



## Oxnard Employee Pipeline

### *Frequently Asked Questions*

#### What is the Oxnard Employee Pipeline?

- The Oxnard Employee Pipeline is a partnership between the City of Oxnard, Oxnard College, and the West Ventura County Business Alliance. The program will provide training and aid to residents for preparation to work for local companies.

#### When does the Oxnard Employee Pipeline start?

- The Fall 2022 semester for the Oxnard Employee Pipeline starts at Oxnard College on September 12, 2022.

#### What kind of classes will I take?

- The Oxnard Employee Pipeline is a three-course program at Oxnard College consisting of a Career Development and Life Planning course, a course in Communications or English as a Second Language, and a Directed Studies course in Business (BUS 199A):

CRN	COURSE	COURSE NAME	CREDIT	DAY	TIME	ROOM	DATES	FACULTY
72165	BUS 199A	Directed Studies in Business	1.0	Wednesday	6:00 - 7:15 p.m.	Zoom -- Online	09/12 - 12/02	T. Fontenette
71729	COMM R100*	ESL Academic Oral Communication	3.0	Wednesday	6:30 - 7:45 p.m. (plus 1.5 hrs online)	CH-310 and Online	09/12 - 12/15	K. White
71728 (or any COMM R101)	COMM R101	Intro to Oral Communication	3.0	By Arrangement		Online	09/12 - 12/15	B. Zumbro
72132	ESL R108*	ESL Academic Oral Communication	3.0	Wednesday	6:30- 7:45 p.m. (plus 1.5 hrs online)	CH-310 and Online	09/12 - 12/15	K. White
72174	PG R101	Career Development and Life Planning	3.0	Wednesday	5:00- 6:50 p.m.	CH-312 and Online	09/15 - 12/15	Staff
72534	PG R810	Preparing for Workplace Success	Non-credit	Wednesday	5:00 - 6:50 p.m.	CH-303	09/12 - 12/15	Staff

\*COMM R100 and ESLR 108 are the same course



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### **What is the ESL Academic Oral Communication class?**

- The English as a Second Language (ESL) Academic Oral Communication class (COMM R100 or ESL R108) satisfies the Oral Communication requirement to complete the Pipeline. This course is designed to assist non-native English speakers to communicate in academic, professional, and social settings

### **What is a non-credit course?**

- Noncredit courses are intended to provide students with lifelong learning, college transfer and career preparation opportunities. Non-credit often serves as a first point of entry for students as well as a transition point to credit instruction.

### **Will bilingual instruction be offered?**

- Bilingual instruction is not being offered at this time. Plans are currently underway for bilingual instruction in future semesters.

### **When do the classes take place?**

- Between September 12th and December 12th, 2022.

### **Do I have to take all three classes at the same time?**

- The three classes can be taken at your pace -- you can take one at a time or all three together

### **How much does the Oxnard Employee Pipeline cost?**

- With financial aid, little or nothing at all. Financial Aid Specialists from Oxnard College can guide you through the process through regularly scheduled Zoom workshops
- Without financial aid, the 6.5-unit Oxnard Employee Pipeline courses, at \$46.00 per unit, cost \$299 plus \$23 in fees for a total cost of \$322
- Oxnard College contact: Edlin Marquez, [edlin\\_marquez1@vcccd.edu](mailto:edlin_marquez1@vcccd.edu), (805) 678-5141

### **Is there a deadline to apply for Financial Aid?**

- If possible, all Financial Aid documents should be submitted to Oxnard College staff by July 15, 2022.
- Please contact Oxnard College staff with any Financial Aid questions: Edlin Marquez, [edlin\\_marquez1@vcccd.edu](mailto:edlin_marquez1@vcccd.edu), (805) 678-5141

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### **What do I need to do to apply for financial aid?**

- Fill out the Free Application for Federal Student Aid (FAFSA)
- Provide Oxnard College support staff with your 2021 tax returns, if available.
- Oxnard College contact: Edlin Marquez, [edlin\\_marquez1@vcccd.edu](mailto:edlin_marquez1@vcccd.edu), (805) 678-5141

### **Will I get assistance with applying for financial aid?**

- Oxnard College staff is available to assist you! Live Assistance is available via Zoom on Monday, Wednesday, and Thursday between 9:00 a.m. and 11:30 a.m. and between 2:00 p.m. and 4:30 p.m. and on Tuesdays between 9:00 a.m. and 11:30 a.m. and between 2:00 p.m. and 6:00 p.m.
- <https://cccconfer.zoom.us/j/94052498897>
- Assistance is available in Spanish.
- Oxnard College contact: Edlin Marquez, [edlin\\_marquez1@vcccd.edu](mailto:edlin_marquez1@vcccd.edu), (805) 678-5141

### **Do I have to purchase or rent textbooks?**

- Yes, a textbook will probably be needed for the Oxnard Employee Pipeline. For example, for PG R101 you will need: My Ten-Year Plan. Textbooks are available for sale or rent at the Oxnard College Bookstore. Financial aid is also available to assist with these costs. COMM R101 is a Zero Textbook Cost (ZTC) and will not require the purchase of a textbook. COMM R100 will have textbooks available for checkout for free at the library
- Oxnard College Library contact: Richard Padilla, [rpadilla@vcccd.edu](mailto:rpadilla@vcccd.edu) (805) 678-5949

### **Will I get assistance with the application process?**

- Oxnard College staff is available to assist you! Live Assistance via Zoom is open every Wednesday between 3:30 p.m. and 5:30 p.m. - no appointment needed
- <https://bit.ly/condorcorner>
- Oxnard College contact: Imelda Fernandez, [imelda\\_fernandez1@vcccd.edu](mailto:imelda_fernandez1@vcccd.edu), (805) 678-5253

### **When will I know if my financial aid application was approved?**

- Oxnard College staff will notify prospective students within 3-5 days of submitting the financial aid application
- Oxnard College contact: Edlin Marquez, [edlin\\_marquez1@vcccd.edu](mailto:edlin_marquez1@vcccd.edu), (805) 678-5141



## **Oxnard Employee Pipeline** *Frequently Asked Questions*

### **Will I get assistance with registering for classes?**

- Oxnard College staff is available to assist you! Live assistance via Zoom is available anytime Monday through Friday between 8:00 a.m. and 5:00 p.m.
- <https://cccconfer.zoom.us/j/91263428066>
- Oxnard College contact: Marcos Rodriguez, [marcos\\_rodriguez6@vcccd.edu](mailto:marcos_rodriguez6@vcccd.edu), (805) 678-5292

### **I do not have a computer. Is assistance available for registration and applying for financial aid?**

- Yes. The Oxnard College Library computer lab will be available to any prospective students in the Oxnard Employee Pipeline to attend Zoom workshops.
- Oxnard College contact: Juan Sanchez or Ricky Padilla, (805) 678-5819

### **Oxnard Employee Pipeline classes are online and require a computer and access to the internet, is assistance available for access to a laptop?**

- Yes, the Oxnard College Library has a laptop and Wi-Fi hotspot loaner program that will be available to all students enrolled in the Oxnard Employee Pipeline program
- For student assistance before enrolling in classes, computer support is available on campus at Oxnard College Library
- Email Oxnard College Circulation Desk [occirculation@vcccd.edu](mailto:occirculation@vcccd.edu) or call 805-678-5819

### **Will the Oxnard Employee Pipeline help me get a job?**

- The Oxnard Employee Pipeline will provide the necessary skills in communications, career development, and life planning that are vital in obtaining employment in today's economy. At the completion of the coursework, you will be guaranteed an interview at a local Oxnard business

### **What type of job will I be eligible to apply for?**

- You will be able to apply for an entry-level, full-time position with benefits with an Oxnard business

### **Will I get assistance with interview and resume preparation?**

- Yes. As part of the Oxnard College coursework, participants in the Oxnard Employee Pipeline will take a directed studies course in business where sessions will include critical life and employment skills, communication, interview techniques, and more
- City of Oxnard staff will also assist participants in the Oxnard Employee Pipeline prepare for job interviews



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### **If I complete the Oxnard Employee Pipeline coursework, will I receive a degree or certificate?**

- You will not receive a degree. However, participants who complete all Oxnard Employee Pipeline coursework will receive an unofficial non-State certified certificate of completion. This certificate will guarantee you an interview with a local Oxnard business

### **Is Spanish language support available?**

- Yes, the City of Oxnard and Oxnard College staff offer Spanish language support

### **What are the prerequisites to apply for the program?**

- You must be 18 years of age and live in Oxnard

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