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## **District Technical Review Workgroup - Instructional (DTRW-I)**

**Agenda  
November 08, 2012 - 1:00 p.m.  
Lakin Board Room**

- **Approval of October 11, 2012 Meeting Notes**
- **Curriculum Submissions**

### **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

### **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




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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**  
 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~~

## **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



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**New Courses**

ANTH V05 Linguistic Anthropology: Culture and Communication 3 units

**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

**Other Business:**

- Communication process to DCAA from DTRW-I for curriculum submissions
- CCLC version of course families between colleges (Erika Endrijonas)
- Update on common course numbering for Art/Art History (ARTH) – Curriculum Chairs are to bring back recommendations through DTRW-I in October or November (Curriculum Chairs)

Next Meeting Date: December 13, 2012, 1:00 pm

Ventura County Community College District

**2012-2013 Academic Year**  
**District Technical Review Workgroup – Instructional (DTRW-I)**  
**Meeting Notes**  
**October 11, 2012 - 1:00 p.m. – DAC Lakin Board Room**  
**MEETING NOTES PRIOR TO APPROVAL AT 11.08.12 DTRW-I MEETING**

**Members:** Chancellor’s Designee: Erika Endrijonas, Chair, (OC)  
 Faculty Co-Chair: Mary Rees, Co-chair (MC)  
 Executive Vice Presidents: Erika Endrijonas (OC), Jane Harmon (MC), Ramiro Sanchez (VC)  
 Faculty Co-Chairs of Curriculum Committees: Teresa Bonham (OC), Mary Rees (MC), Mark Pauley (VC)  
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)  
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Absent:** Clare Geisen (DAC)

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of September 13, 2012 Meeting Minutes	Dr. Endrijonas welcomed everyone to DTRW-I and the meeting commenced at 1:04 pm.  The meeting notes were approved with minor changes.			
Selection of Co-chair	Mary Rees was selected as Co-chair of DTRW-I.			
<b>CURRICULUM SUBMISSIONS</b>				
New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions	<b>Curriculum Submissions</b>  <b><u>Moorpark College</u></b> <b>Revised Course</b> MATH M01, Elementary Algebra, 5 units The only change to the revised course is an additional prerequisite. Class will be revised			EVP for each college to send items to their President’s office for Board approval submission

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>to take out prerequisite 9.  <b>Recommendation:</b> The revised course will go forward to Board for approval.</p> <p><b><u>Oxnard College</u></b>  <b><u>New Courses</u></b>            CRM R113, Bar and Beverage Management, 3 units – this item will go forward.            CRM R116, Accounting for the Hospitality Industry, 3 units – this item will go back for clarification, but will go forward if there are no changes.            MATH R001, Transitional Mathematics I, 3 units – pulled for review by Curriculum Committees.            MATH R002, Transitional Mathematics II, 3 units – pulled for review by Curriculum Committees.            MATH R003, Transitional Mathematics III, 3 units – pulled for review by Curriculum Committees.            TV R107, History of Film, 3 units – this item will go forward with no changes.            TV R110, Introduction to Audio, 3 units – this item will go forward with no changes.</p> <p>Discussion ensued regarding math courses and meeting Board goals and objectives while simultaneously meeting the needs of the students and the District.</p> <p><b>Recommendation:</b>            The math courses were pulled and will go back to the Curriculum Committee for review for District alignment with Board goals and objectives. See individual items.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><b>Revised Courses</b>  ASL R103, American Sign Language, 3 4 3 units – this item will go forward with no changes from this workgroup.  ASL R104, American Sign Language 4, 4 3 units – this item will go forward with no changes from this workgroup.  CRM R100, Introduction to the Hospitality Industry, 3 2 units – this item will go forward with no changes from this workgroup.  CRM R102A, Quantity Food Preparation, 7 units – this item will go forward with no changes from this workgroup.  CRM R102E, CRM Foods Laboratory, 2 units – this item will go forward with no changes from this workgroup from this workgroup.  CRM R106, Nutrition in Food Service, 3 2 units – this item will go forward with no changes from this workgroup.  CRM R107, Dining Room Service, 3.5 units – this item will go forward with no changes from this workgroup.  ENGL R102, Critical Thinking through Composition and Literature, 4 3 units – this item will go forward with no changes from this workgroup.  SPAN R102, Elementary Spanish 2,5 units – this item will go forward with no changes from this workgroup.  <b>Recommendation:</b>  All items will go forward for Board approval.</p> <p><b>Revised Programs</b>  Associate in Arts in English for Transfer</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Associate in Science in <del>Legal</del> <del>Assisting/</del>Paralegal Studies Certificate of Achievement in <del>Legal</del> <del>Assisting/</del>Paralegal Studies <b>Recommendation:</b> All revised programs will go forward for Board approval with no changes from this workgroup.</p> <p><b>Ventura College</b> <b>New Courses</b> MATH V13A, Intermediate Algebra: First Half, 3 units MATH V13B, Intermediate Algebra: Second Half, 3 units <b>Recommendation:</b> The math courses will go to DCAA for recommendation regarding 5 units vs. 6 units to complete the same courses and consistency in class formatting.</p> <p><b>Revised Courses</b> 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 <b>Recommendation:</b> All revised courses will go forward for Board approval with no changes from this workgroup.</p>			
<b>OLD BUSINESS</b>				
<b>BP/AP 4025 and BP/AP 4260</b>	BP/AP 4025 and BP/AP 4260 require revision to incorporate the new Title 5 regulations regarding pre-requisites/co-requisites. DTRW-I will make recommended			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>changes to DCAA.</p> <p>There was a suggested recommendation to revise and add language on BP 4260 and to revise language on AP 4260 Prerequisites and Co-requisites to also incorporate the new Title 5 regulations regarding prerequisites and will make recommended changes to DCAA.</p> <p>Discussion ensued regarding general education patterns related to degrees and the Districtwide general education subcommittees' charge from DCAA. Ms. Rees would like to request a clear mission from DCAA before taking issues back to the newly formed Districtwide general education subcommittee and will address this issue at the next DCAA meeting on October 25, 2012.</p>			
<b>New Business</b>				
<p><b>Communication process to Chancellor's Cabinet from DTRW-I for curriculum submissions</b></p>	<p>Ms. Geisen will add this issue to Cabinet's agenda for next Monday to ask if the Chancellor would like to see curriculum prior to adding to the Board agenda. A suggestion was made to add it to the Administrative Council agenda instead of Cabinet. Ms. Geisen will obtain clarification from the group and contact the Chair and Co-chair with the outcome.</p> <p>A suggestion was also made to align DTRW curriculum and Board agenda formatting submissions to be the same to improve efficiency. All were in agreement for DTRW-I submissions to be submitted in Board</p>	<p>Add to Cabinet agenda</p>	<p>October 15, 2012</p>	<p>Clare Geisen</p>



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	agenda format.			
<b>Course families between colleges – from DCAA</b>	<p>Ms. Rees provided and reviewed with DTRW-I a handout of “Limitation on Transferability of Active Participatory Courses in Physical Education, Visual Arts or Performing Arts,” with examples from Moorpark College.</p> <p>There was discussion regarding whether the CCLC has a policy regarding course families or whether this is a local decision at college level and is also may be a repeatability issue within Banner.</p> <p>Dr. Endrijonas and Ms. Nusser will research the CCLC model policy of course families and bring this back to the next DTRW-I meeting. This item will eventually go forward to DCAA.</p>	Research CCLC model policies for course families	December 13	Erika Endrijonas/Laurie Nusser
<b>Common course designation for Art/Art History (ARTH) – from DCAA</b>	<p>Curriculum Chairs are to bring back recommendations through DTRW-I in October or November.</p> <p>This item is currently under review with DCHR for operational purposes. Minimum qualifications are an issue. Members are to discuss amongst the colleges.</p>			
<b>Other Business</b>	Ms. Geisen provided the VCCCD Policy/Procedure Tracking sheet for review of DTRW-I. Gray shaded areas require review. Dr. Endrijonas and Ms. Rees will review it for designation to DTRW-I or DTRW-SS review.			
<b>Next Meeting Date:</b>	November 8, 2012 – 1 pm			

## **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

## 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

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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

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DA R101                      Dental Assisting    9 Units  
Hours:                      9.0 lecture  
Advisories:                      ENGL R101  
Limitations:                      Physical/clinical examination (within the last 12 months) with CBC and urinalysis; non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity.

This course is an A to Z lecture on all things dental assisting. Topics will include dental terminology, basic anatomy of the oral cavity, dental anatomy and physiology, oral embryology, tooth morphology, classifications of restorations, preliminary oral inspection, charting existing conditions of the hard and soft tissues, taking and recording vital signs, and the introduction to systemic conditions which may affect dental care. Dental radiology/radiography, dental materials, occupational health, and dental specialties will also be discussed. Field trips may be required.

*Transfer credit: CSU*

DA R101L                      Dental Assisting Laboratory    5 Units  
Hours:                      15.0 lab  
Limitations:                      Physical/clinical examination (within the last 12 months) with CBC and urinalysis; non-reactive VDRL or RPR; negative Tuberculosis Mantoux test or negative chest x-ray; Hepatitis B vaccine & titer showing immunity; Tetanus vaccine; MMR vaccine or titers showing immunity to Rubella and Rubeola; Varicella titer showing immunity.

This class is a hands-on introduction to the primary dental assistant duties. Topics include preparing the patient for dental treatment, positioning of the patient and dental team, and four-handed and six-handed dentistry. Students will learn how to obtain patient health history and vital signs, treatment planning, and data gathering. In addition, instrument grasp/transfer, triplex syringe use, oral evacuation, and retraction will be taught. Identification and use of hand instruments, equipment maintenance, tub, tray and cassette set-ups of the basic general dental procedures will be covered. Dental radiology/radiography techniques, dental materials uses and techniques will also be practiced. Field trips may be required. *Transfer credit: CSU*

DA R105                      First Aid/Personal Safety    3 Units  
Hours:                      3.0 lecture  
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. (Same as HED R105) Pass/No Pass at Student's Option. *Transfer credit: UC, CSU*

## OXNARD COLLEGE

### New Courses

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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

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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

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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

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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

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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**

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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**

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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

## 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

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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**

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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                    **19.5 32.5**

Associate in Science in Computer Networking/IT  
Certificate of Achievement in Computer Networking/IT

Required Courses	Units
<b>CNIT R101</b> <b>IT Essentials</b>	<b>3</b>
<del>CNIT ENGT R120</del> Cisco CCNA Computer Networking <b>I 1 &amp; 2</b>	<del>4</del>
<del>CNIT ENGT R121</del> Cisco CCNA Computer Networking <b>II 3 &amp; 4</b>	<del>4</del>
<del>CNIT ENGT R130</del> Administering Microsoft Windows <del>Desktop</del> Operating System	<del>3</del>
<del>CNIT ENGT R142</del> <b>CompTIA A+ Computer Technician and Certification Prep</b>	<del>4</del>
<del>CNIT ENGT R145</del> CompTIA Security+ Certification Preparation	<del>3</del>
<del>ENGT R150</del> Introduction to Computer Network Technology	<del>3</del>
Required Additional Courses:	
Complete a minimum of 9 units from the following courses:	
CAOT R122          Microsoft Office	3
<del>CNIT ENGT R131</del> Administering Microsoft Windows Server Administrator	<del>3</del>
<del>CNIT ENGT R144</del> <b>CompTIA Network+ Fundamentals and Certification Prep</b>	<del>4</del>
<b>COMM R101</b> <b>Introduction to Oral Communication</b>	<b>3</b>
COT R190V         Occupational Cooperative Work Experience	1 - 4
<b>or</b>	
<b>COT R191V</b> <b>Occupational Cooperative Paid Work Experience</b>	<b>1 - 4</b>
<del>ENGT R143</del> <del>CompTIA Linux+ Fundamentals &amp; Certificate Preparation</del>	<del>3</del>
<b>Total Required Units</b>	<b>30</b>

Associate in Science in Culinary Arts  
Certificate of Achievement in Culinary Arts

Required Courses:	Units
CRM R100            Introduction to <b>the Hospitality Industry</b>	<del>2</del> <b>3</b>
CRM R102A         Quantity Food Preparation	7
CRM R102B         Food Preparation Management	4
<b>CRM R102E</b> <b>CRM Foods Laboratory</b>	<b>2</b>
CRM R103A         Baking Techniques	6
CRM R104           Sanitation & <b>Environmental Control</b>	3
CRM R105           Gourmet <b>Cooking &amp; /Garde Manger</b>	4
<b>CRM R106</b> <b>Nutrition in Food Service</b>	<b>3</b>
CRM R107           Dining Room Service	3.5
<del>CRM R109</del> <del>Management by Menu</del>	<del>3</del>
<b>Total Required Units</b>	<b>35.5</b> <del>32.5</del>

*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***

**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 Supervision in the Hospitality <del>Supervision</del> Industry	3
CRM R115 Marketing of Hospitality <del>Marketing</del> Services	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**  
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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>	3
	<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**

**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>
 <u>REQUIRED ADDITIONAL COURSES:</u>		
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>
		<u>18</u>

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.