

OXNARD COLLEGE

New Credit Courses

ART R177	Graphic Design I	3 Units
ART R179	Introduction to Typography	3 Units
AT R102	Introduction to Alternative Fuel Systems	3 Units
AT R103	Light Duty Electric Vehicles	3 Units
AT R104	Light Duty Hybrid Vehicles	3 Units
DANC R100	Dance Appreciation	3 Units
ENGL R134	African-American Literature	3 Units
ETHS R134	African-American Literature	3 Units
FILI R101	Elementary Filipino 1	4 Units
FILI R102	Elementary Filipino 2	4 Units
LAW R130	Paralegal Seminar	1 Unit
LAW R190	Occupational Cooperative Unpaid Work Experience	3 Units
LAW R191	Occupational Cooperative Paid Work Experience	3 Units
PSY R122	Psychology of Gender	3 Units

Credit Course Unit Changes

EMT R169	Emergency Medical Technician	<b>8.5</b> 8 Units
FT R180	Wildland Fire Academy	<b>10</b> <del>7.5</del> Units
FT R231	<b>ICS 200: Basic Introduction to the Incident Command System for Initial Response</b>	<b>1</b> <del>0.5</del> Unit

New Noncredit Courses

AB R801	Introduction to Automotive Body and Fender Repair	140 Hours
AB R802	Intermediate Auto Body and Fender Repair	140 Hours
AB R803	Introduction to Estimating Auto Body Damage	140 Hours
AB R804	Advanced Auto Body Collision and Damage Repair	140 Hours
AB R805A	Auto Body Painting and Refinishing I	70 Hours
AB R805B	Auto Body Painting and Refinishing II	140 Hours
AB R807A	Automotive Graphics	70 Hours
AB R807B	Advanced Automotive Graphics	70 Hours
EMT R809	Emergency Medical Responder	87.5 Hours
EMT R869	Emergency Medical Technician	190 Hours
TUTR R802	Tutoring Methods	16 Hours

**New Credit Programs**

Certificate of Achievement in Legal Secretary 15 Units

**New Noncredit Programs**

Automotive Body and Fender Repair - Certificate of Completion (Noncredit) 770 Hours  
Auto Body Painting and Refinishing - Certificate of Completion (Noncredit) 210 Hours  
Automotive Graphics - Certificate of Completion (Noncredit) 140 Hours

**Deactivated Programs**

Associate in Science in Hospitality Management 60 units  
Certificate of Achievement in Hospitality Management 18 units

## New Credit Courses

ART R177	Graphic Design I	3 Units
Hours:	1 lecture, 6 lab weekly	
Prerequisites:	ART R104A	
Advisories:	ART R175	
C-ID:	Aligned with GDES 120	

This course is an introduction to the basic concepts of graphic design for print and electronic media. Topics include an overview of the commercial and print industry, basic layout design principles, image preparation, color modes and file preparation for print. Student assignments encompassing design creativity and technical skills include branding and logo design, brochures, poster and album art. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.*

Transfer credit: CSU

Notes: This course is being created to align with one of the required C-ID courses within the TMC in Graphic Design that is expected to be finalized this year. As soon as the TMC template in Graphic Design is finalized, Oxnard College Art faculty will create an AS-T in Graphic Design.

ART R179	Introduction to Typography	3 Units
Hours:	1 lecture, 6 lab weekly	
Prerequisites:	ART R104A	
C-ID:	Aligned with GDES 130	

This course is an introduction to the fundamentals of typography. Emphasis will be on the use of typography in graphic design. Topics include the history of type, aesthetic qualities of letterforms, the anatomy of letter form and practice of typography as they apply to graphics, advertising and visual communication. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.*

Transfer credit: CSU

Notes: This course is being created to align with one of the required C-ID courses within the TMC in Graphic Design that is expected to be finalized this year. As soon as the TMC template in Graphic Design is finalized, Oxnard College Art faculty will create an AS-T in Graphic Design.

AT R102	Introduction to Alternative Fuel Systems	3 Units
Hours:	2.5 lecture, 1.5 lab weekly	
Prerequisites:	AT R100 or concurrent enrollment	
Advisories:	AT R110	

This course covers the theory of operation, installation, testing, trouble-shooting, and repair of vehicles powered by gaseous fuels with a focus on Compressed Natural Gas (CNG) as well as an introduction to Liquefied Natural Gas (LNG). Both dedicated and after-market systems will be covered. Gasoline and diesel powered vehicles are discussed with an emphasis on computer-controlled fuel injection. Components are thoroughly examined in this course to include everything from storage up to the injector(s). Successful completion of this course will prepare students for the CNG Inspector's Certification. *Field trips may be required. Applies to Associate Degree.*

Transfer credit: CSU

[Notes: This new course will apply to a new COA in Alternative Fuel Vehicles \(in development\) and will prepare students for the Compressed Natural Gas \(CNG\) Inspector's Certification.](#)

AT R103	Light Duty Electric Vehicles	3 Units
Hours:	2.5 lecture, 1.5 lab weekly	
Prerequisites:	AT R100 or concurrent enrollment	
Advisories:	AT R110	

This course focuses on light-duty passenger electric vehicles (EVs). It provides a practical introduction to advanced EV designs and propulsion systems. The course includes: EV design and construction; the testing, assembly, operation, and maintenance of EVs; the influence of aerodynamic design; advanced technology batteries, super-capacitors, intelligent charging systems; hydrogen fuel cell technology, and alternative EV drive systems. Successful completion of this course will prepare students for the ASE L3 (Light Duty Hybrid/EV Vehicle Specialist Certification). *Field trips may be required. Applies to Associate Degree.*

Transfer credit: CSU

[Notes: The new course will be required in the new COA in Electric and Hybrid Vehicles and the COA in Alternative Fuel Vehicles \(both in development\). It will prepare students for the ASE L3 Light Duty Hybrid/Electric Vehicle Specialist Certification.](#)

AT R104	Light Duty Hybrid Vehicles	3 Units
Hours:	2.5 lecture, 1.5 lab weekly	
Prerequisites:	AT R100 or concurrent enrollment	
Advisories:	AT R110 and AT R115	

This course focuses light-duty passenger hybrid electric vehicles (HEVs). It provides a practical introduction to advanced HEV design and propulsion systems. The course includes: HEV design and construction; the testing, assembly, operation, and maintenance of HEVs; the influence of aerodynamic design; advanced technology batteries, super-capacitors, intelligent charging systems; hydrogen fuel cell technology, and alternative EV drive systems. Successful completion of this course will prepare students for the ASE L3 Light Duty Hybrid/EV Vehicle Specialist Certification. *Field trips may be required. Applies to Associate Degree.*

Transfer credit: CSU

Notes: This new course will be required in the new COA in Alternative Fuel Vehicles and the COA in Electric and Hybrid Vehicles (both in development). It prepares students to for the ASE L3 Light Duty Hybrid/EV Vehicle Specialist Certification.

DANC R100	Dance Appreciation	3 Units
Hours:	3 lecture weekly	

Dance Appreciation is an introduction to dance history that includes the classical era, social, and ethnic dance styles. The course will survey the development of the major dance genres and analyze the elements which have influenced changes in dance historically, culturally, and as an art form. The sociological, cultural, historical contexts of dance within different societies will be studied. The variety of dance documentation in text, film, and video will illustrate the historical events that have influenced the major choreographers of the 20th century. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.*

Transfer credit: CSU

Notes: This course will be submitted for inclusion on the UC Transfer Course Agreement (UC TCA) in June 2022. It will also be submitted for CSU GE area C1 Arts and IGETC 3A Arts as well as Oxnard College's local GE pattern in C1 Fine and Performing Arts. In addition to providing general education credit, it will enhance the dance program's offerings, which currently include only dance activity courses in Modern Dance, Jazz, Mexican Folklorico, and Hip-Hop Dance.

ENGL R134	African-American Literature	3 Units
Hours:	3 lecture weekly	
Prerequisites:	ENGL R101 or ENGL R101H	

This course offers a survey of major authors, works, and genres in African-American literature from the colonial era to the present. The course will include significant historical and cultural analysis as reflected in the literature. The course will also examine how the African-American literature has impacted American culture. (Same as ETHS R134.) *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.*

Transfer credit: CSU

Notes: This course will be added to the AA-T in English in List C and to the AA-T in Social Justice Studies. This course is CSU transferable and will be proposed for UC transferability (UC TCA). Similar courses at other institutions have been approved for both CSU GE and IGETC, so this course will also be proposed for CSU GE area C2 Humanities and IGETC area 3B Humanities, as well as area C2 Humanities in Oxnard College's local GE pattern for AA/AS degrees. In addition, this course will be proposed for CSU GE area F Ethnic Studies, so the co-list of ETHS was added as required by the CSU for area F courses.

ETHS R134	African-American Literature	3 Units
Hours:	3 lecture weekly	
Prerequisites:	ENGL R101 or ENGL R101H	

This course offers a survey of major authors, works, and genres in African-American literature from the colonial era to the present. The course will include significant historical and cultural analysis as reflected in the literature. The course will also examine how the African-American literature has impacted American culture. (Same as ENGL R134.) *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.*

Transfer credit: CSU

Notes: This is a co-listed course with ENGL R134. This course will be added to the AA-T in English in List C and to the AA-T in Social Justice Studies. This course is CSU transferable and will be proposed for UC transferability. Similar courses at other institutions have been approved for both CSU GE and IGETC, so this course will also be proposed for CSU GE area C2 Humanities and IGETC area 3B Humanities, as well as area C2 Humanities in Oxnard College's local GE pattern for AA/AS degrees. In addition, this course will be proposed for CSU GE area F Ethnic Studies, so that is why this co-listed course in ETHS was added as required by the CSU for area F courses.

FILI R101	Elementary Filipino 1	4 Units
Hours:	4 lecture weekly	

This course is an elementary level Filipino course, the national language of the Philippines, or Tagalog, the language on which Filipino is based. It aims to develop all four language skills: speaking, listening, reading, and writing at the elementary level. This course examines pronunciation, word formation, grammar, and sentence structures while providing the essential vocabulary in various situational contexts, appropriate forms of address, and cultural nuances for communication. This course will also provide basic knowledge about values, customs, and regions of the Philippines. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.*

Transfer credit: CSU

**Notes:** FILI R101 expands the curriculum offerings of languages in Oxnard College which currently includes Spanish and American Sign Language. This class will be the pioneering Filipino language class within the Ventura County Community College District and will meet the needs of the growing Filipino population in the county and demand from local high schools. According to the U.S Census Bureau (American Community Survey 2019) Tagalog (Filipino) ranks as the 5th most common non-English language in the United States following Spanish, Chinese, French, and Russian; the 3rd most common non-English language in California following Spanish and Chinese and ranks as the 2nd most common non-English language in Ventura County following Spanish. FILI R101 will help to build proficiency in Filipino/Tagalog which will help to prepare students for a variety of careers that require interpersonal skills in language including careers related to teaching, healthcare, counseling, government, social services, and many others. Having language classes representative of the diverse populations is empowering and valuable to the student population and the community members that the college serves. This course will be submitted for UC approval as well as CSU GE in the C2 Humanities area and IGETC area 6 Language other than English (LOTE).

FILI R102	Elementary Filipino 2	4 Units
Hours:	4 lecture weekly	
Prerequisites:	FILI R101	

This is the second semester course of elementary level Filipino, the national language of the Philippines, or Tagalog, the language on which Filipino is based. This course aims to teach language acquisition in a cultural context through listening, speaking, reading, and writing at the second semester elementary level. This course will examine language fundamentals (pronunciation, word formation, grammar, and sentence structures) in additional situational contexts and provide expanded knowledge about values, customs, and regions of the Philippines. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.*

Transfer credit: CSU

**Notes:** FILI R102 will provide students with the opportunity to complete a year-long sequence in the Filipino/Tagalog language. This course will be submitted for UC approval as well as CSU GE and IGETC in the Humanities and IGETC area 6 Language other than English (LOTE).

LAW R130	Paralegal Seminar	1 Unit
Hours:	1 lecture weekly	
Prerequisites:	LAW R105 or concurrent enrollment	

This course examines ethics, advanced paralegal communication skills, law office management, problem solving, and analysis skills. It also includes a component on employment, networking and job search. *Field trips may be required. Applies to Associate Degree.*

Transfer credit: CSU

Note: This course is designed to be taken during the student's last semester prior to completion of the COA in Paralegal Studies or Associate of Science in Paralegal Studies.

Notes: This course is meant to be taken at the end of the student's parallel studies program (COA or A.S.) in order to provide practical legal skills relating to ethics and California rules of conduct, attorney-client relationship, time and billing requirements and systems, advanced paralegal communication skills, law office management, Pro Bono work, competence, malpractice, and confidentiality.

LAW R190	Occupational Cooperative Unpaid Work Experience	3 Units
Hours:	180	
Limitations:	Completion of or concurrent enrollment in a LAW course and instructor approval	

Occupational Cooperative Unpaid Work Experience provides supervised employment extending classroom occupational learning at an on-the-job learning station relating to the students' educational or occupational goals. Each unit of credit requires 60 hours of unpaid employment during the semester. This course is 3 units total. Occupational Cooperative Unpaid Work Experience is available to all students. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.*

Transfer credit: CSU

Note: While students may enroll in up to 16 units of general cooperative work experience, this course may be taken for only 3 units that qualify towards program specific electives in Paralegal Studies. Additional work experience may be earned by enrolling in a COT course.

Notes: This is an unpaid internship experience that will be an elective with the COA/A.S. in Paralegal Studies.



LAW R191	Occupational Cooperative Paid Work Experience	3 Units
Hours:	225	
Limitations:	Completion of or concurrent enrollment in a LAW course and instructor approval	

Occupational Cooperative Paid Work Experience provides supervised employment extending classroom occupational learning at an on-the-job learning station relating to the students' educational or occupational goals. Each unit of credit requires 75 hours of paid employment during the semester. Occupational Cooperative Paid Work Experience is available to all Law/Paralegal Studies students. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. Applies to Associate Degree.*

Transfer credit: CSU

Note: While students may enroll in up to 16 units of general cooperative work experience, this course may be taken for only 3 units that qualify towards program specific electives in Paralegal Studies. Additional work experience may be earned by enrolling in a COT course.

[Notes: This is a paid internship experience that will be an elective with the COA/A.S. in Paralegal Studies.](#)

PSY R122	Psychology of Gender	3 Units
Hours:	3 lecture weekly	

This course examines the psychological research on gender. The psychosocial implications of sex differences and similarities in behavior, cognition, and personality are explored. Emphasis is placed on gender identity, gender roles and conflicts, status, gender stereotypes, masculinity, career and education dynamics, aspects of sexuality and partnering, and mental health. *Applies to Associate Degree.*

Transfer credit: CSU

[Notes: This course will replace PSY R107 Sex Roles that was co-listed with SOC R104 and taught from a sociological perspective. In order to separate the two disciplinary perspectives, SOC R104 was deactivated and replaced with SOC R140 Sociology of Gender. This new psychology course will study gender from the psychological lens instead.](#)

## Credit Course Unit Changes

EMT R169	Emergency Medical Technician	8.5 8 Units
Hours:	<b>130</b> <del>122.5</del> lecture, <b>60</b> <del>52.5</del> lab per semester	
Advisories:	EMT R109 <b>or</b> EMT <b>R809</b> , and ENGL R097	
Limitations on Enrollment:	Current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross)	

This course covers the knowledge and skills necessary for the individual to provide emergency medical care with an ambulance, **fire**, ~~fire~~ or other specialized **services** ~~service~~ at the Basic Life Support (BLS) level. This course is approved by the Ventura County Emergency Medical Services Agency and the California State Department of Emergency Services. Upon successful completion of the skills testing, final **exam**, ~~exam~~ and passing 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. *Applies to Associate Degree.*

Transfer credit: CSU

*Notes: The course now incorporates the National Registry of Emergency Medical Technicians psychomotor exam which has increased the hours required to cover the material and therefore the units. Traditionally, students would pay for a separate fee-based course after completion of this course to get this additional content and take this exam. This change will close equity gaps for those students who struggle financially to afford the extra fees and make students more employable.*

FT R180	Wildland Fire Academy	10 <del>7.5</del> Units
Hours:	<b>122.5</b> <del>87.5</del> lecture, <b>157.5</b> <del>131.25</del> lab per semester	
Prerequisites:	FT R151 and EMT R109 <b>or</b> EMT <b>R169</b>	
Limitations on Enrollment:	No acrylic or long nails in clinical settings. Physical examination demonstrating general good health.	

This course provides the entry level student with the fire behavior knowledge and firefighting skills relevant to basic incident command, wildland firefighting positions, basic crew configurations, firefighter safety in wildland environments, tool, equipment and fundamental water handling, and wildland suppression strategy and tactics. Portable pumps and chainsaws are studied at length, as well as basic tools for land navigation. Leadership values and principles, transition challenges for new leaders, situational leadership, team building and ethical decision making is integrated throughout the course. Students are expected to obtain all required uniforms and safety equipment. State certification costs are the responsibility of the student. This course meets the California State Fire Training (SFT) and the National Wildfire Coordinating Group (NWCG) requirements. *Field trips will be required. Applies to Associate Degree.*

Transfer credit: CSU

*Notes: Content and hours were added to qualify academy completers for three additional firefighting certificates including: 1.) S-270 Basic Air Operations, 2.) IS-200 Basic Incident Command, and 3.) Cal Fire Wildland Firefighter Safety and Survival. These additional certifications will make the students more competitive candidates for hire by the wildland firefighting agencies.*

FT R231                    **ICS 200: Basic Introduction to the Incident Command System for Initial Response**                    1 0.5 Unit  
Hours:                    **17.5** ~~12~~ lecture per semester  
Materials Fee:            \$75  
C-ID:                      FIRE 231X

This course ~~reviews is an introduction to~~ the Incident Command System (ICS), **provides the context for ICS within initial response, and supports higher level ICS training.** ~~(ICS) National Training curriculum.~~ **This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS. The intended audience(s) are response personnel at the supervisory level who are involved with emergency planning, response, or recovery efforts. This includes fire, law enforcement, and emergency medical personnel as well as a large variety of disciplines including the U.S. Food and Drug Administration (FDA), federal workers, health care workers, higher education, law enforcement, public works, and schools.** ~~It includes principles and features, organization overview, incident facilities, resources, and common responsibilities. ICS 200 certification is the minimum requirement for attending ICS 200 level courses and functioning in a Unit Leader position during an incident.~~ *Applies to Associate Degree.*

Transfer credit: CSU

[Notes: Modifications were made to this course as mandated by changes to the State Fire Curriculum.](#)

**New Noncredit Courses**

AB R801	Introduction to Automotive Body and Fender Repair	140 Hours
Hours:	8 hours weekly	

This course covers the fundamentals of auto body repair including metal inert gas (MIG) welding, oxy-acetylene welding, metal finishing, use of body fillers, sanding, masking, and priming. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.*

*Notes: This is a noncredit mirrored version of AB R001. Noncredit courses provide tuition-free job skills training. This course applies to the new noncredit Certificate of Completion, which means that it will qualify for enhanced funding as a short-term vocational program.*

AB R802	Intermediate Auto Body and Fender Repair	140 Hours
Hours:	8 hours weekly	
Prerequisites:	AB R801	

This course teaches students advanced auto body repair techniques using various materials such as steel, aluminum and plastics. Students are also taught special priming methods. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.*

*Notes: This is a noncredit mirrored version of AB R002. Noncredit courses provide tuition-free job skills training. This course applies to the new noncredit Certificate of Completion, which means that it will qualify for enhanced funding as a short-term vocational program.*

AB R803	Introduction to Estimating Auto Body Damage	140 Hours
Hours:	8 hours weekly	
Prerequisites:	AB R802	

This course is designed to prepare students with the necessary skills in writing estimates or accident reports for non-structural refinishing and repair of automobile damage. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.*

*Notes: This is a noncredit mirrored version of AB R003. Noncredit courses provide tuition-free job skills training. This course applies to the new noncredit Certificate of Completion, which means that it will qualify for enhanced funding as a short-term vocational program.*

AB R804	Advanced Auto Body Collision and Damage Repair	140 Hours
Hours:	8 hours weekly	
Prerequisites:	AB R803	

This is 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. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.*

**Notes:** This is a noncredit mirrored version of AB R004. Noncredit courses provide tuition-free job skills training. This course applies to the new noncredit Certificate of Completion, which means that it will qualify for enhanced funding as a short-term vocational program.

AB R805A	Auto Body Painting and Refinishing I	70 Hours
Hours:	4 hours 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. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.*

**Notes:** This is a noncredit mirrored version of AB R005A. Noncredit courses provide tuition-free job skills training. This course applies to the new noncredit Certificate of Completion, which means that it will qualify for enhanced funding as a short-term vocational program.

AB R805B	Auto Body Painting and Refinishing II	140 Hours
Hours:	8 hours weekly	
Prerequisites:	AB R805A	

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. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.*

**Notes:** This is a noncredit mirrored version of AB R005B. Noncredit courses provide tuition-free job skills training. This course applies to the new noncredit Certificate of Completion, which means that it will qualify for enhanced funding as a short-term vocational program.

AB R807A                      Automotive Graphics    70 Hours  
 Hours:                              4 hours 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. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.*

Notes: This is a noncredit mirrored version of AB R007A. Noncredit courses provide tuition-free job skills training. This course applies to the new noncredit Certificate of Completion, which means that it will qualify for enhanced funding as a short-term vocational program.

AB R807B                      Advanced Automotive Graphics    70 Hours  
 Hours:                              4 hours weekly  
 Prerequisites:                      AB R807A

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 quills. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.*

Notes: This is a noncredit mirrored version of AB R007B. Noncredit courses provide tuition-free job skills training. This course applies to the new noncredit Certificate of Completion, which means that it will qualify for enhanced funding as a short-term vocational program.

EMT R809                      Emergency Medical Responder    87.5 Hours  
 Hours:                              87.5 hours lecture  
 Advisories:                              ENGL R097  
 Materials Fee:                              \$10 American Heart Association CPR card

In this course students learn to assess and initiate immediate lifesaving care to critical patients. Students will obtain basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional Emergency Medical Services (EMS) response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders (EMR) function as part of a comprehensive EMS team under medical oversight, and perform basic interventions with minimal equipment. This course provides emergency care knowledge and skills to prepare students for Emergency Medical Technician, and in the fields of Professional and Volunteer Firefighters and Peace Officers. Upon successful completion of this course, the student will receive an American Heart Association Healthcare Provider Card. Additionally, students will be prepared to take the National EMR Exam. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.*

Notes: This is a noncredit mirrored course of OC's credit course, EMT R109. It will be part of a two-course noncredit Certificate of Completion with Emergency Medical Technician (in development) which means that it will qualify for enhanced funding as a short-term vocational program.

EMT R869	Emergency Medical Technician	190 Hours
Hours:	190 hours lecture	
Advisories:	EMT R109 or EMT R809, and ENGL R097	

This course covers the knowledge and skills necessary for the individual to provide emergency medical care with an ambulance, fire, or other specialized services at the Basic Life Support (BLS) level. This course is approved by the Ventura County Emergency Medical Services Agency and the California State Department of Emergency Services. Upon successful completion of the skills testing, final exam, and passing 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. *Field trips may be required. Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.*

Notes: This is a noncredit mirrored course of OC's credit course, EMT R169, created to support students with a tuition-free option for obtaining EMT training. It will be part of a two- course noncredit Certificate of Completion with Emergency Medical Responder (in development) which means that it will qualify for enhanced funding as a short-term vocational program.

TUTR R802	Tutoring Methods	16 Hours
Hours:	16 hours	

This course, designed for students who will be working as tutors, introduces methods and best practices for tutoring individuals and groups. Students will examine learning theories and instructional pedagogies. This course offers students the opportunity for the application of learned skills and techniques to tutoring sessions. *Course is offered Pass/No Pass (P/NP) at student's option. This is a noncredit course. Does not apply to Associate Degree.*

Notes: The Oxnard College Writing, Reading, and Tutoring Center is working toward the process of collecting apportionment for tutoring services provided to students. One of the requirements for this process is to provide a Tutoring Methods course that all tutors must complete. This non-credit course would meet that requirement. Currently, tutors attend workshops and trainings provided by the Writing and Reading Center Coordinator, the Tutorial Services Specialist and the STEM Illumineers program director; however, this training and workshop program is not a course that they take. Additionally, this Tutoring Methods course would provide consistency in the tutor training process moving forward.

**New Credit Programs****Certificate of Achievement in Legal Secretary**

The Legal Secretary Certificate of Achievement will prepare students to work as a legal secretary, supporting the lawyers and paralegals in a law office, corporate legal department, government agency, or other organization.

<b>Required Core Courses</b>	<b>Units</b>
LAW R101 Paralegal Fundamentals	3
LAW R102 Introduction to Legal Technology	3
LAW R103 Communications and Case Management	3
LAW R104 Legal Research and Writing I	3
BUS R111 Business Law	3
<b>Total Required Units</b>	<b>15</b>

Notes: PLS Paralegal Studies has changed the discipline abbreviation to LAW. This new COA is a repackaging of 5 of the core courses in the COA/A.S. in Paralegal Studies that will allow students to begin working in the legal field, with the intention that most will continue working towards their A.S. degree.



**New Noncredit Programs**

**Automotive Body and Fender Repair - Certificate of Completion (Noncredit)**

The Automotive Body and Fender Repair Certificate of Completion prepares students to enter the automotive repair industry as entry-level technicians. This noncredit program emphasizes hands-on training in body, fender, collision repair, and painting, providing students with the necessary skills to gain employment in the industry.

<b>Required Core Courses</b>		<b>Hours</b>
AB R801	Introduction to Automotive Body and Fender Repair	140
AB R802	Intermediate Auto Body and Fender Repair	140
AB R803	Introduction to Estimating Auto Body Damage	140
AB R804	Advanced Auto Body Collision and Damage Repair	140
AB R805A	Auto Body Painting and Refinishing I	70
AB R805B	Auto Body Painting and Refinishing II	140
<b>Total Required Hours</b>		<b>770</b>

*Notes: This noncredit program mirrors the core courses in the credit program in Automotive Body and Fender Repair but allows students to complete the program at no cost, expanding access for students.*

**Auto Body Painting and Refinishing - Certificate of Completion (Noncredit)**

The Auto Body Painting and Refinishing Certificate of Completion prepares students for positions in the auto body and repair industry in the area of painting and refinishing.

<b>Required Core Courses</b>		<b>Hours</b>
AB R805A	Auto Body Painting and Refinishing I	70
AB R805B	Auto Body Painting and Refinishing II	140
<b>Total Required Hours</b>		<b>210</b>

*Notes: This noncredit program mirrors the core courses in the credit proficiency award in Auto Body Painting and Refinishing but allows students to complete the program at no cost, expanding access for students.*

Automotive Graphics - Certificate of Completion (Noncredit)

The Automotive Graphics Certificate of Completion prepares students for positions in the auto body and repair industry as well as other fields that require graphic design skill sets such as paint mixing, customized murals, advanced commercial lettering, advanced outlines and shadowing, and advanced pin-striping.

<b>Required Core Courses</b>	<b>Hours</b>
AB R807A      Automotive Graphics	70
AB R807B      Advanced Automotive Graphics	70
<b>Total Required Hours</b>	<b>140</b>

Notes: This noncredit program mirrors the core courses in the credit proficiency award in Automotive Graphics but allows students to complete the program at no cost, expanding access for students.

**Deactivated Programs**

~~Associate in Science in Hospitality Management Degree~~

<b>Required Core Courses</b>		<b>Units</b>
HM-R100	Principles of the Hospitality Industry	3
HM-R104	Sanitation and Environmental Control	3
HM-R123	Hospitality and Cost Control	3
HM-R112	Food and Beverage Management	3
HM-R101	Introduction to Hotel Management	3
BUS-R111	Business Law	3
<b>Total Required Major Units</b>		<b>18</b>
<del>Additional units/requirements to complete the A.A. Degree</del>		
<del>Oxnard College General Education Pattern</del>		<del>29</del>
<del>Double Counted Units</del>		<del>0</del>
<del>Free Electives Required</del>		<del>13</del>
<b>Total Units required for the A.S. Degree</b>		<b>60</b>

Notes: This program is being deactivated due to consistently low enrollments. For students interested in Hospitality Management, Oxnard College still offers the AS-T in Hospitality Management, which also provides the opportunity to transfer to a CSU offering Bachelor's degree programs in Hospitality Management.

~~Certificate of Achievement in Hospitality Management~~

<b>Required Core Courses</b>		<b>Units</b>
HM-R100	Principles of the Hospitality Industry	3
HM-R104	Sanitation and Environmental Control	3
HM-R123	Hospitality and Cost Control	3
HM-R112	Food and Beverage Management	3
HM-R101	Introduction to Hotel Management	3
BUS-R111	Business Law	3
<b>Total Required Units for Certificate</b>		<b>18</b>

Notes: This program is being deactivated due to consistently low enrollments. For students interested in Hospitality Management, Oxnard College still offers the AS-T in Hospitality Management, which also provides the opportunity to transfer to a CSU offering Bachelor's degree programs in Hospitality Management.