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## **District Council on Academic Affairs - DCAA**

### **Agenda November 29, 2012 - 2:00 p.m. DAC Lakin Boardroom**

1. Approval of October 25, 2012 meeting notes
2. BOT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee – Status Update (Mary Rees)
3. BP/AP 5010 Admissions and Concurrent Enrollment Status (Erika Endrijonas) – comparison regarding the second bullet point (admitting requirements for students) to ensure this item is equivalent to the CCLC version and update legal sections on AP
4. Policies and administrative procedures – 2 year review cycle required for accreditation (Clare Geisen/Jane Harmon/Peter Sezzi)
5. New Title 5 Regulations to Establishing Prerequisites and Co-requisites Status (AP 4025 and AP 4260) (Academic Senates)
6. DTRW-I Report (Ramiro Sanchez)
7. DTRW-SS Report (Ramiro Sanchez)
8. Consent Item – Moorpark/Oxnard/Ventura College Curricular Submissions from October/November

Next Meeting Date: January 24, 2012 – DAC Lakin Boardroom  
December is dark

**DCAA**

**November 29, 2012**

**AGENDA ITEM #1**

Approval of October 25, 2012 Meeting Notes

Ventura County Community College District

2012-2013 Academic Year  
 District Council on Academic Affairs - DCAA  
 Meeting Notes

October 25, 2012 - 2:00 p.m. – DAC Lakin Boardroom  
**MEETING NOTES PRIOR TO APPROVAL AT 11.29.12 DCAA MEETING**

**Members:** Chancellor’s Designee: Jane Harmon (MC)  
 Faculty Co-Chair: Peter Sezzi (VC)  
 Executive Vice Presidents: Erika Endrijonas (OC), Jane Harmon (MC), Ramiro Sanchez (VC)  
 Vice President, Business Services Designee: David Keebler (VC)  
 Academic Senate Presidents: Linda Kamaila (OC), Riley Dwyer (MC), Peter Sezzi (VC)  
 College Faculty Designees: Teresa Bonham (OC), Nenagh Brown (MC), Angelica Gonzales (VC)  
 Additional Faculty Designees: Jim Merrill (OC), Mary Rees (MC), Gloria Arevalo (VC)  
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)  
 Student Government Representatives: Juan Smith (OC), Hamza Shah and Lanny Hernandez (MC), Daniel Chavez (VC)  
 Clare Geisen (DAC), Policy/Procedure, Chancellor’s Liaison

**Absent:** Teresa Bonham (OC), Clare Geisen (DAC), Linda Kamaila (OC)

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome</b>	Mr. Sezzi called the meeting to order at 2:01 pm.			
<b>Approval of September 27, 2012 Meeting Notes</b>	The minutes were approved with minor revisions and with abstention from Mr. Keebler.			
<b>BoT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee</b>	Dr. Harmon requested Ms. Rees provide status on the newly formed General Education Districtwide Subcommittee. Ms. Rees requested clarification from the DCAA group on the charge and composition of the Board’s requested subcommittee. Following			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>discussion, it was determined the subcommittee would be composed of 3 members from each college: the Articulation Officer, the Curriculum Chair, and the General Education Workgroup Chair or a Curriculum Chair selected designee. The Districtwide General Education Subcommittee will review BP and AP 4025 Pre-requisites/Co-requisites to ensure the policy/procedure is being followed, particularly relating to District general education objectives (GEO), the use of these GEOs for placement of courses, and that general education courses meet CSU/IGETC GE. The Districtwide General Education Subcommittee will compare the general education offerings at the three colleges using DegreeWorks and will discuss the wording regarding Area F.</p> <p>The Subcommittee's charge should be established before the end of November 2012.</p> <p>Mr. Sezzi commented that because the General Education Subcommittee was specifically created by our local governing board when they adopted the "Ventura County Community College District Strategic Plan, Annual Implementation Plan 2012", this GE Subcommittee is governed by Brown Act Rules and the subcommittee must keep this in mind when holding meetings.</p> <p>There was discussion regarding the other DCAA objectives as listed on the Board Objectives and Implementation Plan. Mr. Sezzi and Ms. Dwyer indicated these other</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	objectives were discussed at the District Council on Accreditation and Planning (DCAP) as to the appropriate committees' responsibilities and are still under consideration by that group.			
<b>BP/AP 5010 Admissions and Concurrent Enrollment Status (Erika Endrijonas/Jane Harmon) – incorporate AB 540 changes into policy/procedure</b>	<p>Dr. Endrijonas stated BP 5010 didn't require any changes to our current Board policy and is compliant with the California Dream Act – AB 540.</p> <p>Ms. Nusser will pull the current CCLC version of BP 5010 and send it to Dr. Endrijonas for comparison regarding the second bullet point (admitting requirements for students) to ensure this item is equivalent to the CCLC version. Dr. Endrijonas will send it out to the Academic Senates for their review and comments.</p> <p>It was noted that the administrative procedure legal references for AP 5010 are not current and Dr. Endrijonas will include the correct references for updating of this procedure. It was also noted at the October 25 DCAA meeting that Board policies and administrative procedures should have the same titles. The title changes will be reflected in the new draft.</p>	<p>Pull current CCLC version of BP 5010 and send to Erika Endrijonas.</p> <p>Send to Academic Senates</p> <p>Incorporate current legal references to administrative procedures</p>	<p>November 8</p> <p>November 9</p> <p>November 29</p>	<p>Laurie Nusser</p> <p>Erika Endrijonas</p> <p>Erika Endrijonas</p>
<b>Pre-requisites/Co-requisites New Title 5 Regulations AP 4025 and AP 4260 (Peter Sezzi/Erika Endrijonas)</b>	<p>As indicated in the September 2012 meeting notes, the Academic Senates were to review AP 4025 and AP 4260; however, they indicated it is premature to review these administrative procedures until the newly formed Districtwide General Education Subcommittee has an opportunity to review the procedures. This item will be "parked" until the Subcommittee discusses the general</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>education patterns. DCAA will discuss it after the Subcommittee reviews the procedures, it will go back to the Academic Senates for review, and they will return the issue to DCAA for final evaluation.</p> <p>AP 4260: Ms. Rees stated the language for criteria should be softened in the current administrative procedure, item 3.iii. Ms. Nusser will pull the CCLC version and send it to Mr. Sezzi. Mr. Sezzi will send out the current version as well as the CCLC version to the Academic Senates.</p>	<p>Pull current CCLC version of AP 4260 and send to Peter Sezzi. Send CCLC and VCCCD versions of AP 4260 to Academic Senates</p>	<p>November 8 November 9</p>	<p>Laurie Nusser Peter Sezzi</p>
<b>AP 4025 – General Education Patterns Subcommittee Status (Mary Rees)</b>	This issue was covered under the first item on the agenda.			
<b>AP 5055 – Enrollment Priorities Discussion (Jane Harmon/Erika Endrijonas)</b>	<p>Dr. Harmon stated this item was forwarded from DTRW-SS and the administrative procedure will be kept as is for the current time until guidelines are released from the State Chancellor's office. Dr. Endrijonas stated the registrars have an idea of how to implement student registration according to the current administrative procedure and asked if the DCAA committee agreed to leave everything as status quo. All were in favor.</p> <p>Chancellor's Cabinet has requested an update regarding how VCCCD is currently handling priority registration. The California Department of Finance must still review and approve the recommended priorities from the State Chancellor's office for implementation methods. It was indicated this should be approved within the next few weeks. The</p>	Take need to develop an appeal process for AP 5055 to DTRW-SS	Before fall 2013 registration begins	Erika Endrijonas

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>State Chancellor's office will then release the State's guidelines. Discussion ensued regarding student registration and if a student is part of one of the priority groups, they may be in danger of losing their priority, and the appeals process must be reviewed prior to implementation of priority enrollment. DTRW-SS will review the issue and make a recommendation to DCAA before forwarding the priority registration issue to Chancellor's Cabinet. The enrollment priorities must be fully implemented by fall 2014. Previous workgroups have spent more than two years on this policy and procedure prior to the DTRW-SS and DCAA meetings.</p> <p>Mr. Chavez, Ventura College ASG Representative, commented that student athletes will not be happy with the delay in decision for changes to enrollment priorities.</p> <p>There was discussion regarding when the decision on student athletes would be made and it was indicated this would happen around the first of the year as DCAA is dark in December due to the holidays and we are currently awaiting guidelines from the State Chancellor's office and for the Department of Finance to review the implementation of the new guidelines.</p> <p>This item is on hold until further review has been completed and new guidelines are released from the state.</p>			
<b>Policy and Procedure – 2 year review cycle required for</b>	It was proposed that the Co-chairs of DCAA review the policy and procedure tracking sheet	Set a meeting date for policy/procedure	November 1 (meeting has	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
accreditation	with Ms. Geisen and propose a schedule for review and whether they require review from DTRW-I or DTRW-SS.	tracking sheet review.	been set for November 29 prior to DCAA meeting)	
<b>Next Meeting Date:</b>	November 29, 2012 – 2 pm			

DRAFT



**DCAA**

**November 29, 2012**

**AGENDA ITEM #2**

BOT Strategic Objective 1.A Discussion  
Districtwide General Education Subcommittee  
Status Update (Mary Rees)

**DCAA**

**November 29, 2012**

**AGENDA ITEM #3**

BP/AP 5010 Admissions and Concurrent  
Enrollment Status (Erika Endrijonas)



**COMMUNITY COLLEGE LEAGUE**  
OF CALIFORNIA

Book	Board Policies
Section	Chap 5 Student Services
Title	Admissions and Concurrent Enrollment
Number	BP 5010
Status	Active
Legal	U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended <a href="#">Education Code Sections 76000, 76001, and 76002</a> <a href="#">Labor Code Section 3077</a>
Adopted	November 1, 2000
Last Revised	February 1, 2004
Last Reviewed	August 31, 2011

## **BP 5010 Admissions and Concurrent Enrollment**

### **References:**

Education Code Sections 76000, 76001, and 76002;

Labor Code Section 3077;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;

34 Code of Federal Regulations Section 668.16(p)

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the [ **CEO** ] or his/her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

**Note:** *This policy language is **legally required** in an effort to show good faith compliance with the applicable federal regulations.]*

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The **CEO** shall establish procedures for evaluating the validity of a student's high school completion.

**Note:** *Admission of high school and younger students is not mandated by law. However, if the District wishes to do so and there is agreement with the school district(s), this board policy should identify students who may be admitted (generally by age or grade level) and the status (special part-time [Education Code Section 48800], or special full time [Education Code Section 48800.5]).*

*Districts may also make a statement regarding summer school attendance. Examples of such policies are listed below.*

*Boards that admit special part-time or full-time students must comply with the requirements of Education Code Section 76001(b) regarding findings and reasons for denying any such request by pupils who are identified as highly gifted. Language is included below. Apportionment for the concurrent enrollment of high school students can only be claimed if the enrollment meets the criteria of Education Code Section 76002. Language is included below.*

**Admission** – Any student whose age or class level is equal to grades [ **insert grade levels** ] is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to grades [ **insert grade levels** ] is eligible to attend as a special full-time student.

Any student enrolled in [ **insert grade level** ] may attend summer session.

The [ **CEO** ] shall establish procedures regarding ability to benefit and admission of high school and younger students.

**Denial of Requests for Admission** – If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The [ **CEO** ] shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

**Claims for State Apportionment for Concurrent Enrollment** – Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.


The [ **CEO** ] shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

**Note:** *Nonresident students, including international students, are addressed in BP 5020 titled Nonresident Tuition. The District is not required to admit nonresident students, and thus is not*

*required to admit international students. However, if the District admits nonresident students, it should not exclude international students as a matter of policy based on that status alone, because the district has no authority to discriminate on the basis of national origin.*

See Administrative Procedures [ # ].

Revised 2/04, 7/11

 [BP 5010 Admission and Concurrent Enrollment.doc \(37 KB\)](#)

Last Modified by Jane Wright on March 13, 2012



Book	Administrative Procedures
Section	Chap 5 Student Services
Title	Admissions
Number	AP 5010
Status	Active
Legal	U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended <a href="#">Education Code Section 76000</a>
Adopted	November 1, 2000
Last Revised	August 31, 2011

## AP 5010 Admissions

### Reference:

Education Code Section 76000;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;  
34 Code of Federal Regulations Section 668.16(p)

**Note:** *This procedure is **legally required**. Local practice can be inserted here, so long as it does not conflict with the general admissions requirements of Education Code Section 76000. The District should address:*

- Designated authority and responsibility for the admissions process
- Admission procedures for students over 18 with a high school diploma
- Admission criteria and procedures for students over 18 without a high school diploma
- Admission procedures for non-resident students that include a determination of residency status (AP 5015 titled Residence Determination)
- Publication of admissions policies and procedures

The Chief Instructional Officer shall be responsible for evaluating the validity of a student's high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Revised 7/11

 [AP 5010 Admissions Rev. 9-15-11.doc \(32 KB\)](#)

Last Modified by Jane Wright on March 13, 2012

Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT
Number	BP 5010
Status	Active
Legal	Education Code Section <u>48800, 48800.5, 68000 et seq., 76000, 76001, 76002</u> ; Labor Code Section 3077
Adopted	April 18, 2006

The District shall admit the following students ~~who meet one of the following requirements and who are determined to be capable of profiting from the instruction offered:~~

- ~~Any person over the age of 18 and~~ California resident possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code

The district may admit other persons who meet the criteria set forth in AP 5010 and are determined to be capable of profiting from the instruction offered:

#### Admission ~~Concurrently Enrolled Special Admission Students~~

The district may admit concurrently enrolled special admission students providing they are determined to be able to benefit from advanced scholastic or vocational education, and they meet the criteria set forth in AP 5010.

For purposes of this section, concurrently enrolled special admission students are defined as minors and persons 18 years of age or older enrolled in grades K through 12 in an accredited public or private school, or an approved home school program who are eligible to attend pursuant to section 48800 et seq. A home school program that is affiliated with an accredited public or private K-12 school district, or for which an affidavit is on file with the California Department of Education will be considered an approved home school program.

Concurrently enrolled special admission students may be admitted as a special part-time or special full-time student in any session or term.

- ~~Any student whose age or class level is equal to grades K-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.~~



- ~~Any student whose age or class level is equal to grades K-12 is eligible to attend as a special full-time student~~
- ~~Any student enrolled in K-12 may attend summer session.~~

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission:

- If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.
- The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

~~Claims for State Apportionment for Concurrent Enrollment:~~

Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

**Nonresidents:**

The district may admit any person who is determined to be a nonresident of California under conditions stipulated herein providing the admission criteria set forth in AP 5010 is met and upon payment of all required nonresident tuition and fees See BP 5020, AP 5020 regarding nonresident tuition and fees). Nonresidents are defined as:

- U.S. citizens who are legal residents of a state other than California
- Immigrant aliens (permanent residents) who are legal residents of a state other than California
- Non-immigrant aliens who are citizens and legal residents of their home country
- Non-U.S. citizens who do not have lawful immigration status
- Any person who does not have a legal right to establish residency in California or, if he/she has the legal right to establish residency in California, has not demonstrated the combination of physical presence and intent sufficiently to warrant a determination of California residency.

Residency shall be determined in compliance with section 68000 et seq. of the California Education Code. The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for residency of community college students.

The attendance of nonresident students shall not be claimed for apportionment funding except as allowed by law under the California Education Code and Title 5 Administrative Code.

See Administrative Procedure 5010, Board Policy 5020 and Administrative Procedure 5020.

## AP 5010 Admissions

Reference:

*Education Code Section 76000*

### 1. Designated Authority and Responsibility for the Admissions Process

Responsibility for the admission process in the colleges of the District is assigned to the appropriate administrator or designee in the Office of Admissions and Records. The appropriate administrator or designee makes initial admission determinations.

### 2. Admission Procedures for Students Over 18

Specific and current admission procedures are published in the most recent versions of the college schedule of classes, catalog, and website.

All prospective students must complete and sign a valid admissions application to be admitted to the college. Applications may be submitted in written format or online. Each person applying for admission or enrollment to the colleges of the Ventura County Community College District is classified as a 'resident' or a 'non-resident' for purposes of admission and/or tuition. The admission application will be the basis for initial residency determination. (See BP 5015, AP 5015 – Residency Determination, and BP 5020, AP 5020 – Nonresident Tuition)

Admission to the colleges of the Ventura County Community College District is open to anyone California resident who possesses a high school diploma or equivalent (certificate of proficiency, GED), any adult 18 years of age or older who may benefit from instruction offered, and any ~~person~~ California resident who is an apprentice as defined in Section 3077 of the Labor Code.

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

Admission may be granted to other persons who are determined to be capable of benefitting from the instruction offered, including minors who are concurrently enrolled in grades K-12 and persons who are not California residents, including nonimmigrant aliens. Additional admission criteria apply as stated below.

### 3. Admission Procedures for Non-Resident Students That Include a Determination of Residence Status

A U.S. citizen who is determined to be a resident of another state may be admitted under conditions stipulated by the governing board and on payment of non-resident tuition, capital outlay surcharge, enrollment fees, health fees, and other applicable fees.

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

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

A non-citizen who holds or is applying for an F1 or M1 student visa may only be admitted under conditions stipulated by the governing board, and upon submission of a completed International Student Application packet and ~~on~~ payment of an application processing fee, non-resident tuition and foreign student surcharge, enrollment fees, health fees, and other applicable fees.

Non-citizens holding other non-immigrant visas may be admitted under conditions stipulated by the governing board, and upon presentation of their visa at the Admissions and Records Office for verification and determination of residency status. Non-immigrant students who are determined to be eligible to establish California residency under the terms of their visa will initially be classified as nonresidents and required to submit additional documentation in support of their request for residency reclassification. (See BP 5015 and AP 5015, Residency Determination).  
~~as non-residents or residents as determined by the conditions of the visa and the student's ability provide documentation in support of the establishment of California residence pursuant to California Education Code.~~

Non-citizens without lawful immigration status ~~may~~ shall be classified as a non-residents but exempted from payment of non-resident tuition ~~if he or she~~ provided they submit verifiable documentation to certify that they meets the following requirements criteria:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof, and;
- ~~The filing of an affidavit that attests that the student has filed an application to legalize his/her immigration status or will do so as soon as he/she is eligible~~  
Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

#### **~~4. Publication of Admissions Policies and Procedures~~**

~~Specific and current admission procedures are published in the most recent versions of the college schedule of classes, catalog, and website.~~

## **5. Minors as Special Admission Students**

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

Special Admission students are required to complete and submit an application for college admission, a Special Admission packet that includes the Recommendation for Special Admission (required every semester), Memorandum of Understanding, and a transcript (for high school students) or a letter from the primary school principal attesting to the student's ability to benefit from advanced scholastic or vocational education (for K-8 students). Additional documentation, including the college instructor's written permission, may be required.

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

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

Under the Family Educational Rights and Privacy Act, once a student of any age is attending an institution of post-secondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore all students, regardless of age, must provide written consent for the release of their college transcripts and/or college records.

**DCAA**

**November 29, 2012**

**AGENDA ITEM #4**

Policies and administrative procedures  
2 year review cycle required for accreditation  
(Clare Geisen/Jane Harmon/Peter Sezzi)

**NO ATTACHMENT**

**DCAA**

**November 29, 2012**

**AGENDA ITEM #5**

New Title 5 Regulations to Establishing Prerequisites and  
Co-requisites Status (AP 4025 and AP 4260)  
(Academic Senates)



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION
Number	BP 4025
Status	Active
Legal	<a href="#">Title 5, Section 55805</a> <a href="#">Accreditation Standard II.A.3</a>
Adopted	February 16, 2006
Last Reviewed	June 19, 2012

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

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

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Chancellor shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

See [Administrative Procedure 4025](#).

Last Modified by Laurie Nusser on July 2, 2012





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	Active
Legal	<a href="#">Accreditation Standard II.A.3</a> <a href="#">Title 5, Section 55063</a> <a href="#">Title 5, Section 55062</a> <a href="#">Title 5, Section 55061</a>
Adopted	July 14, 2009
Last Reviewed	June 19, 2012

### **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 Arts/Performing Arts and one course in any other Humanities.
- Language and Rationality: A minimum of 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/Women's Studies: Students selecting an Associate in Arts degree 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 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.

Last Modified by Laurie Nusser on July 2, 2012



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4260 PRE-REQUISITES AND CO-REQUISITES
Number	BP 4260
Status	Active
Legal	Title 5, Section 55200
Adopted	February 16, 2006

The Board establishes prerequisites, co-requisites and advisories on recommended preparation for courses in the curriculum upon recommendation of the Chancellor in consultation with the Academic Senates. All such prerequisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites and advisories shall be identified in District publications available to students.

See Administrative Procedure 4260.



Book VCCCD Administrative Procedure Manual  
Section Chapter 4 Academic Affairs  
Title AP 4260 PREREQUISITES AND CO-REQUISITES  
Number AP 4260  
Status Active  
Legal Reference: Title 5, Sections 55000 et seq.  
Adopted June 16, 2010  
Last Reviewed June 9, 2010

[AP 4260 Prerequisites and Corequisites.pdf \(75 KB\)](#)

## **AP 4260 Prerequisites and Co-requisites**

The following provides for the establishing, reviewing, and challenging of prerequisites, co-requisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice.

### **1. Information in the Catalog and Schedule of Classes**

The college shall provide the following explanations in the college catalog and Schedule of Classes:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

### **2. Challenge Process**

- A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
  1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course. The Challenge is evaluated by the discipline faculty with oversight by the dean of the area.
  2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.
- B. Grounds for challenge shall include the following:
  1. Those grounds for challenge specified in Title 5, Section 55003 (m).
  2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by

a semester or more in attaining the degree or certificate specified in his or her educational plan.

The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.

4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

### C. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate or as delegate to the curriculum committee without forfeiting its rights or responsibilities under Section 53200-53204 of Title 5. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
  - a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
    - (1) Approve the course; and,
    - (2) As a separate action, approve any prerequisite or co-requisite, only if:
      - (a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
        - (i) involvement of faculty with appropriate expertise;
        - (ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
      - (iii) be based on a detailed course outline of record, tests, recommended instructional materials, course format, type and number of examinations, and assessment and grading criteria;
      - (iv) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;

- (v) identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
- (vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
- (vii) maintain documentation that the above steps were taken.

The prerequisite or co-requisite meets the scrutiny specified in one of the procedures for review of individual courses (see below), and specify which.

- (3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
  - (4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
  - (5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
  - (6) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.
- b) A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
    - (1) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
    - (2) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
  - c) The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.

4. **Program Review.** As a regular part of the program review process or at least every six years, or more frequently as appropriate, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
5. **Implementing Prerequisites, Co-requisites, and Limitations on Enrollment.** Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
6. **Instructor's Formal Agreement to Teach the Course as Described.** The District's Collective Bargaining Agreement with the American Federation of Teachers (AFT) outlines the responsibilities of the instructor in delivery of courses. The Collective Bargaining Agreement also specifies the scope and process of a peer-conducted instructor evaluation processes to ensure that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline.

### **Review of Individual Courses**

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

#### **1. Prerequisites and Co-requisites**

- A. **Levels of Scrutiny.** Prerequisites and co-requisites must meet the requirements of at least one of the following subsections:
  1. **The Standard Prerequisites or Co-requisites.** The college may establish satisfactory completion of a course as prerequisite or co-requisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the curriculum committee as provided above, the college specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or co-requisite(s). Any combination of University of California campuses and California State University campuses is acceptable



in satisfaction of this requirement.

2. Sequential Courses Within and Across Disciplines. A course may be established as a prerequisite or co-requisite for another course provided that, in addition to the review by faculty in the department or discipline and by the curriculum committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.
3. Courses in Communication or Computation Skills. Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course by course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or co-requisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:
  - a) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and Research is conducted as provided above per regulation.  
The prerequisite or co-requisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skills is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills. This determination must be approved both by the faculty in the discipline and by the curriculum committee as provided above and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based.
4. Cut Scores and Prerequisites. Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of these data shall be done in the manner prescribed above in addition to other requirements of law. Such a prerequisite may be changed to an advisory on recommended preparation while the problems are being resolved.
5. Programs. In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard

to at least one course that is required as part of the program.

6. Health and Safety. A prerequisite or co-requisite may be established provided that, in addition to the review by faculty in the department or division and by the curriculum committee as provided above:
  - a) The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of others; and
  - b) The prerequisite is that the student possesses what is necessary to protect his or her health and safety and the health and safety of others before entering the course.
  
7. Recency and Other Measures of Readiness: Recency and other measures of readiness may be established as a prerequisite or co-requisite only if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:
  - a) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.
  - b) Data are gathered according to sound research practices in at least one of the following areas:
    - (1) The extent to which students, those currently enrolled in the course or those who have completed them, believe the proposed prerequisite or co-requisite is necessary. Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or co-requisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in courses or other indicators that the student was or was not ready to take the course.
    - (3) Comparison of students' performance at any point in the course with completion of the proposed prerequisite or co-requisite.
    - (4) Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described above.
  - c) The standard for any comparison done shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or co-requisite. The research design, operational definitions, and numerical standards, if appropriate, shall be developed by research personnel, discipline faculty, and representatives of the academic senate. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or co-requisite as a recommended preparation and may seek to establish it as a prerequisite or co-requisite only by following the process described in this policy and any applicable college policies.

- d) If the curriculum committee has determined as provided in these procedures that a new course needs to have a prerequisite or co-requisite, then the prerequisite or co-requisite may be established for a single period of not more than two years while research is being conducted and a determination is being made, provided that:
  - (1) All other requirements for establishing the prerequisite or co-requisite have already been met; and
  - (2) Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.

Prerequisites and co-requisites that are exempt from review at the time they are, or were, established are not eligible for this exception, and the research must be conducted during the six years before they must be reviewed.

- B. Additional Rules. Title 5, Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.

## **2. Advisories on Recommended Preparation.**

The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

## **Limitations on Enrollment.**

The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years, or more frequently as appropriate; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

- A. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
  - 1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
  - 2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine

whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

- B. Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

**Blocks of Courses or Sections.** Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

**DCAA**

**November 29, 2012**

**AGENDA ITEM #6**

DTRW-I Report  
(Ramiro Sanchez)

NO ATTACHMENT

**DCAA**

**November 29, 2012**

**AGENDA ITEM #6**

DTRW-SS Report  
(Ramiro Sanchez)

NO ATTACHMENT

**DCAA**

**November 29, 2012**

**AGENDA ITEM #8**

**Consent Item**

Moorpark College  
October 2012 Curriculum Submission

**MOORPARK COLLEGE**

**Revised Course**

MATH M01

Elementary Algebra

5.0



### Revised Course

MATH M01 Elementary Algebra 5.0  
Prerequisites: MATH M09 or MATH M09A and MATH M09B and MATH M09C or **LS M07B** or 1 year of high school pre-algebra with grade of C or better  
Hours: 5 lecture

**Reviews** ~~Briefly reviews~~ arithmetic, including integers, fractions, and decimals. Covers **algebraic expressions**, linear equations and inequalities, graphing **lines**, systems of linear equations, **integer exponents**, polynomials, **factoring of polynomials**, **solving quadratic equations by the factoring method**, and rational expressions, ~~and equations. Also covers square roots and radical expressions, quadratic equations and the quadratic formula.~~ MATH M01 is equivalent to MATH M01A and MATH M01B. Unit credit may be received for either MATH M01 or MATH M01A and MATH M01B, but not both. Students receiving credit in MATH M01 will not receive credit for MATH M04A. Applies to Associate Degree.

**DCAA**

**November 29, 2012**

**AGENDA ITEM #8**

**Consent Item**

Moorpark College  
November 2012 Curriculum Submission

## **MOORPARK COLLEGE**

### **Deleted Degrees/Programs**

Editing (FTVM) – Certificate of Achievement

Film Television Media – AA

On-Air Performance (FTVM) – Certificate of Achievement

Film Production (FTVM) – Certificate of Achievement

Geography – AA

Journalism – AS

**DCAA**

**November 29, 2012**

**AGENDA ITEM #8**

**Consent Item**

Oxnard College  
October 2012 Curriculum Submission

## OXNARD COLLEGE

### New Courses

CRM R113	Bar and Beverage Management	3
CRM R116	Accounting for the Hospitality Industry	3
MATH R001	Transitional Mathematics I	3
MATH R002	Transitional Mathematics II	3
MATH R003	Transitional Mathematics III	3
TV R107	History of Film	3
TV R110	Introduction to Audio	3

### Revised Courses

ASL R103	American Sign Language 3	<del>4</del> 3
ASL R104	American Sign Language 4	<del>4</del> 3
CRM R100	Introduction to the Hospitality Industry	<del>3</del> 2
CRM R102A	Quantity Food Preparation	7
CRM R102E	CRM Foods Laboratory	2
CRM R106	Nutrition in Food Service	<del>3</del> 2
CRM R107	Dining Room Service	3.5
ENGL R102	Critical Thinking through Composition and Literature	<del>4</del> 3
SPAN R102	Elementary Spanish 2	5

### Revised Programs

Associate in Arts in English for Transfer  
Associate in Science in ~~Legal Assisting/~~Paralegal Studies  
Certificate of Achievement in ~~Legal Assisting/~~Paralegal Studies

## OXNARD COLLEGE

### New Courses

#### Page 2

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CRM R113                      Bar and Beverage Management                      3 Units  
Hours:                      3.0 lecture  
Prerequisite:                      None

This course covers all facets of bar and beverage management including balancing marketing and control objectives, business planning, and employee management and training. Course also covers alcohol service responsibility, and essential information on a wide range of beverage products, including non-alcoholic beverages. This course is required for National Restaurant Management (NRA) Certification. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

CRM R116                      Accounting for the Hospitality Industry                      3 Units  
Hours:                      3.0 lecture  
Prerequisite:                      None

This course covers the accounting cycle as it applies to the hospitality industry. Emphasis is placed on merchandising operations, inventories, cost of goods sold, payroll and accounting for receivables and payables. Also included is the preparation of financial statements. This course is required for certification by the National Restaurant Association (NRA). Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

MATH R001                      Transitional Mathematics I                      3 Units  
Hours:                      1.0 lecture, 6.0 lab  
Prerequisite:                      None

This course is the first of a three-course sequence that covers basic math, prealgebra, and elementary algebra topics. In this course, students will use an interactive, competency-based computer program to master operations on whole numbers, fractions, decimals, and percentages. Topics include whole numbers, fractions, decimals, ratios, rates, percents, geometry, and an introduction to statistical measures. Students will have the option to extend their knowledge by studying additional topics as time allows. A student receiving credit in MATH R001 will not receive credit in MATH R009. Course is offered on a Pass/No Pass basis only.

MATH R002                      Transitional Mathematics II                      3 Units  
Hours:                      1.0 lecture, 6.0 lab  
Prerequisite:                      MATH R001, or MATH R009, or MATH R009A, B, and C, or MATH R010

This course is the second of a three-course sequence that covers basic math, prealgebra, and elementary algebra topics. In this course, students will use an interactive, competency-based computer program to master operations on real numbers and begin the study of elementary algebra. Topics include operations with real numbers, algebraic expressions, introduction to functions, solving linear equations and inequalities, one- and two-dimensional graphing, and graphing systems of linear equations. Students will have the option to extend their knowledge by studying additional topics as time allows. A student may not simultaneously receive credit for this course and MATH R010 or MATH R011. Course is offered on a Pass/No Pass basis only.

## OXNARD COLLEGE

### New Courses

#### Page 3

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MATH R003                      Transitional Mathematics III                      3 Units  
Hours:                              1.0 lecture, 6.0 lab  
Prerequisite:                      MATH R002

This course is the third of a three-course sequence that covers basic math, prealgebra, and elementary algebra topics. In this course, students will use an interactive, competency-based computer program to master operations on polynomials. Topics include operations with polynomials, exponents, solving systems, factoring polynomials, and rational expressions and equations. A student may not simultaneously receive credit for this course and MATH R014. Course is offered on a Pass/No Pass basis only.

TV R107                              History of Film    3 Units  
Hours:                                      3.0 lecture  
Prerequisite:                              None

This course surveys both U.S. and international motion pictures from 1895 to present day. Students examine developments and innovations in film as an art form and as a distinctive medium of communication. Screenings of important films, discussions of these films and their directors and the critical reactions of the students are the major focus of class activities. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

TV R110                              Introduction to Audio    3 Units  
Hours:                                      2.0 lecture, 3.0 lab  
Prerequisite:                              None

This course introduces the theoretical and practical fundamentals of audio production, technology, and terminology. This may include exercises using available equipment, an introduction to the lexicon of audio production, and an understanding of the selection and use of audio tools that support, radio, television, video, film, and multimedia production. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

## OXNARD COLLEGE

### Revised Courses

#### Page 4

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ASL R103                      American Sign Language 3                      4 3 Units  
Hours:                      4.0 ~~3.0~~ lecture  
Prerequisite:                      ASL R102

Course will continue the study of conversational American Sign Language with expanded information on ASL grammar, syntax, spatial referencing, and vocabulary development. Dialogues, short stories, and narratives will incorporate discussion of Deaf culture and detailed descriptions of people and surroundings. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*

ASL R104                      American Sign Language 4                      4 3 Units  
Hours:                      4.0 ~~3.0~~ lecture  
Prerequisite:                      ASL R103

This course will build on skills acquired in ASL R103, and includes more complex ASL grammatical features, vocabulary building in context, and comprehension and development of medium-length stories, narratives and dialogues. Discussion material will include topics which are culturally significant to the deaf community. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*

CRM R100                      Introduction to the Hospitality Industry                      3 2 Units  
Hours:                      3.0 ~~2.0~~ lecture  
Prerequisite:                      None

The course will provide an overview of the hospitality industry, its history and interrelationships of hotel, restaurant, travel, leisure industries, **and introduce math concept application in the culinary field.** Students will also learn the importance of economic and social influences of leisure. Emphasis is on the attitude required of a person seeking a position in the industry. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

CRM R102A                      Quantity Food Preparation                      7 Units  
Hours:                      3.0 lecture, 12.0 lab  
Prerequisite:                      **CRM R104 or concurrent enrollment** ~~Negative TB test~~  
**Limitation:**                      **Negative TB test**

This course provides the study and laboratory experience of quantity food preparation (i.e. school food service CRM kitchen). Students will receive an introduction and application of principles and procedures of basic food preparation with the emphasis on equipment tools and the proper utilization of time and use of leftovers. Student lab hours will be assigned at a four-hour orientation meeting before the beginning of the semester. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*



**OXNARD COLLEGE****Revised Courses****Page 5**

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CRM R102E CRM Food Laboratory 2 Units  
Hours: 6.0 lab  
Prerequisites: **CRM R102A, and CRM R104 or concurrent enrollment** ~~Negative TB test~~  
**Limitation:** **Negative TB test**

This course provides supervised practice in the college-operated food service and CRM kitchen. Students will practice food preparation in areas: range, pantry, bakery, and short order. Kitchen maintenance and care stressed. ~~Course may be taken four times.~~ Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

CRM R106 Nutrition in Food Service 3 2 Units  
Hours: **3.0** ~~2.0~~ lecture  
Prerequisite: None

This course focuses on nutrition as it relates to personal health, foods and food preparation. Students will learn menu planning and recipe modification, and marketing of food products for use in hotels, restaurants, and institutions. **Students will also complete the nutrition competencies required by the National Restaurant Association Educational Foundation.** Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

CRM R107 Dining Room Service 3.5 Units  
Hours: 2.0 lecture, 4.5 lab  
**Prerequisite:** **CRM R100, and CRM R104 or concurrent enrollment**  
**Limitation:** **Negative TB test**

This course provides proper methods of service in all types of eating establishments from mom and pop operations to haute cuisine restaurants. A comprehensive presentation of what is needed to provide excellent service is also reviewed. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU*

ENGL R102 Critical Thinking through Composition and Literature 4 3 Units  
Hours: **4.0** ~~3.0~~ lecture  
Prerequisite: ENGL R101

This course provides study of literature combined with instruction in critical thinking and composition. The course emphasizes understanding and writing about literature using principles of logical analysis, criticism, advocacy of ideas, and inductive and deductive reasoning. Students will examine assumptions upon which conclusions are based and recognize common logical errors of language and thought. Instruction is offered in advanced elements of style and organization. Application of critical thinking skills and logical methodology to the various literary genres will achieve a disciplined understanding of the material. Field trips may be required. *Transfer Credit: UC, CSU*

**OXNARD COLLEGE**

**Revised Courses**

**Page 6**

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SPAN R102	Elementary Spanish 2	5 Units
Hours:	5.0 lecture	
Prerequisites:	<b>SPAN R101, or SPAN R101B, or 2 yrs. High school Spanish</b>	

This is a first year, second semester Spanish course for non-native speakers. It provides an introduction to the language and culture of the Spanish-speaking world. The course emphasizes oral communication and vocabulary development through reading and writing. Students study basic vocabulary and grammar, as well as various aspects of the Spanish culture. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*

Associate in Arts in English for Transfer

Required Core Courses (4 units):	Units
ENGL R102 Critical Thinking through Composition and Literature	<del>4</del> 3
List A – Required Additional Courses (6 units):	
ENGL R104 English Literature I	3
ENGL R105 English Literature II	3
List B – Two courses (6 Units):	
ENGL R107 American Literature I	3
ENGL R108 American Literature II	3
List C – Select one of the following courses (3 units):	
ENGL R103 Creative Writing	3
OR	
ENGL R111 Shakespeare	3
OR	
ENGL R112 Literature by Women	3
Total Required Units	<b>19</b> <del>18</del>

Associate in Science in Paralegal Studies

Required Courses:	Units
<del>BUS R111A Business Law I</del>	<del>3</del>
<b>PLS LA R041 Computer Applications for Paralegals</b>	<b>3</b>
<del>PLS LA R101 Legal Assisting/Paralegal Fundamentals</del>	<del>3</del>
<del>PLS LA R102 Torts for Legal Assistants</del>	<del>3</del>
<del>PLS LA R103 Contracts for Legal Assistants</del>	<del>3</del>
<del>PLS LA R104 Legal Research and Writing I</del>	<del>3</del>
<del>PLS LA R105 Legal Research and Writing II</del>	<del>3</del>
<del>PLS LA R106 Civil Litigation for Legal Assistants</del>	<del>3</del>
<del>PLS LA R108 Evidence</del>	<del>3</del>
<b>Total Required Units</b>	<b>24 27</b>

Certificate of Achievement in Paralegal Studies

Required Courses:	Units
<del>BUS R111A Business Law I</del>	<del>3</del>
<b>PLS LA R041 Computer Applications for Paralegals</b>	<b>3</b>
<del>PLS LA R101 Legal Assisting/Paralegal Fundamentals</del>	<del>3</del>
<del>PLS LA R102 Torts for Legal Assistants</del>	<del>3</del>
<del>PLS LA R103 Contracts for Legal Assistants</del>	<del>3</del>
<del>PLS LA R104 Legal Research and Writing I</del>	<del>3</del>
<del>PLS LA R105 Legal Research and Writing II</del>	<del>3</del>
<del>PLS LA R106 Civil Litigation for Legal Assistants</del>	<del>3</del>
<del>PLS LA R108 Evidence</del>	<del>3</del>
<b>Total Required Units</b>	<b>24 27</b>

**DCAA**

**November 29, 2012**

**AGENDA ITEM #8**

**Consent Item**

Oxnard College  
November 2012 Curriculum Submission

## OXNARD COLLEGE

### New Courses

ART R175	Digital Concepts and Techniques in Art	3
ASL R110	Introduction to Deaf Studies	3
CAOT R004	Microsoft Outlook	1.5
DA R009	Office Procedures	3
DA R101	Dental Assisting	9
DA R101L	Dental Assisting Laboratory	5
DA R105	First Aid/Personal Safety	3
ENGL R189C	Argumentation and Critical Thinking Module	1
GEOL R130	Environmental Geology	3
MATH R001	Transitional Mathematics I	4
MATH R002	Transitional Mathematics II	4
MATH R134	Linear Algebra	3
MATH R143	Differential Equations	3
PG R100B	Student Success: Strategies for Academic Success	1
TV R112	Introduction to Storyboarding	3
TV R160	Introduction to Digital Photography	3
TV R175	Digital Concepts and Techniques in Art	3

### Revised Courses

ANTH R101	Introduction to Biological Anthropology	3
ANTH R102	Introduction to Cultural Anthropology	3
ANTH R103	Introduction to Archaeology	3
ART R160	Introduction to Digital Photography	3
CAOT R009	Office Procedures	3
HED R105	First Aid/Personal Safety	3

### New Programs

Associate in Science in Child Development/Early Childhood Education for Transfer  
Associate in Science in Dental Assisting  
Certificate of Achievement in Dental Assisting  
Associate in Arts in History for Transfer  
Associate in Arts in Kinesiology for Transfer  
Associate in Science in Math for Transfer  
Associate in Science in Physics for Transfer  
Certificate of Achievement in TV, Filmmaking, and Media Arts

### Revised Programs

Associate in Science in Administrative Assistant  
Certificate of Achievement in Administrative Assistant  
Associate in Science in Computer Networking/IT  
Certificate of Achievement in Computer Networking/IT  
Associate in Science in Culinary Arts  
Certificate of Achievement in Culinary Arts  
Associate in Science in **Environmental Control Technology** ~~Air Conditioning/Refrigeration~~

**Revised Programs cont.**

Certificate of Achievement in **Environmental Control Technology** ~~Air Conditioning/Refrigeration~~  
Associate in Science in Fire Technology  
Certificate of Achievement in Fire Technology  
Office **Technologies** ~~Occupations Preparation~~ Proficiency Award  
Associate in Science in Restaurant Management  
Certificate of Achievement in Restaurant Management  
Associate in Arts in **TV, Filmmaking, and Media Arts** ~~Communications—Radio, Motion Picture  
and Television~~

## OXNARD COLLEGE

### New Courses

#### Page 3

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ART R175                      Digital Concepts and Techniques in Art                      3 Units  
Hours:                      1.5 lecture, 4.5 lab  
Prerequisite:                      None

An overview of vector based and pixel based computer applications, and how they are used in a creative environment. Understanding of the underlying logic of computer software will be taught with an emphasis on the role of the computer in all forms of modern art-making. Students will learn how to use the computer as a tool effectively while developing their own method of creating digital artwork. Cross-platform issues will be addressed, as well as file preparation for various output media. Field trips may be required. (Same as TV R175) *Transfer credit: CSU*

ASL R110                      Introduction to Deaf Studies                      3 Units  
Hours:                      3.0 lecture  
Prerequisite:                      ASL R101

This interdisciplinary course introduces a range of issues that are developed within Deaf Studies: ASL linguistics, Deaf education, sociology of Deaf culture, and ASL interpreting. Field trips may be required. *Transfer credit: CSU*

CAOT R004                      Microsoft Outlook                      1.5 Units  
Hours:                      1.0 lecture  
Prerequisite:                      None

This course provides a solid foundation in the use of e-mail and personal information management 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 personal information management software. E-mail and personal information management software 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. Field trips may be required. Pass/No Pass at Student's Option.

DA R009                      Office Procedures                      3 Units  
Hours:                      3.0 lecture  
Advisories:                      CAOT R001B or CAOT R002 and CAOT R003C

This course provides instruction and practical applications in current office techniques. Students will learn about the workplace environment, communication skills, technology basics, workforce behaviors, correspondence, meetings and travel, and job search and advancement among other related topics essential for employment in office positions. Field trips may be required. Pass/No Pass at Student's Option.





## OXNARD COLLEGE

### New Courses

#### Page 5

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ENGL R189C            Argumentation and Critical Thinking Module            1 Unit  
Hours:                1.0 lecture  
Prerequisite:        ENGL R102

This one-unit course provides additional instruction in critical thinking and argumentative writing, analytical evaluation of texts and research strategies. It is intended primarily for those students who have previously completed ENGL R102 or its equivalent prior to Fall 2013 and who need the additional unit in critical thinking in order to satisfy the requirements of the Associate in Arts for Transfer in English. *Transfer credit: CSU*

GEOL R130            Environmental Geology            3 Units  
Hours:                3.0 lecture  
Prerequisite:        None

Environmental Geology is an introduction to the geologic fundamentals of the interactions between the impacts of humans with the environment in a geologic context. This course emphasizes the Earth systems and connections between the geosphere, biosphere, atmosphere, and hydrosphere. Field trips may be required. *Transfer credit: CSU*

MATH R001            Transitional Mathematics I            4 Units  
Hours:                1.0 lecture, 9.0 lab  
Prerequisite:        None

This course is the first of a two-course Algebra sequence covering Pre-Algebra and Elementary Algebra topics. An interactive, mastery-based technology model allows students to accelerate through pre-collegiate mathematics. Topics include ratios, rates, percents, geometry, operations on real numbers, variables, algebraic expressions, and solving and graphing linear equations and inequalities. Course is offered on a Pass/No Pass (P/NP) basis only.

MATH R002            Transitional Mathematics II            4 Units  
Hours:                1.0 lecture, 9.0 lab  
Prerequisite:        MATH R001

This course is the second of a two-course Algebra sequence covering Pre-Algebra and Elementary Algebra topics. An interactive, mastery-based technology model allows students to accelerate through pre-collegiate mathematics. Topics include the slope and the equation of a line, functions, systems of linear equations, operations on polynomials, factoring polynomials, and rational expressions/equations. Course is offered on a Pass/No Pass (P/NP) basis only.

## OXNARD COLLEGE

### New Courses

#### Page 6

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MATH R134	Linear Algebra	3 Units
Hours:	3.0 lecture	
Prerequisite:	MATH R121	

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Students will investigate the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included. *Transfer credit: CSU*

MATH R143	Differential Equations	3 Units
Hours:	3.0 lecture	
Prerequisite:	MATH R121	

The course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. The course introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, and singular points, Laplace transforms and linear systems. *Transfer credit: CSU*

PG R100B	Student Success: Strategies for Academic Success	1 Units
Hours:	1.0 lecture	
Prerequisite:	None	

This course will provide students with academic success strategies and resources designed to assist them in succeeding in college. Topics include counseling services, using the college catalog, study skills, time management, academic probation and dismissal, financial aid, tutoring and other support services available. Field trips may be required. Course is offered on a Pass/No Pass (P/NP) basis only. *Transfer credit: CSU*

TV R112	Introduction to Storyboarding	3 Units
Hours:	1.5 lecture, 4.5 lab	
Advisories:	TV R101	

This course covers in-depth exploration of storyboarding: characterization, points of view, guidance of the eye through the sequence of the storyboard, and montage sequences. Storyboarding focuses on techniques of visual storytelling for the moving image, including work in traditional and computer animation, motion pictures, multimedia, time-based imagery and video game design. Emphasis is placed on technique, process of refinement and the visual development of the story. Field trips may be required. *Transfer credit: CSU*

## OXNARD COLLEGE

### New Courses

#### Page 7

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TV R160	Introduction to Digital Photography	3 Units
Hours:	1.5 lecture, 4.5 lab	
Prerequisites:	None	

The history, theory and aesthetics of digital photography will be explored in this course. Students will learn the fundamentals of digital photography with emphasis in the operation of a digital camera, scanning and basic image manipulation and printing. Field trips may be required. (Same as ART R160) *Transfer credit: CSU*

TV R175	Digital Concepts and Techniques in Art	3 Units
Hours:	1.5 lecture, 4.5 lab	
Prerequisites:	None	

An overview of vector based and pixel based computer applications, and how they are used in a creative environment. Understanding of the underlying logic of computer software will be taught with an emphasis on the role of the computer in all forms of modern art-making. Students will learn how to use the computer as a tool effectively while developing their own method of creating digital artwork. Cross-platform issues will be addressed, as well as file preparation for various output media. Field trips may be required. (Same as ART R175) *Transfer credit: CSU*

## OXNARD COLLEGE

### Revised Courses

#### Page 8

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ANTH R101	Introduction to Biological Anthropology	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and their application to the human species. Issues and topics will include, but are not limited to, genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior, and the fossil evidence for human evolution. The scientific method serves as foundation of the course. ~~Biological anthropology presents human biology and variation in its evolutionary context. It includes the study of the human genome, comparative anatomy, the biophysical contexts in which humans lived, the rise of human language, cognition, and technology. The coevolution of biology and culture is presented in light of recent evidence, using methods and data from archaeology, the fossil record and molecular anthropology. Field trips may be required.~~ Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*

ANTH R102	Introduction to Cultural Anthropology	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe. ~~Humans have always been dependent upon culture for survival. Culture is the entire system of beliefs, behaviors, traditions, language, and cognition that is transmitted among humans. Different basic aspects of human culture are examined. Topics will include: biocultural change, how culture is transmitted from one generation to the next, kinship, human universals and the rise of modern peoples, including various post-modern subcultures, including pop culture and ethnic culture.~~ Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*

# OXNARD COLLEGE

## Revised Courses

### Page 9

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ANTH R103                      Introduction to Archaeology    3 Units  
Hours:                              3.0 lecture  
Prerequisite:                      None

This course is an introduction to the study of concepts, theories, data and models of anthropological archaeology that contribute to our knowledge of the human past. The course includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences. ~~Anthropological study of world prehistory and evolution of culture from its earliest known origins through the appearance of civilizations as revealed by archaeological record; nature of archaeological evidence and its analysis.~~ **Field trips may be required.** ~~Pass/No Pass at Student's Option.~~ *Transfer credit: UC, CSU*

ART R160                      Introduction to Digital Photography    3 Units  
Hours:                              1.5 lecture, 4.5 lab  
Prerequisite:                      None

The history, theory and aesthetics of digital photography will be explored in this course. Students will learn the fundamentals of digital photography with emphasis in the operation of a digital camera, scanning and basic **image** manipulation and printing. Field trips may be required. ~~A materials fee is required. Course may be taken two times.~~ **(Same as TV R160)** ~~Pass/No Pass at Student's Option.~~ *Transfer credit: UC, CSU*

CAOT R009                      Office Procedures    3 Units  
Hours:                              3.0 lecture  
Advisories:                      CAOT R001B or CAOT R002 and CAOT R003C

This course provides instruction and practical applications in current office techniques. Students will learn about the workplace environment, communication skills, technology basics, workforce behaviors, correspondence, meetings and travel, and job search and advancement among other related topics essential for employment in office positions. Field trips may be required. ~~Formerly CIS R009.~~ **(Same as DA R009)** ~~Pass/No Pass at Student's Option.~~

**OXNARD COLLEGE**

**Revised Courses**

**Page 10**

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HED R105	First Aid/Personal Safety	3 Units
Hours:	6.0 lab	
Prerequisite:	None	

This course develops safety awareness and positive reactions to emergency situations. It covers ways of reacting to persons suffering from traumatic shock as well as ways of interacting with and calming family members of injured persons. The course includes, but is not limited to, recognition and standard treatment procedures for four life-threatening situations (unconsciousness, breathing, circulation-pulse, and severe bleeding): use of the Automated External Defibrillator (AED): care for poisoning, fractures, emergencies, shock: identification and prevention of sexually transmitted diseases: injury prevention and safety of infants, toddlers/preschoolers and young children: and preventative drug education. Students successfully completing the course receive an American Red Cross Standard First Aid Card, Adult and Child and Infant CPR Cards, and an Automated External Defibrillation (AED) Card. ~~A material fee will be required.~~ **(Same as DA R105)** Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*

**OXNARD COLLEGE****New Programs****Page 11**

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## Associate in Science in Child Development/Early Childhood Education for Transfer

Required Courses:		Units
CD R100	Introduction to Curriculum for the Young Child	3
CD R102	Human Development	3
CD R103	Programs for Young Children	3
CD R106	Child, Family, and Community	3
CD R107	Teaching in a Diverse Society	3
CD R111	Observation and Assessment	3
CD R112	Practicum in Early Childhood Education	3
CD R129	Child Nutrition, Health and Safety	3
Total Required Units		24

Associate in Science in Dental Assisting  
Certificate of Achievement in Dental Assisting

Required Courses:		Units
DA R101	Introduction to Dental Assisting	9
DA R101L	Introduction to Dental Assisting Lab	5
Required Additional Courses (complete 3 courses from the following):		
COMM R101	Introduction to Oral Communication	3
OR		
COMM R110	Small Group Communication	3
OR		
COMM R111	Interpersonal Communication	3
OR		
COMM R113	Intercultural Communication	3
AND		
DA R009	Office Procedures	3
OR		
CAOT R122	Microsoft Office	3
OR		
CIS R020A	Introduction to Microcomputers	3
AND		
DA R105	First Aid/Personal Safety	3
OR		
HED R101	Health and Society	3
OR		
HED R104	Family & Personal Health	3
Total Required Units		23



**OXNARD COLLEGE****New Programs****Page 12**

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## Associate in Arts in History for Transfer

Required Core Courses (6 Units):		Units
HIST R102	History of the United States I	3
HIST R103	History of the United States II	3
List A - Required Additional Courses (6 Units):		
HIST R100A	History of World Civilizations I	3
HIST R100B	History of World Civilizations II	3
List B1 - Select one of the following courses (3 Units):		
HIST R110	History of the Middle East	3
HIST R113	Classical Asia	3
HIST R114	Modern Asia	3
List B2 - Select one of the following courses (3 Units):		
HIST R104	History of California	3
HIST R107	History of Mexicans in the United States	3
HIST R108	African-American History	3
HIST R109	History of Mexico	3
HIST R115	History of the Americas I	3
HIST R116	History of the Americas II	3
HIST R117	History of American Women	3
Total Required Units		18

**OXNARD COLLEGE****New Programs****Page 13**

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## Associate in Arts in Kinesiology for Transfer

Required Core Courses (14 Units):	Units
HED R110 Introduction to Kinesiology	3
ANAT R101 General Human Anatomy	4
PHSO R101 Human Physiology	4 (5)
Movement Based Courses: Select a maximum of one course from any three of the following areas for a minimum of three units.	3
Combatives: PE R130, PE R131A, PE R131B, PE R133A, PE R133B, PE R134A	
Team Sports: ICA R120, ICA R140, ICA R170, ICA R180	
Individual Sports: ICA R110, ICA R160	
Fitness: PE R143, PE R148, PE R150	
Dance: DANC R102A, DANC R102B, DANC R104A, DANC R104B, DANC R110	
 List A: Select two courses (minimum 6 units) from the following:	
MATH R105 Introductory Statistics	5
OR	
SOC R125 Introduction to Statistics in Sociology	3
BIOL R101 General Biology	3
CHEM R120 General Chemistry I	5
PHYS R101 College Physics 1	4
OR	
PHYS R131 Physics for Scientists and Engineers 1	5
HED R105 First Aid/Personal Safety	3
 Total Required Units	20-24

## Associate in Science in Math for Transfer

Required Core Courses	Units
MATH R120 Calculus with Analytic Geometry I	5
MATH R121 Calculus with Analytic Geometry II	5
MATH R122 Calculus with Analytic Geometry III	5
 Select a minimum of two courses from below with at least one course from Group A	
Group A - Provides depth of understanding in subject major	
MATH R134 Linear Algebra	3
MATH R143 Differential Equations	3
 Group B - Expands application of discipline	
MATH R105 Introductory Statistics	4
PHYS R131 Physics for Scientists and Engineers 1	5
 Total Required Units	21-23

**OXNARD COLLEGE****New Programs****Page 14**

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## Associate in Science in Physics for Transfer

Required Core Physics Courses		Units
PHYS R131	Physics for Scientists and Engineers 1	5
PHYS R132	Physics for Scientists and Engineers 2	5
PHYS R133	Physics for Scientists and Engineers 3	5
Required Core Mathematics Courses		
MATH R120	Calculus with Analytic Geometry I	5
MATH R121	Calculus with Analytic Geometry II	5
MATH R122	Calculus with Analytic Geometry III	5
Total Required Units		30
Recommended Courses		
CHEM R120	General Chemistry I	5
MATH R134	Linear Algebra	3
MATH R143	Differential Equations	3

## Certificate of Achievement in TV, Filmmaking, and Media Arts

Required Courses:		Units
TV R101	Introduction to Digital Film and Video Production	3
TV R102	Introduction to Live Production in Video	3
TV R103	Digital Filmmaking	3
TV R106	Digital Editing	3
TV R110	Introduction to Audio	3
TV/ART R160	Introduction to Digital Photography	3
TV/ART R175	Digital Concepts and Techniques in Art	3
Total Required Units		21

**OXNARD COLLEGE****Revised Programs****Page 15**

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Associate in Science in Administrative Assistant  
Certificate of Achievement in Administrative Assistant

Required Courses:		Units
<del>BUS R030</del>	<del>Concepts in Business Math</del>	<del>3</del>
BUS R104	Business English	3
<b>CAOT R001</b>	<b>Keyboarding (Alpha and Numeric)</b>	<b>1.5</b>
<del>CAOT R001A</del>	<del>Keyboarding I</del>	<del>1</del>
<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>
<del>CAOT R003C</del>	<del>Proofreading Skills</del>	<del>2</del>
<b>CAOT R004</b>	<b>Microsoft Outlook</b>	<b>1.5</b>
CAOT R009	Office Procedures	3
CAOT R123	Microsoft Excel	3
<del>CAOT R129</del>	<del>Microsoft PowerPoint</del>	<del>3</del>
CAOT R130	Microsoft Word	3
<del>CIS R021A</del>	<del>Introduction to Windows Concepts</del>	<del>1</del>
<del>CIS R126</del>	<del>Introduction to the Internet/WWW</del>	<del>3</del>

## Required Additional Courses:

Complete a minimum of three units from the following courses:

<del>ACCT BUS R001</del>	<del>Preparation for Accounting</del>	<del>3</del>
<del>ACCT R003</del>	<del>Computerized Accounting</del>	<del>3</del>
<del>ACCT R101</del>	<del>Principles of Financial Accounting</del>	<del>3</del>
BUS R120	Introduction to Business	3
CAOT R124	Microsoft Access	3
<b>CAOT R129</b>	<b>Microsoft PowerPoint</b>	<b>3</b>

Total Required Units	<b>19.5</b> <del>32.5</del>
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**OXNARD COLLEGE****Revised Programs****Page 17**

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Associate in Science in **Environmental Control Technology** ~~Air Conditioning/Refrigeration~~  
 Certificate of Achievement in **Environmental Control Technology** ~~Air Conditioning/Refrigeration~~

Required Courses:		Units
<b>ENVT AC R010</b>	<b>Introduction to Air Conditioning &amp; Refrigeration I</b>	3
<b>ENVT AC R010L</b>	<b>Introduction to Air Conditioning &amp; Refrigeration I Lab</b>	2
<b>ENVT AC R011L</b>	<b>Air Conditioning and Refrigeration II Lab</b>	2
<b>ENVT AC R020</b>	<b>Electrical Systems I</b>	3
<b>ENVT AC R020L</b>	<b>Electrical Systems I Lab</b>	2
<b>ENVT AC R021L</b>	<b>Electrical Systems II Lab</b>	2
<b>ENVT AC R030</b>	<b>Airside Systems</b>	3
<b>ENVT AC R030L</b>	<b>Airside Systems Lab</b>	2
<b>ENVT AC R040</b>	<b>Heating and Control Systems</b>	3
<b>ENVT AC R040L</b>	<b>Heating and Control Systems Lab</b>	2
<b>ENVT R050</b>	<b>Energy Auditing</b>	3
<b>ENVT R050L</b>	<b>Energy Auditing Lab</b>	2
Total Required Units		<b>29 24</b>

Associate in Science in Fire Technology  
 Certificate of Achievement in Fire Technology

Required Courses:		Units
FT R151	Fire Protection Organizations	3
FT R152	Fire Prevention Technology	3
FT R154	Fire Behavior and Principles of Combustion	3
FT R155	Fire Protection Equipment and Systems	3
<b>FT R158</b>	<b>Principles of Fire and Emergency Services; Safety and Survival</b>	<b>3</b>
FT R161	Building Construction for Fire Protection	3
Required Additional Courses:		
EMT R169	Emergency Medical Technician	6
<del>EMT R153</del>	<del>Fundamentals of Personal Fire Safety and Emergency Actions</del>	<del>3</del>
<del>FT R156</del>	<del>Fundamentals of Fire Protection</del>	<del>3</del>
<b>FT R167</b>	<b>Fire Apparatus and Equipment</b>	<b>3</b>
Complete a minimum of one course from the following:		
FT R157	Wildland Fire Control	3
FT R160	Fire Tactics and Strategies	3
<del>FT R163*</del>	<del>Fire Hydraulics</del>	<del>3</del>
FT R164	Fire Company Organization and Management	3
<del>FT R167</del>	<del>Fire Apparatus and Equipment</del>	<del>3</del>
<del>FT R168</del>	<del>Fire Investigation</del>	<del>3</del>
Total Required Units		30

Office ~~Technologies~~ ~~Occupations Preparation~~ Proficiency Award

<b>Required Courses:</b>		<b>Units</b>
<b>CAOT R001</b>	<b>Keyboarding (Alpha and Numeric)</b>	<b>1.5</b>
<del>CAOT R001A</del>	<del>Keyboarding I</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>
<del>CAOT R003C</del>	<del>Proofreading Skills</del>	<del>2</del>
<b>CAOT R004</b>	<b>Microsoft Outlook</b>	<b>1.5</b>
CAOT R009	Office Procedures	3
CAOT R123	Microsoft Excel	3
CAOT R130	Microsoft Word	3
<del>CIS R021A</del>	<del>Introduction to Windows Concepts</del>	<del>1</del>
Total Required Units		<b>13.5</b> <del>16.5</del>

Associate in Science in Restaurant Management  
Certificate of Achievement in Restaurant Management

Required Courses:	Units
<del>CIS R020A</del> Introduction to Microcomputers	<del>2</del>
CRM R100 Introduction to <b>the Hospitality Industry</b>	<del>2</del> <b>3</b>
<del>CRM R102A</del> Quantity Food Preparation	<del>7</del>
<del>CRM R102B</del> Food Preparation Management	<del>4</del>
CRM R104 Sanitation & Environmental Control	3
<b>CRM R106 Nutrition in Food Service</b>	<b>3</b>
<del>CRM R108</del> Facilities and Equipment	<del>3</del>
<b>CRM R109 Management by Menu</b>	<b>3</b>
CRM R110 Food & Beverage Cost Control	3
<b>CRM R111 Food Purchasing and Receiving</b>	<b>3.5</b>
<b>CRM R112 Food and Beverage Management</b>	<b>3</b>
<b>CRM R113 Bar and Beverage Management</b>	<b>3</b>
CRM R114 <b>Supervision in the Hospitality Supervision Industry</b>	3
CRM R115 <b>Marketing of Hospitality Marketing Services</b>	3
CRM R116 Accounting for the Hospitality Industry	3

Take a minimum of two (2) classes from the following:

<b>CRM R102A</b> Quantity Food Preparation	<b>7</b>
<b>CRM R102B</b> Food Preparation Management	<b>4</b>
CRM R107 Dining Room Service	3.5
<del>CRM R109</del> Management by Menu	<del>3</del>
<del>CRM R111</del> Food Purchasing and Receiving	<del>3.5</del>
<del>CRM R112</del> Food and Beverage Management	<del>3</del>

Total Required Units ~~36-37~~ **41-44** units

**Recommended Elective:**

<b>CAOT R122</b> Microsoft Office	<b>3</b>
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*After completion of the following courses, students may apply and earn certification in each respective area awarded by the National Restaurant Association (NRA):*

***CRM R100; CRM R104; CRM R106; CRM R107; CRM R110; CRM R111; CRM R112; CRM R113; CRM R114; CRM R115; CRM R116***



**OXNARD COLLEGE**  
**Revised Programs**  
**Page 20**

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Associate in Arts in ~~TV, Filmmaking, and Media Arts Communications~~ ~~Radio, Motion Picture and Television~~

Required Courses:		Units
<del>TV R100</del>	<del>Electronic Media Studies</del>	<del>3</del>
TV R101	Introduction to Digital Film and Video Production	3
TV R102	<b>Introduction to Live Production in Video</b>	<b>3</b>
	<del>Digital Video Production Workshop</del>	
TV R103	Digital Filmmaking	3
<del>TV R104</del>	<del>Advanced Digital Video Production Workshop</del>	<del>3</del>
<del>TV R105/</del>	<del>Fundamentals of Screenwriting</del>	<del>3</del>
<del>ENLG R130</del>		
<b>TV R106</b>	<b>Digital Editing</b>	<b>3</b>
<b>TV R110</b>	<b>Introduction to Audio</b>	<b>3</b>
<b>TV /ART R160</b>	<b>Introduction to Digital Photography</b>	<b>3</b>
<b>TV/ART R175</b>	<b>Digital Concepts and Techniques in Art</b>	<b>3</b>

~~Required Additional Courses:~~

~~Complete a minimum of six units from the following:~~

<del>ENGL R131*</del>	<del>Cinema: Literary Views</del>	<del>3</del>
<del>OR</del>		
<del>ENGL R132*</del>	<del>Cinema: History, Culture</del>	<del>3</del>
<del>COMM R101</del>	<del>Introduction to Oral Communication</del>	<del>3</del>
<del>TV R117</del>	<del>Race, Class, Gender, and Sexuality in Film and Television</del>	<del>3</del>
<del>TV R190</del>	<del>Internship in Digital Video Production</del>	<del>0.5-6</del>
<del>TV R198</del>	<del>Short Courses in Digital Video</del>	<del>3</del>

Total Required Units            **21 24**

**DCAA**

**November 29, 2012**

**AGENDA ITEM #8**

**Consent Item**

Ventura College  
October 2012 Curriculum Submission

## VENTURA COLLEGE

### New Courses

MATH V13A	Intermediate Algebra: First Half	3 Units
MATH V13B	Intermediate Algebra: Second Half	3 Units

### Revised Courses

AES V40B	United States History: Focus on African Americans II	3 Units
HIST V03B	United States History: Focus on African Americans II	3 Units
MATH V21B	Calculus with Analytic Geometry II	5 Units

**Ventura College  
New Courses**

MATH V13A	Intermediate Algebra: First Half	3 Units
Prerequisite:	MATH V01 with grade of C or better or MATH V01E with grade of CR or P or MATH V11B with grade of C or better; or 1 year of high school beginning algebra (Algebra I) with grade of C or better; or placement as measured by the college assessment process.	
Hours:	3 lecture weekly	

This course is the first half of Intermediate Algebra. Completion of both MATH V13A and MATH V13B is equivalent to MATH V03. This course covers equations and inequalities, systems of equations using matrices, exponents and radicals, and complex numbers. Students receiving credit in MATH V13A will not receive credit in MATH V03A-V03C.

MATH V13B	Intermediate Algebra: Second Half	3 Units
Prerequisite:	MATH V03C with grade of CR or P or MATH V13A with grade of C or better.	
Hours:	3 lecture weekly	

This course is the second half of Intermediate Algebra. Completion of both MATH V13A and MATH V13B is equivalent to MATH V03. This course covers functions and graphs, quadratic equations, conic sections, and exponential and logarithmic functions. Students receiving credit in MATH V13B will not receive credit in MATH V03D-V03E.

### Revised Courses

AES V40B United States History: Focus on African Americans II 3 Units

Hours: 3 lecture weekly

This course will explore the history of the United States from the Civil War *and Reconstruction* to the present. ***It will begin with emphasis on the role of African Americans. Beginning with Reconstruction at the end of the Civil War to the presidential plans for Reconstruction, futile opposition of southern Democrats to radical Republican reconstruction plans and the plight of the newly freed slaves is to be analyzed. Analyses of amendments, and other American history topics such as the struggles the nation faced to reconstruct the Union and to accommodate the newly freed African Americans as citizens of the nation, and trace the parallel struggles of the nation itself and those African American citizens to become one united nation. The course will also analyze Constitutional amendments, industrialization, Jim Crow laws, the Populist Party, the Spanish American War, and all other subsequent American wars will be discussed in relation to African Americans and their involvement and contributions. Special emphasis will be placed upon contributions. It will analyze the significant political, cultural, and economic changes in the post World War II era, including the Civil Rights movement and various attempts to address issues of poverty and incomplete citizenship for African Americans and other minorities. The course will emphasize the roles, involvement, and contributions of African Americans, as well as relevant institutions, trends, concepts, movements, and problems relevant to the country in general and to African Americans in particular. A balanced focus will be placed on social, political, economic, and intellectual considerations.***

Field trips may be required. Formerly AES 40B. Same as HIST V03B. Transfer credit: CSU; UC; credit limitations – see counselor.

Revised Courses – continued

HIST V03B United States History: Focus on African Americans II 3 Units

Hours: 3 lecture weekly

This course will explore the history of the United States from the Civil War *and Reconstruction* to the present. ***It will begin with emphasis on the role of African Americans. Beginning with Reconstruction at the end of the Civil War to the presidential plans for Reconstruction, futile opposition of southern Democrats to radical Republican reconstruction plans and the plight of the newly freed slaves is to be analyzed. Analyses of amendments, and other American history topics such as the struggles the nation faced to reconstruct the Union and to accommodate the newly freed African Americans as citizens of the nation, and trace the parallel struggles of the nation itself and those African American citizens to become one united nation. The course will also analyze Constitutional amendments, industrialization, Jim Crow laws, the Populist Party, the Spanish American war War, and all other subsequent American wars will be discussed in relation to African Americans and their involvement and contributions. Special emphasis will be placed upon contributions. It will analyze the significant political, cultural, and economic changes in the post World War II era, including the Civil Rights movement and various attempts to address issues of poverty and incomplete citizenship for African Americans and other minorities. The course will emphasize the roles, involvement, and contributions of African Americans, as well as relevant institutions, trends, concepts, movements, and problems relevant to the country in general and to African Americans in particular. A balanced focus will be placed on social, political, economic, and intellectual considerations.***

Field trips may be required. Formerly Hist 3B. Same as AES V40B. Transfer credit: CSU; UC; credit limitations – see counselor.

MATH V21B Calculus with Analytic Geometry II 5 Units

Hours: 5 lecture weekly

~~Topics covered in this course will include: review of differentiation and integration of logarithmic and exponential functions; infinite series; techniques of integration; and, polar and parametric representations and improper integrals. There will be applications to conic sections~~  
***This course continues the coverage of the elements of calculus that was begun in MATH V21A. It includes applications and techniques of integration (including improper integrals), parametric and polar representations of plane curves, sequences and series, and an introduction to vectors. The course will also introduce applications to conic sections, and a variety of topics from other disciplines.***

Formerly Math 21B. Transfer credit: CSU; UC; credit limitations – see counselor.  
C-ID: Math 900S [MATH V21A + MATH V21B].

**DCAA**

**November 29, 2012**

**AGENDA ITEM #8**

**Consent Item**

Ventura College  
November 2012 Curriculum Submission

**VENTURA COLLEGE**

**New Degrees/Programs**

Associate in Science Degree/Certificate of Achievement in Medical Assistant – Multi-skilled

**Revised Degrees/Programs**

Associate in Science Degree/Certificate of Achievement in Medical Assistant – *Administrative*  
Associate in Science Degree/Certificate of Achievement in Supervision

**Deleted Degrees/Programs**

Associate in Science Degree/Certificate of Achievement in Business General

**New Courses**

ANTH V05	Linguistic Anthropology: Culture and Communication	3 units
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**Revised Courses**

AES V02B	United States History: Focus on Native Americans I	3 units
HIST V05B	United States History: Focus on Native Americans I	3 units



Associate in Science Degree  
Certificate of Achievement

MEDICAL ASSISTANT – MULTI-SKILLED

REQUIRED COURSES:

		Units
BUS V26	Electronic Health Records	3
BUS V27A	Beginning Medical Terminology	3
BUS V97	Multi-Skilled Medical Assistant	<u>16</u>
		22

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BUS V25, V27B, V29, V44, V45. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

Justification: The Multi-Skilled Medical Assistant Program assists students in developing the skills needed for a career as a medical assistant, trained in both administrative (front office) and clinical (back office) skills. This comprehensive program is offered in an accelerated format and provides the opportunity for students to develop effective communication skills, computer skills, and technical skills that lead to success in working in a variety of healthcare settings. Jobs in this field include, front office medical assistant, medical secretary, back office medical assistant, entry level medical biller, hospital admitting clerk, hospital unit coordinator and entry level medical records clerk. Students who successfully complete this program may be eligible to take the certification exam offered by the California Certifying Board for Medical Assistants to become a California Certified Medical Assistant – Administrative (CCMA-A), Clinical (CCMA-C) or Administrative and Clinical (CCMA-AC).

Associate in Science Degree  
Certificate of Achievement

MEDICAL ASSISTANT - *Administrative*

REQUIRED COURSES:		Units
<b>BUS V25</b>	<b>Medical Coding</b>	<b>3</b>
<b>BUS V26</b>	<b>Electronic Health Records</b>	<b>3</b>
BUS V27A	Beginning Medical Terminology	3
<del>BUS V27B</del>	<del>Advanced Medical Terminology</del>	<del>3</del>
<b>BUS V28A</b>	<b>Medical Office Procedures: Front Office</b>	<b>3</b>
BUS V29	Medical Insurance	3
<del>BUS V44/SUP V81</del>	<del>Business English</del>	<del>3</del>

REQUIRED ADDITIONAL COURSES:

Select one (1) of the following courses:

<del>BUS V06</del>	<del>Business Mathematics</del>	<del>3</del>
<del>BUS V17</del>	<del>Computer Applications</del>	<del>3</del>
<b>BUS V44/SUP V81</b>	<b>Business English</b>	<b>3</b>
<b>BUS V45</b>	<b>Business Communications</b>	<b>3</b>

Select one (1) of the following courses:

<del>BUS V12</del>	<del>Intermediate Keyboarding</del>	<del>1</del>
<del>*BIS V44A</del>	<del>Microsoft Word 1</del>	<del>2</del>

Select one (1) of the following courses:

<del>BUS V28A</del>	<del>Medical Office Procedures: Front Office</del>	<del>3</del>
<del>BUS V28B</del>	<del>Medical Office Procedures: Back Office</del>	<del>3</del>

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~~\*Course deleted as of Fall 2012. See a counselor for more information.~~

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: ANAT V01; ~~ANPH V01~~; **BIOL V12**; BUS V03, **BUS V17**, **BUS V27B**, **BUS V45**; ~~MICR V01~~; PSY V01. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

Justification: The Medical Assistant Program assists students in developing the skills needed for a career as an administrative (front office) medical assistant. This program provides the opportunity for students to develop effective communication skills, computer skills, and technical skills related to working in an administrative role in a variety of healthcare settings. Jobs in this field include: front office medical assistant, medical secretary, entry level medical biller, hospital admitting clerk, hospital unit coordinator and entry level medical records clerk. Students who successfully complete this program may be eligible to take the certification exam offered by the California Certifying Board for Medical Assistants to become a California Certified Medical Assistant – Administrative (CCMA-A).

Associate in Science Degree  
Certificate of Achievement

SUPERVISION

<u>REQUIRED COURSES:</u>		Units
<del>SUP V90</del>	<del>Elements of Supervision</del>	<del>3</del>
SUP V93/BUS V32	Human Resource Management	3
SUP V94/BUS V31	Organization and Management	3
<b>SUP V96/BUS V40</b>	<b>Organizational Behavior</b>	<b>3</b>

REQUIRED ADDITIONAL COURSES:

Select nine (9) units from the following courses:

<b>BUS V17</b>	<b>Computer Applications</b>	<b>3</b>
BUS V34	Exercise in Management Decision Making	3
BUS V45	Business Communications	3
SUP V81/BUS V44	Business English	3
<del>SUP V96/BUS V40</del>	<del>Organizational Behavior</del>	<del>3</del>
		18

See a counselor for more information

~~Recommended course: BUS V06~~

***Recommended course: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking the following course: BUS V06. Although this supplemental course may be of value to the student, please note that it does NOT satisfy the requirements for this degree.***

### New Courses

ANTH V05	Linguistic Anthropology: Culture and Communication	3 Units
Recommended Preparation:	ANTH V02	
Hours:	3 lecture weekly	

This course introduces the socio-cultural perspective in linguistic anthropology. Students will be provided with an overview of the relationship between language and culture, including the basic structure of language, human interaction using verbal language and non-verbal cues, how language reflects and shapes thought, the expression of social status and identity, and the construction of social relationships. The course also exposes students to anthropological theories of language origin, variation in language, language change, and language endangerment.

Transfer credit: CSU; UC.

### Revised Courses

AES V02B United States History: Focus on Native Americans II 3 Units  
Hours: 3 lecture weekly

This course presents a survey and analysis of United States history from the Civil War to the present, with ~~emphasis~~ **emphases** on the role and ~~participation~~ **history** of Native American ~~Indian peoples~~ **Indians, changing United States Indian policy, and the interactions between divergent cultures**. The course emphasizes basic American social, political, economic, and intellectual concepts and developments of the country in general, and the impact of/on Native American Indian peoples in particular. ***It requires students to analyze a variety of materials, think critically, and write thesis-based essays and/or research papers.***

Field trips may be required. Formerly AES 2B. Same as HIST V05B. Transfer credit: CSU; UC; credit limitations – see counselor.

HIST V05B United States History: Focus on Native Americans II 3 Units  
Hours: 3 lecture weekly

This course presents a survey and analysis of United States history from the Civil War to the present, with ~~emphasis~~ **emphases** on the role and ~~participation~~ **history** of Native American ~~Indian peoples~~ **Indians, changing United States Indian policy, and the interactions between divergent cultures**. The course emphasizes basic American social, political, economic, and intellectual concepts and developments of the country in general, and the impact of/on Native American Indian peoples in particular. ***It requires students to analyze a variety of materials, think critically, and write thesis-based essays and/or research papers.***

Field trips may be required. Formerly Hist 5B. Same as AES V02B. Transfer credit: CSU; UC; credit limitations – see counselor.