

Students completing this program will be prepared as entry-level bookkeepers and office workers for small businesses and a variety of industries.

The program is offered in the noncredit format. Noncredit instruction provides access to a variety of courses tuition free to assist students in reaching their personal, academic and professional goals.

Course ID	Title	Units/Hours
Required Courses		
ACCT R810	QuickBooks 1	27
ACCT R811	QuickBooks 2	27
Total Hours		54

Year 1		
Spring Semester		Units/Hours
ACCT R810	QuickBooks 1	27
ACCT R811	QuickBooks 2	27
Units/Hours		54
Total Units/Hours		54

Upon successful completion of this program, students will be able to:

- Apply advanced business features using QuickBooks software.
- Prepare various reports for businesses using QuickBooks software.
- Perform steps to set up a company using QuickBooks.
- Discuss the importance of ethics in the accounting process.
- Create a project proposal using QuickBooks accounting software.
- Prepare customized reports and graphs for a merchandising or service business using QuickBooks accounting software.
- Perform analysis and comparisons after budget and other financial reports are created using QuickBooks accounting software.

Addictive Disorders Studies

The Addictive Disorders Studies program at Oxnard College prepares students for careers in addiction counseling in various substance abuse treatment and prevention settings by providing both academic training and clinical experience in the field. The curriculum provides a broad base of knowledge regarding approaches to drug education and prevention, treatment issues, counseling skills, ethical issues, and practical knowledge about drugs and their effects as well as co-occurring mental illness. Programs within this major include entry-level certificates of achievement, Associate in Science degrees, and also advanced certificates, designed for counselors already practicing in the field.

Oxnard College's Addictive Disorders Studies program is accredited by CAADE (California Association of Alcohol/Drug Educators). Students who complete CAADE accredited college programs may apply for certification through qualified certifying bodies such as:

- ACCBC (Addiction Counselor Certification Board of California) which offers the Certified Addictions Treatment Counselor (C.A.T.C.) credential,
- CADTP (California Association of DUI Treatment Programs) which offers the Certified Alcohol and Other Drug Counselor (CAODC) and
- CCAPP (California Consortium of Addiction Program and Professionals) which offers:
 - the Registered Alcohol and Drug Technician (RADT),
 - the RADT II,

- the Certified Alcohol Drug Counselor – Certified Addiction Specialist (CADC-CAS),
- the CADC-I, CADC-II, CADC-III, and
- Licensed Advanced Alcohol and Drug Counselor (LAADC) and LAADC - Supervisor.

ADS R101 Overview of Addiction 3 Units

In-Class Hours: 52.5 lecture

C-ID: ADS 110 X

This introductory course studies use, abuse and social control of drugs associated with substance use disorder. Included are overviews of the biopsychosocial factors in addictions; how drugs work in the brain and body; how addiction impacts children, families and society; as well as prevention and harm reduction. Fulfills one 3-unit core requirement for the California Association for Alcohol/Drug Educators (CAADE).

Grade Modes: Letter Graded

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU, UC

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

ADS R102 Case Management for Treatment 3 Units

In-Class Hours: 52.5 lecture

C-ID: ADS 170 X

This course will provide students with a comprehensive foundation of tools and techniques for Screening, Assessment, Treatment Planning, Relapse Prevention, and Aftercare Planning. Professional Ethics and laws concerning Clients' Rights and Confidentiality will be covered as they apply to the Addiction Disorders Studies paraprofessional. Students will also learn crisis intervention techniques.

Grade Modes: Letter Graded

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

ADS R103 Pharmacology of Drugs of Abuse 3 Units

In-Class Hours: 52.5 lecture

C-ID: ADS 140 X

This course will give an overview of the physical and psychological effects of commonly used substances of abuse. It will describe the brain neurochemistry, especially as it is affected and changed by drug use. It will describe in detail the effects of all the major drugs of abuse on the body. Other addictions like compulsive gambling, eating disorders, sexual addictions will also be covered. The course will conclude with an overview of the therapeutic approaches for managing withdrawal, overdose, and substance use disorders. This course fulfills one 3-unit core requirement for the California Association for Alcohol/Drug Educators (CAADE).

Grade Modes: Letter Graded

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU, UC

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

ADS R104 Addiction Counseling Theories and Techniques 3 Units*In-Class Hours:* 52.5 lecture*C-ID:* ADS 120 X

This course is designed to teach students basic interviewing and counseling techniques appropriate for paraprofessionals. Emphasizing motivational counseling and client-empowering approaches, students will develop basic competency in the one-on-one counseling skills most relevant to addiction treatment. Students will also learn about the importance of ethics and establishing professional boundaries with clients as well as the clear distinction between professional counseling and self-help group sponsorship. This course fulfills one 3-unit skills requirement for the California Association for Alcohol/Drug Educators (CAADE).

Grade Modes: Letter Graded, Credit by exam, license etc.**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R105A Group Leadership I 3 Units***In-Class Hours:* 52.5 lecture*Prerequisites:* ADS R101*Advisories/Rec Prep:* ADS R104*C-ID:* ADS 130 X

This course is designed to familiarize students with group dynamics and group leadership, especially groups involving treating substance use disorders. The focus is on group development, interpersonal and intrapersonal processes, and group facilitation skills. This course offers practicums in group leadership skills, examines various types of groups and teaches specific skills for facilitating behavior change. Fulfills one 3-unit skills requirements for the California Association for Alcohol/Drug Educators (CAADE).

Grade Modes: Letter Graded**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R105B Group Leadership II 3 Units***In-Class Hours:* 52.5 lecture*Prerequisites:* ADS R105A

This course in group counseling is designed to provide students with knowledge and skills training in advanced group leadership and advanced counseling skills and techniques. Students will learn to: broaden their effective questioning skills in order to identify client defense mechanisms, symptoms of psychopathology, improve awareness in addressing co-occurring disorders and other considerations when working with resistant clients and other barriers effecting treatment outcome. They will learn how to use and integrate counseling theories, engage in depth work with clients, and how to develop a group session format. Advanced skill delivery methods will be demonstrated and integrated in the course simulation exercises. Special attention will also be given to addressing and managing difficult clients, court-mandated and probation-mandated treatment program requirements; and interacting with probationers/parolees. Other counseling issues will be addressed as they relate to working within the scope of practice and competence for addiction professionals which support evidence-based treatment practices.

Grade Modes: Letter Graded**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R106 Adult Children of Alcoholics 3 Units***In-Class Hours:* 52.5 lecture

This course is designed to teach potential counselors how to recognize the characteristics of adult children of alcoholics. Students will examine their own upbringing and study the traits of healthy and unhealthy families and how those parenting styles lead to co-dependency and issues with maintaining boundaries in adult relationships. Effective methods for changing behavior through the reprogramming of family roles and setting healthy boundaries will be taught. Students will also be taught healthy parenting approaches. This course fulfills one 3-unit skills requirement for the California Association for Alcohol/Drug Educators (CAADE).

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None

ADS R107 Alcohol/Drug Treatment of Adolescents 3 Units*Formerly:* ADS R107B*In-Class Hours:* 52.5 lecture

This course integrates the biological, psychological and social factors of teen development into a comprehensive model for treating adolescents with substance use disorders. The differences between adolescent and adult treatment engagement, assessment, counseling skills and readiness to change will be explored. The unique set of ethical, legal, fiscal and social implications regarding teens in treatment and their effected family members will be discussed. Students will learn about the cross-cultural differences existing within the adolescent population.

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R108 Alcohol/Drugs and Human Development 3 Units***In-Class Hours:* 52.5 lecture

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 address physical and emotional effects of substance use disorders throughout the life-cycle and during pregnancy. 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 the California Association for Alcohol/Drug Educators (CAADE) and Domain VI of TAP 21 (Technical Assistance Publication Series: Addiction Counseling Competencies).

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R109 Counseling Addicted Families 3 Units***In-Class Hours:* 52.5 lecture*C-ID:* ADS 180 X

This course provides an overview of the family systems approach to addiction counseling including analysis and examination of the relationship patterns that develop in families including multicultural families. The student will develop treatment strategies for assisting families and significant others during the stages of active addiction, addiction treatment, long-term recovery and relapse prevention using family-involved approaches. The student will learn techniques and strategies tailored to meet the various cultural challenges. This course fulfills one 3-unit skills course for the California Association for Alcohol/Drug Educators (CAADE) and Domain VC and VI of TAP 21 (Technical Assistance Publication Series: Addiction Counseling Competencies).

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R110A Alcohol and Drug Studies Field Experience I 3 Units***In-Class Hours:* 52.5 lecture*Prerequisites:* ADS R101 and ADS R102 and ADS R104 and ADS R105A and ADS R124

This course offers the student a supervised field experience in a community organization, agency, or institution, allowing the student to apply knowledge and learn new skills outside of the classroom environment. This course is designed to provide the student with an opportunity to develop skills that would facilitate gaining employment in the addiction or human services field. This course fulfills one 3 unit field studies requirement of CAADE.

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R110B Alcohol and Drug Studies Field Experience II 3 Units***In-Class Hours:* 52.5 lecture*Prerequisites:* ADS R110A

This course guides students through the second set of work experience hours required for students to gain experience in applied alcohol studies. Students are placed in various agencies and organizations in the alcohol education and treatment field. During this course, emphasis will be placed on 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.

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None

ADS R111 Management and Supervision in Alcohol Programs 3 Units*In-Class Hours:* 52.5 lecture*Prerequisites:* ADS R101

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 skills requirement for the California Association of Alcohol/Drug Educators (CAADE) and Domain VIII of TAP 21 (Technical Assistance Publication Series: Addiction Counseling Competencies).

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R112 Prevention, Intervention and Recovery 3 Units***In-Class Hours:* 52.5 lecture*C-ID:* ADS 150X

This course provides a comprehensive overview of theories and strategies for the prevention of substance use disorders. Primary, secondary, tertiary and evidence-based prevention models will be introduced and assessed. Prevention programs and activities appropriate for the community, school, parents and family, and work-sites will be covered. Strategies such as education, public policies, media/information dissemination, ethnic, cultural, and gender-specific approaches, environmental risk reduction, and alternatives will be presented and assessed for their application to different target populations. This course fulfills one 3-unit skills requirement of the California Association for Alcohol/Drug Educators (CAADE) and Domain VI of TAP 21 (Technical Assistance Publication Series: Addiction Counseling Competencies).

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R113A Co-Occurring Disorders I 3 Units***Formerly:* ADS R113*In-Class Hours:* 52.5 lecture*C-ID:* ADS 190 X

This course addresses the coexistence of substance use disorders and other mental health disorders. It will focus on identification and assessment of common co-occurring disorders such as mood, anxiety, adjustment disorders, and post-traumatic stress disorder. It will also explore appropriate treatment and management approaches as well as making appropriate referrals. This course fulfills one 3-unit skills requirement for the California Association for Alcohol/Drug Educators (CAADE).

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R113B Co-Occurring Disorders II 3 Units***Formerly:* R198A*In-Class Hours:* 52.5 lecture*Prerequisites:* ADS R113A

This course in co-occurring disorders is designed to give students advanced knowledge and skills in managing and treating clients with both substance use disorders and mental illness. It focuses on current treatment approaches, understanding medications, and how addiction counselors may interface with the professional mental health community to manage cases. This course fulfills one 3-unit skills elective of the California Association for Alcohol/Drug Educators (CAADE) and is required for the CAADE Co-Occurring Disorders Certificate.

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R115 Alcohol, Drugs, Eating Disorders and Nutrition 3 Units***In-Class Hours:* 52.5 lecture

In this course, students will learn the principles of sound nutrition and how to apply them to the nutritional needs of recovering individuals. The prevalence of eating disorders such as bulimia, anorexia, and compulsive overeating in recovering individuals will be emphasized. The similarities between drug addiction and eating disorders will also be discussed. Students will learn about the special nutritional needs of pregnant women and about the effects of drugs/alcohol on fetal development, including fetal alcohol syndrome.

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None

ADS R116 Alcohol, Drugs, and Driving Laws 3 Units

In-Class Hours: 52.5 lecture

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 intervention strategies.

Grade Modes: Letter Graded

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

ADS R117 Treatment Modalities in the Criminal Justice System 3 Units

In-Class Hours: 52.5 lecture

This course examines treatment and intervention models utilized in the Criminal Justice System (CJS) to bring about desirable and positive changes in the substance abusing offender. The focus is on various approaches utilized at each phase of the CJS (pretrial, custodial, pre-release, and probation/parole supervision). Graduated sanctions for drug use violations by offenders under CJS jurisdiction are examined. Similarities and differences within the CJS and the effects on recovery for offenders and treatment providers are also explored.

Grade Modes: Letter Graded, Credit by exam, license etc.

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

ADS R118 Culture, Race and Gender Diversity in Treatment 3 Units

In-Class Hours: 52.5 lecture

C-ID: ADS 195 X

This course will introduce students to the unique problems, issues, and concerns of diverse populations. The characteristics of these populations with respect to the incidence of substance use disorders, intervention needs, and responses to treatment will be explored. Research on historical, cultural, social, health and environmental factors impacting special populations will be discussed, as well as the role of ethnic and cultural differences. Particular attention will be given to population characteristics such as ethnicity/race, gender, age, economic, sexual orientation, and disability status. Ethnic and cultural differences will be emphasized to provide students with the skills needed to communicate effectively with diverse populations.

Grade Modes: Letter Graded

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

ADS R119 Community as Treatment in the Criminal Justice System 3 Units

In-Class Hours: 52.5 lecture

This course is designed to familiarize students with the various theories of rehabilitation for substance use disorders 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.

Grade Modes: Letter Graded, Credit by exam, license etc.

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

ADS R120 Introduction to Alcohol and Drugs in the Criminal Justice System 3 Units

In-Class Hours: 52.5 lecture

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 as well as sentencing practices, people of color and criminal justice reform in the United States. Crime, criminal behavior, the police, courts and corrections are also covered.

Grade Modes: Letter Graded, Credit by exam, license etc.

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

ADS R121 Alcohol/Drugs and Domestic Violence 3 Units

In-Class Hours: 52.5 lecture

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 its interconnectedness with substance abuse, cultural diversity, and family dynamics. The course will teach the tools and techniques for developing anger management skills and other alternatives to violence. In order to meet the counselor "core" training requirements for working within batterers' intervention and counseling programs in California, students will learn the theories and practice the skills necessary for working with abusive offenders, and extremely difficult and resistant clients.

Grade Modes: Letter Graded

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: CSU

UC Credit Limitations: None

CSU GE-Breadth: None

IGETC: None

ADS R122 Reducing Binge and Underage Drinking: A Collective Responsibility 3 Units*In-Class Hours:* 52.5 lecture

This course is designed for those students who are interested in starting or working in primary prevention programs including those already employed in alcohol programs or in enforcement fields. 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.

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R123 Alcohol, Drug Addiction and Trauma 3 Units***In-Class Hours:* 52.5 lecture

This course will identify the symptoms, stages and cycles of substance use and relational addictions manifesting from trauma and the correlated treatment strategies of delivering trauma informed care (evidence-based treatment practices). Students will learn to recognize the triggers and symptoms of post traumatic stress and destructive high-risk relational bonds noted in victims, offenders and others suffering from addictive, obsessive and compulsive behaviors. Effective treatment methods and modalities supporting trauma informed care for addicted trauma survivors will also be covered.

Grade Modes: Letter Graded**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R124 Ethics and Confidentiality for Alcohol/Drug Studies 3 Units***In-Class Hours:* 52.5 lecture*C-ID:* ADS 160 X

This course will introduce potential alcohol/drug counselors to the principles in the Code of Ethical Standards for Alcohol/Drug Educators and the steps involved in making ethical decisions. The course will also cover client rights, counselor responsibilities, confidentiality, managing boundaries, conflicting values and other ethical issues. The importance of cultural competence in counseling diverse populations will be a key component of this course.

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R125 Treatment of Eating Disorders 3 Units***In-Class Hours:* 52.5 lecture*Prerequisites:* ADS R115

This course introduces students to the assessment and treatment of eating disorders as co-occurring with alcohol/drug addiction and abuse. Students will develop an understanding of the variety of eating disorders and the complexity of treating clients who have them. Treatment settings, including inpatient, day treatment, and outpatient options and the roles of eating disorder treatment personnel within those settings will be discussed. Various philosophies regarding etiology and treatment for clients with eating disorders will be explored and students will be taught to evaluate the efficacy of treatment.

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** None**Transfer Credit:** CSU**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None**ADS R131 Abnormal Psychology 3 Units***Same-As:* PSY R131*In-Class Hours:* 52.5 lecture*C-ID:* PSY 120

This course surveys various definitions, causes, and treatment methods relative to abnormal behavior. This course also covers psychological, biological and sociocultural theories of abnormal behavior. Topics include: diagnosis of abnormal behavior, clinical syndromes, various forms of intervention and preventive strategies.

Grade Modes: Letter Graded**Field Trips:** May be required**Degree Applicability:** Applies to Associate Degree**AA/AS GE:** B2**Transfer Credit:** CSU, UC**UC Credit Limitations:** None**CSU GE-Breadth:** None**IGETC:** None

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- Addictive Disorders Studies, Associate in Science (p. 176)
- Addictive Disorders Studies in the Criminal Justice System, Certificate of Achievement (p. 175)
- Addictive Disorders Studies, Certificate of Achievement (p. 177)
- Advanced Skills for Addiction Treatment Counselors, Certificate of Achievement (p. 178)
- Community Behavioral Health Worker, Certificate of Achievement (p. 179)

For more information contact:

Lois Zsarnay (805) 678-5229 lois_zsarnay1@vcccd.edu

Addictive Disorders Studies in the Criminal Justice System, Associate in Science

The Addictive Disorders Studies in the Criminal Justice System Associate in Science degree prepares students to enter the field of treatment

providers 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 work in the criminal justice system or other related human services. Students with this degree will also be trained to work in the adolescent and adult drug court systems, pre-release and after-care programs, and intensive probation models.

Students who complete both the Addictive Disorders Studies Certificate of Achievement and this Associate degree will be qualified to apply for a number of certifications such as: ACCBC (Addiction Counselor Certification Board of California) which offers the Certified Addictions Treatment Counselor (C.A.T.C.) credential; CADTP (California Association of DUI Treatment Programs), which offers the Certified Alcohol and Other Drug Counselor (CAODC); and CCAPP (California Consortium of Addiction Program and Professionals), which offers the Registered Alcohol and Drug Technician (RADT), the RADT II, the Certified Alcohol Drug Counselor – Certified Addiction Specialist (CADC-CAS), the CADC-I, CADC-II, CADC-III, and Licensed Advanced Alcohol and Drug Counselor (LAADC), and LAADC - Supervisor.

Course ID	Title	Units/Hours
Required Core Courses		
ADS R106	Adult Children of Alcoholics	3
ADS R107	Alcohol/Drug Treatment of Adolescents	3
ADS R116	Alcohol, Drugs, and Driving Laws	3
ADS R117	Treatment Modalities in the Criminal Justice System	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 Required Major Units		18
Oxnard College General Education Pattern		29
Double-Counted Units		0
Free Electives Required		13
Total Units Required for A.S. Degree		60

General Education: This A.S. degree requires completion of the Oxnard College General Education Pattern.

To complete the Associate in Science degree, students must meet requirements in the major, general education, competency, units, scholarship, and residency.

Year 1		
Fall Semester		Units/Hours
ADS R106	Adult Children of Alcoholics	3
Units/Hours		3
Spring Semester		
ADS R107	Alcohol/Drug Treatment of Adolescents	3
Units/Hours		3
Year 2		
Fall Semester		
ADS R116	Alcohol, Drugs, and Driving Laws	3
ADS R119	Community as Treatment in the Criminal Justice System	3
Units/Hours		6
Spring Semester		
ADS R117	Treatment Modalities in the Criminal Justice System	3

ADS R120	Introduction to Alcohol and Drugs in the Criminal Justice System	3
Units/Hours		6
Total Units/Hours		18

Upon successful completion of this program, students will be able to:

- Identify concepts central to the relationship of addiction that lead to significant involvement in the criminal justice system.
- Apply critical thinking to addiction data and become acquainted with the relationship to drugs and alcohol usage and crime
- Identify differences between incarcerated substance abusers and other substance abusers.
- Define all the components of a DUI (Driving under the influence) treatment program.
- Learn how to deliver articulate presentations both written and oral.
- 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 in the Criminal Justice System, Certificate of Achievement

The Addictive Disorders Studies in the Criminal Justice System Certificate of Achievement prepares students to enter the field of treatment providers 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 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.

Students who complete both the Addictive Disorders Studies Certificate of Achievement and this Certificate will be qualified to apply for a number of certifications such as: ACCBC (Addiction Counselor Certification Board of California) which offers the Certified Addictions Treatment Counselor (C.A.T.C.) credential; CADTP (California Association of DUI Treatment Programs), which offers the Certified Alcohol and Other Drug Counselor (CAODC); and CCAPP (California Consortium of Addiction Program and Professionals), which offers the Registered Alcohol and Drug Technician (RADT). Additional certifications through ACCBC and CCAPP require the completion of an Associate Degree.

Course ID	Title	Units/Hours
Required Core Courses		
ADS R106	Adult Children of Alcoholics	3
ADS R107	Alcohol/Drug Treatment of Adolescents	3
ADS R116	Alcohol, Drugs, and Driving Laws	3
ADS R117	Treatment Modalities in the Criminal Justice System	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 Required Units for Certificate		18

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Earn a Certificate of Achievement (p. 57) section in this catalog for specific information.

Year 1		
Fall Semester		Units/Hours
ADS R106	Adult Children of Alcoholics	3
Units/Hours		3
Spring Semester		Units/Hours
ADS R107	Alcohol/Drug Treatment of Adolescents	3
Units/Hours		3
Year 2		
Fall Semester		Units/Hours
ADS R116	Alcohol, Drugs, and Driving Laws	3
ADS R119	Community as Treatment in the Criminal Justice System	3
Units/Hours		6
Spring Semester		Units/Hours
ADS R117	Treatment Modalities in the Criminal Justice System	3
ADS R120	Introduction to Alcohol and Drugs in the Criminal Justice System	3
Units/Hours		6
Total Units/Hours		18

Upon successful completion of this program, students will be able to:

- Identify concepts central to the relationship of addiction that lead to significant involvement in the criminal justice system.
- Apply critical thinking to addiction data and become acquainted with the relationship to drugs and alcohol usage and crime
- Identify differences between incarcerated substance abusers and other substance abusers.
- Define all the components of a DUI (Driving under the influence) treatment program.
- Learn how to deliver articulate presentations both written and oral.
- 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, Associate in Science

This Addictive Disorders Studies Associate in Science degree is a CAADE (California Association of Alcohol/Drug Educators) approved program that prepares students for several different careers in the Addiction Counseling field. Students in this program will develop necessary knowledge, skills and attitudes required to be effective in the treatment of alcohol and drug abuse. Students will learn the responsibilities of a Certified Addictions Treatment Counselor (CATC) by 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 education and skills to apply to for Certified Addictions Treatment Counselor (CATC) certification through the Addiction Counselor Certification Board of California (ACCBC). The ACCBC for CAADE is an autonomous authority that confers credentials, standards, and requirements for CAADE.

CAADE application forms and information can be found on their website at www.accbc.org/catc/ (<http://catalog.vcccd.edu/oxnard/programs->

www.accbc.org/catc/).

In addition, students who complete CAADE accredited programs may apply for certification through the California Association of DUI Treatment Programs (CADTP) at www.cadtp.org (<https://www.cadtp.org>) and the California Consortium of Addiction Programs and Professionals (CCAPP) at www.ccapp.us (<http://catalog.vcccd.edu/oxnard/programs-courses/addictive-disorders-studies/addictive-disorders-studies-as/> www.ccapp.us). These additional certifications will assist students in building their careers in the Addiction Counseling field.

Course ID	Title	Units/Hours
Required Core Course		
ADS R101	Overview of Addiction	3
ADS R102	Case Management for Treatment	3
ADS R103	Pharmacology of Drugs of Abuse	3
ADS R104	Addiction Counseling Theories and Techniques	3
ADS R105A	Group Leadership I	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 R112	Prevention, Intervention and Recovery	3
ADS R113A	Co-Occurring Disorders I	3
ADS R118	Culture, Race and Gender Diversity in Treatment	3
ADS R124	Ethics and Confidentiality for Alcohol/Drug Studies	3
Total Required Major Units		39
Oxnard College General Education Pattern		29
Double-Counted Units		0
Free Electives Required		0
Total Units Required for A.S. Degree		60

General Education: This A.S. degree requires completion of the Oxnard College General Education Pattern.

To complete the Associate in Science degree, students must meet requirements in the major, general education, competency, units, scholarship, and residency.

Year 1		
Fall Semester		Units/Hours
ADS R101	Overview of Addiction	3
ADS R103	Pharmacology of Drugs of Abuse	3
ADS R104	Addiction Counseling Theories and Techniques	3
ADS R118	Culture, Race and Gender Diversity in Treatment	3
GE Area D1 English Composition (choose ENGL R101 or ENGL R101H)		4
Units/Hours		16
Spring Semester		Units/Hours
ADS R102	Case Management for Treatment	3
ADS R105A	Group Leadership I	3
ADS R113A	Co-Occurring Disorders I	3
ADS R124	Ethics and Confidentiality for Alcohol/Drug Studies	3
GE Area D2/Math Competency (choose one math course)		3-6
Units/Hours		15-18

Summer Semester

ADS R108	Alcohol/Drugs and Human Development	3
ADS R109	Counseling Addicted Families	3
ADS R112	Prevention, Intervention and Recovery	3
Units/Hours		9

Year 2

Fall Semester

ADS R110A	Alcohol and Drug Studies Field Experience I	3
COT R190V or COT R191V	Occupational Cooperative Unpaid Work Experience or Occupational Cooperative Paid Work Experience	2
GE Area B1 American History/Institutions (choose one course)		3
GE Area B2 Social and Behavioral Sciences (choose one course)		3
GE Area A1 Biological Science (choose one course)		3-5
GE Area E1 Health Education (choose one course)		3
Units/Hours		17-19

Spring Semester

ADS R110B	Alcohol and Drug Studies Field Experience II	3
COT R190V or COT R191V	Occupational Cooperative Unpaid Work Experience or Occupational Cooperative Paid Work Experience	2
GE Area A2 Physical Science (choose one course)		3-5
GE Area C1 Fine/Performing Arts (choose one course)		3
GE Area C2 Humanities (choose one course)		3
GE Area E2 Physical Education/Kinesiology (choose one activity course)		1
Units/Hours		15-17
Total Units/Hours		72-79

Upon successful completion of this 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, Certificate of Achievement

This Addictive Disorders Studies Certificate of Achievement is a CAADE (California Association of Alcohol/Drug Educators) approved program that prepares students for several different careers in the Addiction Counseling field. Students in this program will develop the necessary knowledge, skills and attitudes required to be effective in the treatment of alcohol and drug abuse. Students will learn the responsibilities of a Certified Addictions Treatment Counselor (CATC) by 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 education and skills to apply to for Certified Addictions Treatment Counselor (CATC) certification through the Addiction Counselor Certification Board of

California (ACCBC). The ACCBC for CAADE is an autonomous authority that confers credentials, standards, and requirements for CAADE.

CAADE application forms and information can be found on their website at www.accbc.org/catc/ (<http://www.accbc.org/catc/>).

In addition, students who complete CAADE accredited programs may apply for certification through the California Association of DUI Treatment Programs (CADTP) at www.cadtp.org (<https://www.cadtp.org>) and the California Consortium of Addiction Programs and Professionals (CCAPP) at www.ccapp.us (<http://www.ccapp.us/>). These additional certifications will assist students in building their careers in the Addiction Counseling field.

Course ID	Title	Units/Hours
Required Core Course		
ADS R101	Overview of Addiction	3
ADS R102	Case Management for Treatment	3
ADS R103	Pharmacology of Drugs of Abuse	3
ADS R104	Addiction Counseling Theories and Techniques	3
ADS R105A	Group Leadership I	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 R112	Prevention, Intervention and Recovery	3
ADS R113A	Co-Occurring Disorders I	3
ADS R118	Culture, Race and Gender Diversity in Treatment	3
ADS R124	Ethics and Confidentiality for Alcohol/Drug Studies	3

Total Required Units for Certificate 39

To complete a Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Earn a Certificate of Achievement (p. 57) in this catalog.

Year 1

Fall Semester		Units/Hours
ADS R101	Overview of Addiction	3
ADS R102	Case Management for Treatment	3
ADS R104	Addiction Counseling Theories and Techniques	3
ADS R118	Culture, Race and Gender Diversity in Treatment	3
Units/Hours		12

Spring Semester		Units/Hours
ADS R103	Pharmacology of Drugs of Abuse	3
ADS R105A	Group Leadership I	3
ADS R113A	Co-Occurring Disorders I	3
ADS R124	Ethics and Confidentiality for Alcohol/Drug Studies	3
Units/Hours		12

Summer Semester		Units/Hours
ADS R108	Alcohol/Drugs and Human Development	3
ADS R109	Counseling Addicted Families	3
ADS R112	Prevention, Intervention and Recovery	3
Units/Hours		9

Year 2		
Fall Semester		
ADS R110A	Alcohol and Drug Studies Field Experience I	3
Units/Hours		3
Spring Semester		
ADS R110B	Alcohol and Drug Studies Field Experience II	3
Units/Hours		3
Total Units/Hours		39

Upon successful completion of this 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.

Advanced Skills for Addiction Treatment Counselors, Certificate of Achievement

The Advanced Skills for Addiction Treatment Counselors Certificate of Achievement is intended for students who have completed the foundational courses of a CAADE (California Association of Alcohol/Drug Educators) approved program of at least 39 units and are either certified as a CATC-I or preparing to be. At Oxnard College, these foundational courses include: ADS R101, ADS R102, ADS R103, ADS R104, ADS R105A, ADS R113A, ADS R118, and ADS R124. This program will further develop group counseling skills and teach counselors to recognize and treat clients who have both substance abuse and mental illness or eating disorders, as well as victims of domestic violence or batterers. Students will be taught to recognize post-traumatic stress and will learn effective treatment methods and modalities supporting trauma informed care for trauma survivors. Students will also learn skills required for creating and/or administering alcohol prevention programs, and supervisory skills for management of alcohol and drug treatment programs.

Course ID	Title	Units/Hours
Required Core Courses		
ADS R105B	Group Leadership II	3
ADS R106	Adult Children of Alcoholics	3
ADS R111	Management and Supervision in Alcohol Programs	3
ADS R113B	Co-Occurring Disorders II	3
ADS R115	Alcohol, Drugs, Eating Disorders and Nutrition	3
ADS R121	Alcohol/Drugs and Domestic Violence	3

ADS R122	Reducing Binge and Underage Drinking: A Collective Responsibility	3
ADS R123	Alcohol, Drug Addiction and Trauma	3
ADS R125	Treatment of Eating Disorders	3
Total Required Units for Certificate		27

To complete a Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Earn a Certificate of Achievement (p. 57) section in this catalog.

Year 1		
Fall Semester		Units/Hours
ADS R105B	Group Leadership II	3
ADS R106	Adult Children of Alcoholics	3
ADS R123	Alcohol, Drug Addiction and Trauma	3
Units/Hours		9
Spring Semester		
ADS R113B	Co-Occurring Disorders II	3
ADS R121	Alcohol/Drugs and Domestic Violence	3
ADS R122	Reducing Binge and Underage Drinking: A Collective Responsibility	3
Units/Hours		9
Summer Semester		
ADS R111	Management and Supervision in Alcohol Programs	3
ADS R115	Alcohol, Drugs, Eating Disorders and Nutrition	3
ADS R125	Treatment of Eating Disorders	3
Units/Hours		9
Total Units/Hours		27

Upon successful completion of this program, students will be able to:

- Describe the organizational structures, management and administrative policies and procedures affecting success and failure of alcohol and drug treatment programs.
- Train, supervise, evaluate, and discipline other counselors in order to enhance and facilitate professional development within an organization.
- Design and effectively lead group counseling sessions utilizing a variety of advanced group leadership practices such as: depth work engagement and the application of effective methods and modalities, interventions, techniques, and theories as applied to addiction and recovery counseling services.
- Describe mental disorders and best practices for their treatment including recognizing the appropriate use of psychotropic medications, and when psychiatric referral and professional consultation is required.
- Identify the major types of eating disorders that are often co-occurring with addictions and the unique nutritional needs of recovering individuals.
- Identify the cycle, patterns and progression of domestic violence/interpersonal abuse through the use of power and control strategies and the relationship between alcohol/drug abuse and domestic/interpersonal abuse.
- Utilize screening, intake and counseling procedures unique to domestic violence/interpersonal abuse (specifically how they relate to those individuals on probation, parole and/or in Batterers' Intervention Programs as per the CA Penal Code).
- Describe the role of public policy in addressing binge and underage drinking and explain the process of formulating and enacting prevention strategies and the rationale for community involvement.

- Describe how treatment and recovery from trauma bonds reduces the likelihood of re-experiencing traumatizing events by increasing awareness of these bonds, thereby extinguishing potentially high-risk, repetitive behaviors and addiction.
- Define the concept of the disease of alcoholism as a family disease, describe its effects on family relationships and development of co-dependency and demonstrate knowledge of the reprogramming strategies for adult children of alcoholics.

Community Behavioral Health Worker, Certificate of Achievement

The Community Behavioral Health Worker Certificate of Achievement prepares students for entry-level positions in the behavioral/mental health field. This program is designed for students who are interested in working with people with mental illness or substance use disorders. Students will have a foundational understanding of the mental health field and will learn the basic counseling skills to work with this population. All of these courses are also part of the Addictive Disorders Studies Certificate of Achievement and aligned with C-ID. Career opportunities after completion of the certificate include Behavioral Health Worker, Mental Health Worker, Social and Human Service Assistants, Substance Abuse Worker, and Addiction Counselor Assistant.

Course ID	Title	Units/ Hours
Required Core Courses		
ADS R102	Case Management for Treatment	3
ADS R104	Addiction Counseling Theories and Techniques	3
ADS R113A	Co-Occurring Disorders I	3
ADS R118	Culture, Race and Gender Diversity in Treatment	3
ADS R124	Ethics and Confidentiality for Alcohol/Drug Studies	3
Total Required Units for Certificate		15

Year 1		
Fall Semester		Units/Hours
ADS R102	Case Management for Treatment	3
ADS R104	Addiction Counseling Theories and Techniques	3
ADS R113A	Co-Occurring Disorders I	3
ADS R118	Culture, Race and Gender Diversity in Treatment	3
ADS R124	Ethics and Confidentiality for Alcohol/Drug Studies	3
Units/Hours		15
Total Units/Hours		15

Upon successful completion of this program, students will be able to:

- Identify the parts of case management in treatment settings.
- Demonstrate familiarity with the correct protocol in counseling clients.
- Describe symptoms of common co-occurring mental illness.
- Describe the impact that class, race, ethnicity, and gender have on treatment of mental illness and substance abuse.
- Identify the rules of confidentiality and mandated reporting in the workplace.

Air Conditioning and Refrigeration

The Air Conditioning and Refrigeration (HVAC/R) Program provides occupational training to prepare students for jobs in the HVAC/R industry, including the green economy sector (energy auditing). The program also provides valuable skill enhancement training to existing HVAC/R technicians who desire to expand and update their knowledge and skills to advance in the industry. Students in the program learn the theoretical, technical, and problem-solving skills essential for employment and advancement in the HVAC/R industry.

Students completing the program can seek employment as HVAC/R technicians, sales and consulting specialists, equipment and system installers, operations and maintenance technicians, building engineers, controls technicians, and energy auditing specialists. As a CTE program with an industry advisory council that meets annually and communicates regularly, we have developed an educational partnership with the area HVAC/R industry and we are meeting a defined need to provide qualified HVAC/R technicians and energy auditors to HVAC/R businesses that service corporations and homes in Ventura County and beyond.

AC R010 Introduction to Air Conditioning and Refrigeration 3 Units

Formerly: ENVT R010

In-Class Hours: 52.5 lecture

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 course 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.

Grade Modes: Letter Graded, Credit by exam, license etc.

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: None

AC R010L Introduction to Air Conditioning and Refrigeration I Lab 2 Units

Formerly: ENVT R010L

In-Class Hours: 17.5 lecture, 52.5 laboratory

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.

Grade Modes: Letter Graded, Credit by exam, license etc.

Field Trips: May be required

Degree Applicability: Applies to Associate Degree

AA/AS GE: None

Transfer Credit: None