. Off-Campus Affiliations

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

D. Advocacy and Free Expression

1. **Purpose** - The primary purpose of a college is the advancement and dissemination of knowledge. Free inquiry and expression are indispensable to the attainment of this purpose. The colleges of the Ventura County Community College District have the responsibility to establish and maintain general conditions conducive to an orderly and open examination of ideas and issues relevant to the primary purpose referred to above.
2. **Registered Students** - Students of the Ventura County Community College District have the right of free expression and advocacy and may exercise this right within the framework outlined below:
 - a) that the cause or issue being advocated is legal.
 - b) that the District's outside speaker policy is observed.
 - c) that the college rules regulating time, place, and manner, developed by a student/faculty/administrator committee at each college and approved by the College President or designated representative are respected.
 - d) that if, in the judgment of the College President or designated representative, an activity or event is disruptive or incompatible with the educational objective of the college, s/he may order individual students or chartered student organizations to discontinue the activity or event pending due process by either college and/or civil agencies. Due process is defined by a student/faculty/administrator committee at each college and approved by the College President.

3. **Non-Students** - The colleges of the Ventura County Community College District are provided for the purposes commonly ascribed to higher education. Non-students who wish to pursue these purposes at one of the colleges of the District are encouraged to enroll as registered students; however, in regard to any event or activity that takes place on one of the college campuses of the Ventura County Community College District, non-students are governed by the same rules that apply to registered students.
4. **Maintenance of Order** - It shall be the policy of the Governing Board of the Ventura County Community College District to cooperate with all established governmental agencies in the maintenance of order on and about its properties. This cooperation shall in no way infringe upon or limit the use of these properties for the purposes historically and legally reserved for them. The President of the Board, as appropriate, shall convene a special meeting for the purpose of taking proper action to support the District and college administrations in carrying out the policy referred to in this section.

E. Dress Code

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

F. Solicitation

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

Nothing in this policy shall be construed to revoke the rights and privileges of students and staff as specifically granted by Education Code sections and board policy with regard to fund raising activities (EC 76062), examination of instruction materials (EC 78904, 78905), or other activities sanctioned by federal, state and local regulations.

G. Notices and Posters

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

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

All other notices or posters must have an "approved for posting" stamp obtained from the Office of the Dean of Students in the Administration Building. Posters should be placed in a designated area. Blue painter's tape must be used for posting. Posters should be removed when no longer applicable. Any postings not in compliance with these guidelines will be removed.

H. Use of College Facilities

1. The purpose of these policies is to assure the full effective use and enjoyment of the facilities of the college campus as an educational institution. Orderly procedures are necessary to promote the use of facilities by students and college personnel, to conserve and protect facilities for educational use and to prevent interference with college functions.
2. Available college facilities may be used and shall be reserved in advance for meetings and other events related to their purpose by:
 - a) chartered student organizations;
 - b) certificated personnel;
 - c) organizations of college employees;
 - d) the associated students;
 - e) groups of ten or more students;
 - f) community organizations and groups under the Civic Center Act. (Education Code, 16551-16556).
3. Reservation of college facilities shall be made through the College Business Services office in advance of the event. Reservations will be granted in the order of application, unless considerations of format, room size or equitable distribution of special facilities will require adjustments. Student groups should also seek approval from the Dean of Students.
4. The college may make reasonable charges for the use of college facilities by community groups in accordance with the civic center charges as published by the Ventura County Community College District.

5. Outdoor meetings and events.

a) Students and college personnel may gather at reasonable places and times on the campus consistent with the orderly conduct of college affairs and the free flow of traffic. Interference with entrances to buildings and college functions or activities, disturbance of offices, classes and study facilities and harm to property are prohibited.

b) The Executive Vice President of Student Learning or designee may approve other areas if unusual circumstances require.

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

6. Tables

a) Student organization and groups cited may maintain a table in the quad areas.

b) Tables shall be staffed at all times. The name of the sponsoring organization shall be displayed at each table.

c) Tables shall be furnished by the Associated Students. Posters shall be attached to the tables.

d) Tables may be used to distribute and exhibit, free of charge, non-commercial announcements, statements and materials and for fundraising. Distributing or soliciting by means of shouting or accosting individuals is prohibited.

Appendix V

Grievance

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

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

A. sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972.

B. course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.

C. the exercise of rights of free expression protected by the state and federal constitutions, Education Code Sections 66301 and 76120, and District Board Policy and Administrative Procedures concerning the right of free expression.

D. violation of published District rules, Board Policies, and Administrative Procedures, except as set forth below. This procedure does not apply to:

E. challenges to the process for determining satisfaction of prerequisites, corequisites, advisories, and limitations on enrollment. Information on challenges to prerequisites is available from the Office of Academic Affairs.

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

G. appeals for residency determination. Residency appeals should be filed with the Admissions and Records Office.

H. student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.

I. police citations (i.e. "tickets"); complaints about citations must be directed to the Campus Police.

J. evaluation of the professional competence, qualifications, or job performance of a District employee.

K. claims for money or damages against the District.

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

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

Definitions

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

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

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

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

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

Informal Resolution

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

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

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

Formal Resolution

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

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

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

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

Hearing Procedures

Grievance Hearing Committee – The hearing panel for any grievance shall be composed of one administrator, one faculty member and one student. At the beginning of the academic year, and no later than October 1st, the College President, the President of the Academic Senate, and the Associated Students President shall each establish a list of at least two persons who will serve on student Grievance Hearing Committees. The College President will identify two administrators; the President of the Academic Senate will identify two faculty; and the Associated Students President will identify two students. The College President shall appoint the Grievance Hearing Committee from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on the Grievance Hearing Committee.

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

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

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

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

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

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

- the statement satisfies the definition of a grievance as set forth above;
- the statement contains facts which, if true, would constitute a grievance under these procedures;
- the grievant is a student, which under certain circumstances includes applicants and former students, and meets the definition of “grievant” as set forth in these procedures;
- the grievant is personally and directly affected by the alleged grievance;

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

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

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

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

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

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

The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Officer and Grievance Hearing Committee, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Committee, shall further be responsible for instructing and questioning witnesses on behalf of the Grievance Hearing Committee, and for dismissing any persons who are disruptive or who fail to follow instructions. The Grievance Hearing Committee Chair, in consultation with the College Grievance Officer, shall have the final decision on all procedural questions concerning the hearing.

The Grievance Hearing Committee shall conduct the hearing in accordance with established standards of administrative procedure. Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present

rebuttal evidence after the respondent completes presentation of his or her evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as presented in the written statement of the complaint.

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

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

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

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

At the beginning of the hearing, on the record, the Grievance Hearing Committee Chair shall ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party to the grievance may request a copy of the recording. Any transcript of the hearing requested by a party shall be produced at the requesting party's expense.

Following the close of the hearing, the Grievance Hearing Committee shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential for all purposes. Within 30 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send a written decision to the College Grievance Officer to be forwarded to College President. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined in these procedures. The decision shall also include a specific recommendation regarding the relief to be afforded the Grievant, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original grievance, any written

response, and the oral and written evidence produced at the hearing, and additional information or documentation related to the hearing that is requested by the Grievance Hearing Committee. The District shall maintain records of all Grievance Hearings in a secure location on District premises for a period of 7 years.

College President's Decision

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

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

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

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

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

If the Chancellor chooses a designee to review the record and appeal statements, that designee shall make a written recommendation to the Chancellor regarding the outcome of the appeal. The Chancellor may decide to sustain, reverse or modify the decision of his/her designee.

The decision on appeal shall be reached within 21 days after receipt of the appeal documents. The Chancellor's decision shall be in writing and shall include a statement of reasons for the decision. Copies of the Chancellor's appeal decision shall be sent to all parties.

The Chancellor's decision shall be final.



Appendix VI

Sexual Assault

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

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

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

Administrative Regulations and Procedures Concerning Incidents of Sexual Assault on Campus

1. Introduction

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

2. Definitions

For the purpose of the legislation, the following definitions are offered.

- "Specific population" and "specific victim" include students, faculty and staff.
- "Sexual assault" is any kind of sexual activity which is forced upon a person against his or her will. The definition includes, but is not limited to: rape (including "date" or "acquaintance rape"), forced sodomy, forced oral copulation, rape by a foreign object, or sexual battery or threat of sexual assault.
- "On campus" is defined quite broadly to include: 1) any building or property owned or controlled by the District within the same reasonable contiguous geographic area and used by the District in direct support of, or related to, its educational purposes; or 2) any building or property owned or controlled by student organizations recognized by the institution.
- "Official college sponsored events" include, but are not limited to, all classes off campus, field trips, or any event on the college calendar.
- "Victim" of sexual assault is generally referred to here as being female, but could also include a male.

3. College Policy

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

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

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

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

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

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

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

The involved college personnel should then:

1. listen to the victim's needs;
2. assess the situation. Determine the seriousness of the victim's injuries; call 911 if injuries are severe and transportation is needed by ambulance to a hospital;
3. ask the victim what she/he wants to do. A consent form (available in English or Spanish) may be completed by the victim for any of the following options:
 - a) does the victim want to be taken to a hospital or private doctor's office? Does the victim want to contact a friend or family member? If the victim does not want to contact anyone, a campus police officer may take the victim to the hospital. If possible, a female should accompany the victim if the officer is male.
 - b) does the victim want to have the Ventura County Coalition Against Domestic and Sexual Violence contacted? The mission of the Coalition is to coordinate and implement services to the victim of sexual assault.
 - c) does the victim want to report the incident to police? NOTE: If the victim is younger than 18, the sexual assault must be reported to the police. If the victim is 18 years or older, it is the victim's decision whether or not to involve the police. (California law requires hospitals to report injuries by criminal act to a law enforcement agency.)

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

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

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

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

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

In the event the sexual assault incident occurs when the campus is not open ("after hours"), the individual initially notified about the sexual assault will notify the campus police by calling on any campus phone (ext 5805); the Campus Police Lieutenant will follow the same procedures as described above.

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

5. Follow Up Procedures By College Staff

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

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

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

6. Legal Reporting Requirements and Procedures

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

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

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

- Campus Police, 805-986-5800 ext. 5805
- Campus Health Center, 805-986-5800 ext. 5832
- Sexual Assault Intake Facilitator, 805-986-5800 ext. 5937 or ext. 7621

8. Procedures for Ongoing Case Management

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

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

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

9. Procedures to Guarantee Confidentiality

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

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

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

10. Information Regarding Other Options

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

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

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

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

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

Harassment Restraining Order – Under California law (section 527.6 of the Code of Civil Procedure), courts can make orders to protect people from being harassed by others. These orders are enforced by law enforcement agencies. A victim who desires to obtain such an order must file an action in the Superior Court. Simplified procedures for obtaining such orders have been established by the courts. An instructional booklet that tells what court orders a victim of harassment can obtain and how to get them is available from the Clerk of the Ventura County Superior Court, Hall of Justice, 800 South Victoria Avenue, Ventura, CA 93009.

Appendix VII

Student Discipline Procedures

Reference: Education Code Sections 66300, 72122, 76030

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

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

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

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

Definitions of Key Terms:

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

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

District – The Ventura County Community College District.

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

Student Code of Conduct

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one’s self.
2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a district employee, with concurrence of the College President.
3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.
4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law.
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to district property or to private property on campus.
7. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or the District.
9. Engaging in harassing or discriminatory behavior. The District’s response to instances of harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.
10. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.
11. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of, or persistent abuse of, district/college personnel in performance of their duties.
12. Academic dishonesty, cheating, or plagiarism.

13. Forgery; alteration or misuse of district/college documents, records or identification; or knowingly furnishing false information to the district/college or any related off-site agency or organization.
14. Unauthorized entry to or use of district/college facilities.
15. Violation of district/college rules and regulations including those concerning student organizations, the use of district/college facilities, or the time, place, and manner of public expression or distribution of materials.
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by district policy, or administrative procedure.
18. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health).

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

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

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

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

Definitions of Types of Discipline (listed in order of severity)

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

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

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

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

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

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

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

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

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

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



Procedures for Disciplinary Actions (listed in order of severity)

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

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

Reprimand – The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a serious violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in even more serious disciplinary action. This notification will be delivered in writing. Documentation of the misconduct and the written notice given to the student shall be permanently retained in the district discipline files. Reprimands may be appealed directly to the College President. Students may not request a hearing to appeal a reprimand.

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

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

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

- the specific section of the Standards of Student Conduct or Education Code that the student is accused of violating.
- a specific statement of the facts supporting the proposed discipline.

- any evidence on which the college may rely in the imposition of discipline. Evidence that may identify other students or which would result in the revelation of test questions or answers need not be provided in advance. Testimony relating to students not subject to discipline may be presented in a manner that protects the anonymity or safety of the third party student. If such testimony is needed, it may be presented under circumstances that protect the safety of such students or maintains the anonymity of other students, as the hearing officer may determine to be in the interests of justice. Similarly, evidence relating to test questions or answers may be presented, if possible, only in a manner that maintains the security of test questions or answers.
- the right of the student to meet with the CSSO or designee to discuss the accusation, or to respond in writing, or both.
- the level of the discipline that is being proposed.

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

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

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

a preponderance of evidence supports the charges against the student, and shall provide the student with written notice of his/her decision, and the factual basis therefor, within 7 days of the conclusion of the hearing. The College President's decision on a short-term suspension shall be final and shall be reported to the District's Chancellor.

Long-Term Suspension – Within 7 days after the delivery of the notice, or within 7 days of a meeting with the CSSO, or designee, if the student requested a meeting, the College President shall, based on the recommendation from the CSSO, or designee, decide whether to impose a long-term suspension. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the College. The notice will include the length of time of the proposed suspension, as well as a statement that the student will be prohibited from being enrolled in any college within the District for the period of the suspension. The notice will include the factual allegations on which the proposed suspension is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the procedures for the hearing.

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

Hearing Procedures for Long-Term Suspension and Expulsion

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

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

Hearing Panel – The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. At the beginning of the academic year, and no later than October 1st, the College President, the president of the Academic Senate, and the Associated Students President shall each provide the names of at least two persons willing to serve on Student Disciplinary Hearing Panels. The College President shall appoint the Hearing Panel from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on a Hearing Panel. Upon notification of the Hearing Panel's composition, the student and the District shall each be allowed one peremptory challenge. The College President shall substitute the challenged member or members and replace them with another member of the panel pool to achieve the appropriate Hearing Panel composition. In the event the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students). The chairperson may, by giving written notice to both parties, reschedule the hearing as necessary pending the submission of alternate designees. A quorum shall consist of all three members of the committee.

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

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

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

Unless the Hearing Panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to establish by a preponderance of the evidence that the facts alleged are true.

The Hearing Panel may request legal assistance for the Panel itself through the College President. Any legal advisor provided to the Hearing Panel may be present during the hearing and in any deliberations in an advisory capacity to provide legal counsel but shall not be a member of the Panel or vote with it.

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

Hearings shall be closed and confidential. No other persons except the student and, the college representative and their non-attorney representatives and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Hearing Panel agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Hearing Panel members shall ensure that all hearings, deliberations, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

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

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

College President's Decision

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

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

Board of Trustees Decision

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

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

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

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

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

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

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

Appendix VIII

Student Right-to-Know

In compliance with the federal Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Ventura County Community College District to make available to all current and prospective students its student profiles of completion and transfer rates and crime awareness statistics.

Student Right-to-Know Completion and Transfer Rates for Fall 2008 Cohort

In compliance with the Student-Right-to-Know and Campus Security Act of 1990(Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2008, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are below.

These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2008 to Spring 2011. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared.' Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2009 to Spring 2011, are transfer students.

This information can be accessed through the following website: srtk.cccco.edu/index.asp.

	MC	OC	VC
Completion Rate	32.79%	21.74%	26.90%
Transfer Rate	16.31%	9.64%	12.76%

Crime Awareness Statistics

The security of all members of the campus community is of vital concern to Oxnard College. Very few crimes take place on campus, a fact that makes us feel much more safe and secure. We ask anyone who witnesses or is a victim of a crime to immediately report it to Campus Police at (805) 986-5805. Also, we ask everyone to support crime prevention by reporting possible unsafe conditions, such as a burned out light bulb in a dark area. The Ventura County Community College District's Police Office reported the following crimes in 2011:



Crimes Committed on VCCCD Campuses During 2011			
TYPE OF CRIME:	MC	OC	VC
Homicide	0	0	0
Rape	0	0	0
Robbery .	0	0	0
Aggravated Assault	0	8	0
Burglary	4	0	0
Vehicle Burglary	12	3	6
Grand Theft	10	17	11
Petty Theft	23	53	21
Motor Vehicle Theft	0	0	0
Arson	0	0	1
Misdemeanor Assault	0	6	0
Alcohol Violations	0	10	2
Drug Violations	1	4	3
Vandalism	16	73	12
Bomb Threats	0	0	0
Fraud/Embezzlement	0	2	0
Weapons Violation	0	10	3
Battery	2	6	2
Sexual Battery	0	8	2
Indecent Exposure	0	0	0
Felony Arrest	1	19	0
Misdemeanor Arrest	18	42	10
Restraining Order	0	0	0
Hate Crimes	0	0	0
Stalking	0	0	0
Mental Illness Detention	0	12	0
DUI Arrest	7	3	0
Annoying Phone Calls	1	5	0
Sex Offender Registrants	2	7	0
Computer Crime	0	0	0
Traffic Hit and Run	31	31	6
Traffic Accidents	0	0	0
Criminal Threats	0	5	0
Alcohol Law Disciplinary Referrals	0	0	0
Warrant Arrests	0	0	6
TOTAL CRIMES ON THE CAMPUSES (3-YEAR COMPARISONS:)			
2009	165	177	152
2010	129	320	136
2011	129	338	79

Appendix IX

Financial Aid Programs

Board of Governors Fee Waiver (BOGW): BOGW is a form of financial aid that waives enrollment fees for eligible California students.

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: Pell Grant program is an entitlement program that is based on financial eligibility and enrollment.

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.

Federal Work Study (FWS): FWS is a campus based program that provides part-time employment (generally on campus) to undergraduate students. Awards are based on need and contingent on availability of funds.

Cal Grants: Cal Grant recipients are selected by the California Student Aid Commission. To apply for the Cal Grant Program, you must submit the FAFSA and a Cal Grant GPA Verification form by March 2nd. If you do not meet the March 2nd priority filing deadline, you may have a second chance to compete for a Cal Grant by filing the FAFSA and GPA Verification form by September 2nd.

There are two types of Cal Grant B awards: Entitlement and Competitive.

Cal Grant B: for students who are from disadvantaged and low income families. These awards can be used for tuition, fees, and access costs at qualifying California schools whose programs are at least one year in length.

Cal Grant C: helps pay for tuition and training costs in vocational/technical programs not to exceed two years.

William D. Ford Federal Direct Loans: Moorpark and Ventura College participate in the William D. Ford Federal Direct Loan Program (at this time, Oxnard College does not participate in the direct loan program). The U.S. Department of Education is the lender for the Direct Loan Program. The Direct Loan program offers loans at a low interest rate with repayment terms designed with students in mind. In most cases, you will not have to start repaying your loans until six months after you graduate and/or enroll less than half time. Direct Loans include Subsidized and Unsubsidized Student Loans and Parent Loans for Undergraduate Students (PLUS). Loans must be repaid with interest so it is important to understand your rights and responsibilities as a borrower. All borrowers are required to complete Loan Entrance/Exit Counseling available online.

Satisfactory Academic Progress (SAP): Federal regulations require that the Financial Aid Office establish a Satisfactory Academic Progress policy that measures a student's academic progress toward their goal. These standards include both qualitative and quantitative measures. Students must enroll in and be making Satisfactory Academic Progress toward an eligible program in order to maintain eligibility for financial aid. These standards apply to all financial aid applicants and the evaluation of progress applies to all college coursework taken including coursework taken from outside colleges if that coursework has been evaluated and appears on your Ventura County Community College District (VCCCD) transcript. A copy of the Standards for Satisfactory Academic Progress is available online and in the Financial Aid Office.

Return to Title IV (R2T4)

Federal financial aid ("Title IV funds") is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from VCCCD after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the student receives less Federal Student Aid than the amount earned, VCCCD offers a disbursement of the earned aid that was not received. This is called a Post-withdrawal disbursement.

Withdrawal Date

The withdrawal date established by VCCCD is the date used by the Financial Aid Office to determine the point in time that the student is considered to have withdrawn so the percentage of the payment period or period of enrollment completed by the student can be determined. The percentage of Title IV aid earned is equal to the percentage of the payment period or period of enrollment completed.

Process for Calculation of Amount of Title IV Aid Earned by Student

The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.

If the day the student withdrew occurs when or before the student completed 60% of the payment period or period of enrollment, the percentage earned is equal to the percentage of the payment period or period of enrollment that was completed. If the day the student withdrew occurs after the student has completed more than 60% of the payment period or period of enrollment, the percentage earned is 100%. When a student fails to earn a passing grade in any of the classes, VCCCD must assume, for Title IV purposes that the student has unofficially withdrawn, unless VCCCD can document that the student completed the period.

Post-Withdrawal Disbursement

If the student receives less Federal Student Aid than the amount earned, VCCCD offers a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. Title IV grant funds from a post-withdrawal disbursement are credited to a student's account to pay for tuition and fees for the term for which the student is eligible for a post-withdrawal disbursement or are disbursed directly to the student.

VCCCD must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges and must notify the student no later than 30 calendar days after the date that VCCCD determines the student withdrew. VCCCD notifies students by letter that they are eligible for a post-withdrawal disbursement and that the student has a deadline of 14 days to respond to the request for authorization. In the notification, VCCCD states that VCCCD is not required to make the post-withdrawal disbursement if the student does not respond by the deadline.

Title IV Aid to be Returned: VCCCD and Student

If the student receives more Federal Student Aid than the amount earned, VCCCD, the student, or both must return the unearned funds in a specified order as follows:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Direct PLUS loans.
4. Federal Pell Grants for which a return of funds is required.
5. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

When a Return of Title IV funds is due, VCCCD and the student may both have a responsibility for returning funds. Funds that are not the responsibility of VCCCD to return must be returned by the student. VCCCD exercises its option to collect from the student any funds VCCCD is obligated to return, and such funds required will become an obligation on the student's account for which the student will be responsible. This obligation is not reported to the Department of Education and simply remains as an obligation on the student's VCCCD account. Services such as registration and transcripts will be prohibited until this obligation is satisfied. Unpaid balance will be reported to COTOP and state return refunds or lottery winnings may be used to offset this obligation.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student will be determined within 30 days after the student withdraws. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the Department of Education within 45 days following the date of notification sent to the student. If the obligation is not resolved within the 45 days of the notification, the unearned funds, will be reported to the National Student Loan Data System (NSLDS) as an overpayment and the student will be ineligible for Title IV funds (such as Pell, FSEOG, Direct Loans and other federal aid) at any institution until this overpayment is resolved.

Although a student may be eligible for a refund of fees from VCCCD the student may still be required to repay all or part of their Title IV aid.

Pell Grant Lifetime Eligibility

The U.S. Department of Education recently established new regulations which reduce the duration of a student's eligibility to receive a Federal Pell Grant from 18 full-time semesters (or its equivalent) to 12 full-time semesters (or its equivalent). This provision applies to all Federal Pell Grant eligible students effective 2012-2013.

What Does this Mean to You?

Beginning with Fall 2012, a student has 6 years (12 full-time semesters) of total Pell Grant lifetime eligibility. (This includes all years Pell was received prior to Fall 2012.) All the years each student has received Federal Pell Grant will be counted toward the 6 years, regardless of when the student began receiving aid.

Students who have exceeded their Pell Lifetime Eligibility (600%) will no longer be eligible for Federal Pell Grant. Students may continue qualifying for other federal grants or loans in addition to the Board of Governor's Fee waiver (BOGW) if they meet the eligibility criteria for these programs. Suspension and Extension Appeals cannot override this federal regulation.

Tracking Your Lifetime Eligibility Used

You can find your Lifetime Eligibility Used for the Federal Pell Grant by going to studentaid.ed.gov/pell-limit.

Ability to Benefit (ATB) Notice

Effective for students who first enroll in a program of study on or after July 1, 2012, the Consolidated Appropriations Act, 2012 (Public Law 112-74) eliminated the provisions under §484(d) (1), (2), and (4) of the HEA. Under those provisions, a student who did not have a high school diploma or its recognized equivalent could establish eligibility for Title IV student financial assistance by passing an independently administered examination approved by the U. S. Department of Education (an "approved Ability-To-Benefit (ATB) test") or by successfully completing six college degree units.

Students who do not have a high school diploma or its equivalent and are beyond the age of compulsory education (18 in California) are not eligible to receive financial aid.

Please contact our office if you were enrolled in a program of study prior to July 1, 2012 and took and passed an approved Ability-To-Benefit Examination or successfully completed a minimum of 6 college degree-applicable units.

Repeated Courses

The U.S. Department of Education recently published new regulations which affect students who repeat courses. These regulations may impact your financial aid eligibility and awards, including Federal Pell Grant, SEOG Grant, Direct Loans, and Federal Work Study. Beginning with the Fall 2011 semester, regulations prevent the Financial Aid Office from paying for a course that has been passed and repeated more than one time. In order for a repeated course to be counted towards your enrollment status for financial aid purposes, you may only repeat a previously passed course once (a total of two attempts). If you enroll in a previously repeated and passed course for a third time, this course will not count towards your enrollment for financial aid purposes. Examples of repeated courses:

1. Allowable: Repeated courses may be included if the student received an unsatisfactory or failing grade. There is no limit on the number of attempts allowable if the student does not receive a passing grade. Grades of A, B, C, D, P, CR (Credit), or CRE (Credit by Exam) are considered passing grades.
2. Allowable: Student is enrolled in 15 credit hours which include 3 credits repeating a previously passed course. Because the student is enrolled in a minimum of 12 credits which are not repeats, the student's financial aid eligibility is not impacted by the repeat.
3. Not Permissible: Student receives a D in a course and decides to repeat the course to improve his/her GPA. The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility.

In this example, the student is enrolled in 12 credits, including the 3 credit second repeat, so only 9 credits will count for financial aid eligibility.

Details of the New Regulations

- Repeated enrollment that is not aid eligible will be excluded from the student's enrollment status for the term.
- Federal Title IV financial aid will be recalculated based on the student's adjusted enrollment status.
- This recalculation will be applied regardless of whether a student received aid for previous course enrollments.
- Some courses are repeatable per college policy and are not restricted by these regulations.
- Waitlisted courses do not count toward official enrollment status for financial aid purposes.
- All repeated courses do affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits.
- Suspension and Extension Appeals cannot override this federal regulation. If you are in a class that is not eligible for payment, but the class is part of your approved educational plan, you will not be penalized for repeating the class, but you cannot receive financial aid for that class.

Appendix X

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 Dean 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.

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.

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.

Appendix XI

Academic Freedom

The primary purpose of a college is to promote the exploration of ideas and the discovery and dissemination of knowledge and understanding. The College is to be an open forum for ideas and issues to be raised, challenged, and tested.

Academic freedom is the cornerstone of a college. Intellectual ferment is absolutely dependent upon academic and intellectual freedom. Freedom in teaching is fundamental for the protection of both faculty and students in teaching and learning. Freedom in research is fundamental to the advancement of knowledge.

The 1940 American Association of University Professors (A.A.U.P.) Statement of Principles on Academic Freedom and Tenure with 1970 Interpretative notes from the A.A.U.P. provide a nationally recognized definition of academic freedom, its protections and its responsibilities.

(a) Academic employees are entitled to freedom in the classroom in discussing their subject, but they should be conscientious regarding teaching subject matter which has no relation to their subject.

(b) Academic employees are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(c) Academic employees are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, should show respect for the opinions of others, and indicate that they are not speaking for the institution.

It is the policy of Ventura County Community College District (VCCCD) that all academic employees, regardless of their employment status, should enjoy the privileges and exercise the responsibilities inherent in academic freedom as defined by the AAUP statement. In addition, all VCCCD employees enjoy the same protection and responsibilities within the context of their obligations. Furthermore, faculty tenure constitutes the strongest procedural safeguard of academic freedom and individual responsibility, and as such, is essential for the maintenance of intellectual liberty and high standards in teaching and scholarship.

Reference: BP 4030 Academic Freedom, Title 5, §51023; Accreditation Standard II.A.7. The intent of this statement is not to discourage what is controversial. Controversy is at the heart of free academic inquiry which the entire statement is designed to focus. The passage serves to underscore the need for teachers to avoid persistently intruding material which has no relation to the subject.

Appendix XII

Matriculation Rights and Responsibilities

The primary goal of Matriculation is to assist all students in attaining academic success. It is a partnership which results in an agreement between the College and the student for the purposes of defining and realizing the student's educational goal. This agreement includes responsibilities for both the College and the individual student which 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.

College Responsibilities Include:

Admissions & Records - provide a 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 official transcripts from high schools and colleges attended
2. 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.

A comprehensive assessment process is required for all non-exempt students. Students are strongly encouraged to participate in all components of the Matriculation process, i.e. orientation, assessment, counseling, and follow-up. You may be exempt from participating in the Matriculation process if you meet any one of 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.



Appendix XIII

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 applying for Veteran's educational benefits should refer to the Veteran's section in this Catalog for information on unsatisfactory progress and eligibility to collect educational benefits, and see below.

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, NC, and NP are recorded reaches or exceeds fifty percent (50%). NOTE: probationary status is computed using courses taken since fall 1981. Courses taken prior to fall 1981 are not in the computer data file and may not be included in the calculation of probation. This may alter a student's probationary status.

Special note to students claiming Veteran's benefits – UNSATISFACTORY PROGRESS: For the purpose of certification for educational benefits, academic probation is defined as the failure to complete a minimum of 50% of the total units attempted, and/or to maintain a minimum 2.0 cumulative grade point average. Unsatisfactory progress occurs when a veteran has been placed on academic probation for two consecutive semesters. Unsatisfactory progress must be reported to the Veteran's Administration, and the veteran may not be certified for future educational benefits. Any veteran placed on unsatisfactory progress must consult the campus Veteran's Certifying Office and receive academic counseling before educational benefits can be reinstated.

A student transferring to a college of the Ventura County Community College District 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, available at my.vcccd.edu, 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 available 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, NC, and NP are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

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

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled and for which entries of W, I, NC, and 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. 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.

Appendix XIV

Course Repetition Policy

A combination of withdrawals and graded attempts may not exceed three (3) times in the same course.

GENERAL GUIDELINES FOR REPETITION OF CREDIT COURSES

Pursuant to Title 5, students are permitted three enrollment attempts to achieve a standard (passing) grade. Students may be permitted, under special circumstances, to repeat non-repeatable credit courses in which standard (passing) grades have been awarded. Students may also repeat credit courses that are designated as repeatable in the colleges' catalogs providing the maximum number of allowed enrollments per course or set of courses is not exceeded.

All enrollment attempts that result in an evaluative or non-evaluative grade on a student's permanent record are counted for purposes of this administrative procedure and pursuant to Title 5, Section 55023.

- Evaluative symbols are defined as standard passing grades of A, B, C or P/CR; and substandard grades of D, F and NP/NC.
- Non-evaluative symbols are defined as W. Military withdrawals are not counted as an enrollment attempt for purposes of this administrative procedure.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Students who have attempted the same course with any combination of withdrawals and graded attempts the maximum number of times may be eligible to petition a fourth enrollment attempt. The fourth attempt, if authorized, must reflect a grade other than W if the student has already received three W grades in the same class. The petition for this purpose, Petition for Course Repetition, is available in the Counseling Office and must be completed with a counselor.

Nothing herein can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

The district may permit enrollment in credit courses beyond the limits set forth in BP 4225, AP 4225 and AP 4227 based upon an approved petition to repeat, and providing apportionment is not claimed for such additional enrollments.

The district will develop and implement a mechanism for the proper monitoring of course repetitions.

Course Repetition to Alleviate a Substandard Grade

A non-repeatable course in which a grade of C/P/CR or better is earned may not be repeated except as allowed under special circumstances (see AP 4227). Students are permitted a total of three enrollment attempts to achieve a standard (passing) grade. This rule applies to courses taken at any regionally accredited college, in which the student received a substandard grade as defined above. Once a passing grade of C/P/CR or better is received, he or she may not repeat the course again under this section. However, repetition may be allowable under special circumstances as defined below and in AP 4227.

In order to identify acceptable equivalencies in course and grading scale, course comparability shall be determined chiefly by content, as defined in the catalog course description, and not by course title or units.

The first two substandard grades will be excluded from the student's grade point average calculations if the student enrolls in and completes the class two or more times. The student's permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

If a student repeats a repeatable course in which a substandard grade has been recorded, the substandard grade and credit may be disregarded provided that no additional repetitions are permitted beyond those limits specified in Title 5 section 55041(c)(6). No more than two substandard grades may be alleviated pursuant to this section.

A student who receives a substandard grade in a course that was approved for repetition due to a significant lapse of time will be permitted to utilize the grade alleviation process described in this section when the course in question is not designated as repeatable.

In determining the transfer of a student's credits, similar prior course repetition actions by other accredited colleges and universities shall be honored.

Petitioning a Fourth Attempt: a student who has taken a class three times and received a substandard grade each time may petition to take the class again. The petition must state verifiable extenuating circumstances that affected the student's past performance in the class and/or additional steps the student has taken to prepare to succeed in the petitioned course, and must be accompanied by verifiable documentation of circumstances. For purposes of this section, extenuating circumstances are verifiable cases of illness, accident or other circumstances beyond the control of the student.

Course Repetition Due to Significant Lapse of Time

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

1. The course was successfully completed more than three years prior, and:
 - a) is required as a part of the student's designated educational goal and/or
 - b) is in a sequence of courses based on prerequisites, or
2. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.

If it is determined that an allowable course needs to be repeated pursuant to this section, the repetition shall count toward the maximum number of enrollments that are allowed, except that if the student has already exhausted the allowable course limitation, one additional repetition can be permitted due to lapse of time.

When a course is repeated pursuant to this section, both grades and credits will be included in the calculations of the grade point average. All coursework will remain legible on the student's permanent academic record.

Course Repetition Due to Extenuating Circumstances

Students may petition to repeat a course that is not designated as a repeatable course based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of the grade point average provided that no more than two substandard grades are excluded by course repetition. All coursework will remain legible on the student's permanent academic record.

Repetition of Variable Unit, Open Entry/Open Exit Courses

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

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

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

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of grade point average. All coursework will remain legible on the student's permanent academic record.

Course Repetition Allowed Absent Substandard Academic Work

Under special circumstances, students may repeat courses in which a C/P or better grade was earned, or regardless of whether substandard academic work has been recorded, as noted below:

Legally Mandated Training Requirement

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

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

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

Courses Designated as Repeatable

Courses that can be repeated will be so designated in the colleges' catalogs.

A course may be designated as repeatable if it meets the following criteria:

- The course content differs each time it is offered, or
- The course may qualify as an activity course where the student meets course objectives by repeating a similar primary educational activity and gains an expanded educational experience each time the course is repeated because:
 - 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.
- Activity courses which may qualify as repeatable courses meeting the requirements above include but are not limited to the following:
 - a) Physical education courses; or
 - b) Visual or performing arts courses in music, fine arts, theater or dance.

Courses designated as repeatable shall be identified in the college catalog. The district will devise and implement a mechanism for the proper monitoring of such repetitions, including the determination and certification that each identified course meets the criteria specified in Title 5 Section 55041(c).

Students may enroll in courses that have been designated as repeatable for not more than four semesters. For purposes of this administrative procedure, summer or other intersessions count toward the maximum number of repetitions allowed. When a course is repeated pursuant to this section, the grade received each time will be included in the calculations of grade point average.

Where the colleges establish several levels of courses which consist of similar educational activities, repetition limitations applicable to this section apply to all levels of such courses. (Example: PE 1A, PE 1B and PE 1C may be taken in any combination a maximum of four times.) Visual and performing arts courses in music, fine arts, theater or dance which are part of a sequence of transfer courses are not subject to this limitation.

The attendance of students in credit activity courses may be claimed for apportionment for a maximum of four semester enrollments inclusive of summer and other intersessions. This limitation applies even if the student receives a substandard grade for one or more of the enrollments in such a course or petitions for repetition due to special circumstances as defined herein and by Title 5 Section 55045.

Repetition of Special Classes for Students with Disabilities

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

- The success of the student in other general and/or special classes is dependent on additional repetitions of the specific special class in question;
- Additional repetitions of the special class in question are essential to completing the student's preparation for enrollment into other regular or special classes; or
- The student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

Repetition of Cooperative Work Experience Education Courses

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).



Appendix XV

Enrollment Priorities

Pursuant to Title 5 Section 58106, Education Code Section 66025.8 et.seq., within the Ventura County Community College District, and effective Fall 2012, registration appointments are given in the following order:

1. EOPS students, EAC students, CalWorks students, military veterans, and former foster youth as defined by statute
2. Continuing students with 45 – 75* units (waivers for majors exceeding 75 units may be requested through the Counseling Department)
3. Continuing students with 30 – 44* units
4. Continuing students with 15 – 29 units*
5. Continuing students with 1 – 14 units*
6. Newly matriculated students and returning student with less than 76 units
7. New students who have not gone through matriculation
8. Open registration for all students (except “9.” below), including students with 76+ units (unless granted a waiver under item 2 above)
9. Special admission high school students

*Completed and in progress VCCCD units. Basic skills and non-degree applicable units shall not be counted.

Continuing Student: a student who has been enrolled in one or more of the two previous primary semesters.

Returning Student: a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters.

Primary Semesters: Fall and Spring.

Appendix XVI

Academic Renewal without Course Repetition

Students may petition only one time 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 substandard college work which is not reflective of the student’s present demonstrated ability and level of performance. Substandard work is defined as coursework graded D, F, NC, or NP. 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 fifteen (15) or fewer semester units of any courses with less than a C or equivalent grade taken during any one or two terms (maximum two terms), not necessarily consecutively; or

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 has completed at least twelve (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 coursework to be disregarded was completed; and has subsequently completed at least thirty (30) semester units with a minimum 2.4 grade point average.

A graded course that has been used to satisfy degree, certificate or transfer requirements cannot be academically renewed.

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 approval of 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 and universities may have different policies concerning academic renewal and may not honor this policy.

Appendix XVII

Drug-Free District Policy

The District shall be free from all illegal drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

The Chancellor shall assure that the District distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

See Administrative Procedure 3550.



Appendix XVIII

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 twenty feet of the exit or entrance of any building. Individual colleges may adopt a more restrictive policy.

Oxnard College Smoking Policy

In the interest of the health and welfare of students, employees and the public smoking is not permitted anywhere on the Oxnard College campus, except in parking lots only. All smoking in and on Oxnard College facilities is expressly prohibited. Violators shall be subject to appropriate disciplinary action - see Student Code of Conduct.

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

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

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

Appendix XIX

Solicitation

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

Nothing in this policy shall be construed to revoke the rights and privileges of students as specifically granted by education code sections and board policy with regard to fundraising activities, examinations of instructional materials, or other activities sanctioned by federal, state, and local regulations.

Appendix XX

Publicity Code and Information Dissemination

Students wishing to post, display, distribute, or otherwise make known an activity, event, or other piece of information should seek advance approval from the Office of the Dean of Students. This policy applies to all printed material distributed by students and all others on the VCCCD college campuses including, but not limited, to all petitions, circulars, leaflets, newspapers, and all materials displayed on bulletin boards, kiosks, signboards, or other such display areas. In no case should printed materials be placed on lamp poles, buildings, windows, doors, retaining walls, painted surfaces, sidewalks, plants, and other such places.

All printed materials should be clearly designed to meet the needs of students, staff, and faculty; and the event, activity, or program should be of obvious benefit to members of the campus community. All posted materials must display the VCCCD college campuses approval stamp. Requests by off-campus individuals or agencies to disseminate materials

on the VCCCD college campuses should be referred to the Student Business Office. Such material must be of a high campus value and pre-approval is required.

Posting of materials on bulletin boards and dissemination of information or petitions will be governed by time, place, situation, and manner requirements.

Coercion is not to be used to induce students to accept any printed material or to sign petitions. Individuals or groups are expected to use good taste in their manner of expressing ideas according to current law or civic policy.

Please see Appendix I for information regarding Privacy Rights Governing Student Records and campus policy regarding the dissemination of information from student educational records. Questions regarding this policy should be addressed to the Registrar's Office.

Appendix XXI

Use of Student Image, Likeness, or Voice

The VCCCD college campuses often hosts events that are open to the public such as, but not limited to, graduation, athletic competitions, job fairs, speakers, and various activities held at the theatre. Those events are considered news events. Such an event may be photographed, video-taped or Webcast for purposes of archiving the event, educational use, or publicity. Students, staff and faculty who attend those events may have their image or voice captured on video, Webcast or photograph. Due to the nature of the events, the VCCCD college campuses has no means by which to prevent such photographs, videotaping or web castings from including a specific student's image or voice. By attending the event, a person is granting the VCCCD college campuses the right to use any such still or motion images or voice recordings in future publicity or publications as needed and without compensation. No release shall be required by the VCCCD college campuses to utilize in an appropriate manner any images captured during a public event, even if the subject is a minor.



FACULTY AND ADMINISTRATION

Administration of the College

President

Richard Durán, Ed.D.

Executive Vice President

Erika Endrijonas, Ph.D.

Business Services

Vice President

Michael Bush, Ed.D.

Director of Facilities, Maintenance & Operations

Will Deits

Instructional Divisions and Services

Dean of Student Services

Karen Engelsen, PhD.

Dean, Career & Technical Education

Carmen Guerrero

Dean, Mathematics/Science/ Health/Physical Education/ Athletics

Carolyn Inouye, Ph.D.

Dean, Liberal Studies

Marjorie Price

Director of Fire Technology

Gail Warner

A

Abram, Michael W., Professor (2004)

Biology

B.A., University of California, Santa Barbara; D.C.M., Cleveland
Chiropractic College

Ainsworth, Alan, Associate Professor (2008)

Air Conditioning & Refrigeration

A.A., Moorpark College; A.S., Moorpark College

B

Bassey, Ed-Rissa K., Professor (1988)

Businesss

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)

Businesss

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

Bush, Michael (2012)

V.P. Business Services

B.A., Occidental College, M.S. Ed.D., Pepperdine University

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

C

Cabral, Robert, Professor (2004)

Business

B.A., University of California, Santa Barbara; M.A.O.M., Antioch
University; D.B.A. (in progress), Huisenga School of Business
& Entrepreneurship

Caruth, Elissa, S., Professor (2000)

English

B.A., M.A., California State University, Northridge; M.A.,
University of Birmingham

Casillas-Tortorelli, Graciela, Professor (2001)

Counseling

B.A., University of California, Santa Barbara; M.S., California
Lutheran University; M.S., Azusa Pacific University

FACULTY - Year indicates date of hire at Oxnard College

Oxnard College - Faculty and Staff 2012 - 2013

Chaparro, Linda, Professor (1987)

Psychology

B.A., California State University, Northridge; M.S.W., University of California, Berkeley; Ph.D., University of Michigan

Crawford, Jonas, Assistant Professor (2009)

Athletics/Physical Education

B.A., San Diego State University; M.S., Azusa Pacific University

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

Crudo, Tamara, Assistant Professor (2012)

Fire Technology

D

Davis, Shannon, Associate Professor (2007)

Articulation Officer

B.A., M.S., California Lutheran University

Dean, Marlene, Professor (2005)

Math

B.S., Albertson College of Idaho; M.S., California State University, Northridge

Deits, Will, Director (2002)

Facilities, Maintenance & Operations

MEBA Engineering School Graduate/licensed Marine Engineer

Derdarian, Armine, Associate Professor (2008)

Dental Assisting

B.S., D.D.S., University of California, Los Angeles

Dorrance, Carolyn, Professor (1975)

History/Political Science

B.A., Mount Holyoke College; M.A., Columbia University; Ph.D., University of California, Santa Barbara

Durán, Richard, President (2007)

B.A., M.A., Adams State College, Alamosa, Colorado; Ed.D., University of Northern Colorado

E

Eberhardy, Diane, Professor (2000)

Business

B.A., University of California, Santa Barbara; M.B.A., California Lutheran University

Ed.D., California Lutheran University

Eblen, Carmen P., Professor (1994)

Spanish

B.A., Catholic University, Valparaiso, Chile; M.A., St. University of New York, Cortland

Edwards, Amy F., Professor (2004)

Communication Studies

B.A., M.A., California State University, Northridge

Edwards, Ishita M., Professor (1991)

Economics/Interdisciplinary Studies

B.A., Delhi University; M.A., University of Jammu & Kashmir; Ph.D., University of Poona, India

Endrijonas, Erika, Executive Vice President (2009)

Student Learning

B.A. California State University, Northridge; M.A., Ph.D., University of Southern California

Enge, Brett, Assistant Professor (2012)

Mathematics

B.S., James Madison University; M.S. Virginia Polytechnic Institute and State University

Engelsen, Karen, Dean of Student Services (2009)

Student Services

B.A. University of San Diego; M.S., Chapman University; Ph.D., University of Arizona

Enriquez, Richard P., Professor (2000)

Dental Hygiene

D.D.S., University of Southern California

Espinoza-Lopez, Gloria, Professor (1999)

EOPS/Outreach

B.A., California State University, Northridge; M.S., California Lutheran University

F

Fahs, Hussein G., Associate Professor (2004)

Mathematics

B.S., M.S., California State University, Northridge

Fontes, Ross, Professor (2002)

EOPS

A.A., Ventura College; B.A., University of California, Santa Barbara; M.A., California State University, Northridge

G

Goicoechea, Daniel, Professor (2005)

Counseling

B.S., Southwest Missouri State; M.A., Drake University; D.C., Cleveland College of Chiropractic

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., California State University, Northridge; M.A., Ph.D., University of Southern California

H

Hall, Steven C., Professor (1996)

Mathematics

B.A., M.S., San Diego State University; Ed.D., Pepperdine University

Harber, James, Professor (2007)

Biology

B.S., University of California, Davis; M.A., Humboldt State University; Ph.D., State University of New York at Stony Brook

Hayashi, Alan, Professor (1991)

Mathematics

B.S.C., B.A., University of California, Riverside

Haywood, Frank W., Professor (1985)

Culinary Arts & Restaurant Management

A.A., Santa Barbara City College

Herrera, Cynthia, Grant Director (2009)

STEM Grant

B.S., M.A., Western Michigan University; Ph.D., University of La Verne

Hg-Griesbach, Lucy, Assistant Professor (2012)

Philosophy

B.A., Boston College; M.F.A., Claremont Graduate University

Horrock, Christopher, Professor (1992)

Philosophy

B.A., Connecticut College; M.A., University of Washington

Hughes, Kevin, Assistant Professor (2012)

History

A.A., Ventura College; B.A., University of California, Santa Barbara; M.A., California State University, Northridge

I

Inouye, Carolyn, Dean (2007)

Mathematics, Science, Health, Physical Education, & Athletics

B.A., M.A., Ph.D., University of California, Los Angeles

K

Kamaila, Linda L., Professor (1990)

Anthropology

B.A., M.A., Ph.D., Stanford University

Karkos, Kimberly A., Professor (2002)

Child Development

B.A., University of Connecticut; M.A., St. Joseph's 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

Kuang, Jessica, Assistant Professor (2012)

Mathematics

B.S., Ph.D., University of California, Davis

L

Lopez, David, Professor (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

Lulejian, Jerry, Assistant Professor (2012)

Legal Studies

B.A., California State University, Long Beach; J.D., Southwestern University School of Law

Lynch, Alex E., Professor (2004)

Engineering Technology

B.A., Washington State University; M.A., Azusa Pacific University

M

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

McArthur, Judy, Professor (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., California State University, Dominguez Hills, M.A., Azusa Pacific University

Melendez, Marnie, Assistant Professor (2008)

Career Technical Education

A.A., Ventura College; B.A., California State University, Northridge; M.S., California Lutheran University

Melidonis, Arion, Assistant Professor (2012)

Anthropology

B.A., Rutgers University; Ph.D., Princeton University

Mendez, Patricia, Professor (2001)

Child Development

B.A., M.A., California State University, Northridge; Ed.D. (in progress), Capella University

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 California, Santa Barbara; M.S., California State University, Northridge

Miller, Justin, Assistant Professor (2012)

Physics

B.S., University of California, Santa Barbara; M.S., California State University, Northridge

Mojica, Leticia, Assistant Professor (2006)

CaWORKS

B.A., California State University, Northridge; M.S., California Lutheran University

Morla, Christine J., Professor (2004)

Art

B.A., Loyola Marymount University; M.F.A., Claremont Graduate University

N

Newby, Shannon, Professor (2005)

Biology

B.S., University of Washington; Ph.D., State University of New Jersey, Rutgers

Newlow, Della, Assistant Professor (2008)

Educational Assistance Center (EAC)

B.S., University of Southern California; M.S., California Lutheran University

Newville, Margaret, Associate Professor (2006)

Dental Hygiene

B.S., University of South Dakota; M.Ed., Azusa Pacific University

O

O'Neil, Thomas J., Professor (1976)

Geology/Oceanography

B.S., Roanoke College; M.S., Louisiana State University

Orange, Leo, Professor (2001)

Educational Assistance Center (EAC)

M.S., B.S., California State University, Los Angeles

Orozco, Andres, Professor (2001)

Television

B.A., M.A., University of Utah

Ortega, José, Professor (1991)

Auto Body Repair/Painting

P

Petersen, James, Professor (2005)

Fire Technology

Pinto-Casillas, Mary, Professor (1995)

Office Technologies

A.A., Oxnard College; B.S., M.S., University of La Verne

Price, Marjorie, Dean (2010)

Liberal Studies

A.A., Cosumnes River College; B.S., Southern Utah University; M.A., M.Ed., Idaho State University

R

Redding, Jeannette E., Professor (2001)

Basic English/ESL

B.A., M.A., University of California, Los Angeles

Rivera, Everardo, Professor (2005)

EOPS/CARE

A.A., Oxnard College; B.A., University of California, Los Angeles; M.S., California Lutheran University

Rivero, Elvia, Professor (2000)

Child Development

B.A., California State University, Northridge; M.A., University of California, Santa Barbara; Ph.D., University of California, Santa Barbara

Rodriguez, Anthony, Professor (1998)

English

B.A., M.A., Pepperdine University; M.A., California State University, Dominguez Hills

Ruvalcaba, Lilia, V.R., Professor (2004)

Mathematics

A.A., Oxnard College; B.A., M.Ed., University of California, Santa Barbara

S

Salinas, Tomas, 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

Smith, Ralph E., Professor (1975)

Counseling

B.A., M.Ed., University of California, Santa Barbara

Stough, Thomas, Professor (2000)

Librarian

B.A., Wichita State University; M.L.I.S., University of Oklahoma

Sutton, Karen, Professor (2001)

English

A.A., Oxnard College; B.A., California Lutheran University; M.S., California State University, Los Angeles

T

Tafoya, Christina, Associate Professor (2007)

Dental Programs

A.A., Oxnard College; A.S., Ventura College; B.A., Mt. St. Mary's College; D.D.S., University of Southern California

V

Valle, Ana Maria, Professor (1998)

EOPS

B.A., California State University, Northridge; M.S., California Lutheran University

Vega, Jose, Professor (1997)

Transfer Center

A.A., Oxnard College; B.A., California State University, Northridge; M.S. California Lutheran University

W

Waits, Emma N., Professor (1990)

Counseling

B.S., Lincoln University, Missouri; M.A., University of California, Santa Barbara; Ed.D., Nova University, Florida

Warner, T. Gail, Director (2010)

Fire Technology/Fire Academy

B.S., Tusculum College; M.S., University of Tennessee

Webb, Michael, Associate Professor (2008)

Addictive Disorder Studies

B.S., M.P.A., California Lutheran University; D.P.A., University of La Verne

Wilkes, Evangeline, Professor (1991)

ESL

B.A., San José State University; M.A., United States International University; Ph.D., Union Institute & University; J.D., Ventura College of Law

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Automotive Technology

A.A., Los Angeles Community College

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B.S., M.S., California State University, Long Beach

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CLASSIFIED STAFF

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Library Technician
- Aguilar, Micaela (2002)**
Office Assistant/Bilingual
- Akers, Brian K. (2012)**
Info. Tech Support Spec. II
- Almazan, Jorge (2008)**
Custodian
- 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 Specialist
- Baker, Claudia (1998)**
Business Office Assisant I/Bilingual
- Banks, Karla (2006)**
Executive Assistant to the President
- Barrios, Blanca (2008)**
Instructional Data Specialist
- Boicourt, William (2008)**
Custodian
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- Bryan, Guy N. (1983)**
Grounds Maintenance Worker
- Burnett, Elizabeth**
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- Callaway, Linda C. (1998)**
EOPS/CARE Technician
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Administrative Assistant
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Arts and Restaurant Management
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Job Developer – Disabled Students
- Carnahan, Rick (2002)**
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Custodian
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Sotelo, Manuel M. (1997)
Custodian

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Administrative Assistant

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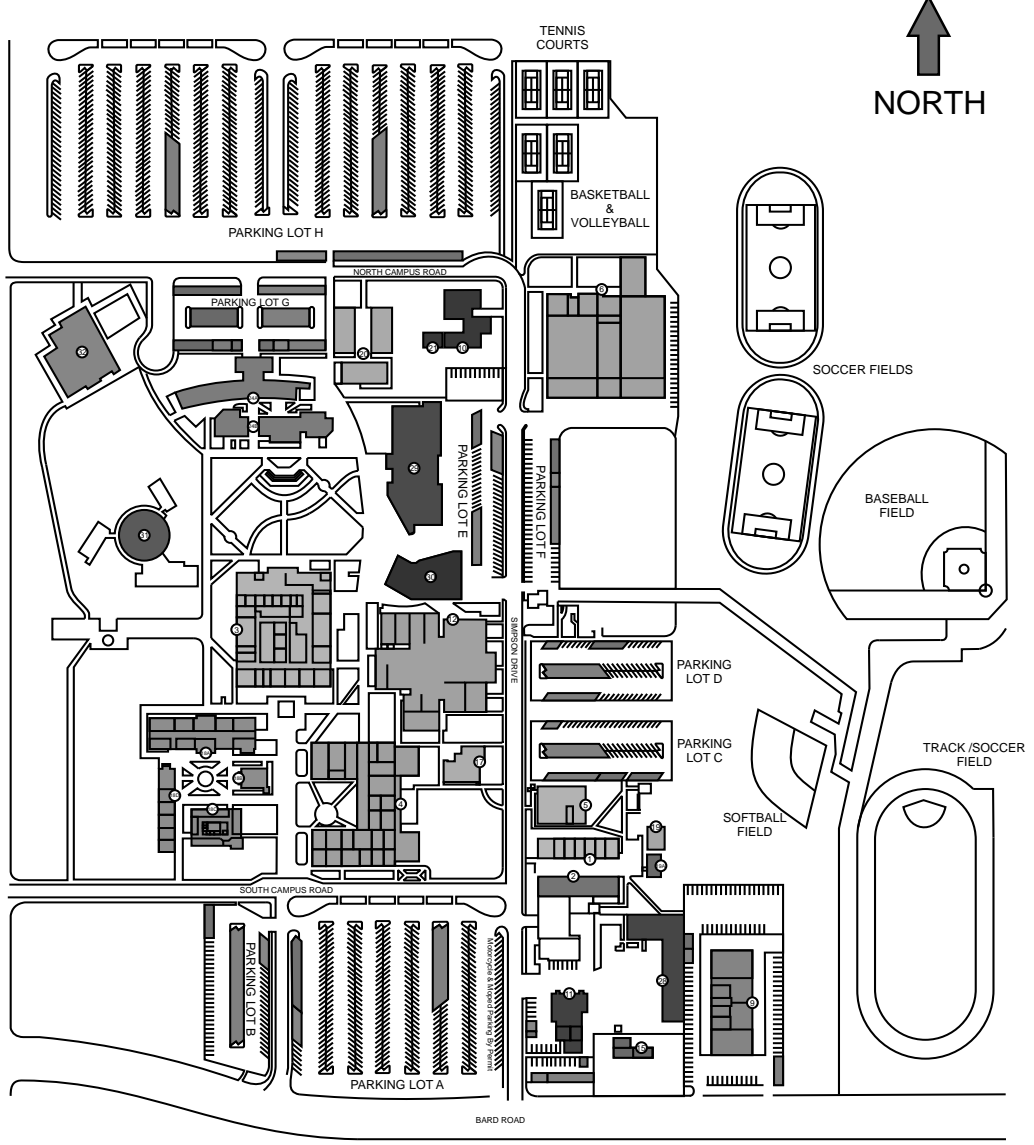


OXNARD COLLEGE MAIN CAMPUS

1. NORTH HALL
2. Classrooms 1-5
Electronic Art and Graphics
3. SOUTH HALL
4. Classrooms 1-2
Art
Ceramics
5. Division Office Liberal Studies
Learning Center
Library
LRC Classrooms 1-6
Faculty Resource Center
Information Technology
Mailroom
Media Center
OC-TV
Part Time Faculty Offices
STEM Center
Success Academy
Tutorial Center
6. LIBERAL ARTS BUILDING
Faculty Offices North and South Wing
Forum (LA-6)
Labs and Classrooms (LA 1-20)
7. CAMPUS POLICE BUILDING
Campus Police (805-986-5805)
8. PHYSICAL EDUCATION
9. AUTOMOTIVE TECHNOLOGY
10. CHILD DEVELOPMENT CENTER
11. MAINTENANCE AND OPERATIONS
12. OCCUPATIONAL EDUCATION BUILDING
Bookstore
Labs and Classrooms (OE 1-12)
Culinary Arts
Division Office of Career and Technical Education
Publications
15. DENTAL PROGRAMS
17. VACANT
18. LETTERS AND SCIENCE BUILDING
Division Office - Athletics, Health, Math, Physical Education, Sciences

Faculty Offices
Labs and Classrooms (LS 1-116)
Program for Accelerated College Education (PACE)
19. NORTH HALL - 7
Classroom
- 19A. MONISH ART GALLERY
20. JOB AND CAREER BUILDING
Contract Training Lab
Title V Office
21. CDC/CHILD RECEIVING
- 24A. COMMUNITY STUDENT SERVICES
CENTER BUILDING
Career/CARE/EDPS
Career Center - Job Placement
County of Ventura Human Services Agency
Oxnard College Foundation
- 24B. COMMUNITY STUDENT SERVICES
CENTER BUILDING
Associated Student Government Offices/ID Photos
Student Lounge
Class Room (101, 106 and 107)
28. MAINTENANCE - WAREHOUSE - FACILITIES
29. STUDENT SERVICES AND ADMINISTRATION
• Academic Senate President
• Admissions and Records
• Assessment Center
• Civic Center
• Counseling
• Dean, Student Services
• Educational Assistance Center (DSP&S)
• Executive Vice President, Student Learning
• Financial Aid
• Fiscal Services
• Health Center
• High Tech Lab
• Lobby / Information
• Outreach and Recruitment
• Payroll
• President
• Student Business Office
• Traffic School
• Transfer Center
• Vice President, Business Services
30. CAFETERIA
31. LEARNING RESOURCE BUILDING EXPANSION
32. PERFORMING ARTS

- PARKING LEGEND:**
- County Staff
 - ADA
 - Visitor
 - Faculty / Staff
 - General Purpose



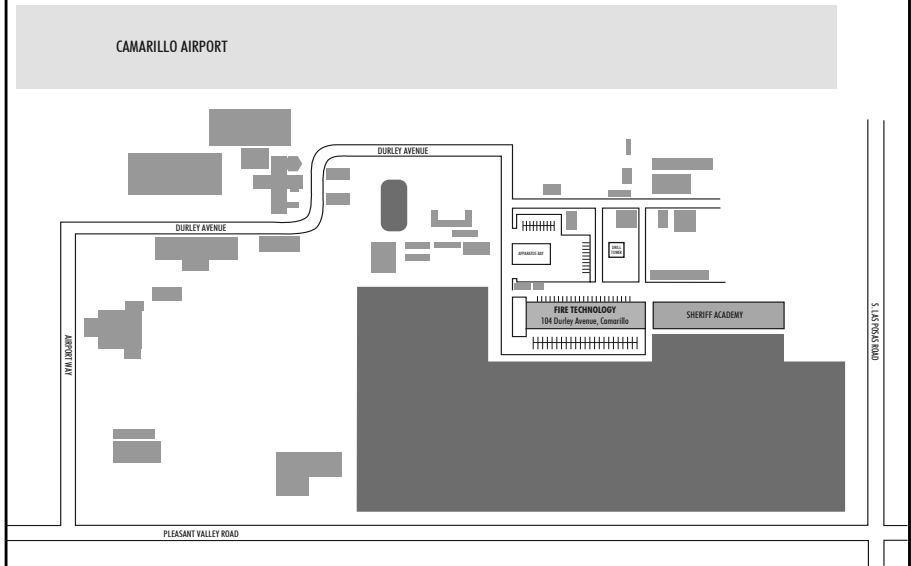
MARINE CENTER CAMPUS

2741 S. Victoria Ave., Oxnard



FIRE TECHNOLOGY CAMPUS

104 Durley Avenue, Camarillo



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