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

◆ 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 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 68 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 69 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 a counselor for a comprehensive list of these designated majors and areas of emphasis/options within the Communication Studies major.

California State University, Bakersfield
California State University, Channel Islands
California State University, Chico
California State University, Dominguez Hills
California State University, Fullerton
Humboldt State University
California State University, Long Beach
California State University, Los Angeles
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

Required Core Courses (3 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM R101</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>List A - Required Additional Courses (6 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM R110</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM R111</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>List B - Select two of the following courses (6 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM R105</td>
<td>Oral Interpretation of Literature</td>
<td>3</td>
</tr>
<tr>
<td>COMM R113</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>TV R100</td>
<td>Electronic Media Studies</td>
<td>3</td>
</tr>
<tr>
<td>List C - Select two of the following courses (3 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL R102</td>
<td>Critical Thinking Through Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>Any course from list B not selected above</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Required Units</td>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>

Program Student Learning Outcomes

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

- Students will be able to display written and oral communication skills by critically evaluating information, analyzing structure, developing arguments, and supporting positions.
- Students will be able to think and listen critically and be able to evaluate their own communication competence.
- Students will be able to understand the interdependencies of culture and communication in dyads, groups, organizations, and communities.
- Students will be able to apply interpersonal, group, and intercultural concepts and theories to their personal communication encounters.
- Students will be able to apply appropriate communication theories to verbal, nonverbal, and mediated messages, texts, and/or interactions.

Communication Studies Courses

COMM R100—ESL Academic Oral Communication

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. (2)
Transfer credit: CSU

(1)=Pass/No Pass Only (2)=Pass/No Pass at Student's Option
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. (2) 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. (2) 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. (2) 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. (2) 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. (2) 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. (2) 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. (2) Transfer credit: UC, CSU

COMM R199—Directed Studies in Communication 1-3 units
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. (2) 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**

<table>
<thead>
<tr>
<th>A.S./Certificate/Proficiency Level</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Office Manager</td>
<td>Receptionist</td>
</tr>
<tr>
<td>Customer Service Support</td>
<td>Data Entry Operator</td>
<td>Records Management</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td>Medical Office Assistant</td>
<td>Filing Clerk</td>
</tr>
<tr>
<td>Office Assistant</td>
<td>Office Assistant</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

**Faculty**

- Hank Bouma
- Diane Eberhardy
- Maria Pinto-Casillas
- Cherri Ziegler
- Alexandra Zuromski

**◆ 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:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS R030</td>
<td>Concepts in Business Math 3</td>
</tr>
<tr>
<td>BUS R104</td>
<td>Business English 3</td>
</tr>
<tr>
<td>CAOT R001A</td>
<td>Keyboarding I 1</td>
</tr>
<tr>
<td>CAOT R001B</td>
<td>Keyboarding II 1</td>
</tr>
<tr>
<td>CAOT R002</td>
<td>Keyboarding Speed &amp; Accuracy 1½</td>
</tr>
<tr>
<td>CAOT R003A</td>
<td>Filing 1</td>
</tr>
<tr>
<td>CAOT R003B</td>
<td>Ten-Key Calculators 1</td>
</tr>
<tr>
<td>CAOT R003C</td>
<td>Proofreading Skills 2</td>
</tr>
<tr>
<td>CAOT R009</td>
<td>Office Procedures 3</td>
</tr>
<tr>
<td>CAOT R123</td>
<td>Microsoft Excel 3</td>
</tr>
<tr>
<td>CAOT R129</td>
<td>Microsoft PowerPoint 3</td>
</tr>
<tr>
<td>CAOT R130</td>
<td>Microsoft Word 3</td>
</tr>
<tr>
<td>CIS R021A</td>
<td>Introduction to Windows Concepts 1</td>
</tr>
<tr>
<td>CIS R126</td>
<td>Introduction to the Internet/WWW 3</td>
</tr>
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</table>

**Total Core Units**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.5</td>
</tr>
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</table>

(1)=Pass/No Pass Only (2)=Pass/No Pass at Student's Option

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