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## **District Technical Review Workgroup (DTRW)**

**Agenda**  
**April 12, 2012 - 1:00 p.m.**  
**Lakin Board Room**

- **Approval of March 8, 2012 Meeting Notes**

- **Ventura College Submissions**

**New Course:**

ESRM V10, Environmental Ecology, 3 Units

- **Moorpark College Submissions:**

**New Course:**

ENGL M16, Introduction to Fiction, 3 units

**Revised Course:**

CS M122A/B, Independent Studies – Computer Science, 0.5 to 3 units

- **Oxnard College Submissions (bold areas left on from submission):**

**New Courses:**

AC R050, Energy Auditing, 3 units

AC R050L, Energy Auditing Lab, 2 units

CAOT R004, Microsoft Outlook, 1.5 units

**Revised Courses**

CAOT R001, Keyboarding (Alpha and Numeric), 1.5 units

CD R100, Introduction to Curriculum for the Young Child, 3 units

CD R102, Human Development, 3 units

CD R103, Programs **Principles and Practice** for Young Children, 3 units

CD R106, Child, Family and Community, 3 units

CD R107, **Teaching in a Diverse Society**, 3 units, ~~Cross-Cultural Experiences with Children and Families~~

CD R111, **Observation and Assessment**, 3 units, ~~Child Development Principles and Practicum I~~

CD R112, **Practicum in Early Childhood Education**, 3 units, ~~Child Development Principles and Practicum II~~

CD R129, Child Nutrition, Health and Safety, 3 units

ECON R101, Introduction to the Principles of Macroeconomics, 3 units

ECON R102, Introduction to the Principles of Microeconomics, 3

ENGL R152, Major British Authors II, 3 units



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ENGL R153, Major American Authors I, 3 units  
ENGLR154, Major American Authors II, 3 units

**New Programs**

Associate in Science in Business Administration for Transfer  
Office Occupation Preparation Program

**Revised Program**

Administrative Assistant

**Deleted Program**

Interpretation: American Sign Language & English

**Old Business**

- AP 4025 Philosophy and Criteria for Associate Degree and General Education (Shannon Davis)
- Math Competency (Shannon Davis/Lisa Anderson)

**Update (New Section Requested by Riley Dwyer)**

- AP 4025 – returned from March 8<sup>th</sup> meeting

Next Meeting Date: September 13, 2012

**Ventura County Community College District**

**2011-2012 Academic Year**

**District Technical Review Workgroup (DTRW)**

**Meeting Notes**

**March 8, 2012 - 1:00 p.m. – DAC Lakin Board Room**

**MEETING NOTES PRIOR TO APPROVAL AT 4.12.12 DTRW MEETING**

**Present:** Chancellor’s Designee: Erika Endrijonas, Chair, (OC)  
 Co-Chair & Faculty Co-Chair: Mary Rees (MC)  
 Executive Vice Presidents: Erika Endrijonas (OC), Lori Bennett (representing EVP, MC), Ramiro Sanchez (VC)  
 Faculty Co-Chairs of Curriculum Committees: Mark Pauley (VC), Teresa Bonham (OC)  
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)  
 Academic Senate Appointees: Riley Dwyer (MC), Robert Cabral (OC), Peter Sezzi (VC)  
 Associate Student Government: Daniel Chavez (VC)  
 Policy and Administrative Procedures: Clare Geisen (DAC)  
 Guest: Lisa Anderson, Math Professor (VC)

**Absent:** All present

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>Approval of January 12, 2011 Meeting Minutes</b></p>	<p>Dr. Endrijonas welcomed everyone to DTRW and the meeting commenced at 1:00 pm. The January 12, 2012 meeting notes were reviewed and approved with a request to capitalize the course names and add full class description into the minutes.</p> <p>There was a request for a correction regarding status for Oxnard College’s math submission stating it needed to come back to DTRW for review, which it did not need to return, and was clarified by Dr. Endrijonas.</p>			

<b>Review of Committee Charge</b>	A recommendation was made to remove “the fourth Thursday” as the meetings dates and times can be found on the District Committee website. Add the URL address to the document. Take out “suggested” for membership. Page 3, page 25 of handbook – take out first bullet as it is not necessary any longer.			
<b>Review of Annual Committee Evaluation</b>	Tabled to next meeting. The survey should be tailored to the committee. Come back with comments specific to this committee. (Since the last meeting, this item has been resolved.)			
<b>College Submissions</b>				
<b>New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions</b>	<p><b><u>VENTURA COLLEGE:</u></b></p> <p><b>New Courses:</b>  ESRM V41, Environmental Ecology, 3 Units – pulled and will come back at a later time per Mark Pauley.</p> <p>KIN V71A, Survey of Integrative Mind/Body Exercise, 1.5 Units – this is a survey class, however, is still written as an activity course and will be pulled to return to Curriculum Committee.</p> <p>MATH V13A, Intermediate Algebra: First Half, 3 Units – Board objection is possible as credits will end up as 6 units and does not meet the Board Goals and Objectives of 5 transferrable units to 4 year universities. This item was pulled and will return to Curriculum Committee.</p> <p>MATH V13B, Intermediate Algebra: Second Half, 3 Units – pulled and return to Curriculum Committee.</p>			EVP for each college to send items to their President’s office for submission to Board.

**Recommendation:**

All items were pulled and will return to Ventura's Curriculum Committee for further review.

**New Degrees:**

Associate in Arts Degree in Art History for Transfer – total units for the Major will change from 3 to 3-4

Associate in Arts Degree in History for Transfer – Total units 18-21 – “21” will be deleted

Associate in Arts Degree in Studio Arts for Transfer – no changes

Associate in Arts Degree in Theatre Arts for Transfer – no changes

Associate in Science Degree in Administration of Justice – no changes

**Recommendation:**

All items will move forward to Chancellor's Cabinet.

**MOORPARK COLLEGE:**

**Revised Degrees/Programs (bolded areas left on from submission):**

Associate in Arts Degree in Film Television Media – pulled

Associate **in Arts** Degree in **Theatre Arts**: Acting. There was a significant change in units of the program (reduction).

Certificate of Achievement in **Theatre Arts**: Acting. There was a significant change in units of the program (reduction).

Associate **in Arts** Degree in Technical Theatre. There was a significant change in units of the program (reduction).

Certificate of Achievement in Technical Theatre There was a significant change in units of the program (reduction).

**Associate in Science Degree in CNSE:**

	<p>Computer Network Systems Engineering. Updating of the course within industry. Certificate of Achievement in <b>CNSE</b>: Windows Engineering – updating of the course within industry. Certificate of Achievement in Child Development Associate Teacher <del>Permit/Certificate of Achievement</del>, qualifies for low unit certificate – no changes</p> <p><b>Recommendation:</b> All items will move forward to Chancellor’s Cabinet.</p> <p><b>New Degrees/Programs:</b> Associate in Arts Degree in Theatre Arts for Transfer (AA-T) – revision was made under item 3 – grade of C <u>“or P”</u> will be <u>added</u> - the title of the degree will also be changed to be consistent with all others. Associate in Science Degree in Child Development/Early Childhood Education for Transfer (AS-T) – no changes Certificate of Achievement in CNSE: Technical Support Specialist – Board must approve before it goes to the Region. Need to research for amount of units as it may go into another category. Lori Bennett will follow up. Associate in Science Degree in Geology for Transfer (AS-T), DTRW recommended this item be pulled. Associate in Arts Degree in Journalism for Transfer (AA-T), if approved as normal TMC by the State, it will go to the Board, but if not, it will be returned, however, the math units are at 5 units and may not be consistent with the Board Goals and Objectives. DTRW recommended this item be pulled.</p> <p><b>Recommendation:</b></p>			
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	<p>See individual items.</p> <p><b>Deleted Degrees/Programs:</b>  Computer Network Systems – Certificate of Achievement  Social Science – AS  Behavioral Science – AA  International and Intercultural Studies – AA</p> <p><b>Recommendation:</b>  All items will go forward to Chancellor’s Cabinet.</p> <p><b>Revised Courses:</b>  BOT M06, Plants and Society, <del>3</del>4 units – combining courses for a total of 4 units.  DANC M55, Dance Rehearsal and Performance, 0.5 – 2 units  MM M20, Web Design, 3 units  MM M30, Motion Graphics, 3 units  MM M50, Interactive Design, 3 units  MM M70, Introduction to Game Design, 3 units  MM M75, Game Prototyping, 3 units, spell out “UI” – user interface – change will be made and sent forward.</p> <p><b>Recommendation:</b>  All items will go forward to Chancellor’s Cabinet.</p> <p><b><u>OXNARD COLLEGE:</u></b></p> <p><b>New Course:</b>  HED R110, Introduction to Kinesiology, 3 Units, correction to title page of course: HED R110 (is stated as HED R10) Add transfer credit: CSU</p> <p><b>Recommendation:</b>  Item will go forward to Chancellor’s Cabinet.</p>			
<b>New Business</b>				
<b>AP 4025 Philosophy and</b>	AP 4025 – Ms. Davis stated this item was	Make minor	April 12	Ms. Davis

<p><b>Criteria for Associate Degree and General Education (Shannon Davis)</b></p>	<p>approved by this body last year, however, never went to Chancellor’s Cabinet. The administrative procedure still requires minor changes, therefore, will it be revised. Ms. Davis added language on the last page (items in bold are changes made by Ms. Davis). Title 5 66745 legal section will be added and returned to DTRW for April.</p> <p>It was agreed all new versions of BPs and APs will have a history footer indicating dates/versions of the councils/committees they have been through to ensure the correct drafts are being presented.</p>	<p>changes to AP 4025 and return to DTRW in April.</p>		
<p><b>Math Competency Lisa Anderson, Math Professor, Ventura College, guest</b></p>	<p>Math competency Discussion ensued regarding the approving entity and it was agreed the recommendation of DTRW is to replace “approved by the mathematics department” with “approved by the campus Curriculum Committee.” “Enforced” will not be underlined. Ms. Anderson will take back to the Curriculum Committee for further review.</p>	<p>Review with Curriculum Committee</p>	<p>April 12</p>	<p>Ms. Anderson</p>
<p><b>Testing for Prerequisite</b></p>	<p>Dr. Endrijonas provided an update regarding whether a test can be taken to satisfy a prerequisite, which cannot be done. The State Academic Senate is working on this at the state level to correct this issue and the break in the process. (Under FAQ in the State’s Academic Senate website.)</p>			
<p><b>Next Meeting Date:</b></p>	<p>September 13, 2012 – 1 pm</p>			



**VENTURA COLLEGE**

**New Course**

ESRM V10

Environmental Ecology

3 Units

**VENTURA COLLEGE**  
**New Course**

ESRM V10                                      Environmental Ecology                                      3 Units  
Hours:    3 lecture weekly

This course examines key processes regulating terrestrial ecosystem productivity and function. Specific focus is placed on plant-soil interactions above and below ground. This course includes study of the functional relationships between soil, plant, and atmospheric influences on the development and sustainability of terrestrial biomes.

Field trips may be required. Transfer credit: CSU; UC; credit limitations – see counselor.

**MOORPARK COLLEGE**

**New Courses**

ENGL M16	Introduction to Fiction	3 units
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**Revised Courses**

CS M122A/B	Independent Studies – Computer Science	0.5 to 3 units
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### New Courses

ENGL M16 Introduction to Fiction 3 units  
Prerequisites: ENGL M01A or ENGL M01AH  
Hours: 3 lecture

Focuses on the analysis and interpretation of representative short stories and novels. Examines the connection between content and form in fiction, and compares/contrasts the approaches, content, and style among various writers, cultures, and time periods. Applies to Associate Degree. Transfer credit: CSU

### Revised Courses

CS M122A/B Independent Studies – Computer Science 0.5 to 3 units  
Prerequisites: **Completion of one A previous course in Computer Science and instructor approval**  
Hours: **10.5 to 93** as arranged

Allows ~~an independent study for students who wish to extend their project (approved by instructor and dean) to expand~~ knowledge of **a particular area of Computer Science** through research **and study**, ~~lab work or field trips~~. **Utilizes an approved independent project.** Includes one-on-one work with instructor. **Interested students should contact a Computer Science instructor for assistance in developing a contract for learning about a specific topic.** May be taken for a maximum of six (6) units. **(Formerly CS M22A/B.)** Applies to Associate Degree. Transfer credit: CSU; UC (UC determined after admission)

## OXNARD COLLEGE

### New Course

AC R050	Energy Auditing	3
AC R050L	Energy Auditing Lab	2
CAOT R004	Microsoft Outlook	1.5

### Revised Courses

CAOT R001	Keyboarding (Alpha and Numeric)	1.5
CD R100	Introduction to Curriculum for the Young Child	3
CD R102	Human Development	3
CD R103	Programs <b>Principles and Practice</b> for Young Children	3
CD R106	Child, Family and Community	3
CD R107	<b>Teaching in a Diverse Society</b> <del>Cross-Cultural Experiences with Children and Families</del>	3
CD R111	<b>Observation and Assessment</b> <del>Child Development Principles and Practicum I</del>	3
CD R112	<b>Practicum in Early Childhood Education</b> <del>Child Development Principles and Practicum II</del>	3
CD R129	Child Nutrition, Health and Safety	3
ECON R101	Introduction to the Principles of Macroeconomics	3
ECON R102	Introduction to the Principles of Microeconomics	3
ENGL R152	Major British Authors II	3
ENGL R153	Major American Authors I	3
ENGLR154	Major American Authors II	3

### New Programs

Associate in Science in Business Administration for Transfer  
Office Occupation Preparation Program

### Revised Program

Administrative Assistant

### Deleted Program

Interpretation: American Sign Language & English

## OXNARD COLLEGE

### New Courses

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AC R050	Energy Auditing	3 Units
Hours:	3.0 lecture	
Prerequisite:	AC R010, AC R010L	
Corequisite:	AC R050L	

Energy auditing is part of the growing industry of green and sustainable technologies, an energy auditor helps to optimize the energy efficiency of a home or building while reducing the clients energy costs. An energy audit can also have a positive impact on the environment by reducing unnecessary energy consumption. This course is designed for the student who has a solid foundation in HVAC/R to learn how to perform detailed home and building inspections and make cost effective recommendations about improving energy efficiency. There is now an expectation in the industry that a technicians knowledge expand beyond just working on a system into understanding how the HVAC system fits into the whole house/building design. Many of the procedures and tests that are performed in an energy audit revolve around the heating and cooling systems and therefore a student interested in taking this course should have foundation level HVAC/R knowledge. Field trips may be required.

AC R050L	Energy Auditing Lab	2 Units
Hours:	6.0 lab	
Prerequisite:	AC R010, AC R010L	
Corequisite:	AC R050	

Energy auditing is part of the growing industry of green and sustainable technologies, an energy auditor helps to optimize the energy efficiency of a home or building while reducing the clients energy costs. An energy audit can also have a positive impact on the environment by reducing unnecessary energy consumption. This lab course accompanies the energy auditing lecture course and provides hands-on instruction on the proper safety practices and energy auditing tools necessary to perform an energy audit. Students will also learn how to use energy auditing software to gather and analyze energy auditing data. Many of the procedures and tests that are performed in an energy audit revolve around the heating and cooling systems and therefore a student interested in taking this course should have foundation level HVAC/R knowledge. Field trips may be required.

CAOT R004	Microsoft Outlook	1.5 Units
Hours:	1.0 lecture, 1.5 lab	

This course provides a solid foundation in the use of e-mail and personal information management (PIM) software using Microsoft Outlook for professional, personal, and home use. This course is for students who have no experience or limited experience using e-mail and PIM software. E-mail and PIM skills are fundamental to the success of students attempting to enter the job market and for students to succeed in their educational pursuits. Topics covered include e-mail, calendar, contacts, tasks, notes and journal. Pass/No Pass at Student's Option.

## OXNARD COLLEGE

### Revised Courses

#### Page 3

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CAOT R001                      Keyboarding (Alpha and Numeric)                      1.5 Units  
Hours:                              1.0 lecture, 1.5 lab  
Prerequisite:                      None

This course is for the beginning student. This course provides instruction **and development** of fundamental skills in the operation of the keyboard including ~~on~~ letter, number, symbol, ~~and~~ special keys **and the numeric pad**. ~~develops fundamental skills in the operation of the keyboard.~~ May be taken two times for credit. Pass/No Pass at Student's Option.

CD R100                              Introduction to Curriculum for the Young Child                      3 Units  
Hours:                              3.0 lecture  
Prerequisite:                      None

#### **Limitations on Enrollment: Negative TB test or chest x-ray is required**

This course offers an introduction to the curriculum that is developmentally appropriate for young children. The students will learn the **teacher's role in** design and implementation of lesson plans and the development of activities that are based on sound child development practices and that are based on observation and assessment of children from birth to ~~five~~ **six** years. The course **provides strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including 1) academic content areas, 2) play, art, and creativity, and 3) development of social-emotional, communication, and cognitive skills.** ~~covers curriculum areas along with organization of materials and resources.~~ Negative TB test or chest x-ray required. Field trips may be required. *Transfer credit: CSU*

CD R102                              Human Development                      3 Units  
Hours:                              3.0 lecture  
Prerequisite:                      None

This **introductory** course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. ~~offers an introduction to the history, the philosophies that support early childhood development and the methods that are used to educate children in their primary years. Requirements and opportunities are explored in Early Childhood Education through both private and public child care centers. Curriculum areas are also covered, along with organization of materials and resources. Teaching techniques based upon an understanding of the young child as an active learner socially, physically, emotionally, and cognitively are examined.~~ Negative TB test or chest X-ray is required. Field trips may be required. *Transfer credit: UC, CSU*

## OXNARD COLLEGE

### Revised Courses

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CD R103                      Programs **Principles and Practice** for Young Children                      3 Units  
Hours:                      3.0 lecture  
Prerequisite:              None

An examination of the underlying theoretical principles of developmentally appropriate practices applied to program, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. This course includes a review of historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. ~~This course offers an introduction to the history, the philosophies that support early childhood opportunities are explored in Early Childhood Education through both private and public child care centers. Curriculum areas are also covered, along with organization of materials and resources. Teaching techniques based upon an understanding of the young child as an active learner socially, physically, emotionally, and cognitive are examined. Field trips may be required. Negative TB or chest X-ray are required. Transfer credit: CSU~~

CD R106                      Child, Family and Community                      3 Units  
Hours:                      3.0 lecture  
Prerequisite:              None

Course allows students to gain awareness of **the relation interaction** and interdependency **that exists** between **the** home, **the** school, and **the** community **as they support the development of the child**. Patterns of child rearing in contemporary society are covered as well as interaction of family, culture, and community. Individual and social resources for family health and welfare and improving child development techniques are explored. Field trips may be required. ~~Negative TB tests are required. Transfer credit: UC, CSU~~

CD R107                      **Teaching in a Diverse Society**  
~~Cross-Cultural Experiences with Children and Families~~                      3 Units  
Hours:                      3.0 lecture  
Prerequisite:              None

This course will examine the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course involves self-reflection of one's own understanding of educational principles in integrating anti-bias goals in practices and program development. ~~Course offers general introduction to life styles, values, and socioeconomic conditions of children from bilingual and bicultural families, with special emphasis on ways in which these factors affect teaching and learning processes. Students are introduced to strategies, materials, and resources designed to enhance their skills in working with bilingual, bicultural children. Prejudices, ethnicity, and values related to cultural identity are explored. Field trips and negative TB test are required Transfer credit: CSU~~



CD R111                    **Observation and Assessment**                    3 Units  
                                 ~~Child Development Principles and Practicum I~~  
Hours:                    2.0 lecture, 3.0 lab  
Prerequisite:            CD R100 and CD R103 with a grade of C or better and concurrent enrollment  
                                 in CD R102.  
Advisory:                **ENGL R096**  
**Limitations on Enrollment; Negative TB test or chest x-ray required**

This course focuses on the appropriate use of a variety of assessment and observation strategies to document child development and behavior. Child observations will be conducted and analyzed. ~~Basic principles of child development programs and their application to development of appropriate school experience for young children covered. A variety of learning experiences considering environment, materials and equipment, and play routines in relation to child needs discussed. Observation and limited participation in preschool classroom included. Field trips may be required. Negative TB test or chest x-ray required. Transfer credit: CSU~~

CD R112                    **Practicum in Early Childhood Education**                    3 Units  
                                 ~~Child Development Principles and Practicum II~~  
Hours:                    2.0 lecture, 3.0 lab  
Prerequisite:            CD R111 with a grade of C or better  
**Limitations on Enrollment; Negative TB test or chest x-ray required**

In this is a course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. ~~This course furthers expand the knowledge of child development. Students will have the opportunity to engage in supervised practice with preschool age children in a variety of center options: Head Start, State Pre-School, Private Non-Profit centers as well as the Oxnard College Child Development Center. Students will plan and execute activities focused on all child development domains: Math, Science, Art, Blocks, SAND, Dramatic Play and Outdoor play. Requires proof of Negative TB clearance. The course requires: 3 hours per week student teaching at pre-approved preschool sites. Transfer Credit: CSU~~

## OXNARD COLLEGE

### Revised Courses

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CD R129                      Child Nutrition, Health and Safety                      3 Units  
Hours:                      3.0 lecture  
Prerequisite:              None

**Limitations on Enrollment: Negative TB test or chest x-ray is required**

Fees:                      **\$50.00 (To receive CPR and First Aid Certificates. Fees can be waived if student has proof of certificates)**

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with family's health professionals. Focus on integrating the concepts into everyday planning and program development. ~~Instruction is given in health protection and resources provided by home, school and community. Emphasis is placed on the study of nutritional needs, health and safety practices and characteristics of good health as well as recognition of symptoms of communicable diseases. Habits and attitudes essential for the general physical and mental health of teacher, parent and child are developed in this course. Negative TB test or chest x-ray is required. Each student will receive a multimedia first aid Red Cross card.~~ Field trips may be required. *Transfer credit: CSU*

ECON R101                      Introduction to the Principles of Macroeconomics                      3 Units  
Hours:                      3.0 lecture  
Prerequisite:              **MATH R011 or equivalent**  
Advisory:                      **MATH R011 MATH R14, and ENGL R095 and ENGL R096, or equivalent.**

This course introduces the student to the functioning of the national economy in a global environment, its economic institutions, and to the issues of economic policy related to levels of employment, prices, economic growth, national income accounting and international trade and exchange rates. It examines alternate economic systems, the interplay between the government and the private sector, and the determination of public policy. Field trips may be required. Pass/No Pass at student option. *Transfer credit: UC, CSU*

ECON R102                      Introduction to the Principles of Microeconomics                      3 Units  
Hours:                      3.0 lecture  
Prerequisite:              **MATH R011 or equivalent**  
Advisory:                      **MATH R011 MATH R14, and ENGL R095 and ENGL R096, or equivalent.**

This course introduces the student to the functioning of the market mechanism, its strengths and weaknesses, and to the role of the consumer and the producer in the modern global economy. This course also examines the behavior of the consumer, and that of the profit-maximizing firm in regard to cost, price and output, within varying levels of competition, and government regulations. *Transfer credit: UC, CSU*

# OXNARD COLLEGE

## Revised Courses

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ENGL R152                      Major British Authors II    3 Units  
Hours:                              3.0 lecture  
Prerequisite:                    **Eligibility for ENGL R101**  
Advisory:                        **None** ~~Eligibility for ENGL R101~~

Intended for non-English majors, this course surveys the major works of British authors from the late eighteenth century to the late twentieth century. The course will include works by authors such as Blake, Wordsworth, Keats, Tennyson, Dickens, Browning, Yeats, Eliot, and Heaney. This course complements studies in liberal education. Students cannot receive credit in both ENGL R152 and ENGL R105. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*

ENGL R153                      Major American Authors I    3 Units  
Hours:                              3.0 lecture  
Prerequisite:                    **Eligibility for ENGL R101**  
Advisory:                        **None** ~~Eligibility for ENGL R101~~

Intended for non-English majors, this course offers a survey of works by American authors up to 1865. The course examines literary works and their relation to historical, social, or cultural trends. Students cannot receive credit in both ENGL R153 and ENGL R107. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*

ENGL R154                      Major American Authors II    3 Units  
Hours:                              3.0 lecture  
Prerequisite:                    **Eligibility for ENGL R101**  
Advisory:                        **None** ~~Eligibility for ENGL R101~~

This course surveys major American authors from 1865 to present, with emphasis on significant writers from diverse cultures with the U.S. Works are examined with the intrinsic political, social and intellectual trends of the periods they represent. The course complements studies in humanities. It is not available for credit for students with credit in ENGL R108. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*

**Associate in Science in Business Administration for Transfer**

Required Core Courses (15 units):	Units
ACCT R101 Principles of Financial Accounting	3
ACCT R102 Principles of Managerial Accounting	3
ECON R101 Introduction to the Principles of Macroeconomics	3
ECON R102 Introduction to the Principles of Microeconomics	3
BUS R111A Business Law I	3

List A – Select one of the following courses (5 units):

MATH R105 Introductory Statistics	5
MATH R106 Mathematics for Business Applications	5

List B – Select two courses (6-8 Units) with no more than one course from each category:

1.) Mathematics

Any course from List A not already chosen	5
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2.) Business Courses (no more than one course from this category)

BUS R120 Introduction to Business	3
OR	
BUS R140 Business Communications	3

3.) Business Information Systems (no more than one course from this category)

CIS R100 Introduction to Computer Information Systems	3
OR	
CAOT R122 Microsoft Office	3

Total Required Units 26-28

**OXNARD COLLEGE**

**New Programs**

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Office Occupations Preparation Program

Proficiency Award

~~(Awarded by the Department)~~

Associate in Science Degree

Certificate of Achievement

The Office Occupations Preparation Program is for students with little or no previous office training and who have immediate job goals in mind. This program can be completed in one semester. ~~The Proficiency Award will be granted by the Department to a student receiving a grade of C or better in each course.~~ All of the following required courses can be applied toward the Administrative Assistant program.

<b>Required Courses</b>	<b>Units</b>
CAOT R001A <del>————</del> Keyboarding I ( <b>Alpha and Numeric</b> )	<del>1</del> <b>1.5</b>
CAOT R002 Keyboarding Speed and Accuracy	1.5
<del>CAOT R003A —————</del> Filing	<del>1</del>
<del>CAOT R003B —————</del> Ten-Key Calculators	<del>1</del>
CAOT R003C Proofreading Skills	<del>2</del> <b>1</b>
<b>CAOT R004 Microsoft Outlook</b>	<b>1.5</b>
CAOT R009 Office Procedures	3
CIS R021A Introduction to Windows Concepts	1
CAOT R123 Microsoft Excel	3
CAOT R130 Microsoft Word	<u>3</u>
<b>Total Units</b>	<del>16.5</del> <b>15.5</b>

**OXNARD COLLEGE****Revised Program****Page 10**

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Administrative Assistant  
 Associate in Science Degree  
 Certificate of Achievement

This program is designed for students who wish to prepare for positions as administrative assistants or secretaries and work closely with management in a business, professional, educational, or industrial office.

<b>Required Courses:</b>		<b>Units</b>
BUS R030	Business Math	3
BUS R104	Business English	3
CAOT R001A	Keyboarding I (Alpha and Numeric)	<del>4</del> 1.5
<del>CAOT R001B</del>	<del>Keyboarding II</del>	<del>1</del>
CAOT R002	Keyboarding Speed and Accuracy	1.5
<del>CAOT R003A</del>	<del>Filing</del>	<del>1</del>
<del>CAOT R003B</del>	<del>Ten-Key Calculators</del>	<del>1</del>
CAOT R003C	Proofreading Skills	<del>2</del> 1
<b>CAOT R004</b>	<b>Microsoft Outlook</b>	<b>1.5</b>
CAOT R009	Office Procedures	3
CIS R021A	Introduction to Windows	1
CAOT R123	Microsoft Excel	3
CAOT R129	Microsoft PowerPoint	3
CAOT R130	Microsoft Word	3
<del>CIS R126</del>	<del>Introduction to the Internet/WWW</del>	<del>3</del>
<b>Total Core Units</b>		<b><del>29.5</del> 24.5</b>

**Required Additional Courses**

**Complete a minimum of three units from the following:**

ACCT R001	Preparation for Accounting	3
ACCT R101	Principles of Financial Accounting	3
<del>ACCT R003</del>	<del>Computerized Accounting</del>	<del>3</del>
BUS R120	Introduction to Business	3
CAOT R124	Microsoft Access	3
<b>Total Required Units</b>		<b><del>32.5</del> 27.5</b>

**OXNARD COLLEGE**

**Deleted Program**

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Interpretation: ASL and English

Associate in Science

Certificate of Achievement

**Program Prerequisite Courses:**

ASL R101	Beginning American Sign Language I	3
ASL R102	Beginning American Sign Language II	3
ASL R103	Intermediate American Sign Language I	3
ASL R104	Intermediate American Sign Language II	3

**Required Courses:**

INT R101	Introduction to ASL/English Interpretation	3
INT R102	Comparative Cultural Analysis	3
INT R103	Translation: ASL and English	3
INT R104	Consecutive Interpretation	3
INT R105	Simultaneous Interpretation	3
INT R106	Contrastive Linguistics: ASL and English	3
INT R107	Current Issues in Interpretation	3
INT R108	Internship/Seminar in Interpretation	3
INT R109	Portfolio Review	3
SOC R103	Race and Ethnic Group Relations	3
ENGL R101	College Composition	4
ASL R105	Advanced American Sign Language	3
ADS R106	Adult Children of Alcoholics	3
<b>Total Core Requirements</b>		<b>3</b>

**Additional Required Courses:**

ANTH R115	Introduction to Linguistics	3
PSY R101	General Psychology	3
SPCH R101	Introduction to Oral Communication	3
PHIL R111	Thinking Critically and Analytic Writing	3
<b>OR</b>		
ENGL R102	Critical Thinking and Composition Through Literature	3
<b>Total Required Units</b>		<b>45</b>

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION
Number	AP 4025
Status	UNDER REVIEW
Legal	Title 5 Section 55061-55063, 66745; Accreditation Standard II.A.3.
Adopted	July 14, 2009
Last Reviewed	July 14, 2009

### Philosophy and Criteria for Associate Degree

The philosophy and criteria for the associate degree and general education of the Ventura County Community College District address the considerations contained in the references listed above. These include, but are not limited to:

The programs of District colleges are consistent with the District mission, objectives, demographics and economics of its community.

The philosophy and criteria regarding the associate degree reference the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including but not limited to:

- To think, communicate, speak, and write clearly and effectively
- To understand and apply mathematical concepts
- To understand the modes of inquiry of the major disciplines
- To be aware of other cultures and time periods
- To achieve insights gained through experience in thinking about ethical problems
- To develop the capacity for self understanding

The Curriculum Committee of each District college establishes a curriculum proposal and review process that methodically and consistently validate the above principles within the college's course and program inventory.

At a secondary level, the District Technical Review Workgroup (DTRW) provides technical oversight to ensure that the colleges' course and program curriculum are in regulatory compliance.

### Philosophy and Criteria for General Education

The philosophy and criteria regarding general education reference the policy of the Board of Governors that general education should lead to better self-understanding, including:

- Understand the modes of inquiry and critique used in the natural, social, and behavioral sciences and the humanities



- Understand and appreciate the role of culture and the arts in society and in one's personal life
- Think logically and communicate effectively
- Understand and adopt the concepts of personal health and fitness to enhance the quality of life
- Recognize the multitude of diversities in the physical and human environments and how these diversities impact individuals and society
- Understand the connections among the various disciplines
- Use a variety of means to find information, examine it critically, and apply it appropriately
- Work ethically and effectively with others
- Apply the skills necessary for successful living in an ever-changing and global environment
- Become productive workers and life-long learners
- Meet the objectives of general education

General education is designed to introduce students to the variety of means through which people comprehend the modern world.

General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology proficiency, affective and creative capabilities, social aptitude, and an appreciation for cultural diversity.

To meet the objectives of general education, the District college shall develop Student Learning Outcomes in the following areas, and place general education courses in accordance with those outcomes into the appropriate general education areas:

- Natural Sciences: A minimum of 6 units including one course in Biological Sciences and one course in Physical Science.
- Social and Behavioral Sciences: A minimum of 6 units including one course in American History/Institutions and one course in other Social and Behavioral Science
- Humanities: A minimum of 6 units including one course in Fine/Performing Arts and one course in any other Humanities.
- Language and Rationality: A minimum of six 6 units including one course in English Composition and one course from Communication/Analytical Thinking.
- Health/Physical Education: No unit minimum. One Health Education course and one Physical Education Activity course.
- Ethnic/~~Gender~~ Women's Studies: Students selecting an Associate in Arts degree in General Studies with an area of emphasis in General Studies must complete a minimum of 3 units in Ethnic/Women's Studies.

The Curriculum Committee of the colleges, as part of the curriculum proposal and review process, will specifically address the placement of courses into the general education areas. Elements of the review process will include, at a minimum, the following:

- The alignment of the course outcome to general education outcome of the proposed area
- The rigor and comprehensive nature of the course as a lower-division introduction into the discipline
- Applicability of the course for **fulfilling CSU GE-Breadth** or **IGETC UC-for-transfer**

**Completion of the district College General Education pattern shall be required for all Associate degrees except:**

- **When prohibited by legislated transfer degrees that require completion of CSU GE-Breadth and/or IGETC and forbid additional district requirements.**
- **When the degree is designed specifically for transfer and another general education pattern (such as CSU GE-Breadth, IGETC, or a university's native GE pattern) more adequately serves the needs of the students.**